



DESIGN, CONSTRUCTION, and RENOVATION STANDARDS

UNIVERSITY OF CENTRAL FLORIDA
FACILITIES AND SAFETY DEPARTMENT

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Design, Construction, and Renovation Standards (Standards)

June 3, 2016 Edition

Version 2016.1

This edition represents a major update of the format and content of the UCF Standards. Subsequent updates to these Standards will include a Summary of Revisions after the Table of Contents. In addition to Design, Construction, and Renovation Standards, this document incorporates information previously contained in the UCF Professional Services Guide, the New Construction and Renovation Requirements, and the Project Manual. Telecommunications and Design Standards are maintained by the Office of Computer Services and Telecommunications and are incorporated by reference to this document. This edition supersedes previous editions.

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A

How to Use This Document

This section includes:

Introduction

A.1 Purpose

A.2 Format of this Document

A.3 Responsibility of the Design Professional

A.4 Responsibilities of the Standards Committee

A.5 Deviation Process

A.6 Update Procedure

Introduction

The planning, construction, operation, and maintenance of facilities is a critical function supporting the educational, research, and service mission of UCF. As the entity responsible for directing planning, design, and construction, Facilities and Safety strives to meet its obligations to provide high-quality and cost-effective services. This requires the timely and appropriate communication of information to a wide range of project stakeholders.

A.1 Purpose

The UCF Design, Construction, and Renovation Standards (Standards) compose a living document, updated annually, with revisions reflecting current industry standards and lessons learned. The document does not modify the contractual obligations of the agreement between UCF (the Owner) and the Architect/Engineer, Construction Manager, Design Builder, General Contractor, or other party. These standards are not intended to be fully inclusive of all scenarios that may be encountered and are not intended to replace the need for the exercise of good judgment by experienced and responsible professionals and contractors.

The Standards are unique to the University of Central Florida. They are not specifications; however, they are to be used as the basis for the development of the Contract Documents. In cases where the Standards exceed current codes, the Standards will take precedence. **CNA-1: All construction specifications must be University project specific and based on the current version of the Standards.**

Regulations are revised periodically, and care must be taken to verify compliance with other applicable governmental standards. Approval by the Owner does not constitute approval by other governmental or regulatory agencies.

All references to codes shall mean the latest editions adopted through legislation for use in state-owned or -leased buildings.

Construction documents must list appropriate codes and the effective date of these codes.

Compliance with these Standards shall in no way constitute a waiver of the Architect/Engineer's or Contractor's liability.

A.2 Format of this Document

This document is formatted for ease of use online or in print. It provides a framework for understanding the design and construction process, in compliance with UCF requirements and appropriate industry standards. An effort has been made to incorporate industry standards by reference, rather than reproducing them here. It is important that design and construction personnel engaged by UCF review and understand the current versions of the reference documents.

There are four sections in these Standards:

A	How to Use This Document
B	Working with UCF
C	Design Guidelines
D	Standards & Technical Requirements

Section A: How to Use This Document describes the format and use of the Standards. Section B: Working with UCF provides instructions to the design professional on understanding and meeting project obligations. Section C: Design Guidelines provides a phase-by-phase description of expectations, review processes, and activities to accomplish a project. Section D: Standards & Technical Requirements lists requirements of all design and construction projects. This section uses the Construction Specifications Institute (CSI) MasterFormat¹ title and numbering format. While Section

¹ MasterFormat is a registered trademark of The Construction Specifications Institute. MasterFormat is the specifications-writing standard for most commercial building design and construction projects in North America.

D is not a specification, it follows the numbering convention of a specification to allow for ease of organization and updating.

These Standards are required for all UCF projects. Each section has a basic level of standard required by all campus projects, as listed under “SECTION I - GENERAL STANDARDS.” Requirements that differ by project level are listed under “SECTION II - LEVEL SPECIFIC STANDARDS” for the following categories:

Level A - Laboratory

Level B - Classrooms, Offices, Conference Rooms, and Other Academic Spaces

Level C - Renovation

Level D - Housing

Level E - Retail

Items identified by the Standards Committee as “**Critical Need Items**” are indicated in bold blue type. A checklist of critical need items, showing how each item is addressed in the design documents, must be submitted at each major design phase.

A.3 Responsibility of the Design Professional

The construction documents developed for each project shall be consistent with the stated project goals, the building program, and the project budget. These Standards list items that are required in addition to applicable building codes,

life safety codes, and accessibility codes. In the event that the design professional or Contractor should identify specific instances where conflicts exist with code compliance, they should immediately be brought to UCF’s attention in writing, along with recommendations for resolving the conflict. **CNA-2: Firms under contract prior to May 2016 must review this edition for the most recent changes and evaluate any cost or time implications, if any, to their projects. These implications must be sent to the Project Manager, in writing, for action by the University.**

A.4 Responsibilities of the Standards Committee

1. Update the UCF Design & Construction Standards on an annual basis.
2. Review submitted deviations and revisions in a timely manner.
3. Have at least one representative of the Standards Committee in all design phase meetings and workshops, including the kick-off meeting, for all major projects.
4. Emphasize to user groups that buildings are “UCF buildings,” not departmental or college buildings.
5. Serve as initial interpreter of the Design & Construction Standards.
6. Review and recommend approval of Owner’s Project Requirements (OPR), starting with the program verification phase.

A.5 Deviation Process

Users of these Standards should provide information regarding changes that may be of significant benefit to UCF. The review and approval process for deviations and revisions is recognized as a time consuming task, so applicants submitting revised deviation requests to the Standards Committee are advised to be judicious in the use of the process.

Knight Notes

A-1: Your feedback is welcome! As a living document, these Standards are periodically reviewed. UCF vendors are invited to provide feedback on the content of these Standards via email to Facilities Planning & Construction at the following address:

UCFstandards@ucf.edu.

Please include specific information on how the incorporation of a revision will assist UCF goals on future projects. For individual project exceptions, justification must be provided and the Deviation Approval Process must be followed.

A-2: Broken link? This document contains hyperlinks to current versions of reference documents at the time of publication; however in a dynamic internet environment, the provided links are subject to change. Please report any incorrect or broken links to **UCFstandards@ucf.edu.**

Knight Notes

A-3: *The revision date for each section appears at the bottom left hand corner of each page. In the event that a new page is issued between annual updates, this revision will be noted in the Table of Contents.*

A-4: *To allow for ease of updates and insertions, each section is numbered separately starting with the letter designating the section followed by the sequential number.*

Deviation: a one-time departure from the Standards for a particular circumstance.

Revision: a change to the Standards which, after being properly approved, is incorporated and applied to future projects.

Requests for deviations are to be made only during the design process. Deviation requests during construction for value engineering are not permitted. Change orders requiring Standard deviations will not be approved.

The applicant must prepare a [Standards Deviation Form](#) for the suggested revision or deviation. The applicant will send the suggested deviation to the UCF Project Manager, who will present the revision or deviation to the Standards Committee. The applicant may also present the deviation to the Standards Committee, should he or she wish to explain the deviation.

The Standards Committee will review the deviation and make a recommendation to approve or disapprove. It is then forwarded to the Associate Vice President of Administration and Finance (Facilities and Safety) for review and a final decision.

All approved deviations shall be incorporated into the project documents. A list of all deviation requests (accepted and rejected) shall be incorporated by including the scanned original deviation requests on a drawing sheet in the construction documents.

A.6 Update Procedure

The Standards Committee conducts ongoing reviews of deviations, but shall process revisions on an annual basis. Revisions may be considered by the Standards Committee throughout the year, but are only formally adopted as part of the annual review process or considered with special written permission from the Associate Vice President, Administration and Finance (Facilities and Safety).

The update process for incorporating revisions will typically

begin in November, with the goal of having the updated document issued in January. All of the Facilities and Safety departments are to be notified that the Standards update has begun, and all comments must be received, in writing, within ten days. Changes made by the Standards Committee during the previous year will be sent to the departments and will appear in a red font.

The Standards Committee will review all of the comments received and make a determination on the final approval of the comments and/or possible modifications.

The changes will be reviewed and approved or disapproved by the Associate Vice President, Administration and Finance (Facilities and Safety).

Once approval has been granted, the updated Standards will be amended and published.

Architects, Engineers, and Contractors are encouraged to assist UCF in keeping these Standards current by bringing to the Owner’s attention innovations in technology, materials, and construction systems.

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B Working with UCF

This section includes:

Introduction

B.1 The Owner

Authority

UCF and the UCF Project Manager

The University Standards Committee

The University Master Plan Committee

B.2 Getting Started

B.3 Facility Program

B.4 Project Communication

B.5 Project Schedule

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Introduction

Since its founding in 1963, the University of Central Florida has experienced tremendous growth. With a main campus, health sciences campus, hospitality campus, downtown campus, and ten regional locations, UCF has facilities supporting twelve colleges, 210 degree programs, and over 63,000 students.

UCF's quality as an academic, research, and partnership university must be reflected in its projects and processes. The design and construction process involves many important stakeholders and must be conducted with integrity and respect.

References to Architects/Engineers (A/E) includes all design professionals that perform services for UCF. The A/E must act in the best interest of UCF, as leader of the design team. The design professional is also required to adhere to terms and conditions included in the contract for professional services, which establishes the relationship between UCF and the design professional.

B.1 The Owner

The Owner is UCF, on behalf of the University of Central Florida Board of Trustees (the Board), which governs the University. The University President is granted authority by statute to execute design and construction contracts and is granted authority by administrative rule to administer the construction program.

Funds for construction are appropriated or authorized by the Florida Legislature. The Board is accountable to the legislature for their proper expenditure. In discharging this accountability, the Board delegates certain authority for the construction program to the University President. The construction responsibility of the University President is administered by the Office of Facilities Planning & Construction.

AUTHORITY

- Develop the building program based on the Educational Plant Survey. The building program is the planning document from which the legislative budget request is generated, and from which the A/E will develop plans and specifications.
- Establish the project budget.
- Establish design, construction, and renovation standards.
- Recommend the selection of the A/E or other design professionals.
- Determine the method for advertising a construction project and recommending award of contracts for construction management, design-build, or competitive bid of construction work.

UCF AND THE UCF PROJECT MANAGER

Facilities Planning & Construction is responsible for all design and construction projects. The UCF Project Manager is the direct link between the A/E and the UCF stakeholders, and is responsible for coordinating review of drawings and specifications. All communication from the design and construction team to UCF should be made through the UCF Project Manager, in writing.

THE UNIVERSITY STANDARDS COMMITTEE

The University Standards Committee is responsible for maintaining and updating the UCF Standards. See Section A for the responsibilities of the Standards Committee.

THE UNIVERSITY MASTER PLAN COMMITTEE

The University Master Plan Committee (UMPC) is a broadly representative group of faculty, administrators, staff, and students whose charge is to make recommendations to the President of the University regarding matters of aesthetics and suitability for minor projects and modifications of the campus landscape, utilities, and building exteriors. They

review short-range and long-range issues related to land use, facilities planning, and future development of the campus, including protection and preservation of natural resources on the campus. The UMPC also reviews signage, site furniture, public art, and some temporary installations, at the charge of the Vice President for Administration and Finance and the Associate Vice President for Administration and Finance (Facilities and Safety).

The UMPC serves as an advisory body only; with all meetings open for public attendance, it serves as a clearinghouse for communication to and from the campus community. The committee meets monthly to review project plans. All plans are submitted through the Office of Facilities Improvement, and, before being considered by the committee at large, they must be approved by the Associate Vice President for Administration and Finance (Facilities and Safety) and the Vice President for Administration and Finance. Terms of service shall be: three (3) years, staggered for faculty and appointed members; one year for student members; and for position specific members, ongoing.

B.2 Getting Started

Projects to construct or renovate facilities typically begin with a project request approved by UCF Space Planning, Analysis, and Administration. This is followed by approval of budget and funding. For major projects, design professionals (A/E) and/or construction firms are selected through a state-approved, competitive process. Following this selection, Facilities Planning & Construction will transmit a copy of the approved facility program as a basis for fee negotiation and the scope of work to be accomplished. The design professional and construction firm are only authorized to begin work upon receipt of a written Notice to Proceed or Purchase Order.

B.3 Facility Program

CNB-1: Any changes to in the approved facility program shall be modified by written recommendation for approval

by the President. Such amendments will be proposed by the A/E and submitted to Facilities Planning and Construction for review prior to further submission.

B.4 Project Communication

All communications from the design and construction team to UCF should be made in writing through the UCF Project Manager.

CNB-2: The Architect-of-Record is directed to work through the UCF Project Manager and simultaneously copy the Commissioning Agent (if applicable) on all communications and project coordination. All correspondence related to the project shall reference the assigned project number, project title, and location.

The A/E is responsible for coordinating the agenda for meetings with the UCF Project Manager at least twenty-four hours in advance of the meeting. The A/E is also responsible for writing meeting minutes from each meeting and sending them promptly to the UCF Project Manager for review and distribution to project stakeholders.

The A/E is responsible for creating and maintaining the project directory throughout the project. The directory shall include a listing of all primary and emergency contacts, decision-makers, task leads and discipline leads, A/E consultants, contractors, and key university personnel. The project directory shall also include government, utility agency, and other contact information, as appropriate.

The A/E is required to receive written approval prior to seeking publicity, submitting the project to design competitions, or engaging in similar activities for UCF projects. Approval of publicity will be handled in a timely manner and in accordance with the contract between the vendor and UCF.

B.5 Project Schedule

The schedule for performance of services is part of the scope of work and is included in the contract. The Notice to

Division B Contents

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B.6 Design Review Workshop

B.7 Site Information

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B.12 Occupancy and Project Closeout

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B.13 Post-Occupancy Inspection

B.14 Record Documents

Knight Notes

B-1: Labeling of Auxiliary Materials: *During the course of a project, the A/E often submits auxiliary material, such as sketches, overlays, catalog cuts, details, addenda, etc., for the client’s information and/or approval. Since the University handles many projects simultaneously, it is vital that materials be adequately submitted and uniquely identified. Each auxiliary item submitted must have the following minimum identification on the right hand quadrant:*

- Project name, University of Central Florida
- Project number
- Date (including current revision, if any), and
- Appropriate drawing or sketch number

Proceed is effective upon receipt, or on such other date as may be specifically referenced in the Notice to Proceed. Within ten calendar days after the effective date of the Notice to Proceed, the A/E shall deliver to the UCF Project Manager a project schedule identifying the specific dates for all phases applicable to the project.

The schedule shall incorporate dates of anticipated meetings and end-of-phase milestone dates as stipulated by the A/E agreement. In addition, the schedule shall indicate:

- a list of anticipated interim design conferences and workshops;
- the start dates and duration of each major phase of the project design;
- the duration and completion dates of each design review period that are required to maintain the project schedule;
- the projected duration and completion dates of other project-related activities, such as funding decisions, surveys, geotechnical investigations, State Fire Marshal reviews, St. Johns River Water Management District approvals, etc.; and
- the estimated duration of bidding, award, and construction periods.

The schedule will be discussed and finalized at the initial planning meeting. The schedule is updated by the A/E and re-submitted with each end-of-phase submittal. Prior to starting any subsequent project phase, the current submission shall be approved by Facilities Planning & Construction and the Associate Vice President of Administration and Finance (Facilities & Safety). Changes requested by the end user must be made prior to the completion of the Design Development documents.

B.6 Design Review Workshops

At the conclusion of each phase, the A/E is required to submit to the Owner the contracted deliverables for review and comment.

The UCF Project Manager will coordinate a comprehensive review workshop with all of the project stakeholders. Comments will be sent to the A/E in writing. Responses of how the comments have been addressed (not how they will be addressed) must be returned to the UCF Project Manager prior to the next deliverable milestone. (See the UCF policy on Design Review workshops for additional information.)

B.7 Site Information

The A/E shall visit and inspect the site and location of the work, including the general surrounding area, as often as required to be fully acquainted with all pertinent local conditions affecting project development.

The UCF Project Manager shall provide available information relative to the site. The A/E may request that the UCF Project Manager provide additional information, if deemed necessary, and the UCF Project Manager shall furnish that additional information or shall direct the A/E to obtain it. The A/E shall evaluate and verify all information provided by the UCF Project Manager.

When a project includes extensive renovations, restoration, or remodeling of an existing building, the UCF Project Manager shall provide the A/E with available record drawings of the facility. The A/E shall verify the accuracy of the record drawings to develop accurate construction documents. The A/E shall investigate existing conditions, both in the open and those that are hidden from view, in addition to preparing the required measured drawings. When the exposure of existing surface or subsurface construction is considered necessary, the A/E shall arrange with the UCF Project Manager the necessary selective demolition work. The UCF Project Manager shall provide the A/E with existing information regarding asbestos and lead-based paint surveys, if available, as well as operations and maintenance plan activities.

SITE SURVEYS

The A/E shall consult with the UCF Project Manager to determine if a site survey is available. If one is not available,

the A/E shall determine the scope of surveying needs. When requested by the Project Manager to obtain a survey, the A/E shall select a qualified surveyor and provide a proposal to the UCF Project Manager. When possible, the cost of the survey will be included in the A/E design proposal, either as a fixed amount based on the surveyor's proposal, or as an allowance.

GEOTECH

The A/E shall include an allowance in its design proposal for the geotechnical work to be performed on new construction projects. Once the building footprint is established and the boring criteria is specified by the structural Engineer, the A/E will engage the geotech Engineer to complete the work. The A/E must coordinate with the UCF Project Manager on the dates and times of all work.

B.8 Invoicing

The University and the State of Florida are required by Florida Statutes to approve all invoices for completed, acceptable, and undisputed services.

- No invoice shall be submitted until the work has been approved and completed.
- Incorrect or incomplete invoices may be returned to the A/E with instructions for resubmission.
- All invoices shall be submitted to the University on the UCF Professional Service Invoice Form, or other approved invoice form.
- The A/E shall submit a signed original, including backup documentation.
- Invoices shall be numbered consecutively, beginning with number 1, and continuing in numerical order throughout the duration of the contract. If an invoice that is not numbered consecutively from the last approved invoice is received by the University, it will be renumbered.
- All authorized services and expenses for the life of

the project shall be indicated on the invoice form. As additional services are authorized, they shall be added to the invoice form. The basic services are listed as provided on the payment schedule in the agreement.

- Approved, reimbursable expenses shall be listed separately. No items that have not been authorized either by the agreement or an additional service authorization shall be included on the invoice.

SUPPORTING DOCUMENTATION REQUIRED

The A/E shall ensure that all invoices are properly prepared and contain the required supporting documentation. Supporting documentation shall be organized to correspond with the order that the items being requested for payment appear on the invoice. In order to comply with the State Comptroller's rules promulgated to meet the requirements of Florida Statutes, supporting documentation for approval of invoices shall be as follows:

Basic Services

Design Phases: The work product specified in the Agreement shall have been submitted and approved prior to the invoice. No other supporting documentation is required. Invoices for Professional Services can only be billed upon completion of phased deliverables. Monthly invoices for partial deliverables will be rejected.

Bidding Services: Bidding services are only payable when the project is bid within the budget. If a project must be rebid due to the fault of the A/E, the fee for Receipt of Bids will not be paid until the project has been successfully bid. The A/E shall submit the items required by bidding and contract award, including the recommendation of award, construction contract fact sheet, and if required, the approved threshold inspection plan, prior to invoicing, .

Construction Administration Phase: Construction

administration services are paid monthly in proportion to payments made to the Contractor. The amount to be invoiced is determined using the Contractor's Certificate of Partial Payment. The "Adjusted Contract Amount" is divided into the "Completed to Date" amount to determine the percentage completed. The resulting percentage is then applied to the total Construction Administration fee to determine the amount due each month. The A/E shall also include a copy of the current Construction Phase Status Report. The fully executed Contractor's Certificate of Partial Payment is required as supporting documentation for each monthly invoice. The request for 100% of the Construction Administration fee must be accompanied by the fully executed Certificate of Contract Completion.

Post Occupancy Inspection: The fee for post occupancy inspection is paid upon receipt of the post occupancy report, as described in post occupancy inspection section.

Additional Services

A copy of the additional service authorization is required as supporting documentation. Unless phased payments are provided for in the authorization, the invoice shall not be submitted until the total services have been completed.

Reimbursable Expenses

Invoices for the printing and shipping cost of bidding documents shall be supported by a legible receipt.

An invoice for advertising costs shall be supported by a copy of the text of the advertisement, a copy of the invoice from the newspaper, and a statement from the newspaper certifying the legal ad was published.

If there are past due billings when the next invoice is prepared, services will not be invoiced for a second

time. These amounts will be included in the "Less Previously Billed" column. Inquiries concerning the status of an invoice should be directed to the UCF Project Manager.

INVOICE APPROVAL PROCESS

Invoices are to be submitted to the UCF Project Manager, who will review and obtain necessary UCF approvals for payment.

B.9 Digital Information Management

The development and transfer of properly formatted digital information, including drawings, specifications, project information, and photos, is of significant importance to the University. Proper formatting and handling of this information determines the ability to the University to manage facilities information efficiently.

Technology, including hardware, software, and available tools for CAD, CAFM, and fabrication, change rapidly. Design professionals must plan to develop and present information in a way that is useful to the Owner. For this reason, UCF requires review of use and planning tools, including a BIM Execution Plan. It is the A/E's responsibility to review this information with the UCF Project Manager as part of the project orientation session or at a project kickoff meeting. The BIM Execution Plan shall identify the platforms for file exchange and storage, a BIM manager, discipline BIM leads, naming conventions, phase requirements, and coordination meetings.

DRAWING FORMAT REQUIREMENTS

Please note the following:

- For CAD projects, layering shall use the [National CAD Standard](#). All layers required for correct plotting of a sheet, and only those layers, shall be visible when the sheet is saved prior to delivery. All XREFs, blocks, images, overlays, etc., are to be bound to each sheet file, to include all borders, common floor plans, and

complete title blocks.

- For BIM projects, vendors are to create and maintain models using the latest version of Revit and shall use titleblocks, families, schedules, and other information provided by UCF.
- Schedules and Metadata: It is the University’s goal to use metadata to help maintain inventory lists of assets such as hardware, equipment, and furnishings. It is preferred that items shown on the drawings contain metadata that is used to generate the schedules. If the items specified are not the items installed, then the metadata shall also be changed on the as-builts.
- Fonts: All drawings shall use the Arial font, which must appear at a minimum of 1/8” in height on full-size printed drawings.
- Notes, Dimensions, and Leaders: Dimensions shall be created using slash tick-marks 3/16” long; the extension line shall extend beyond the dimension line 3/16”; the dimension line shall not extend beyond the extension line; dimension lines shall be located 1/4” from the object being dimensioned; adjacent dimension lines shall be located 1/4” apart; architectural dimensions shall be indicated to the closest 1/16”, unless design requires closer tolerances; text shall be parallel to the dimension line 1/8” in height and must be centered 1/16” above the dimension line, when practical. Notes and dimensions shall be legible and not overlap other drawing content.

Refer to Section D.0 for Document Organization and Drawing Requirements for additional information.

B.10 Critical Needs Checklist

The Critical Needs of UCF are highlighted in blue text throughout this document. The University requires that the design professional adhere to the Design & Construction

Standards and that Critical Needs have been met. **CNB-3: The A/E shall provide the completed Critical Needs Checklist to the UCF Project Manager at every major deliverable, indicating where in the project documents the critical need is addressed.** If a critical need is not related to the design scope, the A/E should indicate “not applicable” on the critical need checklist. A phase will not be considered complete until the Critical Needs Checklist is submitted.

B.11 Construction Phase Services

The A/E shall provide construction administration services to ensure compliance with the contract drawings and specifications. These include:

Architect

- Construction Conferences: Participate in Owner/ Architect/Contractor coordination meetings.
- Shop Drawing Review: Screen shop drawings and submittals for contract compliance before submitting to the Owner for approval.
- Keep logs of all on-site observations. Submit field reports to the UCF Project Manager, monthly at a minimum.
- Review Contractor payment applications, including Schedules of Values.
- Track clarifications and changes, and incorporate all drawing and specification changes into digital record documents.
- Review Requests For Information (RFI) and provide timely responses.
- Review Claims.

B.12 Occupancy and Project Closeout

SUBSTANTIAL COMPLETION

Substantial Completion is the milestone in the project when a building can be occupied for its intended use, as determined by the A/E of Record. Substantial Completion shall not occur until all steps of the Substantial Completion procedure have been completed. A project cannot be occupied until the Certificate of Occupancy is issued by the Building Official. All warranties begin at the date of Substantial Completion.

FINAL COMPLETION

1. Final Completion is the milestone in the project when it is 100% complete and all steps of the Final Completion procedure have been completed.
2. **CNB-4: A project achieves “final completion” when:**
 - **All building systems are complete, operating correctly, and approved by the Commissioning Authority and the Owner.**
 - **All associated training is complete and approved by the Owner.**
 - **All closeout documentation, including O&M Manuals, must be complete, in digital format, and have been approved by the Owner.**
 - **As-builts of the completed project must be delivered to and accepted by the Owner.**
 - **Utility cost responsibility is transferred to the Owner.**
 - **The State Fire Marshal, the Building Official, and the University’s Department of Environmental Health & Safety must have inspected, tested, and approved the facility.**
 - **The entire facility can be occupied and used for the designed purposes intended.**
 - **All Facilities and Safety Departmental Directors**

have signed the certificate of final completion.

- **All warranties must be accepted by the Owner to begin upon the date of final completion.**
 - **All punch-list items must be completed.**
3. **CNB-5: The Architect, with Owner approval, may issue the certificate of final completion only after all of the above conditions have been achieved.**
 4. Refer to the Facilities Planning and Construction website (<http://fp.ucf.edu>) for the current Substantial/Final Completion procedure.

B.13 Post-Occupancy Inspection

The A/E shall schedule a post-occupancy inspection eleven months after Substantial Completion. Inspections shall be coordinated with the UCF Project Manager. The A/E shall prepare written reports of the inspection, describing all items found to be deficient and requiring corrective action.

The A/E shall provide the UCF Project Manager and the Contractor with this report. All items requiring corrective action will be addressed by the Contractor in a timely manner.

B.14 Record Documents

Record drawings and documents shall be supplied in the following formats:

- Full-size and half-size hardcopy of drawings in the quantities requested by the UCF Project Manager, formatted in accordance with Section D.O. Drawings must include all changes to the project throughout construction, in the format required by the contract (BIM or CAD). Hard copy drawings must be labeled on all sheets as “Record Drawings” and contain NO clouds or revision deltas.
- Electronic files in AutoCAD, Revit, or other format,

as indicated per the BIM Execution Plan and the contract.

- PDF files, both as individual sheets and as a merged PDF file.
- Microsoft Word files (for written documents and specifications).
- Electronic submissions on electronic media acceptable to UCF (flash drive, CD, etc.).

Facilities Planning and Construction (FP&C)

The mission of the UCF Facilities Planning and Construction Department is to ensure that the quality of UCF's physical environment supports the University's standards in teaching, research, service, and campus life; to excel in project delivery through leadership, integrity, passion, and excellent customer service; to create an exciting and safe campus environment for UCF students, faculty, and staff to learn, teach, work, and play; to minimize the life-cycle cost and environmental impact of UCF facilities, while maximizing sustainable and maintainable standards; and to maintain a departmental culture of respect and dignity where individuals are encouraged to lead, learn, and grow.

Facilities Operations (FO)

Facilities Operations is focused on operating and maintaining the buildings and assets, both on our main campus and remote campuses, that make UCF a great place to live and learn. They implement preventative maintenance programs and perform corrective maintenance work to ensure that every building is safe, functional, clean, and attractive. They also support all recycling efforts by students and faculty. Facilities Operations is composed of Housekeeping, Maintenance, and Recycling.

Utilities and Energy Services (U&ES)

U&ES' mission is to obtain energy-efficient operations of building systems through education, optimization, implementation, and verification, while providing professional leadership and fostering sustainable growth. U&ES is responsible for providing and supporting a wide variety of mission-critical services at the University, including green building accreditation, commissioning, building automation system specification, integration, enterprise management, and utilities and energy management services for all campus buildings, comprising of 7.8 million gross square feet of conditioned (both cooled and heated) space, across UCF's 1,415 acre main campus.

Resource Management (RM)

Resource Management performs multiple support functions within Facilities and Safety (F&S), including warehouse receiving and storing, contract audit and management, F&S accounting and human resources, real estate management, policy and procedure management, postal services, records storage and destruction, and surplus property management.

Landscape and Natural Resources (LNR)

Landscape and Natural Resources enriches the community by creating and maintaining an inviting and sustainable outdoor environment, providing high-quality service for operational activities, and generating research and educational initiatives that guide conservation and stewardship of natural resources.

Environmental Health and Safety (EH&S)

EH&S promotes a culture of safety, health, and environmental protection, in collaboration with the University community, to support education and research. They are dedicated to reducing injuries, accidents, and environmental impact, while ensuring compliance through high-quality training, comprehensive workplace evaluation, hazardous materials management from acquisition to disposal, managing

regulatory information, and minimizing future potential liabilities.

Quality Management and Improvement (QM&I)

Quality Management provides internal oversight to Facilities and Safety directors via standard reporting and provides crucial information on employee compliance with policies and procedures. It also verifies that completed work is in accordance with best practices, industry standards, and safety standards. Their specialists conduct annual facilities condition assessments to provide updated building and site condition information. A “Customer Inquiry” service is available for faculty and staff to discuss or report issues.

Office of Instructional Resources (OIR)

OIR designs, selects, and installs multimedia systems and equipment across all UCF campuses to maintain a consistent experience for faculty and students in all our learning spaces. OIR is also closely involved in the Technology Fee project process since many of these projects have a multimedia component.

Computer Services and Telecommunications (CS&T)

CS&T, an operating unit within the Information Technologies and Resources Division, provides central information technology resources - including software, databases, computer networks, telephones, and staff - to support the academic, research, and business activities of the university. FP&C coordinates closely with CS&T on all projects that require telecommunications infrastructure and/or services. CS&T is the sole provider of telecommunications systems and is responsible for their design, standards and guidelines, installation, operation and maintenance.

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C

Design Guidelines

This section includes:

- C.1 Design Principles**
- C.2 Design Review Process**
- C.3 State Fire Marshal Review and Approval**
- C.4 Research Area Planning and Renovations**
- C.5 Confined Space Design**
- C.6 Professional Services Guide**
- C.7 Environmental Health and Safety Construction Information**

C.1 Design Principles

All work done at UCF is in support of the academic, research, and service mission of the University. A campus environment is a forum for social and intellectual exchange. Both outdoor and indoor spaces shall be designed in a manner to promote this exchange, provide for security, and accomplish University goals in a pleasing manner.

UCF facilities include a broad variety of building types, including academic, administrative, research and laboratory, housing, and service buildings. The specific needs of each facility are described in the facility program for the individual project and are discussed during the early design stages with the Architect/Engineer. An ongoing and open dialogue between the design professional and the UCF Project Manager is encouraged.

Architects, Engineers, and Contractors must adhere to all American Society for Testing and Materials (ASTM), American National Standards Institute (ANSI), Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), National Electric Code (NEC), and Leadership in Energy and Environmental Design (LEED) standards as well as Florida Board of Governors Regulations and Statutes as they apply to the work and as noted in the Professional Services Guide and all UCF Policies (<http://policies.ucf.edu/>).

The design principles that follow are all important:

Building Orientation: The overall facility and site design shall fit aesthetically with other facilities on campus. Building entrances shall be visible. Buildings are frequent meeting and gathering places on campus and shall be oriented to serve that function in a compatible way with adjacent outdoor spaces. Areas devoted exclusively to building loading and services, trash removal, or mechanical equipment shall be designed so that their visibility from public areas is minimized. Rooftop mechanical equipment shall be enclosed in

structures that are integrated into the building design, where possible.

Overall Economy: UCF constantly seeks ways to reduce construction costs. However, because lowest first cost does not necessarily mean lowest total cost, life-cycle cost evaluations are an important component of the design process. Examples of elements where lowest first cost may not necessarily equate to lowest ultimate or life-cycle benefit include walls and floor finishes, ceiling accessibility, window treatments, partition systems, HVAC systems, and energy conservation systems. Life-cycle cost evaluations shall be presented during design.

The UCF Standards require a level of performance against which a project can be developed. Designers are encouraged to make suggestions for alternate approaches that meet or exceed these Standards, as may be justified by engineering factors, operational criteria, or cost. Among the operational factors to be considered in designing building systems are:

- Functionality
- Reliability and long life
- Energy conservation
- Minimized maintenance requirements
- Accessibility of mechanical and electrical components for maintenance and repairs
- Stocking and availability of replacement parts

CNC-1: The work of the A/E will be reviewed by UCF to the extent necessary to establish conformance with authorized scope and applicable UCF design criteria. It is the responsibility of the A/E, acting in a professional capacity, to ensure the accuracy, completeness and correctness of project documents and details of the work. The A/E assumes full responsibility for the technical accuracy and professional adequacy of all work.

Appropriate Materials: Glazing, metal panels, and brick are the predominant exterior materials on the UCF campus and act as unifying elements for campus aesthetics. In addition, complementary or contrasting materials are used to indicate special-use purposes or importance of some structures.

All materials specified on a project should be investigated thoroughly. **CNC-2: The use of untried materials is prohibited. Materials shall be used in a manner that will afford the maximum service at the lowest comparable cost.** Operation and maintenance costs shall be weighed against initial costs to achieve maximum economy.

Within Available Funds: The budget prepared by the University establishes the maximum funds available for the project. The A/E is charged with incorporating all items shown in the facility program, utility connections, and site work, including but not limited to: general construction; plumbing; heating, ventilating, and air conditioning; electrical; and fixed equipment, within the available construction funds. The A/E shall continually monitor program requirements to ensure that the project is designed within available construction funds. Estimates of costs shall be projected to the proposed date for start of construction. If the approved facility program and the available construction funds appear to be incongruous, the A/E shall inform the UCF Project Manager immediately. The UCF Project Manager shall arrange a meeting with the A/E for the purpose of reviewing priority requirements. If redesign is required due to bids being in excess of available funds, it is the A/E's responsibility. No additional fees shall be approved for such redesign, unless the scope of the A/E's work is changed by amendments to the approved facility program.

Proper Noise and Vibration Control: Acoustic mitigation shall be incorporated to maintain the quality of the campus environment. Noise and vibration (emission and transmission control) are the responsibilities of the A/E and must be considered in the design of every building. The following

three principal considerations shall be given to noise and vibration control:

- Noise control to provide for maximum usefulness of the facility by keeping levels of sound within ranges that are conducive to study, work, or other uses for which the facility is designed;
- Noise control in compliance with OSHA requirements for the health and safety of building occupants; control shall be for all areas of the facility, particularly equipment rooms, boiler rooms, PRV stations, and fan rooms;
- Vibration control to limit sound and motion produced by equipment, and for protection of the equipment and the building structure.

Responsible Use of Energy and Natural Resources: As a leader in higher education, UCF has made a commitment to the stewardship of environmental resources. It is the responsibility of the A/E to ensure the requirements established within the Construction Requirements of the [Energy Sustainability Policy \(3-111\)](#) are achieved. All new major construction projects must follow the [UCF Green Building Construction and Renovation Requirements](#).

The A/E shall identify and make recommendations to incorporate construction design, techniques, products, or other principles, which will further enhance operational sustainability and reduce energy consumption of the project.

CNC-3: All major new construction and renovations must include progressive energy modeling. The energy modeling must be updated as the project progresses from programming through completed design. The energy model inputs, outputs, reports, and findings must be reviewed with the Commissioning Authority and the Director of Utilities & Energy Services prior to proceeding to the next phase of design. The initial model must be updated at the completion of the 100% Design Development phase, 50%

Construction Document phase, and 100% Construction Document phase.

Crime Prevention Through Environmental Design (CPTED): The built environment is known to have a dramatic effect on behavior. The UCF Office of Public Safety is committed to the use of CPTED principles to discourage unwanted behaviors and incorporates CPTED into project reviews. Architects shall be familiar with and incorporate CPTED principles into project designs.

Art in State: The Art in State Buildings (ASB) Program acquires artwork for new public facilities built with state funds. The program requires that up to 0.5% of the construction appropriation be set aside to acquire artwork for permanent display in, on or around the facility. These may be integral to the building (e.g., murals or artistic expressions in spaces), works purchased for permanent display in particular locations, or works commissioned for the structure. Whenever possible, projects should strive to include art that is somehow reflective of the building's use, local history, local culture, or the local environment. An Art in State committee will determine the art for each state-funded project.

Interior Design: The A/E is responsible for the fully integrated design of the facility. Integrated design is defined as the thorough and complete development of the design concept, with proper attention being directed to all aspects, both functional and aesthetic, of the design. As a part of basic services, the A/E will be required to provide interior design services. At the option of the University of Central Florida, the A/E may be required to provide furniture selection as an additional service.

Green Roof Consideration: **CNC-4: Implementation of a modular green roof and associated storm and condensate water capture must be considered and evaluated for all new University buildings. The decision to proceed with the design and development of the green roof, including additional requirements, will be made at the Advanced**

Schematic Design phase. Costs associated with the green roof must be presented to the UCF Project Manager for review. The evaluation must include the following requirements:

- **The cost for the enhanced structure and roof membrane required for the green roof and associated walkways and safety features.**
- **The cost for the actual green roof system, apart from the other building elements, including installation.**
- **The effects of the green roof on the building's roofing and drainage system, especially the roof warranty.**
- **The cost for any associated storm water system that may be required.**
- **The cost for the long-term maintenance of the green roof.**
- **A detailed summary of all costs for the proposed green roof system to quantify a total cost.**
- **A life cycle cost analysis using the total cost and the total energy savings.**

Accessibility: UCF is committed to providing buildings and public spaces that accommodate members of the campus community that have disabilities. Project design shall address accessible accommodations in a fully inclusive manner. All primary entrances to buildings and public restrooms must have ADA push-button door actuators.

Domestic Equipment: **CNC-5 All equipment installed in UCF buildings will be designed for domestic use and will include any programming required to control such equipment. Overseas compatible equipment will not be accepted.**

Conformance with the Campus Master Plan: All facilities constructed on the main campus shall be designed in

conformance with the [Campus Master Plan](#). The Campus Master Plan consists of seventeen elements. Each element contains the Master Plan Goals, Objectives, and Policies, with the corresponding maps and figures. Additionally, for reference purposes, the Data and Analysis for each element has been included as a separate section, following the Campus Master Plan Goals, Objectives, and Policies section. Refer to the Facilities Planning and Construction website for our current Campus Master Plan.

C.2 Design Review Process

Design submissions typically include Schematic Design (Conceptual and Advanced), Design Development, 50% Percent Construction Documents, 100% Construction Contract Documents, and a conformed set of Construction Documents, to include adjustments in response to bidding and permit comments.

For each phase submittal, the A/E shall include information in sufficient detail for a technical review by UCF Facilities & Safety departments. All items in each submission shall include the date and phase of design of submittal, the A/E's name, the project title, and the construction contract number. Engineering calculations shall be legible, neatly arranged, bound, and indexed.

During the design review process, it is the goal and general practice of the University to review and comment on plans in a timely manner.

Facilities Planning and Construction shall reject incomplete submissions lacking material required by these Standards. Each submittal, in order to receive proper and timely consideration, shall contain all needed project information.

- Drawings and specifications shall contain a complete description of the project and should explain how the total work will be accomplished.

- Basis of Design shall describe how the Owner's Project Requirements shall be achieved.
- Critical Needs Checklist shall indicate where Critical Needs Items are addressed in the project documents.

The A/E shall submit the [Design Phase Submission Report](#) at each project milestone and receive formal approval and comments prior to starting the next design phase. This approval shall be coordinated by the UCF Project Manager and must include approval by Facilities Planning and Construction, the UCF Standards Committee, and the Associate Vice President of Administration and Finance (Facilities and Safety).

C.3 Code Review and Permitting

For all construction and renovation projects, the A/E shall be responsible for submitting signed, sealed, and dated drawings to the UCF Building Code Office (BCO). If State Fire Marshal (SFM) review is required, the UCF BCO will transmit the documents to SFM for approval prior to construction. All SFM communications must go through the UCF BCO office.

The BCO and SFM (where applicable) stamped, approved drawings shall be kept on the construction site for the duration of the project. Changes to these drawings shall be submitted to the BCO office for review and approval.

The Contractor shall submit the necessary online requests or paperwork to schedule inspections through the BCO office. State Fire Marshal inspections where required are scheduled separately, directly with the local office. Coordination is needed to ensure all SFM witness required activities are properly scheduled. Final building inspections are not to be made until all other inspections have been passed. There will be a charge for re-inspections beyond those included in the plans review fee.

C.4 Research Area Planning and Renovations

IMPORTANT POINTS TO ENSURE SUCCESSFUL RESEARCH PROJECTS

UCF's Department of Environmental Health and Safety works closely with Facilities Planning and Construction to ensure that facility changes meet all applicable code and safety requirements. When considering new research projects, the work space shall be reviewed to determine if it is appropriate for the proposed process. When room modifications are needed, they are requested using a UCF Minor Projects (MP) request. The following points identify the major considerations to help avoid delays in the MP process:

1. Design documents must provide sufficient details to describe fully the scope of needed services on the MP request. All phases of work, including future research, will be considered. Be aware that lack of sufficient information will delay document reviews.
2. The [EH&S Planning and Renovations Questionnaire](#) shall be completed by the end user. Details on power requirements, water lines, equipment specs, and run times for processes, will be included.
3. If the project or process requires the use of chemicals, fuels, compressed gases, or hazardous materials, or if the process generates air contaminants, a ventilation review of the room shall be required, even if existing processes are already present in the space. Other room design parameters shall also be reviewed, such as safety shower/eye wash access, appropriate flooring, adequate electrical safety features, etc. Attempting to retrofit a process in an inappropriate space is the number one hurdle to achieving success in moving a research project forward.
4. Many spaces have previous site conditions that will be impacted by a change or addition. For example, locations in which chemicals and other hazardous materials have previously been used may require decontamination prior

to commencement of work. Equipment that produces heat load shall trigger HVAC upgrades. Older facilities may have asbestos-containing materials or insufficient electrical capacity. These types of projects shall require comprehensive evaluations and upgrades in new designs.

Design consultants should be aware that all building or system deficiencies caused by the occupant must be rectified (and funded) by the occupant. For scopes of work that include facility condition assessments, the design consultant should attempt to explain the cause of any such deficiencies.

Additionally, the funding and maintenance of all research systems are the responsibility of the individual department to provide funding for all initial construction and ongoing maintenance.

C.5 Confined Space Design

The design of a confined space shall include a comprehensive evaluation of all potential hazards. If the hazardous condition cannot be eliminated, engineering controls shall be implemented to minimize them as much as possible. This shall include, but is not limited to, mechanical ventilation, safe means for entry or exit, slip resistant floor, adequate illumination, and other similar controls. Hazardous materials or gases shall not be stored inside confined spaces. Alternative arrangements must be approved by EHS.

C.6 Professional Services Guide

CNC-6: The requirements contained in the UCF Professional Services Guide must be followed regarding final cleaning, adjusting of equipment, project record documents and close out procedures.

Refer to the [UCF Professional Services Guide](#) for additional requirements.

C.7 Environmental Health and Safety Construction Information

Refer to the [Environmental Health and Safety Construction Information](#) document from EH&S regarding additional information and requirements.

D

Standards and Technical Requirements

0

Division 0 - Procurement and Contracting Requirements

This section includes:

Introduction

Document Organization and Drawing Requirements

Cover Page

List of Drawing Sheets

Graphic Standards

Instructions for Procurement

Procurement Forms and Supplements

Introduction

This section addresses core requirements that the design professional (A/E) shall consider in preparation of contract documents. The information contained herein should be reviewed in conjunction with requirements contained in [Section B – Working with UCF](#) and [Section C - Design Guidelines](#).

Document Organization and Drawing Requirements

1. Drawings prepared for use on UCF projects shall comply with the State University System Board of Governors Requirements. Required information shall be included in contract documents and arranged in a logical manner.
2. Construction drawings shall be prepared using AutoCAD, Revit, or another pre-approved software program. When Building Information Modeling (BIM) software is used, a BIM Execution Plan must be prepared, in accordance with Section C - Project Delivery. Deliverables shall be provided as .pdf, .dwg, .rvt files, and/or other formats specified by the project agreement.
3. To facilitate review for code compliance, all applicable building and life safety code design data, including exit locations, path of travel, occupant load, design loads, assumed conditions, and gross and net square footage calculations, Fire Department access and fire lanes, etc., shall be shown on Life Safety documents.
4. **CNO-1: Project drawings will be final and complete with all elements thoroughly checked and coordinated.**

Cover Page

The cover page for drawings should be simple and uncluttered, and shall contain the following information:

- University Name

- State Project Number
- Project Title
- Project Location Map
- Name, Address, and Telephone Number of Architect/Engineer and Key Consultants
- Date of Issue and Revision Dates
- Educational Plant Survey Comparison to Project Square Footage

List of Drawing Sheets

The typical order of sheets shall follow the [Uniform Drawing System](#) (UDS) contained in the National CAD Standard:

1. All construction drawings shall be formatted to print on a standard ANSI Arch E1 sheet size (30" x 42"). Specific deliverables, including number of review and record copies, should be confirmed with the the UCF Project Manager. All sheets included in a submittal set shall be the same size.
2. Drawing volumes shall not exceed 100 pages.
3. The title block information on each drawing shall appear on the right side of each sheet, or on the bottom of sketches. The basic organization of title blocks on all sheets following the volume's cover page must be the same across the entire project.

Required Title Block information includes:

- University Name
- State Project Number
- Project Title
- Sheet Title/Name
- Phase of Project Development (i.e. Schematic Design, Design Development, 50% Construction

Documents, etc.)

- Name and Contact Information (address, phone, email address) for Architect/Engineer
 - Sheet Number (always in the lower right hand corner)
 - Date of Issue and Revision
 - Initials of Preparer
 - Initials of reviewer
 - Date of Review
 - Name and Contact Information (address, phone, email address) for Consultant (when applicable)
4. All plans, elevations, sections, details, etc., shall be titled.
 5. All drawings shall include a graphic scale given as an example of the object drawing (i.e., scale 1/8" = 1'-0").
 6. Each drawing requiring permit and/or bid shall be appropriately signed, sealed, and dated by the responsible professional.

Graphic Standards

To ensure maximum legibility of construction documents, the following graphic standards "best practices" must be followed.

1. All symbols shall be clearly separated from one another and from adjacent lettering or lines.
2. Lettering shall be vertical uppercase and shall be plain and legible; minimum size shall be 1/8".
3. Cut lines must be used for enlarged sections and details. Cut lines should be located through parts of the drawing where the building is actually "cut", typically the interior portion of the building. Cut lines should not extend more than 1/4" past the outside portion of a cut element.

4. Lineweights for all drawings must be properly drawn, showing the outside of cut elements with a bold line-type and inside elements as thin line-types.

Instructions for Procurement

The Project Manual template provided in the Appendix provides detailed instructions related to bidding. Conditions of the Contract, including the Standard State of Florida General and Special Conditions of the contract provide the basis for structuring the responsibilities for all contractual parties. Bidding Documents include the Invitation to Bid and various instructions for the bidders, as well as proposal forms and requests for submittal of certificates confirming the Contractor's compliance with Contract Documents. **CNO-2: Changes must not be made to the General or Special Conditions, without written approval from the Owner.**

TRADITIONAL DESIGN/BID/BUILD

1. Upon completion of the 100% Construction Documents, UCF shall advertise a project for bid. Florida Statute requires that construction bids be advertised for a minimum of 30 days, however, a longer period may be desirable.
2. The A/E shall pre-qualify bidders in compliance with the UCF bid manual. Bidders who fail to pre-qualify will not be considered for project awards.
3. The A/E will provide bid documents to the Contractor after UCF has confirmed that the Contractor has completed the UCF Non-Disclosure Agreement and the UCF Document Request Form.
4. Bid date, time, pre-bid meeting (if needed), site visit (if needed), and location of bid openings shall be determined by the UCF Project Manager.
5. The call for bids for all construction projects shall be advertised in the Florida Administrative Weekly thirty (30) days prior to the bid date. The UCF Project Manager

serves as the Bidding Official, as prescribed in UCF procurement requirements. The A/E shall consult with the UCF Project Manager to verify bid date or any changes to the bid date.

The A/E shall promote exposure of the project to qualified bidders to encourage competition. The A/E shall also cooperate in providing information for advertisements as may be required by UCF procedures, State University System Board of Governors regulations, and by state law. The use of virtual plan rooms is encouraged. The cost of any document reproduction shall be borne by the bidder.

6. A limited number of alternates may be used as a means of ensuring base bids within the available construction funds. Only additive alternates shall be used. The A/E shall consult the UCF Project Manager regarding priority of alternates. Proposed alternates shall be clearly defined, listed in priority of need, and shall be discussed with the Owner.
7. During the bidding period, the A/E shall issue addenda as necessary to clarify or modify the construction documents. The A/E shall not issue oral explanations or interpretations. Addenda shall be issued in accordance with the Instructions to Bidders section of the Project Manual provided in the Appendix. Copies of all addenda shall be transmitted to the UCF Project Manager prior to or concurrent with release to bidders.
8. The A/E shall provide a knowledgeable and responsible representative to be present at bid opening. The A/E representative shall act as the Bid Official's recorder for the tabulation of bids.

The Owner may be providing insurance on the project through the Owner Provided Insurance Program (OPIP). Consultants need to check with the Owner to determine which insurance coverage is to be provided and which of the Owner's supplements to the Project Manual should be included.

Procurement Forms and Supplements

The current Bid Tabulation forms, by proposed contract type, are available on the Facilities Planning and Construction website.

The UCF Project Manager, or another designated representative of the Facilities and Safety team, shall provide a written Notice to Proceed. For projects with a construction value of greater than \$2M, the Vice President for Administration & Finance (Facilities & Safety) and the President shall approve any recommendation for award made by the A/E and the Director of Facilities Planning and Construction.

References:

National Institute of Building Sciences National CAD Standard version <http://www.nationalcadstandard.org/ncs5>

State University System Board of Governors Regulation 14.021: Procedures for Construction Contract Bidding and Award for Contractor eligibility, post-bid requirements, and emergency procedures. http://www.flbog.edu/documents_regulations/regulations/14%20021%20Bidding%20Procedures.pdf

UCF Facilities Planning and Construction <http://fp.ucf.edu>

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Division 1 - General Requirements

This section includes:

Introduction

Summary of Work

Access to Site

Alternates

Project Management and Coordination

Construction Progress Documentation

Submittal Procedures

Special Procedures

Owner Safety Requirements

(cont'd on Page D.1-2)

Introduction

This section covers Contractor payment procedures, Contractor administrative requirements, quality requirements, and Contractor performance requirements that must be understood by the Architect/Engineer (A/E) and communicated to the Contractor through the contract documents. The Owner is to be held harmless for any injury or damage related to the construction site. *For information related to A/E requirements, also refer to Section B - Working with UCF and Section C - Design Guidelines.*

Summary of Work

1. All work by Contractors on UCF projects shall adhere to UCF policies and various applicable standards and codes, (e.g., ASTM, ANSI, FBC, FFPC, ASHRAE, NEC, and LEED).
2. **CN1-1: All projects shall abide by the University Energy Sustainability Policy 3-111.1. This policy requires that all projects achieve a minimum LEED Silver certification and earn specific LEED credits.**
3. **CN1-2: All designs must be consistent with the University's Master Drainage Plan approved by the St. Johns River Water Management District (SJRWMD). The Architect and Engineer must comply with the design and installation requirements as established by the Florida Department of Environmental Protection.**
4. A general description of elements of the project, including exterior work and any other related work, shall be provided. This description shall indicate the scope of work so that prospective bidders can decide whether or not they wish to bid on the project. The use for which the project is being built should be explained.
5. Cutting and patching shall be identified in detail. This includes the incidental cutting, fitting, and patching required to complete the work or to make several parts fit together properly.

Access to Site

1. Unauthorized visits to the construction site are prohibited. Anyone visiting the site is required to obtain approval from the UCF Project Manager. Warning signs shall be posted to assist in the enforcement of this requirement.
2. The Contractor shall secure the building site and provide keys to the UCF Project Manager and the UCF Police Department, and will provide three Contractor emergency contacts.
3. The Contractor shall keep gates locked at all times except during working hours.

Alternates

CN1-3: The A/E shall consult the Owner regarding priority of alternates. Only additive alternates shall be used. Proposed alternates shall be clearly defined, listed in priority of need, and discussed with the Owner. See *Instructions to Bidders in Division 0*.

Project Management and Coordination

1. If other work outside the scope of contracts for this project is being performed simultaneously with the work on this project, it is understood that Contractors shall cooperate with outside Contractors and with the Owner to avoid interference with each other's work.
2. The Owner may furnish items to be installed by the Contractor. A list of Owner-furnished items, including manufacturer number and pertinent specifications, shall be presented to the Architect for incorporation into the design for installation by the Contractor.
3. Specific guidance for a project shall be given with provisions for future Work such as additions, installations of special equipment, or other such tasks. Requirements of this contract that are critical to future work (such as

structural provision, utilities, areas of the site to be kept clear, or site preparation) shall be described. Areas of work (such as piping, ductwork, and conduit) that may be extended in future Work without necessitating a system shutdown shall be identified.

4. Job conditions affecting phasing and scheduling of the work shall be described. Particular attention shall be given to scheduling remodeling work in buildings that will remain in operation during remodeling. Consideration shall be given to:
 - Providing and maintaining means of ingress and egress
 - Maintaining security
 - Use of docking facilities
 - Shipment of construction materials to the job site
 - Storing of construction materials (not at the UCF warehouse)
 - Scheduling for moves by the user
 - Maintaining services
 - Dust control and noise control
 - Coordinating with the UCF Project Manager and the department's property custodian to facilitate disposition of surplus items within the space prior to the renovation

Construction Progress Documentation

CN1-4: All projects shall be documented at major construction milestones such as foundation installation, slab pours, wall erection, MEP rough-in, etc. Photographs will be taken in each room, to include walls and above the ceiling.

Submittal Procedures

1. Before the start of construction, the Contractor shall prepare a submittal schedule for review and approval by the A/E and the Owner. The UCF Project Manager shall identify submittals that require Owner approval. The Owner shall be copied on all submittals but does not need to approve unless the submittal is identified on the Owner submittal schedule.
2. All submittals shall be provided as one package for each division for review and approval, with the exception of Divisions 23, 25, and 26, which will be by trade. For items requiring Owner approval, the Owner shall have a minimum of one week to provide comments to the Architect before the Contractor is released to purchase the equipment. The Architect shall approve the submittal packages before the submittals are sent the Owner. **CN1-5: The Contractor shall provide a submittal review schedule and a sequence of submittal review to the Owner.**

Special Procedures

1. The A/E shall specify in the "Project Summary" accompanying the Invitation to Bid and in the contract specifications that the University reserves the right to remove salvage prior to start of construction, or in certain instances, the Contractor is to turn over certain items of salvage to the Owner.
2. On all projects involving demolition and/or renovation, the A/E shall review with the UCF Project Manager the possibility of salvage of materials and equipment, either for use in the remodeling project, by Facilities Operations, or the UCF surplus program. The UCF Project Manager shall notify the A/E of materials and equipment to be removed by the Owner or to be turned over to the Owner by the Contractor. Non-reusable materials shall be removed from campus and recycled when possible before disposal by the Contractor.

Division 1 Contents

(cont'd from Page D.1-1)

Health, Safety and Emergency Response Procedures

Indoor Air Quality Procedures

Quality Requirements

Temporary Facilities and Controls

Field Offices and Sheds

Vehicular Access and Parking

Temporary Barriers and Enclosures

Temporary Erosion and Sediment Control

Temporary Storm Water and Pollution Control

Project Identification and Signs

Execution and Closeout Requirements

Project Record and As-Built Documents

Operations and Maintenance Data

Commissioning

Attic Stock

3. The Contractor and all subcontractors shall provide suitable-sized, weather-tight containers to store and avoid damage to materials required on the site. Outdoor storage of materials shall be within the construction fence. Temporary structures shall be painted with one coat of paint; color must be approved by the Project Manager. No signs except small identification signs are permitted on sheds. Indoor storage shall be confined to unused spaces in the building, corridors, and stairs. Storage in other public spaces is prohibited.
4. Spaces shall be made available to the Owner for storage of equipment.

Owner Safety Requirements

1. The Contractor will perform all work in accordance with OSHA standards; safety orders issued by OSHA; and the UCF Director of Environmental Health and Safety (EH&S); and any other safety, health or environmental regulations having jurisdictional authority in the State of Florida.
Among significant concerns are that:
 - All walkways and working surfaces, such as ladders, stairs, guards, etc., shall comply with OSHA regulations.
 - The Contractor shall take all precautions necessary, as defined by OSHA, for the safety and protection of persons and property.
 - The Contractor shall inform the Owner of the “competent person,” as defined by OSHA.
 - The Contractor shall not load or permit any part of the work to be loaded so as to endanger safety.
2. The Contractor shall review the [Environmental Health and Safety Construction Guidelines](#). The Contractor shall ensure that the construction site under its control adheres to the items contained therein. All construction sites are subject to inspection by UCF representatives and federal or state agents. The Contractor is responsible for all fines incurred

due to the failure of its employees and subcontractors to follow federal or state regulations. Failure to follow UCF Environmental Issues Construction Standards can result in stop work orders or other penalties.

3. Crane, forklift, or other heavy equipment operators shall be trained and certified. Flagmen are required, as designated by the United States Department of Labor, Occupational Safety & Health Administration’s Manual on Uniform Traffic Control Devices (MUTCD)
4. **CN1-6: Lock out/tag out procedures are required to be used in all campus facilities.**
5. **CN1-7: All Contractors shall attend a one-hour annual session covering UCF Environmental Management System construction-specific components and provide certification that the information has been transmitted to all affected employees and sub-Contractors.** UCF Environmental Management System construction forms shall be used for documentation and will include the Contractor EMS Agreement and Contractor Hazardous Material/Waste Inventory forms.
6. A complete list of hazardous substances to be used on the project shall be submitted prior to the arrival of the substance on UCF property, using the Contractor Hazardous Material/Waste Inventory Form. Safety Data Sheets shall be made available when requested. Less toxic alternatives shall be used wherever possible.
7. All containers of hazardous substances and waste, including new and used petroleum products, shall be stored in a covered area on an impervious surface. Outside storage shall be in rain-tight, secondary containment. Hazardous substance or waste storage shall be secured.
8. Hazardous substances used in occupied spaces shall require the Contractor to prepare and follow a ventilation plan. The plan shall be submitted to a EH&S representative for approval prior to use of the substance.
9. The University is registered as a Large Quantity Generator

(LQG) of hazardous waste. All hazardous waste generated shall be handled per the UCF Management System. In general, 40 CFR, parts 261 thru 270, and Florida Administrative Code (FAC) 62, parts 730 and 731, shall be followed.

10. A UCF representative shall verify that all hazardous waste is properly managed prior to its transportation off campus. The UCF EPA ID number shall be used on all manifests. Transportation and disposal facilities must be pre-approved by an EH&S representative. Alternatively, approved waste may be disposed through the University hazardous waste program at a charge to the project.
11. All spills shall be cleaned up immediately. Discharges to pervious surfaces, sanitary or storm water conveyances, or bodies of water shall be reported to EH&S upon discovery.
12. Asbestos or any building material containing asbestos shall not be used. If asbestos will be disturbed during renovation activities, abatement of such materials shall be coordinated with the Department of Environmental Health and Safety.
13. All electrical transformers, switches, ballasts, or other electrical equipment that contains polychlorinated biphenyls (PCB), or other equipment which has come in contact with PCB, shall be properly disposed of in coordination with EH&S.
14. Any hazardous or toxic material, such as asbestos or PCB, that is discovered during the course of a project shall be reported **immediately** to the UCF Project Manager. All Work involving suspected asbestos, or hazardous or toxic materials, shall halt immediately and must not resume until the notice to resume work has been issued by the Project Manager.

Health, Safety, and Emergency Response Procedures

1. For any emergency affecting the safety of persons or

property, the Contractor shall act to prevent potential damage, injury, or loss. Notification of such occurrences shall immediately be made to the University Police Department.

2. The Contractor shall provide a written, severe weather plan to the Owner prior to the start of any construction activity.

Indoor Air Quality Procedures

During construction operations, especially those involving demolition or renovation, appropriate measures are required to maintain acceptable air quality levels. Any activity generating dust, debris, or pollutants shall be performed in unoccupied areas. If this is not possible, the Contractor shall be required to ensure proper isolation of all such dust, debris, or pollutants. The Sheet Metal and Air Conditioning Contractor’s Association’s (SMACNA) IAQ Guidelines for Occupied Buildings Under Construction shall be followed.

Quality Requirements

- 1. CN1-8: A quality control and quality assurance plan shall be provided and implemented by the Contractor.**

Before construction begins a detailed plan describing the systems, adequacy, and competency of the construction inspection program shall be submitted to the UCF Project Manager by the Contractor. UCF has the right to add specific systems or equipment to the plan. If the plan is deemed not to meet the needs of the University, a new plan shall be created to meet the University’s needs.

The construction quality plan must include:

- A detailed construction schedule, with a summary of planned construction activities, their sequence, interrelationships, durations, and terminations.
- A description of the construction management organization, management procedures, lines of communication, and responsibility.

Knight Notes

Environmental Health & Safety Building and Fire Code Office

All renovations, remodels, additions, alterations, or new construction on any UCF campus, whether performed by internal or external entities, shall be approved by the Environmental Health and Safety Building Code Administrator to ensure compliance with building and fire codes. The Environmental Health & Safety Building Code Administrator is the authority for all building code issues at the University. The Environmental Health & Safety Fire Safety Coordinator is the UCF liaison with the State Fire Marshal, who is the legal authority for all fire code issues.

- A description of the anticipated quality control testing, to include the system, the type of test, frequency, and who will perform the tests.
 - A description of the change order process, including names of those authorized to initiate, review, negotiate, and approve change orders.
 - A description of the process to store, update, and maintain construction documentation records: plans, specifications, as-built drawings, field orders, and change orders.
 - A description of the quality plan, to include inspection responsibility, anticipated inspection frequency, deficiency resolution, inspector qualifications, and inspection reports.
 - Acknowledgment of compliance with standards for applicable industry association, trade group, or federal standards.
 - Areas specified that require evidence and examples of required expertise from the Contractor in conjunction with specified items, such as system components, design elements or special treatment.
2. The following codes and standards must be followed:
- Florida Building Code
 - Florida Accessibility Code
 - Florida Fire Prevention Code (FFPC)
 - National Electric Code (NEC) (NFPA 70)
 - American National Standard Safety Code (including handicapped requirements)
 - Department of Education Criteria Codes
 - Sheet Metal and Air Conditioning National Association and other specific codes related to the project
 - Barrier Free Design
 - Fair Housing Act Requirements

Refer to Professional Services Guide Supplement for additional codes, standards, and requirements.

3. CN1-9: All testing must be performed by the Contractor unless otherwise directed by the Owner.

Temporary Facilities and Controls

1. Specifications prepared by the A/E shall include requirements that the Contractor adequately protect the work, adjacent property, the public, and the Owner's property from injury or loss arising in connection with the construction contract, and that the Contractor is responsible for any damage or injury due to the Contractor's act or neglect. Adequate barricades, nighttime lighting, and flashers shall be used to protect the public.
2. The A/E shall specify modifications regarding payment for water, fuel, chilled water, and power consumed. The Contractor's utilities are required for the progress of the work. Specifications shall be written to stress this point. The General Contractor shall make arrangements with the UCF Project Manager for installation of temporary lines.
3. The A/E shall provide information to avoid damage to existing underground lines. Drawings indicating the approximate location of all known lines shall be furnished by the Owner. The A/E shall verify and indicate all existing utilities on contract documents.

All activities are subject to Sunshine 811 procedures per, Section D.33 and as required by the "Underground Facility Damage & Prevention Act" - Florida Statute Chapter 556. No excavation, including drilling, exploratory work, fence posts, etc., shall be permitted until the drawings of existing lines are reviewed in the field by the Contractor and subcontractors, A/E, University trade-specific representatives, and the Owner's representatives. Any damage to utility lines during construction shall be repaired immediately by the Contractor, in a manner acceptable to the Owner and the appropriate utility company, at no cost

to the Owner.

4. The Contractor shall provide, at the Contractor's expense, all heating and cooling necessary to protect the Work from dampness and cold, and to dry out the building, especially prior to millwork, doors, paint, and acoustical tile installation. A plan detailing how the permanent HVAC systems will be used during construction shall be provided for review by the Owner.
5. Temporary tie-ins to the University sewage system are prohibited. The Contractor shall provide and maintain, in a neat and sanitary condition, such accommodations for the use of the Contractor's employees as may be necessary to comply with the regulations of the State Board of Health, and the county and municipality where the project is located. Emptying chemical toilets in the University sewage system is prohibited. Pit toilets are prohibited.
6. Plans for reviewing lines running through University property must be clearly identified in the Contract Documents and must be approved by the Owner.
7. If connections to University utilities are required and permitted, the specifications must contain instructions to the Contractor to make requests for utilities service through the Owner. The Contractor must make all necessary arrangements for the service, including the point of tie-in, with Facilities Operations (through the Owner). The Architect/Engineer must obtain drawings of existing utilities and must consult University personnel regarding services available and points of connections to services. All services must be metered through meters furnished by the Contractor, and the Owner must be reimbursed for utilities. The Contractor must establish an account with the Facilities and Safety Business Office prior to any utility connection.

Costs for providing temporary services must be borne by the Contractor. The specifications must clearly identify the Contractor's responsibility for the installation of service

lines and payment for services, whether services are furnished by the utility company or by the University. Billing for utilities will be made by the University in accordance with the current Rate Schedule of the University. Advance arrangements must be made with Facilities Operations through the Owner before Contractor begins Work at the site.

The Contractor must pay for water, chilled water, fuel for heat, electric power, and any other utility consumed until Substantial Completion has been accepted.

The Contractor must install water supply lines and make changes in accordance with the FDEP permit.

The Contractor must install and maintain HVAC and electrical systems.

The specifications must clearly identify the Contractor's responsibility for providing continuous utility services until date of Substantial Completion, including operation of permanent equipment and services.

8. Potable and reclaimed water that is necessary for construction must be obtained from the department of Facilities Operations, through the Owner. The connection point must be verified by Facilities Operations. The line size must be adequate for all demands. The A/E must specify that the Contractor make necessary connections and install a meter and backflow preventer, and that the Contractor be responsible for installation of all pipe from the meter, and removal of temporary lines upon job completion. All costs, including use and connection fees, must be paid by the Contractor at current rates.
9. The specifications shall call for temporary and permanent fire protection facilities, including fire hydrants. Prior to building construction, fire hydrants shall be installed within the specified distance of a building, according to the occupancy classification, to meet the FFPC requirements.
10. The Contractor is responsible for damages to elevators used during construction. The warranty period will begin

at Substantial Completion. Any new elevators or elevator components shall be included in the A/E specifications.

Refer to Section D.33 for additional information on temporary facilities.

Field Offices and Sheds

1. The Contractor shall provide and maintain at the site suitable for use by the Contractor and Subcontractors a clean, weather-tight office. The Contractor is responsible for all expenses, including the installation cost, Internet, telephone, heat, light, water, and janitor service, unless approved in writing by the UCF Project Manager.
2. All field offices shall be conditioned, heated, lighted, and secured by doors with locks.
3. The Contractor or an authorized agent shall be present on site at all times while the work is in progress.

Vehicular Access and Parking

1. Reference to UCF traffic and parking rules shall be included in all bid documents.
2. **CN1-10: Fire lanes must be provided to all structures.**
3. Temporary vehicular access, including access roads, haul routes, and parking for the Contractor, shall be included.
4. **CN1-11: Prior to the start of construction, a plan of the existing on-campus streets and roadways that will be used shall be submitted to the UCF Project Manager.** The maintenance of traffic flow shall follow all aspects of FDOT MOT Guidelines.
5. Damage to roads or other facilities resulting from the Contractor’s hauling, storage of materials, or other activities in connection with the work, shall be repaired or replaced, at no expense to the Owner. Repairs or replacements shall be made to the Owner’s satisfaction. Clean-up of areas shall occur on a daily basis. The Contractor shall not

overload vehicles with material, thereby causing spillage or possible damage.

6. Parking on campus is subject to regulations established by the University Parking and Transportation Services at the particular campus. Temporary fencing for parking and storage areas shall be specified by the A/E, with approval from Parking Services. Employees of the Contractor and Subcontractors shall secure parking permits from the University and must park cars in areas assigned to them. Parking on streets or in restricted areas is prohibited. At the beginning of the work, the Contractor shall report to the University the approximate number of parking permits that will be required for all employees, including subcontractors.
7. The University Police Department shall be notified at least seventy-two hours in advance of any anticipated work affecting traffic flow. To ensure maintenance of flow and to safeguard all parties involved in planning temporary routing, a field inspection shall be made jointly by the A/E, the UCF Project Manager, and Contractor prior to performing any work that would interrupt normal traffic patterns. Rerouting of traffic shall be planned, as to route and direction, in cooperation with the Police Department.

Temporary Barriers and Enclosures

1. The Contractor shall provide barricades, shielding, and/or warning signs, site lighting, and audible warning devices for the sight impaired to protect the public from hazards outside the required construction site fence. This includes but is not limited to: open trenches, falling objects, and physical hazards during darkness.
2. The construction fence location shall be shown on drawings and indicate the following:
 - a six-foot high fence with access gates around the project site;
 - a chain link fence with privacy screening on steel

posts; and,

- “No trespassing” signs meeting OSHA requirements.
3. In occupied buildings, the A/E shall indicate areas requiring noise and dust control and the methods of control. If details of installations are involved, they will be specified in the applicable sections of the technical specifications. The Contractor shall be required to install barriers indicated by the A/E and shall provide other dust control barriers as required by construction.

Temporary Erosion and Sediment Control

1. **CN1-12: Fill soils kept on site during construction shall remain covered or contained at all times.**
2. The extent of removal of natural vegetation and the duration of soil exposure will be minimized.
3. **CN1-13: The Contractor shall remove mud and spillage from public and University streets on a daily basis. Failure to clean streets daily shall result in streets being cleaned by the Owner at the Contractor’s expense.**

Temporary Storm Water and Pollution Control

1. Site debris and waste waters from construction activities, cement truck wash out, dumpsters, vehicle rinsing, and sanitary systems shall be prevented from entering the storm water system. All catch basins and storm drain lines in the vicinity of the site shall be protected at all times. If cleaning is done, it shall be contained, and the Contractor must remove the residue from the campus with other construction refuse.
2. For sites disturbing one or more acres of land, the Contractor shall adhere to UCF’s Phase II NPDES Storm water permit. The Contractor is responsible for preparing a Storm Water Pollution Prevention Plan (SWPPP) per F.A.C. 62-300(7) (a) VI.4 for review by the UCF Storm Water Manager (the Director of Landscape and Natural Resources or designee), and submitting Notice of Intent,

Notice of Termination and Environmental Resource and Dewatering Permits, when applicable.

3. For sites disturbing less than one acre of land, the A/E and Contractor shall submit an Erosion Control Plan to address prevention of loss of soil from storm water runoff and wind erosion, sedimentation of the storm water system, and air pollution from dust and particulate matter.
4. The UCF Storm Water Manager reserves the right to request alternate or additional Best Management Practices (BMP) and to perform weekly, pre-scheduled site inspections.
5. Copies of routine inspection documentation shall be provided to the UCF Project Manager on a monthly basis.
6. All interior spaces that must drain water during construction, shall be drained to the sanitary sewer system. All exterior areas that must drain water during construction must be drained, following applicable BMP, to the storm water drainage system. A temporary drainage plan shall be provided to the UCF Project Manager.

Project Identification and Signs

The site shall be adequately labeled for deliveries and emergency response. The Contractor shall submit to the UCF Project Manager for approval a shop drawing showing layout of the size, text, and location for all signage.

Execution and Closeout Requirements

1. **CN1-14: A detailed plan regarding the requirements for building systems start-up shall be provided by the Contractor. This is in addition to, and separate from, full commissioning.**
2. Refer to Section B for additional contract closeout requirements.
3. The A/E shall review the General Conditions regarding final cleaning to determine whether or not this subject is adequately covered; some amplification may be required.

Project Record and As-Built Documents

1. The Contractor shall maintain one set of the following records on site:
 - Contract drawings
 - Specifications
 - Addenda
 - State Fire Marshal-approved Documents
 - Change Orders and Other Modifications to the Contract
 - Approved Shop Drawings, Product Data, and Samples

These as-built documents shall be stored separately from documents used for construction, and will be revised with construction progresses.

2. The agreement for professional services with the A/E requires submission of record drawings reflecting “record set” conditions, which must include a copy of the Contractor’s “red-lined as-built” drawings and electronic copies of the updated record documents in .rvt and .pdf formats.
3. The specifications shall be annotated to show the actual selected products that are incorporated into the project.
4. At the end of the project the A/E shall attach a set of the final structural, mechanical, and electrical calculation sheets that were prepared during design. Submitted material shall be clearly marked, “record set,” and dated.
5. **CN1-15: An ACCEPTABLE record set of dated construction documents, incorporating changes during construction, must be received by the University prior to final payment to the A/E and Contractor. For all field changes made during construction, the contracted professional is responsible for the accuracy of information placed on the record documents.**

Operations and Maintenance Data

1. **CN1-16: It is the responsibility of the A/E to incorporate these Standards into the specifications or other contract documents, and to secure compliance of the Contractor with these Standards, including changes in design and specifications during construction incorporated into “record set” conditions.**
2. In the specifications, or as a preface to the manuals, the A/E shall provide a basis of design (BOD) that describes the design intent of the building systems (HVAC, electrical, fire alarm, etc.) and the principles of their operation in a manner to permit prompt, initial understanding of the systems by qualified University maintenance personnel. These descriptions shall include flow-charts, riser diagrams, zone control layouts, and other visual aids showing the components, and their relationship to the entire system.
3. All systems require Operations and Maintenance Manuals. Manufacturer’s printed installation, maintenance manuals, and operating instructions shall include the technical specifications, instructions, periodicities, and troubleshooting procedures, not sales brochures and promotional matter. Instructions shall include all modes of operation in sufficient detail to be readily understood by University maintenance personnel.

The O&M manuals shall include detailed identification of the actual equipment installed as described in the manufacturers’ instructions, including dimensional drawings, model, type, size, performance parameters such as curves, efficiencies, power requirements, operating ranges, etc.

CN1-17: In cases of multiple installation of identical equipment, only one manual submitted for the identical equipment is necessary, but model and serial numbers of the equipment shall be listed.

The O&M manuals must include detailed parts list

- showing manufacturer's parts numbers and such other identification as necessary to facilitate procurement of spare or renewal parts and owner-manufacturer communications.
4. The UCF Subcontractor Listing requires the names, addresses, telephone numbers, contact person of Subcontractors and/or Sub-subcontractors, their suppliers, manufacturers' representatives, available service facilities, and normal channels of supply.
 5. **CN1-18: Manufacturers' maintenance instructions shall include schedules showing proper time intervals for all manufacturers' routine maintenance (e.g., lubrication, adjustment, calibration, or checking). The Contractor shall consolidate manufacturers' schedules with a single master schedule of required maintenance.**
 6. **CN1-19: Installation of systems that are known to be obsolete or are soon to be obsolete shall not be specified.**
 7. **CN1-20: An all-inclusive Warranty Matrix that clearly identifies start and end dates of the Contractor's warranty and the manufacturer's warranty shall be provided by the Contractor for all equipment. All warranties shall begin at Substantial Completion.**
 8. **CN1-21: All name plate data shall include manufacturer, model number, serial number, date of installation, room number (location), and operating parameters. This data shall be provided in ODBC database format (MS Excel or Access).**
 9. The Contractor shall be required to submit the A/E-approved O&M Manuals to the UCF Project Manager, in compliance with the Substantial Completion procedure.
 10. One reproducible electronic copy of each system's O&M manual shall be provided.
 11. Detailed performance requirements shall be stipulated in the appropriate sections of the specifications.
 12. At project inspections, the Contractor shall be prepared to demonstrate all required equipment operations and shall provide all necessary tools and diagnostic equipment. The UCF Project Manager shall be notified of the schedule for any final inspections.
 13. The General Conditions of the contract for construction contain instructions and requirements of the Contractor, A/E, and Owner for acceptance of the project. The A/E is responsible for including in the specifications the obligations for the Contractor, for an orderly acceptance and turnover. Such obligations include: punch lists, "record set" plans and specifications, Operating and Maintenance Manuals, and training of University personnel. Written notification will be included for insurance purposes.
 14. In addition to the standard forms required by the contract documents, the following are required. When statements applying to these requirements are provided in these guides, the statements (or paragraphs similarly worded) shall be included in the specifications.

CN1-22: A two-year minimum warranty is required on all building components. The roof system requires a twenty-five year no dollar limit (NDL) warranty.
 15. "Attic Stock" (e.g., ceiling tile, paint, etc.) requirements shall be reviewed with the UCF Project Manager, as required.

Commissioning

The Department of Utilities and Energy Services (U&ES) oversees both the building and system commissioning processes. Both scope and commissioning activities shall be determined on a case-by-case basis and provided in the Owner Project Requirements (OPR) document. The process shall be administered following the latest version of [ASHRAE Standard 202](#). During new construction, the commissioning or certification of the building systems shall be completed prior to Final Completion.

Attic Stock

The A/E will specify industry standard quantities of attic stock for all appropriate equipment and products. The A/E will provide a summary spreadsheet of this list to the UCF Project Manager to verify that specified quantities are acceptable.

References:

ASHRAE Standard Commissioning Process for Buildings and Systems <http://www.ashrae.org>

Contractor Hazardous Material/Waste Inventory form <http://ehs.ucf.edu/forms.html>

Environmental Management System construction forms <http://ehs.ucf.edu/forms.html>

FAC 69A :Division of State Fire Marshal <https://www.flrules.org/gateway/Division.asp?DivID=359>

Florida Building Code http://www2.iccsafe.org/states/florida_codes/

Florida Division of the State Fire Marshal <http://www.myfloridacfo.com/division/sfm/>

Florida Administrative Code <https://www.flrules.org/default.asp>

Florida Department of Transportation (FDOT) Maintenance of Traffic (MOT) Guidelines <http://www.dot.state.fl.us/rddesign/TTC/Default.shtm>

Florida Statutes Online <http://www.leg.state.fl.us/Welcome/index.cfm?C-FID=227228596&CFTOKEN=90490545>

National Fire Protection Association (NFPA) Codes http://www.nfpa.org/itemDetail.asp?categoryID=279&itemID=18123&order_src=C800

Sheet Metal and Air Conditioning Contractor's Association's (SMACNA) IAQ Guidelines for Occupied Buildings Under Construction <http://www.usgbc.org/resources/sheet-metal-and-air-conditioning-national-Contractors-association-smacna-iaq-guidelines-oc>

UCF Administrative Policies <http://policies.ucf.edu/>.

UL 300, Fire Testing of Fire Extinguishing Systems for Protection of Restaurant Cooking Areas <http://www.halcyon.com/NAFED/HTML/UL300.html>

United States Department of Labor, Occupational Safety & Health Administration's Manual on Uniform Traffic Control Devices (MUTCD) http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm

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Division 2 - Existing Conditions

This section includes:

Introduction

Survey Requirements

Hazardous Material Assessment

Subsurface Investigation

Geotechnical Investigations

Introduction

The surveying and documenting of existing conditions is critical in successful project planning. Planners, Architects, Engineers, and Contractors need accurate identification of surface and subsurface features and objects within proposed project limits. The survey is the basis of information supporting all project documentation, including, CAD and/or BIM drawings.

In conjunction with projects undertaken by UCF, there are varying amounts of prior information available; however, as in any construction project, care shall be taken to verify existing conditions.

Survey Requirements

1. For topographic, utility, and boundary surveys, the following procedures shall be followed:
 - A complete survey shall be performed for each building/project site by a registered land surveyor who is duly licensed in the State of Florida.
 - Surveyors shall have Errors and Omission Insurance at the level specified by UCF.
 - The vertical datum shall be NAVD (North American Vertical Datum) of 1988. The use of assumed elevations for benchmarks is prohibited.
 - The horizontal datum shall be referenced to the Florida State Plane Coordinate System. The use of local or assumed coordinate systems is prohibited.
 - The survey shall indicate the limits of any flood zone located within the project area, as well as reference map number, to show the limits of each flood zone as it affects the FEMA Flood Insurance Rate Map (FIRM) number.
 - For the main campus, the survey shall note the boundaries of [UCF Protected Lands Document](#).

- Surface features/objects shall be 3D AutoCAD Civil 2010 or later, and all subsurface pressurized systems shall be in AutoCAD MEP 2010 or later. All underground utilities and structures shall be 3D objects in a separate file that is XREF into the survey file. Survey information shall be separated using the layer system included in the United States National CAD Standards.
 - CAD data shall be in Engineering units (decimal feet), and CAD files shall include all external reference files. AutoCAD drawing files shall be produced at a scale of 1:1 in model space, i.e., drawing measurements between two objects to be equal to the actual physical distance measured in the field in decimal feet. All symbols, lettering, fonts, shapes, and blocks shall be saved with each drawing.
2. The scope of work for surveys shall include: property lines, topography, buildings, roads, sidewalks, subsurface, and above- and below-ground utilities, including the closest point of utility system tie-in if not on site, easements, significant vegetation, and any zoning or covenant requirements, such as setbacks, etc. See the UCF Survey Scope of Work document for additional requirements. A preliminary copy of any survey shall be reviewed with the UCF Project Manager before final issue.
 3. Prior to the start of construction, all existing utilities shall be field verified and shown on 100% construction documents.

Hazardous Material Assessment

1. If any hazardous material, such as asbestos, will be disturbed during renovation activities, abatement of such materials shall be coordinated with Environmental Health and Safety (EH&S).
2. All electrical transformers, switches, ballasts, or other electrical equipment that contains polychlorinated

biphenyls (PCB), or other equipment which has come in contact with PCB, shall be properly disposed of in coordination with EH&S.

3. **CN2-1: All Contractors shall attend a one-hour annual session covering UCF Environmental Management System construction-specific components. Contractors shall certify that provided information has been transmitted to all affected employees and subcontractors.**
4. The Contractor shall review the Environmental Health and Safety Checklist and ensure that the construction site under their control is fully compliant.
5. Less toxic alternatives shall be used wherever possible. A complete list of hazardous substances to be used on the project shall be submitted prior to the substance's arrival on UCF property, using the [Contractor Hazardous Material/Waste Inventory form](#). Material Safety Data Sheets shall be made available when requested.
6. All containers of hazardous substances and waste, including new and used petroleum products, shall be stored in a covered area on an impervious surface. Outside storage shall be in rain-tight, secondary containment. Hazardous substance or waste storage shall be secured.
7. Hazardous substances used in occupied spaces shall require the Contractor to prepare and follow a ventilation plan. The plan shall be submitted to a UCF EH&S representative for approval prior to use of the substance.
8. UCF is registered as a Large Quantity Generator (LQG) of hazardous waste. All hazardous waste generated shall be handled per the UCF Management System. In general, 40 CFR, parts 261 through 270, and FAC 62, parts 730 and 731 shall be followed.
9. A UCF representative shall verify that all hazardous waste is properly managed prior to its transportation off campus. The UCF EPA ID number shall be used on

all manifests. Transportation and disposal facilities shall be pre-approved by a UCF EH&S representative. Alternatively, approved waste may be disposed through the University hazardous waste program at a charge to the project.

10. All spills shall be cleaned up immediately. Discharges to pervious surfaces, sanitary or storm water conveyances, or bodies of water shall be reported to a UCF EH&S representative.
11. Any hazardous or toxic material, such as asbestos or PCB, that is discovered during the course of a project, shall be reported immediately to the UCF Project Manager. All work involving suspected asbestos, or hazardous or toxic materials, shall halt immediately and must not resume until the notice to resume work has been issued by the Project Manager.

Subsurface Investigation

1. The Contractor shall inspect work areas prior to commencement of construction activity. In addition to inspections for existing damage, the Contractor shall evaluate possible interruptions to ongoing operations resulting from noise or vibration as a result of construction activities. The items shall be reviewed with the UCF Project Manager prior to commencement of construction activities.
2. Refer to Section D.1 and 811 Policy for additional information.

Geotechnical Investigations

The A/E shall provide plans showing required test boring locations and report to the UCF Project Manager. Boring locations and sections through borings shall show all soil conditions.

References:

U.S. Geological Survey, National Geodectic Survey Vertical Datum of 1988 (NAVD 88) <http://www.ngs.noaa.gov>

National Institute of Building Sciences United States National CAD Standard version
<http://www.nationalcadstandard.org/ncs6>

Contractor Hazardous Material/Waste Inventory form
<http://ehs.ucf.edu/buildingcode/EMSForm-011-02ContractorHW.pdf>

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3

Division 3 - Concrete

This section includes:

Introduction

Section I - General Standards

Concrete Joints, Accessories, and Anchoring

Concrete Reinforcing

Cast-in-Place Concrete

Concrete Finishing

Precast Concrete

Concrete Cutting and Boring

Section II - Level-specific Standards

Introduction

This section contains the requirements for the use of cast-in-place concrete and cast-in-place architectural concrete. Concrete components include reinforcement, formwork, concrete materials, mixture design, placement procedures, and exposed concrete finishes.

Section I - General Standards

These Standards apply to all projects. Additional Standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

All concrete must conform to the current American Concrete Institute (ACI) standards.

Concrete Joints, Accessories, and Anchoring

1. Joint filler strips shall comply with ASTM D 1751 for asphalt-saturated cellulosic fiber or ASTM D 1752 for cork.
2. Control joints shall be straight and continuous, never staggered. To avoid uncontrolled cracks, do not extend reinforcement through control joints. Place joint locations under walls or carpeted areas whenever possible. Control joints (grooved or sawed) shall be at depth equal to at least 25% of concrete thickness. Plan the joint pattern to avoid re-entrant corners or triangular wedges of concrete which are highly prone to cracking.
3. Install joints at locations indicated or approved by the Architect so that strength and appearance of concrete are not impaired.
4. Isolation joints: After removing formwork, install joint filler strips at slab junctions with vertical surfaces.
5. For proper seals with sleeves where pipes pass through walls and floors, if expansion space is needed, use proper filler.

Concrete Reinforcing

1. Concrete reinforcing shall comply with the following ASTM standards:
 - Reinforcing bars: ASTM A 615, Grade 60, deformed
 - Galvanized reinforcing bars: ASTM A 767, zinc coated after fabrication and bending
 - Epoxy-coated reinforcing bars: ASTM A 775, epoxy coated, with less than 2 percent damaged coating in each 12-inch bar length
 - Plain-steel welded wire reinforcement: ASTM A 185, plain, fabricated from as-drawn steel wire into flat sheets
 - Deformed-steel welded wire reinforcement: ASTM A 497, flat sheet
 - Galvanized-steel welded wire reinforcement: ASTM A 185, plain, fabricated from galvanized steel wire into flat sheets
 - Epoxy-coated welded wire reinforcement: ASTM A 884/A 884M, Class A coated, Type 1, deformed steel
2. The reinforcing system shall include: bar supports, bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire reinforcement in place.

Cast-in-Place Concrete

1. Cast-in-place concrete work shall comply with the following ACI standards, unless modified by the Contract Documents:
 - ACI 117, Standard Tolerances for Concrete Construction and Materials
 - ACI 301, Specifications for Structural Concrete for

Buildings

- ACI 315, Manual of Standard Practice for Detailing Reinforced Concrete Structures
 - ACI 318-08, Building Code Requirements for Structural Concrete
2. All concrete will shrink to some degree after it is placed. The extent of that shrinkage is controlled by good mixes. The Contractor shall:
 - Prepare and submit design mixtures for each type and strength of concrete, according to ACI 301.
 - Submit shop drawings for steel reinforcement, material test reports, and formwork, where applicable.
 - Provide ready-mixed concrete: measure, batch, mix, and deliver the concrete according to ASTM C 94, and furnish batch ticket information.
 3. To ensure consistent quality of concrete, the material/ mix used shall comply with the following ASTM standards, according to type:
 - Portland cement: ASTM C 150, Type I/II, supplement with fly ash, Class F
 - Normal-weight aggregates: ASTM C 33
 - Lightweight aggregate: ASTM C 330
 - Water: ASTM C 94
 - Air-entraining admixture: ASTM C 260
 - Chemical admixtures: Admixtures certified by the manufacturer to be compatible with other admixtures.
 - Synthetic fiber: Mono-filament or fibrillated polypropylene fibers engineered and designed for use in concrete pavement, complying with ASTM C 1116, Type III.

Concrete Finishing

1. Comply with ACI 302.1R, Guide for Concrete Floor and Slab Construction, for screeding, straightening, and finishing operations. Do not wet concrete surfaces.
 - Plyform shall be used on all formwork for exposed vertical surfaces. Bush hammer finish is prohibited.
 - All snaptie cone holes shall be filled and finished smooth with adjacent surfaces.
 - All ramps, steps, landings, and exterior walks shall have an integral non-slip finish.
 - All exposed concrete for structures shall have a rubbed smooth surface.
2. In general, exposed concrete is considered a structural material and is to be finished with a surface coating. Exposed concrete used as an interior finish material shall be formed and finished to tolerances and finish requirements that are appropriate for the occupied space. Exposed concrete as an interior finish shall be allowed in service rooms and loading areas. Other areas may be considered if approved by the UCF Facilities Planning and Construction director.
3. Horizontal finish tolerances shall be specified using F-numbers (floor flatness (Ff) and floor levelness (FI)), as defined by ACI 117 and ASTM E-1155.

Precast Concrete

1. Tolerances and finish requirements for architectural precast concrete panels shall be indicated in the contract documents. Panel joints and aesthetic joints shall be indicated and dimensioned in the contract documents. Outside corner joints that are mitered need to be accompanied with a quirk joint to prevent the 45-degree cut from breaking or chipping. Architectural precast concrete colors shall be approved by the UCF Associate Vice President of Administration & Finance (Facilities &

- Safety).
2. Joints and snap tie holes shall be indicated and dimensioned in the contract documents for exposed, poured-in-place concrete.
 3. Exposed concrete traffic surfaces shall have a slip-resistant broom finish. Exposed concrete at stairs should have chamfered edges no greater than 1/2". Batch colored concrete may not be used on exterior slabs.
 4. **CN3-1: Unpainted, precast concrete shall be coated with a siloxane water repellent to reduce surface absorbency.**
 5. All concrete stairs shall be precast or metal pan construction. **CN3-2: Cast-in-place stair systems are prohibited.** Exterior stairs shall be designed with non-slip finish suitable for all weather conditions.
 6. All stair finishes shall incorporate a contrasting nosing finish to clearly distinguish between steps in descent under all lighting conditions. Interior stair treads shall have a nosing with an abrasive, non-slip surface.
 7. All steps constructed for general-purpose use shall be designed in compliance with Life Safety Codes. Ship ladders or other similar fire escape-type stairs shall only be considered for restricted access applications. At locations where equipment or materials will be carried, standard stairs or service elevators shall be used to accommodate movement of equipment by the staff.

Concrete Cutting and Boring

Prior to saw cutting or core drilling existing concrete, the area shall be inspected and certified to confirm clearance of any embedded electrical wiring.

References:

Various Standards, American Concrete Institute (ACI),
<http://www.concrete.org>

ASTM International, <http://www.astm.org>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Precast Concrete

Use of core slabs for floor/ceiling construction is prohibited.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Precast Concrete

Use of core slabs for floor/ceiling construction is prohibited.

LEVEL C - RENOVATIONS

Precast Concrete

Use of core slabs for floor/ceiling construction is prohibited.

LEVEL D - HOUSING

Precast Concrete

Core slabs may be used for residential floor/ceiling construction.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Precast Concrete

Use of core slabs for floor/ceiling construction is prohibited.

4

Division 4 - Masonry

This section includes:

Introduction

Section I - General Standards

Mortar

Masonry Accessories

Commissioning of Masonry

Unit Masonry

Brick Masonry

Concrete Unit Masonry

Glass Unit Masonry

Masonry Restoration and Cleaning

Cast Stone

Section II - Level-specific Standards

Introduction

This section contains the requirements for manufactured units of masonry and cast stone, including masonry cleaning.

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Mortar

1. Mortar shall be specified based on performance criteria. For building additions, the color shall match existing. All other mortar shall be gray in color unless a deviation is approved in writing. **CN4-1: Tinted or colored mortar is prohibited except on walls with all cast stone.** When using tinted concrete on cast stone walls, the mortar shall match the stone color. Plasticizers, accelerators, retardants, water repellent agents, or other admixtures are not to be used for mortar. Mortar shall be tested per ASTM C780 and C109.
2. Mortar joints shall be tooled slightly concave. Struck or raked joints shall not be used in exterior walls.

Masonry Accessories

1. Brick ties, plates, fasteners, lintel angles, relieving angles, and other metal accessories shall be galvanized steel (minimum G- 90) or stainless steel.
2. Flashing shall extend beyond openings and have end dams at vertical terminations. Through-wall flashing for brick veneer shall extend within the wythe a minimum of 12 inches above the weep location. Coordinate and detail the interface between below-grade waterproofing and through-wall flashing, as well as base flashing and weep vents. For brick masonry veneer above roof areas, through-wall flashing shall be fabricated from copper or

stainless steel sheet metal and shall have receivers for roof counterflashing.

3. Cavity walls shall be specified, detailed, and constructed so that cavities drain freely without being obstructed with mortar accumulations in the cavity. Brick ties shall be specified with built-in drips to prevent water from bridging the cavity.

CN4-2: Brick cavity walls shall have a 2" minimum air gap between the back of the brick and the next wall/insulation surface in the wall assembly. Mortar in the brick cavity must never bridge between the back of the brick and the face of the backup wall or insulation.
4. Weeps shall be installed at all through-wall flashing locations, in accordance with the [Brick Industry Association \(BIA\)](#) guidelines. Open head and sill joints with honeycomb plastic weep inserts are required, rather than cords or tubes. Locate through-wall flashing and weeps a minimum of twelve (12) inches above adjacent roofs, to allow reroofing without interfering with their operation.
5. If water repellent systems are used, provide breathable systems rather than barrier systems.

Commissioning of Masonry

1. The University will include building commissioning as part of the project requirements. For certain projects, the building commissioning will include the building envelope, which includes exterior masonry cladding systems. The project specifications shall provide information to outline the building envelope commissioning requirements.
2. The Architect will coordinate a building envelope pre-construction conference for all new construction and exterior wall renovation projects. Participants will include the UCF Project Manager, facilities manager responsible for maintaining the facility, Architect/Engineer, Contractor, masonry installation Contractor, and representatives from other related trades.

3. A mock-up shall be prepared for review and approval. Mock-ups shall be erected in minimum four (4) feet by four (4) feet panels, including specified mortar, accessories, window glazing, and flashing assemblies. Mock-ups shall include the interfaces of building envelope systems. When accepted, the mock-up will demonstrate minimum standards for the work. Color and blend of face brick shall generally match brick work in adjacent buildings. The specifications prepared by the Architects shall call out the erection of the mock-up panel. The panel shall not be removed until the masonry work is completed or until removal is authorized.
4. Depending on the facility, performance testing of installed masonry systems shall be performed to verify proper installation. The project specifications shall indicate the frequency and use of standard field test procedures developed by ASTM.

Unit Masonry

Design and layout of all masonry construction shall be based on the module of the unit selected, including brick, concrete masonry units (CMU), and cast stone. The design shall be dimensioned accordingly, and modular in both horizontal and vertical directions, including masonry rough openings, in order to minimize cutting and material waste. Documents representing masonry in a graphic hatch without considering masonry modules and units are prohibited. All masonry expansion joints, window, door, and glass openings shall maintain and consider masonry module dimensioning.

Brick Masonry

1. Brick shall comply with ASTM C216 and C652, type FBS, grade SW.
2. All face brick shall be standard size (8" long x 2 1/2" high x 3 5/8" wide), with net cross-sectional area not less than 75% of the gross area in the same plane, and with core holes not less than 3/4" from any edge.

3. Brickwork shall be placed in a running bond pattern. Stack bond is prohibited.
4. New brickwork adjacent to existing brickwork shall be coursed to match the existing brickwork.
5. Building additions and renovations shall match existing brick when available. Soldier and rowlock coursing at heads and sills of windows and at floor levels of the building are acceptable.
6. Custom, special-shaped brick units for outside corners, window sill, window heads (accommodating steel lintels), string courses, and various angle units are acceptable. Custom, special-shaped brick units for field areas of exterior walls are prohibited.
7. All new brickwork, including but not limited to expansion joints, ties and fasteners, and accessories, shall comply with the guidelines established by the Brick Industry Association (BIA).
8. Expansion joints and control joints shall be detailed and specified by the Architect on construction documents per BIA standards, to accommodate potential movement that may cause cracking.
9. Sealant joints shall have backer rods, and the sealant color shall match adjacent mortar joints to the extent possible. For exposed joints that do not receive a coating, silicone-based sealant joint materials are required. The maximum sealant joint is 3/4", unless recommended and warranted specifically by the product manufacturer-approved installer and Contractor. See also *Division 07*.
10. Brick samples shall be approved by the UCF Vice President of Administration and Finance and the Associate Vice President of Administration & Finance (Facilities & Safety) prior to the completion of the construction documents and bidding.
11. Brick veneer and color of precast panels shall be specified by manufacturer.

Concrete Unit Masonry

1. Concrete Masonry Unit (CMU) construction shall comply with guidelines established by the National Concrete Masonry Association (NCMA).
2. The Architect will specify mortar type “N” for above grade masonry; specify type “S” for below-grade and other structural applications.
3. Expansion joints and control joints shall be detailed and specified, to accommodate potential movement that may cause cracking.
4. Hollow cells shall be reinforced and grouted per structural requirements. Test grout per ASTM C 1019.
5. Rub out all casting irregularities before any finish treatment is applied.
6. All full-height masonry walls, exterior and interior, shall be built tightly against the floor or deck construction above.
7. **CN4-3: New CMU shall be placed in a running bond pattern. Stack bond in load-bearing walls is prohibited.**
8. The depth of the foundation and CMU walls below grade shall be 16 inches minimum.
9. Split-face and ground-face block is prohibited.

Glass Unit Masonry

CN4-4: Glass unit masonry may not be used.

Masonry Restoration and Cleaning

Special care shall be used for restoration and cleaning of existing brick wall surfaces. **CN4-5: Do not sand blast or acid wash brick surfaces.** Before chemical cleaners or other methods are used, test a sample area in an inconspicuous area to verify that the method will not damage the brick masonry surfaces.

Cast Stone

1. The use of cast stone (*Division 04 Masonry Product*) or Architectural precast (*Division 03 Concrete Product*) in place of natural cut stone as decorative pieces to accentuate the buildings on campus is permitted. Window sills, headers, string courses, lintels, column caps, wall coping, and other accent details may be cast stone or Architectural precast.
2. Cast stone may be dry cast (zero-slump concrete) or wet cast, as recommended by the Architect.
3. The specifications shall require the manufacturer to be a (ASTM C1364 compliant) producing member of the [Cast Stone Institute](#) (CSI) and/or an [Architectural Pre-cast Association](#) (APA)- certified plant with at least five years manufacturing experience. Installers shall be required to provide owner, Architect, and Contractor references on past projects.
4. For any product, detailed shop drawings shall indicate structural attachments, flashing, dimensions, and other pertinent information.
5. In addition to tests for compressive strength, absorption, and others as required by the CSI, the APA, or the American Concrete Institute (ACA), the specifications for cast stone or architectural precast shall require testing at the manufacturer’s plant for chloride ions in the stone/precast and mortar, per ASTM C1218 (water-soluble chloride) and/or ASTM C1152 (acid-soluble chloride). The maximum allowable chloride content, which varies depending on the exposure of the stone or precast, is established by ACI 318. All tests shall be performed on one sample per every 500 cubic feet of material (stone or precast).
6. Provide full width through-wall flashing with end dams.
7. Rake back joints and install backer rod and sealant.
8. **CN4-6: Cast stone shall be coated with a siloxane water**

repellent to reduce surface absorbency.

9. Reinforcement shall be per the applicable APA guide spec-galvanized or epoxy-coated steel where coverage is less than 1.5 inches. The Architect may also consider the use of non-corroding fiberglass reinforcement.

National Concrete Masonry Association (NCMA),
<http://www.ncma.org>

Portland Cement Association (PCA),
<http://www.cement.org/>

Technical Notes on Brick Construction, The Brick Industry Association (BIA), <http://www.bia.org>

References:

American Concrete Institute (ACI) Building Code Requirements for Masonry Structures and Specifications for Masonry Structures

ASTM C109/C109M Standard Test Method for Compressive Strength of Hydraulic Cement Mortars (Using 2-in. or 50-mm cube specimens)

ASTM C216 Standard Specification for Facing Brick (Solid Masonry Units Made from Clay or Shale)

ASTM C270 Standard Specification for Mortar for Unit Masonry

ASTM C652 Standard Specification for Hollow Brick (Hollow Masonry Units Made From Clay or Shale)

ASTM C780 Standard Test Method for Preconstruction and Construction (Evaluation of Mortars for Plain and Reinforced Unit Masonry)

ASTM C1019 Standard Test Method for Sampling and Testing Grout

ASTM International, <http://www.astm.org>

Cast Stone Institute, <http://www.caststone.org>

The Masonry Institute (TMS)

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Unit Masonry

Building additions and renovations may match existing brick.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Unit Masonry

Building additions and renovations may match existing brick.

LEVEL C - RENOVATIONS

Unit Masonry

Building additions and renovations may match existing brick.

LEVEL D - HOUSING

Unit Masonry

Housing projects that are not in the core of campus are not required to use unit masonry in their design and construction.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Unit Masonry

Retail projects that are not in the core of campus are not required to use unit masonry in their design and construction.

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5

Division 5 - Metals

This section includes:

Introduction

Structural Metal Framing

Structural Steel

Metal Fabrications

Metal Stairs

Handrails and Railings

Introduction

This section contains the requirements relating to structural steel, miscellaneous structural shapes, cold-formed metal framing, gratings, castings, supports for ceiling-hung equipment and framed partitions, construction inserts and fastening devices, expansion joint inserts and covers, stair nosing and access doors for both ceiling and wall applications, vertical ladders for elevator pits, welded steel ladders (to meet OSHA), elevator pit sump gratings, corner guard angles, steel angles, channels and clips, pipe sleeves for mechanical and electrical trades, trench drain gratings and frames, and galvanized steel corner guards. All metal components must conform to applicable ASTM requirements.

Structural Metal Framing

1. Metal stud framing shall be used for interior wall construction. The use of wood framing is not acceptable. Steel studs shall be 22-gauge or heavier. The use of 25-gauge studs is prohibited. All metal stud framing shall be spaced a maximum of 16" on center.
2. The use of structural, cold-formed, metal-framed exterior backup walls for brick veneer, when appropriate, is allowable using guidelines from the [Brick Industry Association Technical Notes on Brick Construction 28B](#).

Structural Steel

All structural steel work must meet AISC and ASTM standards. **CN5-1: All primed iron and steel beams must be touched-up or corrected at the jobsite.** All exterior steel that will remain exposed to the elements must be galvanized.

Metal Fabrications

Galvanized steel angles shall be used in all exterior masonry, stone, or precast concrete walls, and in all interior walls where used in conjunction with stone.

Metal Stairs

1. All metal stair treads shall have a nosing with an abrasive, non-slip surface and a heavy-duty aluminum frame.
2. All metal pan stairs with concrete-filled treads shall have a nosing with an abrasive, non-slip surface.
3. Ships ladders or other similar fire escape-type stairs shall only be considered for restricted access applications. In applications where equipment or materials will be carried, standard stairs are required.
4. All steps constructed for general-purpose use shall be designed in compliance with Life Safety Codes.

Handrails and Railings

1. **CN5-2: All exterior handrails and guardrails shall be brushed or stainless steel clear anodized aluminum pipe. Painted exterior handrails are prohibited.** Handrails shall include appropriate contraction/expansion relief.
2. **CN5-3: For interior spaces, the guardrails and handrails between floors shall be an all-aluminum or all-stainless steel system. Aluminum handrails shall be brushed aluminum.**
3. All mechanical fasteners used in the assembly of railing systems shall be manufactured from stainless steel.
4. For rail posts set in concrete, furnish matching sleeves or inserts not less than 5 inches long.
5. Ensure that exterior metal guardrail systems are properly designed to accommodate expansion/contraction with adjacent materials.

References:

American Institute of Steel Construction (AISC),
<http://www.aisc.org/>

American Iron and Steel Institute (AISI),
<http://www.steel.org/>

ASTM International <http://www.astm.org/>

Brick Industry Association Technical Notes on Brick
Construction 28B, December 2005, <http://www.gobrick.com/>

Knight Notes

D5-1: Continuous Handrails:
The design of stair runs at landings requires special attention. In order to provide a continuous handrail at the mid-landing, the tread nosing at the top run and bottom run cannot align with one another and need to bypass. Newel post or vertical handrail sections shall be provided in order to make the railing continuous.

6

Division 6 - Woods, Plastics, and Composites

This section includes:

Introduction

Section I - General Standards

Rough Carpentry

Architectural Woodwork

Section II - Level-specific Standards

Introduction

This section contains the requirements relating generally to wood and plastics, including rough carpentry, prefabricated structural wood, finish carpentry, wood treatment, architectural woodwork, and plastics.

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Rough Carpentry

1. **CN6-1: Wood materials shall not be used for any structural elements.** Arsenic-free, pressure-treated, and fire-rated material (where applicable) shall be used for all lumber in contact with concrete, masonry, or steel.
2. The use of wood above suspended ceilings is prohibited.
3. Where wood is allowed to touch concrete, it shall be back-painted before setting.
4. Wood may be used only in the following applications:
 - Blocking for the installation of cabinets, shelving, and wall-hung equipment.
 - Nailing strips for the installation of wood base, chair rails, and crown molding.
5. All wood blocking, nailers, and cant strips shall be pressure-treated and certified for use in roofing applications.
6. Use fire-treated, 3/4" plywood for backboards in electrical, voice, and data rooms.
7. Wood must be back-painted before setting.

Architectural Woodwork

1. The use of custom-made, built-in cabinets, desks, book

cases, and counter tops are to be avoided. Where use of built-in furniture is necessary, the design and construction shall be modular and movable. Also see Section D.12.2 for laboratory casework.

2. The design and construction of all millwork shall be a minimum AWI Custom Grade, in accordance with the Architectural Woodwork Institute Architectural Woodwork Standards. Custom Grade is specified for most conventional architectural woodwork. This grade provides a well-defined degree of control over the quality of workmanship, materials, and installation of a project.
3. Limited feature areas or fine woodwork in special areas approved by the UCF Project Manager may be AWI Premium Grade. Special plastic laminate work may also be considered in similar applications when approved.
4. Countertops shall be a minimum of 3/4" finish grade plywood, with 1/16" general purpose grade high-pressure decorative laminate surfacing.
5. Only cabinet hardware that complies with ANSI A156.9, American National Standards for Cabinet Hardware, shall be used. Design professionals are to verify compliance through shop submittals and by inspection of installations.
6. The use of particleboard in the construction of laboratory casework, or in millwork to be located in wet use-areas, is prohibited.
7. Drawer slides shall be side-mounted type rated for intended use, but in no case carrying less than a 100 lb. load rating. File drawer slides shall carry a minimum 150 lb. load rating.
8. Cabinet hinges shall be flush overlay, concealed self-closing, all metal, 165-degree opening.
9. All finishes (plastic laminates, wood, etc.) must meet flame spread rating requirements of Florida Fire Protection Code (FFPC).
10. **CN6-2: Wood handrails are prohibited.**

References:

Architectural Woodwork Institute Architectural
Woodwork Standards, [http://www.awinet.org/content.
asp?contentid=148](http://www.awinet.org/content.asp?contentid=148)

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Architectural Woodwork

In laboratories where chemicals are used, acid-resistant monolithic epoxy countertops must be used. The material must meet flame spread rating requirements of the Florida Fire Prevention Code (FPPC).

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Architectural Woodwork

Epoxy, solid surface, or plastic laminate countertops shall be used. The material must meet flame spread rating requirements of the Florida Fire Prevention Code (FPPC).

LEVEL C - RENOVATIONS

Architectural Woodwork

Epoxy, solid surface, or plastic laminate countertops shall be used. The material must meet flame spread rating requirements of the Florida Fire Prevention Code (FPPC).

LEVEL D - HOUSING

Architectural Woodwork

Epoxy, solid surface, or plastic laminate countertops shall be used. The material must meet flame spread rating requirements of the Florida Fire Prevention Code (FPPC).

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Architectural Woodwork

Epoxy, solid surface, or plastic laminate countertops shall be used. The material must meet flame spread rating requirements of the Florida Fire Prevention Code (FPPC).

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Division 7 - Thermal and Moisture Protection

This section includes:

Introduction

Section I - General Standards

Site Drainage

Dampproofing and Waterproofing

Thermal Protection

Exterior Insulation and Finish Systems

Weather Barriers

Vapor Retarders

Steep Slope Roofing

(cont'd on Page D.7-2)

Introduction

This section addresses technical requirements for thermal and moisture protection provided by low slope and steep slope roofing systems that include insulation, roof membranes, shingles, standing seam metal, membrane flashing, and sheet metal flashing. In addition, this section contains the requirements for waterproofing, dampproofing, air barriers, insulation, and exterior insulation and finish systems.

The A/E shall coordinate the ground floor finish floor elevation with the site grading plan and flood plain level to mitigate building water intrusion and insure that water flows away from the building.

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Site Drainage

CN7-1: The entire site must be graded to provide positive drainage away from the building. Finish floor elevation must be set to prohibit flooding in a 100 year storm condition.

Dampproofing and Waterproofing

1. Above-grade wall surfaces that are concealed by masonry wall panels or masonry veneer shall be dampproofed or waterproofed to resist water intrusion.
2. Exterior wall assemblies shall be waterproofed to 48 inches above finish grade, not dampproofed.
 - Walls with brick veneer constructed below-grade shall have the cavities grouted to a line approximately 12 inches above finish grade. Flashing and weep vents shall be installed directly above grouted walls. Attention should be paid to termination of below-grade

waterproofing and its incorporation into the building envelope.

- Bentonite panel waterproofing and accessory products should be used for positive side, below-grade applications such as on the sides and bottom of elevator pits.
- Modified bituminous sheet waterproofing shall be used for above-grade applications.

Thermal Protection

Thermal insulation materials shall comply with the current Florida Building Code.

Exterior Insulation and Finish Systems

Exterior insulated and finish systems (EIFS) shall not be used except at soffit conditions.

CN7-2: The use of stucco is prohibited.

Weather Barriers

1. Air and vapor barriers shall be detailed, specified, and installed so that condensation will not occur within the wall assembly.
2. Air barrier system performance standards shall be consistent with those established by the Air Barrier Association of America (ABAA).

Vapor Retarders

Plastic vapor retarder shall meet the requirements of ASTM E 1745, Class A, B, or C. Place, protect, and repair vapor retarders according to ASTM E 1643 and the manufacturer's written instructions: polyethylene sheet, ASTM D 4397, not less than 10 mils thick.

Steep Slope Roofing

Roof slopes greater than 2:12 are prohibited.

Roofing and Siding Panels

The roofing system includes the following components: roof deck or substrate, insulation, waterproofing membrane, protective surfacing, flashing and counter flashing, copings, perimeter fascias/gravel stops, roof expansion joints, walkway pads, roof drains and emergency overflow protection, scuppers, gutters, and downspouts.

ROOF SYSTEM DESIGN

1. **CN7-3: The design prepared by the A/E shall adhere to the Facilities and Safety Memorandum: Roof Systems, found on the Facilities Planning and Construction website.**
2. **CN7-4: The Architect, Engineer, and Construction Manager must coordinate with the University's Building Envelope consultant.**
3. **CN7-5: The 100% construction document will include complete roofing documentation.**
4. The selection of roofing materials shall be limited to those manufacturers with a twenty (20)-year history of satisfactory manufacturing, installation, and performance.
5. **CN7-6: The 50% construction documents shall include complete roofing specifications and details.**
6. All roof conditions shall be detailed according to the recommended procedures provided in the National Roofing Contractors Association (NRCA) Roofing and Waterproofing Manual.
7. **CN7-7: Roof drainage must be tied into the underground storm water system unless a local cistern is incorporated into the project. If a cistern is used, overflow must be directed to the campus storm water system.**

8. All modified bitumen and single-ply roofs shall have light-colored surfaces complying with LEED certification requirements. **CN7-8: Hot mop applied roof products are prohibited.**
9. **CN7-9: All thermal insulation shall be installed at the roof deck. Insulation laid on suspended ceilings is not permitted.**
10. All roofs shall meet uplift requirements per ASCE7.
11. Power-driven shot fasteners are prohibited.
12. All roofs must meet 150 mph wind lift requirements with a 130 mph wind rider.
13. Roofs must include 4'-0" x 4'-0" tapered drain sumps, with a minimum 1/2" per foot slope.
14. All roofing installers shall be certified by the manufacturer of the roofing system being installed or repaired. Roof contracting firms shall have a minimum of five years' experience installing the type of system specified.
15. The roofing Contractor shall provide a specific protection plan for all new and re-roofing projects, describing the means of maintaining the building in a safe and watertight condition throughout the construction period.
16. The use of portable ladders for primary roof access is not permitted, except for single-story buildings. All levels of roofs shall be made accessible by permanent means.
17. Access door thresholds to the roof shall be 7" above the adjacent roof surface, with a ramp provided for equipment maintenance. An acceptable walking surface shall be installed immediately outside the access door threshold on the roof system. The access door shall be directly connected to the building stairs and be an outswing door. The door must be keyed so that regular building occupants cannot access the roof.
18. Provisions shall be made for the movement of heavy equipment. Roofs with heavy equipment shall be designed with stair access to the roof. Roofs with light or minimal

Division 7 Contents

(cont'd from Page D.7-1)

Roofing and Siding Panels

Roof System Design

Pre-installation Conference

Warranty Requirements

Metal Wall Panels

Membrane Roofing

Flashing and Sheet Metal

Standing Seam Sheet Metal Roofing

Roof and Wall Specialties and Accessories

Firestopping

Sealants and Caulking

Section II - Level-specific Standards

equipment may have access provided by a roof hatch.

19. **CN7-10: All roofs shall have three (3) -foot wide continuous walking pads from points of access to and around all equipment, shall be an integral assembly to the roof membrane, shall meet all required wind loads, shall be approved by the manufacturer, and shall be included in the roof warranty.**
20. **CN7-11: The use of curb-mounted roof equipment is not permitted, except as follows: fume hood and hood exhaust, toilet exhaust, and smoke exhaust, or as approved by the UCF Project Manager. Projects for re-roofing buildings that currently have roof-mounted equipment shall include removing and relocating such equipment.**
21. For acceptable rooftop equipment, provide a minimum of 12 inches high, insulated steel roof curbs. Curbs installed on roofs using roofing materials that require a cant shall have a 3 inch cant installed, in accordance with the roofing manufacturer's requirements.
22. Utility supply lines (electrical, water, gas, etc.) to roof-mounted equipment shall be installed within the supporting curb of that equipment. Special application equipment, such as laboratory exhaust fans, that cannot support routing of utility lines through the fan curb shall use an approved roofing manufacturer's pipe penetration system.
23. Lightning air terminals, cables, and accessories shall not be attached to or penetrate the base flashing or roofing membrane material.
24. **CN7-12: Traditional skylights are not permitted.**
25. Roof-mounted antennas shall be approved by the Owner.
26. **CN7-13: Interior gutter systems for roof drainage are prohibited.**
27. Gutters and downspouts, hangers, straps, and shoes shall be completely detailed.

28. Pitch pockets are prohibited.
29. Roofs shall be protected by a 42-inch parapet around the perimeter of the roof wherever the roof exceeds 10 feet, or have an owner-approved OSHA-compliant fall protection system.
30. Restaurants must not be used to rejuvenate an existing built-up roof system.

PRE-INSTALLATION CONFERENCE

1. **CN7-14: All roofing details shall be reviewed and approved by the Owner, prior to the pre-installation conference.**
2. The pre-installation conference shall convene one week prior to commencing work at project site, with 72 hours' minimum notice to participants. The conference will include the General Contractor or Construction Manager, roofing Contractor, subcontractors, the University Building Envelope consultant, the Architect, and the Owner representatives.
3. The agenda shall include contract documents, submittals, sequencing, availability of materials, the proposed installation schedule, requirements for inspections and testing or certifications, forecasted weather conditions, governing regulations, insurance requirements, worker qualifications, and proposed installation procedures. It shall also address roofing system protection requirements for the construction period extending beyond roofing installation.

WARRANTY REQUIREMENTS

1. Once the final roof membrane is installed, the Contractor must protect it against damage until final acceptance. The roof must be thoroughly cleaned prior to turnover and must be approved/accepted by the Owner.
2. A pull test must be witnessed by the Owner. Written results must be provided to the Owner prior to acceptance of the required manufacturer warranty.

3. **CN7-15: Within a period of three to six months after final completion, an aerial infrared scan of the roof must be performed by the Contractor, and the results must be transmitted to the Owner.**
4. All roofing systems must have a twenty-five (25)-year no dollar limit (NDL) warranty on installation and labor issued by the roof installation Contractor, from the date of Substantial Completion. During this period, the manufacturer shall pay all costs of repairs to the roof system necessary to correct roof leaks resulting from improper workmanship in the application of the roofing system and substrate components.
5. During the warranty period, the manufacturer and the Contractor agree that, within twenty-four hours of receipt of notice from the Owner, they will inspect and make immediate emergency repairs to defects or to leaks in the roofing system. They further agree that, within a reasonable time, they shall restore the affected items to the standard of the original specifications.
6. All emergency work and permanent work done during the warranty period shall be done without cost to the Owner, except in the event it is determined that such leaks were caused by Owner abuse, vandalism, lightning, hurricane, tornado, hail storm or other causes typically excluded by the warranty document.
7. All warranties and guarantees shall be in written form acceptable to the Owner and shall be made by an authorized representative of the roofing system manufacturer.
8. The Contractor shall provide training to instruct University maintenance personnel in the proper care and maintenance of the roofing system.
9. The Contractor will provide a completed data sheet to facilitate the addition of the roof system information and warranty information to the Owner's Roof Asset Management database.

Metal Wall Panels

CN7-16: Metal wall panel systems shall be detailed and specified with continuous vapor barrier systems, flashing, and weeps so that water will not accumulate within the wall system. Details shall indicate fastening systems and joint details where the metal panel systems are adjacent to other wall cladding systems, such as brick masonry, curtainwall, or storefront systems.

Membrane Roofing

1. **CN7-17: Single ply membranes are to be used on roofs with minimal equipment and traffic. All other roofs must be modified bitumen, with Energy Star compliant cap sheet. Hot mop applied roof products are prohibited.**
2. A minimum slope of 1/4" per foot is required on all areas of the roof system.
3. Insulation shall be R-38 minimum in all areas.
4. A modified bitumen system shall have a base sheet, two inter-ply sheets, and a non-granular, white cap sheet.
5. A single-ply system shall have a white, 60+ mil PVC membrane that is either mechanically or adhesively applied.
6. Lightweight insulating concrete shall be aggregate-based and have a minimum compressive strength of 125 psi. Roofing systems using lightweight concrete shall include vented metal deck.
7. Cant strips will be installed where recommended by the manufacturer.
8. Plaza roof decks shall have insulation, waterproofing membranes, and protection board systems. Waterproofing membranes shall be flood-tested and protected during construction until the final surface material is installed.

Knight Notes

D.7-1: Florida Building Code Product approval requires that the roofing system be adequately tested for wind uplift design pressures as determined by the Structural Engineer for the project.

D.7-2: Refer to Green Roof Evaluation in Section C for the required evaluation related to Green Roofs.

Flashing and Sheet Metal

1. Roof and flashing details shall be based on standard details of the [Sheet Metal & Air Conditioning Contractors' National Association \(SMACNA\)](#) and the [National Roofing Contractors Association \(NRCA\)](#). Dissimilar metals within flashing assemblies shall be separated from each other.
2. Acceptable materials and minimum thicknesses include:
 - Aluminum
 - Stainless steel 26-gauge
 - Lead roof flashing 4#
 - Copper 15#
3. Galvanized metal flashing is prohibited.
4. Stone coping caps are prohibited except at exterior screen wall applications.
5. Unsealed penetrations through flashing materials are prohibited.
6. For cavity wall construction, such as masonry veneer, through-wall flashing shall be specified and detailed at drainage plane interruptions, including heads and sills of openings, such as doors, windows, and louvers, and end dams at vertical terminations of flashing. *Also see Division 04.*
7. All exterior window assemblies must have stainless steel sill pans with welded end dams that drain to the exterior of the window assembly.
8. All flashing end dams must be welded.

Standing Seam Sheet Metal Roofing

1. Standing seam metal roofs, when approved, shall have true standing seams with concealed clips and fasteners and a Kynar finish. Panels must accommodate expansion and contraction.
2. A minimum thirty-five (35)-year warranty is required.

Roof and Wall Specialties and Accessories

1. Locate roof expansion joints above the plane of the roof with a factory-finished aluminum or stainless steel expansion cover. Detail the termination of the expansion joints. Design expansion joints so that water flows away from the joint.
2. Cap all parapet walls with factory-finished aluminum or stainless steel coping. Slope the top of the coping so that water drains onto the roof and not the building facade.
3. Roof drains shall be factory-painted, cast iron drain assemblies with painted cast iron strainers. Drains shall be installed with factory-furnished clamping rings and set in sumps below the surrounding roof level, 4'-0" by 4'-0" overall size, with a minimum slope of 1/2" per foot.
4. Exterior downspouts shall be piped to storm drains.
5. Overflow drains or overflow scuppers must be provided. Overflow drains, when provided, must discharge a maximum of two feet above grade.

Firestopping

1. Fire-resistant sealants must be used to seal all firewalls. Fire-resistant sealants shall meet the requirements for assemblies and penetrations.
2. Fire-resistant sealants shall NOT be used at non-rated walls, in order to avoid confusion as to the classification of the wall.

Sealants and Caulking

1. All sealants must meet the standards of [ASTM Volume 4.07 Building Seals and Sealants](#) for the system designed. This includes latex sealants, which shall meet [ASTM Standard C834](#).
2. Silicone-based joint sealant shall be used for exterior joints that do not receive a coating, i.e., brick masonry,

stone cladding, metal panel systems, curtainwall panel systems, etc.

3. Urethane-based joint sealant shall be used for exterior applications that receive a coating material, i.e., portland cement plaster with a painted surface.
4. Substrate materials may need to be primed to achieve proper adhesion.
5. Sealants shall not be installed or adhered to curtainwall mullion caps. This must be reflected in the Architect's details and all exterior system shop design drawings.
6. **CN7-18: Caulking must meet the ASTM requirements for the system designed, have the maximum warranty available and be reviewed by the UCF Project Manager.**

UL Fire Resistance Directory <http://database.ul.com/cgi-bin/XYV/template/LISEXT/1FRAME/fireressrch.html>

Underwriters Laboratory (UL) Building Materials Directory <http://industries.ul.com/building-materials>

References:

Air Barrier Association of America (ABAA)
<http://www.airbarrier.org>

American Society for Testing and Materials (ASTM)
Annual Book of Standards <http://www.astm.org>

ASTM C834-14, Standard Specification for Latex Sealants,
<http://www.astm.org>

ASTM E-814, "Standard Method of Fire Tests of Through Penetration Fire Stops" <http://www.astm.org>

Factory Mutual Systems Approval Guide (FM Global RoofNav)
<http://www.fmglobal.com/>

National Roofing Contractors Association (NRCA) Roofing Manual: Membrane Roof Systems <http://www.nrca.net>

Sheet Metal and Air Conditioning Contractors' National Association, Inc. (SMACNA) Architectural Sheet Metal Manual <https://www.smacna.org/>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Membrane Roofing

Architectural shingles are prohibited.

Sealants and Caulking

CN7-19: Sealants and caulking shall have a minimum twenty (20)-year warranty.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Membrane Roofing

Architectural shingles are prohibited.

Sealants and Caulking

CN7-19: Sealants and caulking shall have a minimum twenty (20)-year warranty.

LEVEL C - RENOVATIONS

Membrane Roofing

Architectural shingles are prohibited.

Sealants and Caulking

CN7-19: Sealants and caulking shall have a minimum twenty (20)-year warranty.

LEVEL D - HOUSING

Membrane Roofing

Architectural, antimicrobial-impregnated, fiberglass shingles, with self-sealing tabs may be used with the manufacturer-approved, self-adhering waterproof membrane over plywood decking. Pressboard, particleboard, and OSB (Oriented Strand Board) are prohibited.

Sealants and Caulking

CN7-19: Sealants and caulking shall have a minimum twenty (20)-year warranty.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Membrane Roofing

Architectural shingles are prohibited.

Sealants and Caulking

CN7-20: Sealants and caulking used for interior retail applications are required to have a minimum five (5)-year warranty. All other sealants and caulking shall have a minimum twenty (20)-year warranty.

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Division 8 - Openings

This section includes:

Introduction

Section I - General Standards

Entrances, Storefronts, and Curtain Walls

Entrances and Passageways

Exterior Doors

Interior Doors

Door Frames

Specialty Doors

Roof Access

Mechanical and Electrical Room Access

(cont'd on Page D.8-2)

Introduction

Building openings are a critical point of building construction. Doors and hardware shall be considered as a system that provides for security, life safety, and accessibility.

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Entrances, Storefronts, and Curtain Walls

1. Aluminum and glass "store front" entrance doors may be used for public entries. Any additional aluminum framing and glass shall be the same material and design as the door.
2. Aluminum entrance doors shall have 5-inch stiles (minimum) to receive door-mounted closers.
3. For hinge-type doors, only one power door operator in each pair shall be activated by the door opener, for ADA purposes.
4. Power door actuators and push buttons shall be installed on all restroom doors, for ADA purposes.

Entrances and Passageways

1. **CN8-1: Exterior doorways shall be explicitly designed against water intrusion into the building. Adequate positive slope away from the doorway, with trench drains and/or overhangs, shall be provided. Public entry doors shall be recessed or located under an overhang at a minimum of four (4) feet to prevent water intrusion. Glass awnings are prohibited.**
2. Doors opening out into corridors or other pathways of pedestrian traffic shall be recessed.

3. Doors shall be installed so that the gap around the edges of doors and at meeting edges of pairs of doors does not exceed 1/8", except where code requires more stringent tolerances (such as for rated doors) or use of adjoining spaces dictates privacy.
4. Door widths shall provide adequate clearance for moving large equipment, such as electronic lecterns, fume hoods, or other large equipment. Maximum width of single doors should not exceed 36". Use paired doors with removable mullions, for large openings.
5. **CN8-2: Review Annual Door Opening Inspection requirements according to NFPA 101, and accommodate in design.**
6. **CN8-3: Coordinate door opening force and closer timing with ADA requirements.**
7. **CN8-4: Doors equipped with an opening device must be in full compliance with current ANSI and ADA requirements.**
8. **CN8-5: Perimeter of building openings shall receive sealant, sealant and backer rod, or weather-stripping.**
9. Doors in renovation projects must match the finish of adjacent floors whenever possible.

Exterior Doors

1. Exterior and service doors shall be galvanized, solid core, flush steel. All exterior doors shall be insulated metal or aluminum storefront doors, with adequate weather stripping utilized to conserve energy.
2. **CN8-6: Exterior wood doors are prohibited.**
3. Glass shall be thermal safety glass and non-reflective.
4. Overhead and/or double doors shall be provided on all loading docks. Overhead doors shall be at least eight (8) feet high and ten (10) feet wide. Larger doors may be required, depending upon the function of the building.

5. Exterior building entrance doors shall have electronic card access with mechanical access for Great Grand Master Keys.
6. **CN8-7: All exterior roll-up doors must be insulated and manually operated with an integral locking device.**

Interior Doors

1. Interior door sizes have a typical width of three (3) feet and a minimum height of seven (7) feet. Doors should be appropriately sized to accommodate equipment and maintenance needs.
2. A clear-coat finish must be used on all interior doors.
3. All interior wood doors shall be wood unless code or function requires otherwise. All interior wood doors shall be 1 3/4" solid core, and shall be able to accommodate the standard Corbin Russwin mortise locks, with master ring key cylinders, keyed to the GGM 290 master key system. Where cutouts for closers are required, the head rail shall be six (6) inches or greater. All edges shall be hardwood.
4. All wood doors must meet the standards of the National Woodwork Manufacturers Association (NWMA).
5. Classroom and laboratory doors shall have glass view panels set in wood framing or stops. View windows in new corridor and stairwell fire/smoke doors shall be vertical -style in a wood, fire-rated frame. The Architect shall include the width and height of view panels on detail drawings.

Door Frames

1. All door frames shall be at least 14-gauge. Frames shall be hollow metal, fully welded along the entire depth. Exterior hollow metal frames shall be zinc-coated (galvanized or galvanized) or back-sprayed with an under-coat primer (such as Z Guard 8000). Care shall be taken to ensure that primer is compatible with factory-applied

surface.

2. All double doors shall be designed with a removable mullion.

Specialty Doors

Specialty folding egress doors, or overhead drop-down type shutters for rated opening protection, shall not be used for general area separation, egress, or convenience paths. **CN8-8: Regular, side-hinged type doors requiring minimal annual maintenance shall be specified for all applications.** Shutters may only be considered for service window openings and garage doors.

Roof Access

Provisions shall be made for movement and servicing of rooftop equipment. Depending on the size of rooftop equipment, roof hatches may not be adequate. Review service access to the roof with the UCF Project Manager.

Mechanical and Electrical Room Access

All grade level mechanical rooms must have double doors that swing out to the exterior of the building. Mechanical rooms with equipment wider than 60 inches must have an insulated roll-up door.

Windows

1. **CN8-9: Operable windows are prohibited.**
2. Metal windows shall be dual-pane glass, with thermal break insulation-filled frames. **CN8-10: The types of glass and locations used must be reviewed by the University Building Envelope Consultants and approved by the Owner.**
3. Full height window systems must have the appropriate guardrails for fall protection.

Division 8 Contents

(cont'd from Page D.8-1)

Windows

Hardware, General

Window Coverings

Locksets

Closers

Hinges/Butts

Keys and Keying

Panic Exit Devices

Section II - Level-specific Standards

Window Coverings

Classrooms shall be equipped with audio-visual and dual shade systems to provide for room darkening and ambient lighting control. The A/E shall coordinate these systems with the [UCF Office of Instructional Resources](#).

Hardware, General

1. **CN8-11: The finish hardware schedule will be provided to UCF by the Architect with the Design Development Phase submittal.** This submittal shall include standard locking and keying system information and the appropriate lock functions, in accordance with [ANSI/BHMA A156.2 Standard for Bored and Pre-Assembled Locks](#).
2. When preparing the hardware schedule, the door hardware set numbers shall relate to space and room numbers assigned by UCF.
3. Upon receipt of the Design Development drawings, the UCF Department of Security and Emergency Management will review the drawings to locate and review the required card readers and cameras for each project.
4. Lever-handle building entrance door hardware is prohibited.
5. All exterior doors shall have electric strikes and shall fail-secure during a power failure.
6. Exterior operable devices shall have an integral finish. Field-applied or factory-applied surface coatings are prohibited.
7. Do not paint door hinges and hardware or fire door labels.

Locksets

1. Mortise Lock: Corbin Russwin ML 2200 series MR Lustra LWA master ring (no exceptions)
2. Key in Lever: Corbin Russwin CL3300 or CL3500 series (no exceptions)

3. All key in lever locks and exit devices will be operated by IC core.
4. Knurled levers shall be installed for the entrance side of electrical, mechanical, communication, and elevator equipment doors.
5. All auxillary locks shall be Corbin Russwin.

Closers

1. All door closers shall be surface-mounted, except for exterior, storefront, concealed applications for which the closer shall be mounted in the door header.
2. All surface-mounted door closers shall be mounted on the room side of doors and not visible from corridors, lobbies, or other public spaces.
3. Preferred Closer Hardware:
 - Corbin Russwin DC 6210 M54
 - LCN Smoothie 4000 series
 - LCN 4040 series
 - LCN 2030 series (concealed)

Hinges/Butts

1. All doors shall be installed with a minimum of four hinges, with four screws in each hinge-leaf.
2. Exterior doors are to have 4 ½ x 4 ½ stainless ball bearing hinges, with non-removable pins.
3. All hinges used with door closers shall be ball bearing.
4. If the exterior door(s) call for offset pivots, the preferred hardware is Rixon.

Keys and Keying

1. All lock cylinders shall be furnished in Corbin Russwin

restricted keyway H01 thru H08.

2. The UCF locksmith shall designate which keyway will be provided for each project.
3. All lock systems shall be operated by the following (unless otherwise directed):
 - The new or existing master key established for the project
 - Grand master key
 - Great grand master key
 - Mechanical, elevator, and electrical
 - Custodial
 - Telecommunications

4. CNS-12: All areas must be accessible with a UCF great grand master key.

5. The keying schedule will be prepared by the hardware supplier, under the direction of the UCF locksmith, UCF Project Manager, and building occupants.
6. The key shall be Corbin Russwin, large bow-stamped, one side "Restricted Do Not Duplicate" and the other side with the change key bitting or master key designation.
7. Permanent keys, along with the keying schedule, shall be sent via secured delivery direct from the factory to the UCF Project Manager.

Panic Exit Devices

1. All single exterior exit doors shall have surface-mounted devices that latch to the door frame.
2. All double exterior exit doors shall have keyed, removable mullions. If the double doors are specified without a mullion, the exit device shall be concealed.
3. Surface-applied vertical rods are prohibited.
4. All exit devices and mullions operated by key shall use

Corbin Russwin interchangeable core cylinders. This includes the keyed dogging function.

5. Exit device hardware for aluminum and glass storefront doors is preferred: Corbin Russwin ED 4000 series or Dor-O-Matic 1690 or 1790 series.
6. Exit device hardware for standard service doors is preferred: Corbin Russwin ED5000 series or Von Duprin 99 series.
7. Keyed mullions are preferred: Corbin Russwin KM700 or Von Duprin KR1654 or KR4954.

References:

ANSI/BHMA A156.115 - Standard for Hardware Preparation in Steel Doors and Steel Frames <http://www.ansi.org>

ANSI/BHMA A156.115 - W Standard for Hardware Preparation in Wood Doors with Wood or Steel Frames <http://www.ansi.org>

NFPA 80: Standard for Fire Doors and Other Opening Protectives <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=80>

NFPA 101 Life Safety Code Includes requirements for annual door opening inspections <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=101>

Steel Doors and Frames <http://www.steeldoor.org>

UL Doors, Windows and Related Hardware Marking and Application Guide (for Fire Protection Ratings and Temperature Rise Ratings) <http://industries.ul.com/wp-content/uploads/sites/2/2014/02/DoorWindowAG.pdf>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Doors and Frames

1. All doors to laboratories or areas where chemicals are used, dispensed, or transported shall be provided with a view panel to coordinate pedestrian traffic, will swing in the direction of egress, and will be equipped with panic hardware where the hazard or function dictate ease of use for egress. Panels in fire-rated doors shall be suitable for the application.
2. Knockdown frames are prohibited.
3. All building pedestrian entrances shall be designed with interior, recessed floor entry mats.
4. New doors and frames must have four hinges.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Doors and Frames

1. All doors to laboratories or areas where chemicals are used, dispensed, or transported shall be provided with a view panel to coordinate pedestrian traffic, will swing in the direction of egress, and will be equipped with panic hardware. Panels in fire-rated doors shall be suitable for the application.
2. Knockdown frames are prohibited.
3. All building pedestrian entrances shall be designed with interior, recessed floor mats.
4. New doors and frames must have four hinges.

LEVEL C - RENOVATIONS

Doors and Frames

1. All doors to laboratories or areas where chemicals are used, dispensed, or transported shall be provided with a view panel to coordinate pedestrian traffic, will swing in the direction of egress, and will be equipped with panic hardware. Panels in fire-rated doors shall be suitable for the application.
2. Knockdown frames are approved.
3. All building pedestrian entrances shall be designed with interior recessed floor mats.
4. Existing doors with three hinges may be replaced by doors with three hinges when reusing existing door frames.

LEVEL D - HOUSING

Doors and Frames

1. All doors to laboratories or areas where chemicals are used, dispensed, or transported shall be provided with a view panel to coordinate pedestrian traffic, will swing in the direction of egress, and will be equipped with panic hardware. Panels in fire-rated doors shall be suitable for the application.
2. Knockdown frames are prohibited.
3. All building pedestrian entrances shall be designed with interior, recessed floor mats.
4. Existing doors with three hinges may be replaced by doors with three hinges when reusing existing door frames. New doors and frames must have four hinges.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)**Doors and Frames**

1. All doors to laboratories or areas where chemicals are used, dispensed, or transported shall be provided with a view panel to coordinate pedestrian traffic, will swing in the direction of egress, and will be equipped with panic hardware where the hazard or function dictate ease of use for egress. Panels in fire-rated doors shall be suitable for the application.
2. Knockdown frames are approved.
3. Doors and frames with three hinges may be used in retail applications.
4. Building pedestrian entrances may be designed with interior recessed floor entry mats if desired by the tenant.

9

Division 9 - Finishes

This section includes:

Introduction

Section I - General Standards

Selection and Approval of Finishes

Gypsum Board

Lath and Plaster

Ceramic Tile

Quarry Tile

Acoustical Ceilings

Concrete Flooring

Carpeting

High Hazard Area Flooring

Painting and Coating

Section II - Level-specific Standards

Introduction

This section contains the requirements relating to finishes, including lath and plaster, gypsum board, tile, acoustical treatment, ceiling surfaces, flooring, carpet, and paint.

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Selection and Approval of Finishes

1. **CN9-1: The selection of materials shall be assessed for long-range, life-cycle cost analysis.**
2. **CN9-2: The Architect or Interior Designer shall provide a non-returnable, detailed interior color board, including all paints, wall tiles, grouts, wood door finishes, millwork, cabinet/countertops, and any other publicly visible interior finishes. Preliminary finish options (paint, base carpet, tile, toilet partitions, exterior materials) shall be presented at the Design Development phase workshop. The final color board shall be submitted and approved by completion of the 50% Construction Documents Phase.**
3. **CN9-3: Samples of ALL finishes and finishing material must be submitted to the Owner for approval PRIOR TO ORDERING.**
4. Vinyl wall coverings and wallpapers are prohibited.

Gypsum Board

1. All gypsum board shall be a minimum of 5/8" thickness.
2. Moisture-resistant gypsum board (green board) shall be installed within five feet of wet areas.
3. The substrate for shower wall tile shall be 1/2" minimum fiberglass-reinforced cement board.

4. **CN9-4: Gypsum wall board shall not be installed until the building is adequately dried-in.**
5. All drywall must be placed on metal channels or metal studs a minimum of 16" on center.
6. High impact vinyl and/or stainless steel outside corner guards must be used in high traffic areas and where mobile equipment may be utilized.
7. Control joints shall be designed into the interior elevation.
8. The following finish grade levels are required by space type, per Gypsum Association GA-214:
 - Level 0 finish: prohibited
 - Level 1 finish: plenum areas above ceilings and attic spaces
 - Level 2 finish: garages, warehouse storage, and closets
 - Level 3 finish: mechanical rooms, electrical rooms, and telecommunications/data rooms
 - Level 4 finish ([with USG Sheetrock® Brand Tuff-Hide™ Primer-Surfacer](#) or similar Owner-approved product): classrooms, corridors, offices, conference rooms, atriums, and dining rooms
 - Level 5 finish: laboratories, clinics, operatories, auditoriums, behind special surface walls, and elsewhere as recommended by the Architect.

Lath and Plaster

Lath and plaster systems must use galvanized steel metal lath in conjunction with acoustic plaster to eliminate rust stains. All lathing accessories shall be made of zinc alloy.

Ceramic Tile

1. Follow the manufacturer's recommended installation instructions, including the application of any recommended

floor finish or sealer, and the current edition of “The Handbook for Ceramic Tile Installation” published by the Tile Council of America (TCA).

2. Restroom floors shall have dark color grout.
3. A fluid-applied, synthetic polymer, waterproof membrane shall be applied on all shower room ceramic tile floors. The membrane shall be compatible with the mortar. All shower floors must be installed with a pan.
4. An integral nosing is required on all stair treads with a tile surface. Nosings must be filled solid, not hollow.

Quarry Tile

1. Quarry tile with an integral abrasive surface and corebase is the required material for kitchens.
2. Quarry tile used for exterior slab finishes or stairs shall have an integral non-skid surface.
3. An integral nosing is required on all stair treads with a tile surface. Nosings must be filled solid, not hollow.

Acoustical Ceilings

1. The minimum acceptable Noise Reduction Coefficient (NRC) is 0.70.
2. Adhesive tiles are prohibited.
3. Acoustical ceilings shall have surface-burning characteristics tested per ASTM E 84 and comply with ASTM E 1264 for Class A products.
4. Suspension systems shall be hung only from structural framing members or the concrete deck above. Placement of cast-in-place anchors and expansion anchors shall be coordinated to ensure that no anchors are placed in precast concrete joists. Do not hang suspension systems from metal roof deck, sheet metal ductwork, pipes, or conduit.

5. Where widths of ducts and other construction within ceiling plenum interfere with the location of hangers at required maximum spacing (4'-0" on-center) to support standard suspension system members, supplemental suspension members and hangers in the form of trapezes or equivalent devices shall be installed.

Concrete Flooring

1. All indoor concrete flooring (e.g., in mechanical rooms) shall be epoxy coated with a non-skid finish.
2. Interior unfinished concrete is prohibited.

Carpeting

1. Carpet tile shall be used in all applications, unless approved by the UCF Project Manager.
2. The carpet fiber shall be high quality nylon with no olefin fibers and shall have stain-resistant treatment.
- 3. CN9-5: All rolled carpet must be direct glue down.**
4. Carpet adhesives shall be of low odor/solvent content.
5. Integral multicolored schemes shall be used.
6. Carpeting applied to vertical surfaces is prohibited.
- 7. CN9-6: Carpeting in stairways, break rooms, and food service areas is prohibited.**
8. Carpet tiles and overage shall be packaged in appropriate protective wrapping, labeled, and delivered to the Owner, in coordination with the attic stock turnover requirements.
9. A digital copy of the carpet manufacturer’s maintenance manual shall be delivered to the Owner with other digital O&M materials.

High Hazard Area Flooring (General Laboratory, Shop and Hazardous Liquid Storage and Use Area Flooring)

1. Flooring must be non-pervious, one piece, and liquid tight, with covings or equivalent methods to ensure spills cannot seep underneath adjacent walls and cabinetry. This can be achieved by use of epoxy-coated concrete slab, linoleum, or sealed/treated concrete. Flooring must meet or exceed ASTM F 925 for the materials commonly used in proposed research space. Carpet, tiles (including VCT) and plank materials are not acceptable. All flooring penetrations for the area must be sealed to prevent spills from seeping to the floors below. Flooring choices must be reviewed by EH&S for approval.
2. Areas with heavy equipment require flooring that can withstand the load without damage, penetration, or indentation.
3. BSL3 labs require monolithic, non-pervious floors that are easily decontaminated.
4. Areas with cryogen use (dewars, magnetic facilities, etc.), washrooms that contain sterilization facilities, high-temperature equipment areas, and/or welding, brazing, or glass-blowing activities must be able to withstand extreme temperatures without damage.
2. All paints shall meet LEED criteria for Low Volatile Organic Compounds (VOC).
3. All paint materials shall be applied in accordance with manufacturers' directions at not less than the recommended spreading rate.
 - Over existing compatible painted finishes, apply at least two coats of paint to achieve a finished product, except where more durable finishes are required under the scope of the project.
 - Primed surfaces that have been prepared properly require two (2) coats of finish paint on top of primer.
4. All exposed exterior metal components and trim to be provided with a finish, applied or inherent to prevent corrosion. Typical are yellow paint on gas meters and components, yellow painted or sleeved bollards, blue and red backflow preventers, or matched painted finishes for exposed conveyance piping in stairwells and common areas.
5. Exposed interior fire suppression piping shall be painted in finished areas and stairwells.
6. Do not paint door hinges and hardware or fire door labels.
7. Wall paint shall be the following finish types:
 - Classrooms, common areas, offices, conference rooms, corridors, service areas, custodial rooms, mechanical, electrical rooms, and telecom rooms shall be satin or eggshell finish.
 - Restrooms, food service areas, and break rooms shall be semi-gloss finish.
 - VIP offices and conference rooms must be eggshell or flat.

Painting and Coating

1. Contractors should take note that NO PAINTING OR OTHER SUBSTANCES are allowed on CS&T data cabling (typically yellow). CS&T is the exclusive installer of data cabling, and PAINTING OR OTHER SUBSTANCES on their cabling voids the cabling warranty. ANY CABLING WITH PAINTING OR OTHER SUBSTANCES caused by the contractor or his subcontractors will be REPLACED BY CS&T AT THE CONTRACTOR'S EXPENSE. The contractor is responsible for the proper protection of existing and new CS&T cabling.
8. Coating systems shall be the following:
 - Exterior concrete on buildings shall be painted with a flat acrylic finish, with primer and two coats of paint

with total dry film thickness not less than 2.5 mils.

- Interior concrete shall be painted with a semi-gloss enamel finish, with 3 coats of paint over primer and a total dry film thickness of not less than 3.5 mils.
- Interior concrete masonry units shall be painted with a semi-gloss alkyd enamel finish, with 2 coats of paint over primed, filled surface, with a total dry film thickness not less than 3.5 mils, excluding filler coat.
- Service room floors (interior mechanical, electrical, telecommunications/data rooms, custodial closet, and recycling rooms) shall be sealed with a non-slip epoxy finish.
- Gypsum wall board systems shall be painted with a semi-gloss alkyd enamel finish with two coats of paint over primer, with a total dry film thickness not less than 2.5 mils.
- Plaster ceilings shall be painted with a flat emulsion finish, with two coats of paint over primer.
- Stained woodwork (trim, doors, etc.) shall be stained with three coats: first coat polyurethane finish stain coat; second coat oil-type interior wood stain, and third coat satin polyurethane finish.
- Ferrous metals shall be painted with two coats of semi-gloss enamel over primer, with a total dry film thickness not less than 6.0 mils.
- Exterior unpainted brick or concrete buildings shall be waterproofed with a professional-grade silane or siloxane water-repellent solution.

References:

ASTM International, Annual Book of ASTM Standards,
<http://www.astm.org>

NFPA 101 Life Safety Code <http://www.nfpa.org>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Acoustical Ceilings

Ceiling designs with acoustic ceiling tile sizes other than 24" x 24" must be approved by the Director of Facilities Planning and Construction.

Concrete Flooring

1. Painted concrete is prohibited.
2. Flooring must be non-pervious, one piece, and liquid tight, with covings or equivalent methods to ensure spills cannot seep underneath adjacent walls and cabinetry. This can be achieved by use of an epoxy-coated concrete slab, linoleum, or sealed/treated concrete. Flooring must meet or exceed ASTM F 925 for materials commonly used in proposed research space.

Carpeting

Carpet, tiles (including VCT), and plank materials are prohibited.

Painting and Coating

All flooring penetrations for the area must be sealed to prevent spills from seeping to the floors below. Flooring choices must be reviewed by UCF Environmental Health & Safety (EH&S) for approval. Areas with heavy equipment require flooring that can withstand equipment load without damage, penetration, or indentation. High hazard area flooring: BSL3 labs require monolithic, nonpervious floors that are easily decontaminated. Areas with cryogen use (dewars, magnetic facilities, etc.), washrooms that contain sterilization facilities, high-temperature equipment areas, and/or welding, brazing, and glass-blowing

activities must be able to withstand the extreme temperatures without damage.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Acoustical Ceilings

Ceiling designs with acoustic ceiling tile sizes other than 24" x 24" must be approved by the Director of Facilities Planning and Construction.

Concrete Flooring

Painted concrete is prohibited.

Carpeting

Carpet, tiles (including VCT), and plank materials are acceptable.

LEVEL C - RENOVATIONS

Acoustical Ceilings

Ceiling designs with acoustic ceiling tile sizes other than 24" x 24" must be approved by the Director of Facilities Planning and Construction.

Concrete Flooring

Painted concrete is prohibited.

Carpeting

Carpet, tiles (including VCT), and plank materials are acceptable.

LEVEL D - HOUSING

Acoustical Ceilings

Ceiling designs with acoustic ceiling tile sizes other than 24" x 24" or 24" x 48" must be approved by the Director of Facilities Planning and Construction.

Concrete Flooring

Painted concrete is prohibited.

Carpeting

Carpet, tiles (including VCT), and plank materials are acceptable.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Acoustical Ceilings

Ceiling designs with acoustic ceiling tile sizes other than 24" x 24" or 24" x 48" must be approved by the Director of Facilities Planning and Construction.

Concrete Flooring

Painted concrete is acceptable as a finished floor.

Carpeting

Carpet, tiles (including VCT), and plank materials are acceptable.

10

Division 10 - Specialties

This section includes:

Introduction

Section I - General Standards

Markerboards

Tackboards

Building Directory

Interior Signage

Exterior Signage

Toilet Compartments

Wall and Door Protection

Toilet Accessories

Fire Extinguishers

Storage Specialties

(cont'd on Page D.10-3)

Introduction

Specialties covered in this division include a variety of products and equipment, including items for instructional use, signage, storage, and toilet compartments.

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Markerboards

The top edge of a markerboard shall be mounted at 7'-0" above the finished floor and have at least four map hooks per eight feet of length.

Tackboards

Tackboard sizes and locations shall be approved in advance by the UCF Project Manager.

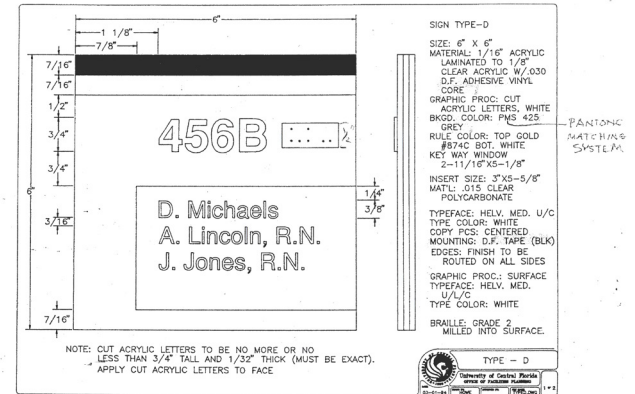
Building Directory

The Contractor shall install a glass-enclosed, lockable, non-illuminated Building Directory near the main entrance of each building, location to be determined by the Architect. The Directory shall include:

- Building name
- Pegasus logo in the Directory header
- Major room names
- Office names
- Room numbers
- Changeable, individual message strips; strips shall have a black background with white letters.

Interior Signage

1. **CN10-1: All assigned rooms shall have University standard signage denoting the room number.**



2. The university shall assign room numbers to all spaces during the review of the Design Development phase deliverable. These numbers must be documented on the Contract Documents.
3. Signage standards for the UCF Health Sciences Campus at Lake Nona are listed in the Division 10 reference section.
4. Each building shall be provided with the following interior signage:
 - In addition to the minimum code-required information, each stair floor-level landing shall be labeled with the building number, stair number, and floor level.
 - Systems and piping within stairwells shall have identification.
 - Emergency Guides shall be located at the entrance of classrooms and laboratories, near the light switches. The Guide shall be hung in such a way so that the Guide is easily removable. The Guide shall measure 40" from the finished floor to allow accessibility. The

Guide shall be furnished by UCF EH&S and installed by UCF Facilities Operations.

- Specialty signage shall be presented to the UCF Project Manager and must be approved by the Associate Vice President of Administration and Finance (Facilities and Safety).
 - Fire extinguisher signs, as pictured on page D.10-2, shall be provided at all fire extinguisher locations. The sign shall be at minimum 1/8" thick rigid white acrylic in a V-shape (70-degrees), approximately six inches tall, nine inches wide, and five inches deep. Signs shall be mounted with a minimum of two screws per side edge at a height of eighty-four (84) inches above finish floor to the bottom of the sign, or higher as coordinated with area finishes, for the best visibility. Where multiple signs are visible, such as in a long corridor, their heights shall be in vertical alignment.
 - Field color shall be red for emergency warning and general utility instruction signs. Sign text color shall be white. Sign text font shall be Arial.
 - Use mechanical attachment of the sign blade holder where possible. Mechanically attach the holder to the wall, and attach the blade separately. If adhesive is used, install with high-strength, double-faced tape.
 - Signs mounted perpendicular to walls shall be mechanically attached to an appropriate substrate (metal studs, metal backing, etc.), not from suspended ceilings, lights, etc.
5. Every laboratory work space shall be provided with a nominal 11" x 17" evacuation map posted by every lab room exit door. Each location will be custom oriented to reflect the proper direction as it is posted and will outline with directional arrows a primary and secondary exit path. An aerial window will reflect the evacuation meeting locations. The maps will include a legend and will show at a minimum the following information: compass orientation as posted, overall general floor diagram and permanent

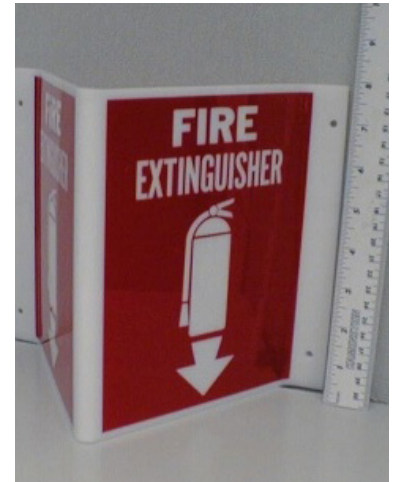
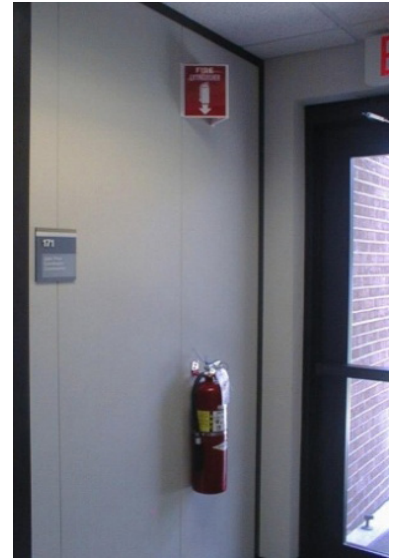
walls, locations of EEWSS units, and fire extinguishers. First aid kit locations and AEDs will be included if known. The initial posting of each map shall include and permanent and durable acrylic screw-mounted sleeve to receive future updated inserts. The design shall be generated in layers to allow for future updating and a copy of each location provided electronically to the Owner for future updating. Proof of concept and each map will need to be reviewed by EH&S prior to final installation. Renovations that majorly effect the floor plan of a space must also include updates and reposting of all effected maps. These graphics must be generated by the Architect and installed by the Contractor.

6. Life safety systems may require additional signage for the clarification of remote or hidden controls. Example: where a specialty suppression system is remotely located from the room of protection, both rooms will receive signage to indicate the specialty and control locations, such as at room 100 "Pre-action Suppression System Area - Controls in Room 200" and at room 200 "Pre-action Controls for Room 100 Within."

Exterior Signage

Each building shall be provided with the following exterior signage:

1. **CN10-2: All exterior building signage must follow the UCF Marketing Guidelines. The Americana font shall be used for all exterior building signage.**
2. Include "No Parking Fire Lane" signage at all locations deemed necessary by the UCF Building Code Office and the State Fire Marshal, including but not limited to signage at the fire department routes/lanes, hydrants, back flow preventers, and post indicator valves.
3. Include "No Parking Fire Lane, FDC" signage at all fire department connection (FDC) locations.



Division 10 Contents

(cont'd from Page D.10-1)

**Load Points and Fire Protection
Construction Identification Sign
Building Plaque**

**Section II - Level-specific
Standards**

4. The emergency disconnects to each building shall be labeled separately as “Main Shunt” or “Emergency Shunt.” The numerals 1 of 3, 2 of 3, etc., shall be included as appropriate for each situation. Where disconnects are within an enclosed room, signage listing, “Disconnecting Means Within,” in large letters, shall be provided adjacent to the room.
5. Each fire department connection, backflow, or post indicator valve shall have a permanent hangtag denoting the building number (###) and building abbreviation.
6. Temporary directional signs shall be used during construction on the site to aid in campus wayfinding for vehicular and pedestrian traffic. Coordinate locations with the UCF Project Manager.
7. Permanent directional signs shall be planned and installed on the site to aid in campus wayfinding for vehicular and pedestrian traffic and must meet existing signage standards. These signs include building identification signs, vehicular directional signs, kiosk, etc. Quantities and locations of directional signage shall be coordinated with Facilities and Safety.
8. Pavement marking and graphics shall be included in the construction documents.
9. Roadway signage shall be designed in accordance with the Florida Department of Transportation (FDOT) and the [Manual of Uniform Traffic Control Devices \(MUTCD\)](#).
10. Each building shall be identified by an aluminum sign with minimum 6-inch and maximum 8-inch tall numerals denoting the building number (###), located so it can be seen from the fire lane, the FDC, and the main building entrance. More than one sign may be required on larger buildings.
11. Building entrances shall be identified with ADA-compliant signage.
12. Letter-light signs identifying building names and the Pegasus logo shall be provided on all major campus



buildings.

13. Both the letter-light signs and the Pegasus logo shall be backlit.
14. The font shall be Americana, with upper and lowercase letters. Building name letters will be between 22” and 28” in height.
15. The color of the letters and the Pegasus logo shall be Pantone 874.
16. The Pegasus logo shall always face to the right.
17. Placement of letter-light signs and of the Pegasus logo, and size of the Pegasus logo, shall be reviewed on a project-by-project basis. Recommendations by the Architect must be presented at the Design Development phase for review and approval.

Toilet Compartments

CN10-3: Toilet partitions must be mounted to the structure with independent overhead reinforcements and wall brackets.

Partitions shall be designed to the following minimum standards:

- Toilet partitions and urinal screens shall be constructed from high density polyethylene (HDPE) resins a minimum of 3/4” thick.

- All toilet partition panels and doors shall have rounded edges.
- Door hinges shall be continuous and self-closing. Door strikes/keepers, latches and housings, and continuous wall brackets shall be made of stainless steel.
- Provide one coat hook on the back of each toilet stall door.
- Provide a minimum of three connections (two end and one middle) per non-door panel in order to prevent bowing of panels.

Wall and Door Protection

Stainless steel corner guards with a minimum 1” width shall be used in high-traffic areas and where mobile equipment may be used (classroom hallways, atrium spaces, laboratory spaces, service corridors, etc.). The Architect shall indicate locations of corner guards on finish plans.

Toilet Accessories

1. The Contractor shall provide and install the following:
 - Feminine napkin disposal receptacle: A partition-mounted, stainless steel receptacle with cover provided in each female or family toilet compartment.
 - Mirror: stainless steel-framed, or as selected by the Architect or Interior Designer
2. **CN10-4: UCF will provide, and the Contractor will install:**
 - **Soap dispensers, toilet tissue dispensers, and paper towel dispensers**
 - **Free-standing, stainless steel waste receptacles**

Brand	Type	UCF Stock #	Stock #
Go-Jo	Soap Dispensers (wall mount) 7" x 5.1" x 11.8"	900001062	L05300 Dade Paper
Kimberly-Clark	Paper Towel Dispensers (wall mount) 13.3" x 13.5" x 10"	900001066	09766 Dade Paper
Georgia-Pacific	Toilet Tissue Dispensers (wall mount) 1.12" x 10.12" x 6.75"	900001063	374102 Dade Paper
Tough Guy	Sanitary Napkin Dispensers (wall mount) 9.25" x 11" x 4.25"	None	1ECK9 Grainger

3. The Architect shall include locations and product information on contract documents.

Fire Extinguishers

Fire extinguishers shall meet the following requirements:

1. Fire extinguishers shall be located in common or corridor spaces in semi-recessed or recessed cabinets. Key-locked or break-glass type fire extinguisher cabinets are prohibited.
2. Extinguishers shall have all metal head assemblies. Plastic is prohibited.
3. All extinguishers shall be placed and sized for preferred five-pound coverage spacing. Ten-pound-size or larger may be used where code requires larger for a specific hazard.
4. Carbon dioxide (or approved equivalent) extinguishers shall be used where clean agent is needed. The use of Halon extinguishers is prohibited.

5. Units shall be tagged by the Contractor within three months of the Certificate of Occupancy date.
6. Basis of design manufacturers are Amerex, Badger, and J.L. Industries, Inc. Alternate manufacturers must be approved in writing by EH&S.

Storage Specialties

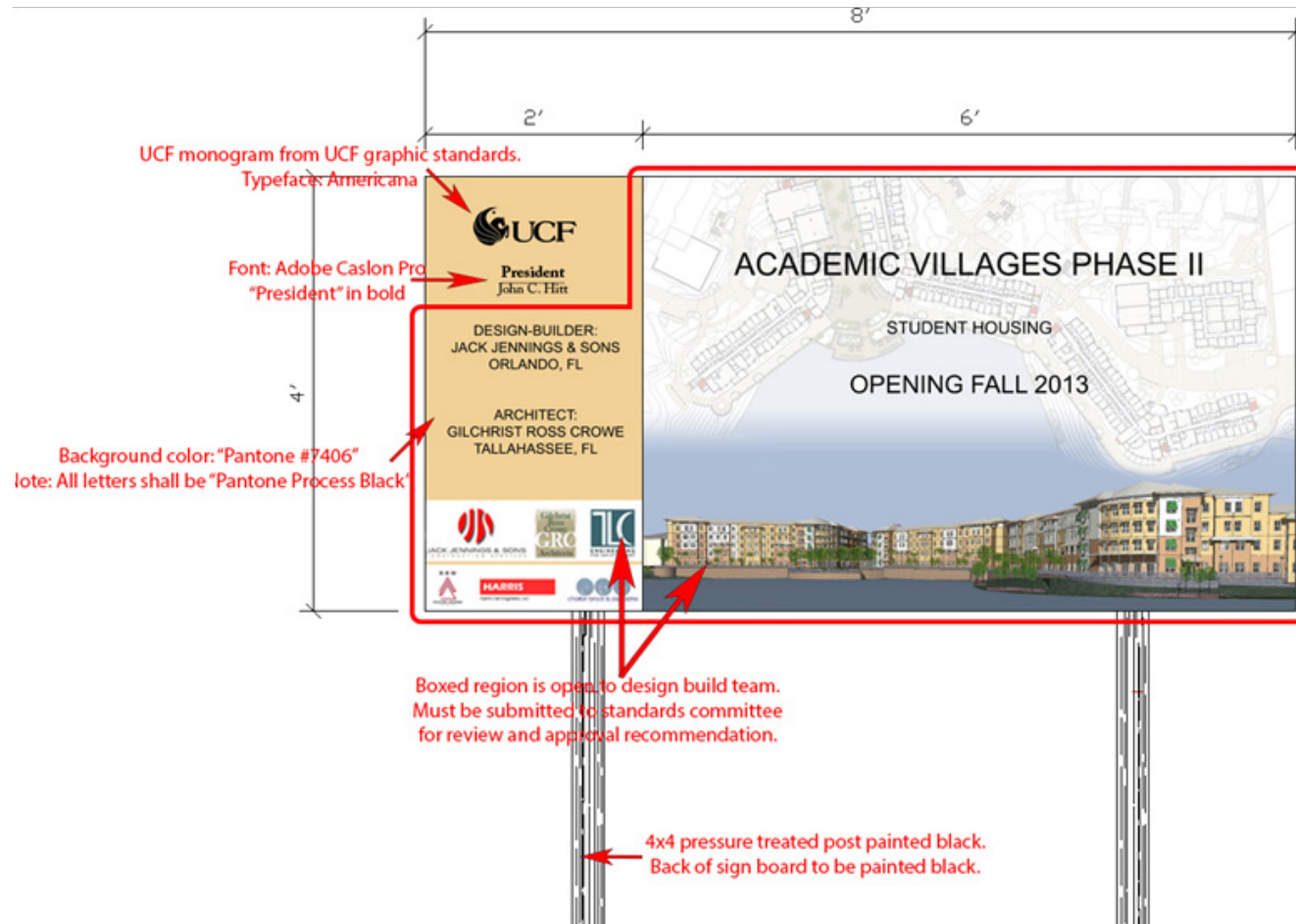
1. Pallet racking systems shall consist of teardrop-style, 2" adjustable, 192" high by 42" deep uprights, with a minimum weight capacity of 18,000 pounds; 96" or 120" beams, with a minimum weight capacity of 5,400 pounds. The top beam shall have full-width, welded, open-wire decking; all remaining beams shall have front-to-back safety crossbars (4 per beam).
2. Pallet racking systems shall have post protectors at the upright on both ends of each row, bolted securely to the floor. All pallet racks shall be securely fastened to the floor, and back-to-back rows shall be tied together with steel row spacers for stability. Beams shall be securely attached to uprights, and have a safety lock. Each rack location shall have three (3) pairs of beams. Spacing shall be determined based upon individual products to be stored.
3. All uprights and beams shall have labeling that clearly indicates the maximum rack load capacity, in compliance with ANSI Rack Manufacturers Institute (RMI) guidelines, per [ANSI MH16.1-2012](#) - Specification for the Design Testing and Utilization of Industrial Steel Storage Racks. Labels shall indicate weight limits, RMI caution, and a RMI compliance statement.
4. All pallet rack systems shall include a comprehensive design for fire suppression and alarm annunciation detailing the additional devices needed, such as in rackheads, row mounted alarm devices, and protective guards for all equipment.

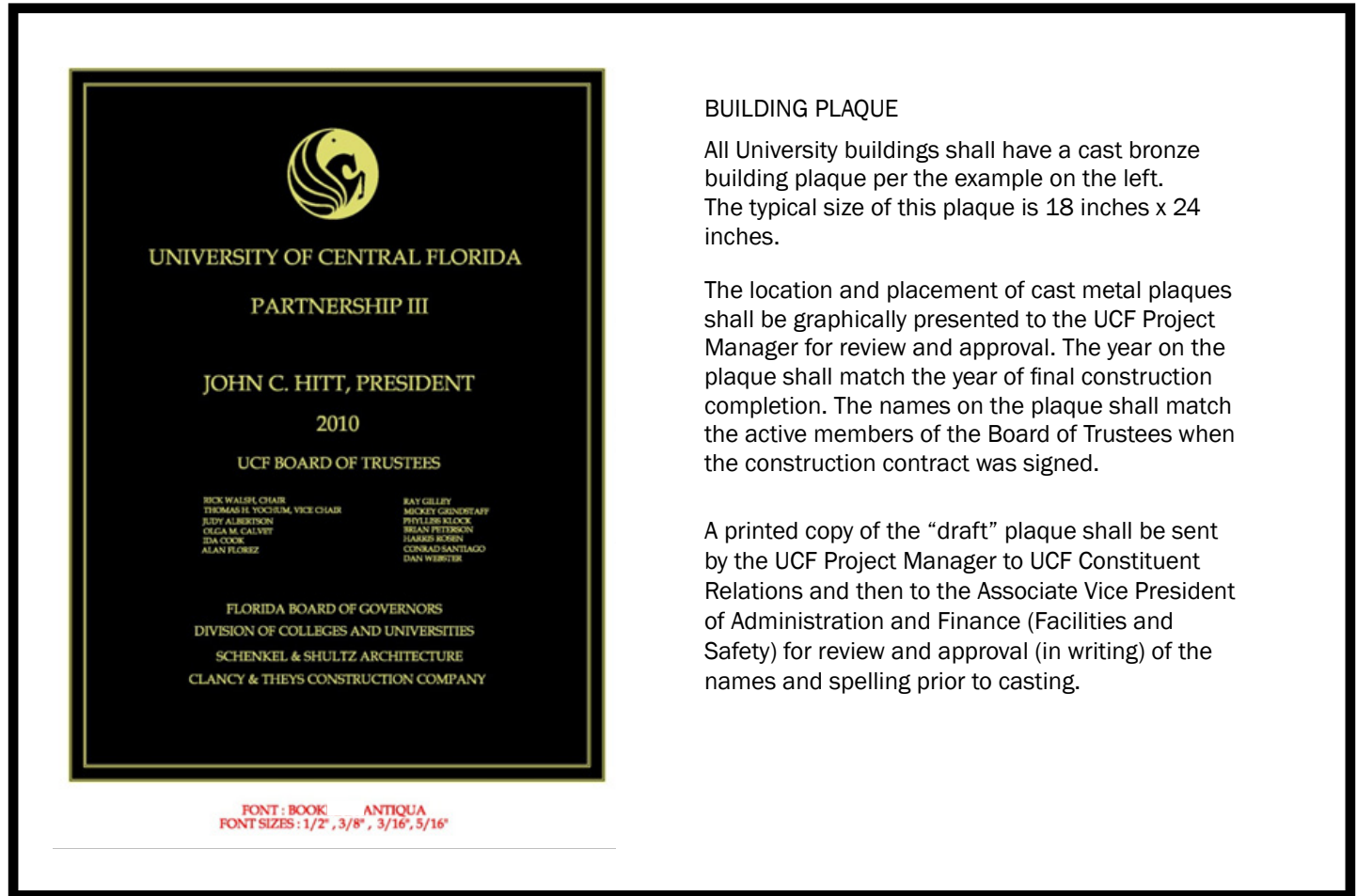
Load Points and Fall Protection

All installed overhead, hoist, cranes, and blocks shall be load tested and permanently labeled with their approved load. Complete engineering shall be provided for all points designated as a load bearing or tie off. Test documents where required will be provided for installation acceptance. Openings adjacent to elevated equipment that pose a fall risk shall be provided with integral fall protection means,

CONSTRUCTION IDENTIFICATION SIGN

The construction identification sign must be reviewed and approved by the UCF Project Manager and the Director of Facilities Planning and Construction. This is to be the only construction identification sign on the jobsite. Contractors and subcontractors may not have their own signs.





BUILDING PLAQUE

All University buildings shall have a cast bronze building plaque per the example on the left. The typical size of this plaque is 18 inches x 24 inches.

The location and placement of cast metal plaques shall be graphically presented to the UCF Project Manager for review and approval. The year on the plaque shall match the year of final construction completion. The names on the plaque shall match the active members of the Board of Trustees when the construction contract was signed.

A printed copy of the “draft” plaque shall be sent by the UCF Project Manager to UCF Constituent Relations and then to the Associate Vice President of Administration and Finance (Facilities and Safety) for review and approval (in writing) of the names and spelling prior to casting.

References:

ANSI MH16.1-2012 - *Specification for the Design Testing and Utilization of Industrial Steel Storage Racks*

Florida Department of Transportation
<http://www.dot.state.fl.us/>

ICC A117.1-2009 *Accessible and Usable Buildings and Facilities*

Manual of Uniform Traffic Control Devices
<http://mutcd.fhwa.dot.gov/>

Signage Standards for the UCF Health Sciences Campus at Lake Nona <http://fp.ucf.edu/sites/default/files/resources/Final-UCF-HSC-Interior-Signage-Spec.pdf>

UCF Marketing Guidelines <http://brand.ucf.edu/design/>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Toilet Compartments

Floor-mounted toilet partitions are prohibited.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Toilet Compartments

Floor-mounted toilet partitions are prohibited.

LEVEL C - RENOVATIONS

Toilet Compartments

Floor-mounted toilet partitions to match existing are acceptable.

LEVEL D - HOUSING

Toilet Compartments

Floor-mounted toilet partitions are prohibited.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Toilet Compartments

Floor-mounted toilet partitions are acceptable.

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11

Division 11 - Equipment

This section includes:

Section I - General Standards

Parking Control

Loading Docks

Foodservice Equipment

Audio Visual Equipment

Laboratory, Equipment, Research, and Shop Areas

Facility Maintenance and Operation Equipment

Recycling

Section II - Level-specific Standards

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Parking Control

Refer to Section D.32 for Surface Parking Marking.

Loading Docks

1. A loading dock shall be provided for buildings requiring frequent delivery of heavy or bulky items, such as books, stage sets, and special events materials.
2. Equipment installed for purposes of removing or installing building systems shall be identified in Construction Documents, and details shall include weight limits and static and dynamic load parameters. Weight test certifications shall be delivered to the UCF Project Manager.
3. **CN11-1: All buildings must be provided with grade-level vehicular access.**

Foodservice Equipment

1. All commercial kitchens shall be designed by a commercial food service consultant.
2. All cooking equipment that produces smoke or grease-laden vapors must be vented to the exterior.
3. Large break rooms and centralized food warming areas must be provided with local exhaust.
4. Residential cooking facilities shall be exhausted to the exterior.

Audio Visual Equipment

Multimedia spaces, equipment, and control design will be approved through the UCF [Office of Instructional Resources](#)

[\(OIR\)](#). Refer to the OIR website for additional Standards information related to OIR items.

Laboratory, Equipment, Research, and Shop Areas

Areas planned for the use of hazardous materials and processes such as laboratories, shops, and research spaces shall comply with this section. The term laboratory has been generically used and is intended to cover any area or equipment that has hazards associated with its routine use in a laboratory or similar application. This standard shall apply to the installation of equipment into existing areas to the extent necessary to retrofit the space for safe use. All features, work surfaces, and flooring shall be suitable for the processes planned in the space.

1. All areas where substances that are damaging to human tissue and/or infectious agents are handled shall be equipped with emergency eyewash and shower stations. The eyewash and shower shall be a combination unit for simultaneous use, and will be located in a well-lit area, in accordance with current ANSI standards. Each unit shall be identified with a highly visible sign. The location of the unit will be coordinated to provide adequate clearances to area electrical hazards and Ground Fault Circuit Interrupter (GFCI) protection. Adjacent surfaces shall be suitably water-repellent.
2. **CN11-2: A three (3)-inch floor drain with a trap primer shall be provided at each eyewash and shower location. The adjacent floor shall be sloped to drain.**
3. Areas using free-standing gas cylinders shall be provided with racks and securing straps or chains to secure containers properly. Special ventilation shall be provided for hazardous gases. Incompatible gases shall be separated by the regulated distances. Highly flammable gases, such as hydrogen, shall be stored outside of the building.
4. Cabinetry for chemical and flammable storage shall be provided and sized for anticipated use, with no less

than one separate unit for each material type planned. Cabinetry shall meet NFPA and OSHA requirements. Secondary containment is required for all liquid hazardous materials stored on the floor. The cabinet shall have venting compatible with the chemicals stored. Cabinets used to store flammable or corrosive materials shall be labeled with appropriate signage. Cabinetry built into fume hood bases is preferred. See Division 12 for additional laboratory casework requirements.

5. Prior to system design, the Engineer shall perform an evaluation of the type of contaminants being exhausted for all laboratory work areas containing chemical, biological, or similar hazards.

Areas in which hazardous materials are present shall maintain a continuous airflow at an air-pressure that is negative relative to adjacent spaces and corridors at all times. Floor plans shall be arranged to maintain an overall positive air pressure for the building envelope.

Design shall include means for energy conservation when laboratory workspaces are unoccupied. Details on equipment, sensors, fail safes, air changes per hour at all settings, etc. will be included in the design. All laboratory work areas with chemical, biological, or similar hazards must be provided with 100% exhausted air without recirculation. Air filtration units are not permitted.

6. All laboratory workspaces using chemicals shall be equipped with fume hoods permanently ducted to the exterior. A Class II B2 biological safety cabinet (BSC) shall be provided when working with biologicals and toxic, radioactive, flammable, corrosive, or malodorous chemicals are used.

Fume hoods shall be Variable-Air-Volume (VAV) type capable of maintaining the required minimum face velocity of 100 fpm for standard fume hoods and 60 fpm for high-performance, low-volume exhaust, +/- 5% of design with the sash set at working height of 18". Nonbypass constant volume and ductless-type fume hoods are prohibited.

Factory installed, permanent sash stops shall be incorporated into all new laboratory fume hoods at eighteen (18) inches from the working surface. A sash shall be provided with chain-driven, counterweight movement components. The front shall contain a full-view vertical sash for total visual access of the hood interior. Internal lighting and utilities connections shall be included, as needed, for the application, with consideration being given to accessible placement.

Special purpose hoods shall be identified for the intended application, with visible signage such as "FOR PERCHLORIC USE ONLY" or "FOR RADIOACTIVE ISOTOPES."

Fume hoods, ducted cabinets, and exhaust drops shall be tested and adjusted after installation and prior to occupancy, in coordination with the building test and balance report. The Engineer shall review the noise and vibration levels of the units and include isolation equipment as required to meet acceptable levels. Performance tests on hoods must be in accordance with the latest edition of ANSI/ASHRAE 110 Method of Testing Performance of Laboratory Fume Hoods. Testing shall be witnessed by the Owner. An inspection tag indicating all NFPA 45 parameters shall be provided.

7. **CN11-3: Laboratory hoods and associated exhaust or supply system shall be tested and balanced again six (6) months after the date of occupancy. The report shall include adjustments made or recommended, fan curve performance efficiency, vortex behavior, and face velocity.**
8. Fume hoods - Utility service fixtures for gas, air, water, and vacuum shall be remote-controlled, with valves identified by index button. Outlets shall have serrated tips for line connections. All outlets shall be color-coded with the valve controls, and the color key must be consistent within the same work area and building, where possible. Water service shall also have an integral vacuum breaker and a turret with six inch swivel gooseneck, and shall be PVC,

epoxy, or similarly coated, as required for the application.

9. All biosafety cabinets shall be National Science Foundation (NSF) -listed, UL-approved, and installed in accordance with the manufacturer's requirements. Equipment shall be clearly identified as to the type of service it provides, especially where more than one appliance is available.

Biosafety cabinets shall be vented from the building if toxic, radioactive, flammable, corrosive, or malodorous chemicals are used. Biosafety Level 2 laboratories or higher that are using chemicals shall be equipped with a Class II-B2 type cabinet. Venting to external ducts shall be monitored with a flow monitoring system with both audible and visual annunciations that alert the cabinet users of loss of external ventilation. Alternatively, thimble connections or canopy mini-enclosures in cabinets shall be fitted with a ribbon streamer or equivalent attached at an edge through which air enters the device to indicate the airflow direction.

Biosafety cabinets will be located so as to neutralize any interference or disruptions in airflow. They shall be located away from doors, high traffic areas, at least ten feet from autoclaves, away from HVAC vents, and not directly across from other BSCs. A distance of at least six feet between cabinets is preferred. A 12-inch minimum maintenance clearance shall be provided behind and on each side of the cabinet. When the BSC is hard-ducted or connected by thimble unit to the ventilation system, adequate space shall be provided so as not to interfere with airflow.

Each BSC shall be tested, certified, and tagged before it is placed into service, after it has been repaired or relocated, or after the HVAC configuration has been changed. An NSF-certified technician shall perform this test. Ongoing testing, re-certification, and filter replacement costs are the responsibility of the department.

10. Fuel gas piping shall not be installed to bio safety cabinets. All laboratory fume hoods and biological safety cabinets shall be equipped with manufacturer-approved integral

visual and audible airflow alarms. Safety alarm consoles must be factory-tested and field-verified to be within acceptable calibration limits. Additional alarms for sash position must be provided. All hoods must have signage stating: "Hood sash must be closed when not in use."

11. Local exhaust shall be provided for equipment storage and for applications involving processes with hazardous materials or materials producing excessive heat.
12. Laboratory exhaust grounded ducts shall be liquid tight, welded, seamless, and ground with no internal projections. At a minimum, stainless steel (SS) 316 shall be used unless special exhaust conditions warrant alternative methods. Duct sprinklers are prohibited. Ductwork shall be field-tested using smoke or similar means to verify containment.
13. All laboratory spaces shall be equipped with emergency shut-off valves for vacuum, fuel, and process gases, and a shunt trip for electric service. Electrical shunt buttons shall be located adjacent to the primary exit path within each lab. Vacuum, fuel, and process gas valves must be provided for individual labs located just outside the lab e.g., a ball valve behind a clear cover. A fire alarm solenoid for automatic supply shut off of fuel gas shall be provided, as well as additional shut-offs for specialty items.
14. All fuel gas supplies and their associated connections, piping, and fittings shall be provided with a painted yellow finish suitable for the application. Equipment located in open areas shall be installed with concrete pads and protected by yellow, rounded-top, concrete-filled pipe bollards or appropriate collision protection.

Facility Maintenance and Operation Equipment

1. **CN11-4: Equipment needed to provide facilities operational support to the building will take priority in funding over general building furnishings and equipment.**

- 2. CN11-5: Central vacuum cleaning systems are prohibited.**
3. Housekeeping closets shall be a minimum of 120 sq ft on the first floor and 90 sq ft on each subsequent floor. Each room shall directly access the main corridor or common area and must be rectangular in shape, without pass-through rooms.
 4. All buildings three stories or more in height shall include a central trash and recycle room. The room shall have a floor drain in the center of the room, shall be located on the first floor, and shall include a minimum 8' wide x 10' tall, insulated roll-up door, with exterior access. The room size is indicated on the RECYCLING AND TRASH EQUIPMENT TABLE on page D.11-5.
 5. Each housekeeping closet and central trash recycle room shall have a sealed concrete floor, wall shelving space, and a floor mop sink, which must be precast, have corner splash pans with a maximum six inch front curb (as pictured), hot and cold water service, and trap drains. Power must also be provided.
 6. All buildings three stories or more in height shall include a maintenance workspace with a sealed concrete floor, located on the first floor, and start at a minimum of 120 sq ft.
 7. First floor housekeeping and maintenance rooms shall have power and data connections. Power shall include two dedicated, 20-amp circuits.
 8. A Traka key-type security box and Kronos time clock compatible with systems used by UCF will require data connections and power at a single first floor location. Consult with the UCF Project Manager to determine if these are to be Contractor- or Owner-furnished.
 9. Metal storage sheds and similar structures are not permitted on the UCF campus.



Typical Mop Sink

HOUSEKEEPING CLOSET SPACE REQUIREMENTS

First Floor

Equipment Description	Qty.	Dimensions	Space Required (sq. inches)
Janitor's Cart	1	24" x 54"	1296
Locker	1	24" x 20"	480
Wet & Dry Vacuum	1	27" x 31"	837
Blower	1	24" x 24"	576
Desk	1	24" x 30"	720
Utility Sink	1	20" x 24"	480
Mop Bucket	1	22" x 22"	484
Buffer	1	26" x 22"	572
Shampoo Ex-tractor	1	36" x 36"	1296
Floor Burnisher	1	36" x 27"	972
Vacuum Cleaner	1	24" x 20"	480
Trash Barrel	1	36" x 36"	1296
Boxes of Paper Towels	1	16" x 29"	464
Boxes of Toilet Paper	1	16" x 29"	464
Trash Toter	2	39" x 36"	2808
Circulation Area	1	60" x 60"	3600
Total (sq. in.)			16,825
Total (sq. ft.)			117

Other Floors

Equipment Description	Qty.	Dimensions	Space Required (sq. inches)
Janitor's Cart	1	24" x 54"	1296
Locker	1	24" x 20"	480
Utility Sink	1	20" x 24"	480
Mop Bucket	1	22" x 22"	484
Buffer	1	26" x 22"	572
Vacuum Cleaner	1	24" x 20"	480
Trash Barrel	1	36" x 36"	1296
Boxes of Paper Towels	1	16" x 29"	464
Boxes of Toilet Paper	1	16" x 29"	464
Trash Toter	2	39" x 36"	2808
Circulation Area	1	60" x 60"	3600
Total (sq. in.)			12,424
Total (sq. ft.)			87

RECYCLING AND TRASH EQUIPMENT

Primary Building Function	Container Type	Qty.	Dimensions	Space Required (sq. in.)
Administrative / Office	Trash Toter	7	39" x 36"	9828
	Recycle Material Toter	5	39" x 36"	7020
			Total (sq. in.)	16,848
			Total (sq. ft.)	117
Offices / Classrooms	Trash Toter	7	39" x 36"	9828
	Recycle Material Toter	5	39" x 36"	7020
			Total (sq. in.)	16,848
			Total (sq. ft.)	117
Science Labs / Offices	Trash Toter	5	39" x 36"	7020
	Recycle Material Toter	5	39" x 36"	7020
			Total (sq. in.)	14,040
			Total (sq. ft.)	97.5
Computer Labs / Offices	Trash Toter	5	39" x 36"	7020
	Recycle Material Toter	15	39" x 36"	21060
			Total (sq. in.)	28,080
			Total (sq. ft.)	195

Note: The RECYCLING AND TRASH EQUIPMENT TABLE indicates a typical set of containers provided to each building. **Consult with the UCF Project Manager and UCF Facilities Operations to adjust specific requirements according to the size and use of the specific project.**

Recycling

1. **CN11-6: A two (2) feet by five (5) feet setback shall be provided to accommodate Owner-provided recycling bins in a public area corridor of each floor.**
2. A visually-screened area outside of the building near trash dumpsters shall be provided for trash and recycling totes.

References:

NFPA 101 Life Safety Code Includes requirements for annual door opening inspections <http://www.nfpa.org/>

Office of Instructional Resources Crestron DigitalMedia Room Designs <http://oir.ucf.edu/crestron-digitalmedia-room-designs/>

UCF Facilities Operations Standard Operating Procedure - H01 for Housekeeping Closet Set <http://fo.ucf.edu/sites/default/files/pictures/SOP-H01.pdf>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Facility Maintenance and Operation Equipment

Requirements for recycling and trash equipment shall not be addressed on a case-by-case basis.

Recycling

A 200 square foot recycling room must be provided. Room must open directly onto loading dock or service area of building. The room must have at least one interior door to circulation which is large enough to accommodate recycling totes. The room must have seamless vinyl flooring with a seamless cove base and a floor drain in the center of the room.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Facility Maintenance and Operation Equipment

Requirements for recycling and trash equipment shall not be addressed on a case-by-case basis.

Recycling

A 200 square foot recycling room must be provided. Room must open directly onto loading dock or service area of building. The room must have at least one interior door to circulation which is large enough to accommodate recycling totes. The room must have seamless vinyl flooring with a seamless cove base and a floor drain in the center of the room.

LEVEL C - RENOVATIONS

Facility Maintenance and Operation Equipment

Renovated buildings are not required to have recessed corridor recycling areas; however, recycling bin areas shall be designated and indicated on floor plans.

Recycling

A recycling room is not required.

LEVEL D - HOUSING

Facility Maintenance and Operation Equipment

Housing requirements for recycling and trash equipment are to be addressed on a case-by-case basis.

Recycling

A recycling room is not required.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Facility Maintenance and Operation Equipment

Common area recycling and trash area requirements are reviewed on a case-by-case basis, dependent on tenant use and operations.

Recycling

A recycling room is not required.

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12

Division 12 - Furnishings

This section includes:

Section I - General Standards

Window Treatments

Laboratory Casework

Furniture

Fixed Seating

Section II - Level-specific Standards

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Window Treatments

Windows in conference rooms, classrooms, or auditoriums shall include coverings or treatments that will restrict daylight from visually obscuring projection screens at any time of the day during the year. Mini-blinds are prohibited.

Laboratory Casework

Refer to Section D.6 for Custom Millwork.

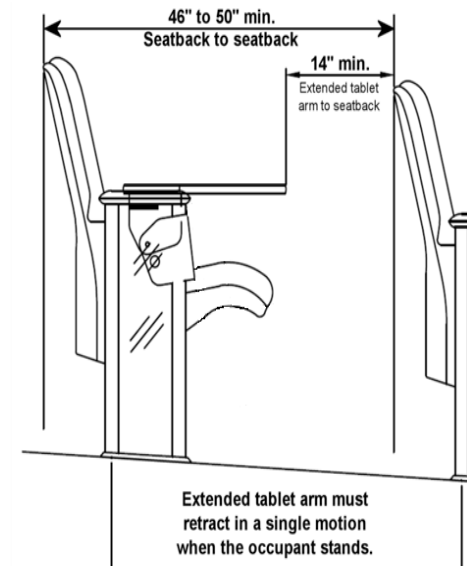
1. Fixed casework shall be included in the construction contract.
2. **CN12-1: Bases for all casework, hoods, or similar border areas at fixed laboratory furnishings shall be feet mounted for cleaning underneath or equipped with a liquid tight seal at the floor to prevent spills from seeping under adjacent surfaces.**
3. Modular casework shall be produced by a laboratory casework manufacturer that is a member of the [Scientific Equipment and Furniture Association](#) (SEFA).
4. Laboratory countertops shall be solid epoxy or stainless steel construction. Sinks shall be integrally cast or under mount.
5. **CN12-2: Furnishings and equipment placed in close proximity to wet areas (sinks, safety showers, etc.) shall be water-resistant.**
6. Utilities within laboratory casework shall be easily accessible.
7. Shelving used for chemicals shall be acid-resistant.

8. Particle board is prohibited.

Furniture

1. On new buildings, furniture (such as desks, chairs, filing cabinets, etc.) is purchased from the Owner's furniture and equipment funds.
2. Materials and products shall be durable, stain-resistant, and low-maintenance.
3. The minimum weight requirement for furniture testing is 250 lbs.
4. Furnishings and equipment samples shall be provided by the Architect, Interior Designer, or furniture vendor and approved by the UCF Project Manager.
5. Where available, furnishings shall be selected with modular assembly to facilitate repairs on operable and heavily used components like flip seats and arm rests.

Fixed Seating



1. Lecture hall and auditorium seating shall be spaced at a minimum as depicted above. Seats shall be only 22" or 23" center to center.
2. Fixed furnishings and seating shall be included in the construction contract.
3. Seating in classrooms shall comply with all safety and performance standards outlined in [ANSI/BIFMA X6.1 Standard for Educational Seating](#).

References:

Business Institutional Furniture Manufacturers Association (BIFMA) Product Safety and Performance Standards and Guidelines <http://www.bifma.org/?page=standardsoverview>

Scientific Equipment and Furniture Association (SEFA) SEFA Recommended Practices 3, 7, and 8
<http://www.sefalabs.com/>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Fixed Seating

Seating width and configuration requirements may not be reduced to code-minimum in order to maintain seating capacity.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Fixed Seating

Seating width and configuration requirements may not be reduced to code-minimum in order to maintain seating capacity.

LEVEL C - RENOVATIONS

Fixed Seating

Seating width and configuration requirements may be reduced to code-minimum in order to maintain seating capacity.

LEVEL D - HOUSING

Fixed Seating

Seating width and configuration requirements may not be reduced to code-minimum in order to maintain seating capacity.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Fixed Seating

Seating width and configuration requirements may not be reduced to code-minimum in order to maintain seating capacity.

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14

Division 14 - Conveying Equipment

This section includes:

Elevators

Non-Proprietary Equipment and Controls

Elevator Equipment Rooms

Elevator Cabs

Operating Features

Elevator Hoistways

Electrical Requirements

Training

Certificates

Warranty and Service

Elevators

1. All elevator specifications shall be reviewed and accepted by UCF Facilities Operations prior to inclusion in the Construction Documents. All equipment and products shall be non-proprietary in type.
2. For buildings where equipment must be moved from floor to floor, one elevator shall have a minimum inside cab wall length of seven feet in length.
3. **CN14-1: New installations shall be geared traction elevators driven by AC electric motors.**
4. As-built submittals for both new and renovated elevators and lifts shall include two sets of laminated as-built wiring diagrams, a block diagram, and diagnostic data, along with complete service manuals; one diagnostic test device; a reference guide; fault codes; and service tools, when applicable. All special tools needed to perform the proper maintenance shall be provided.

NON-PROPRIETARY EQUIPMENT AND CONTROLS

1. The equipment shall have on-site capability to diagnose the solid-state controls faults of all components, parts, circuit boards, etc.. If the equipment requires a separate, detachable device or tool for fault diagnosis or adjustments, that device or tool shall be incorporated as a permanent part of the equipment and provided to UCF as a part of the installation.
2. The device or tool will become property of the UCF and shall be provided with complete troubleshooting guides. All technical information, including software, passwords, addresses, etc., required to adjust and perform completely the tests required by the governing authority shall be provided. The device or tool shall be of the perpetual type (never needing to be recharged or reprogrammed).
3. The equipment manufacturer shall agree to sell all parts, printed circuit boards, programmed chips, transducers, controller power supplies, etc., to any maintenance

contractor providing services to UCF.

4. Spare parts shall be made available for immediate sale for replacement or stock within twenty-four hours of notice.
5. Exchange-only provisions to restrict parts purchase are prohibited.

ELEVATOR EQUIPMENT ROOMS

1. Elevators will have dedicated elevator equipment rooms located directly off a main corridor or common area.
2. Elevator equipment room floors shall be smooth, level, sealed, and epoxy-painted.

ELEVATOR CABS

1. Support rails on three walls of the elevator cab are required.
2. All exposed screws inside the cab shall be tamper-proof.
3. Buttons shall be LED backlit, vandal-proof, and stainless steel.
4. All cab lighting fixtures shall be LED.
5. Elevators shall be equipped with automatic leveling devices.
6. Center parting doors or two-speed doors are required. Elevator doors shall have infrared safety strips. The use of photo eyes is prohibited.
7. Cab interiors, walls, doors, rails, and frames shall have a stainless steel finish. Flooring shall be rubberized and non-porous. Tile shall only be used for passenger elevators.
8. All safety edges furnished in connection with the car doors shall be metal or extruded vinyl plastic.

OPERATING FEATURES

1. Top and side emergency exits shall have contacts that will stop the cab and ring a bell.
2. Side emergency exits shall be key-locked from inside the cab and will not open from outside the cab.

3. The emergency stop switch shall be connected to an alarm bell, including a bell mounted under the platform and a bell located at the main floor lobby.
4. The cab control panel shall include no buttons other than the alarm, open door (and hold open), close door, and floor buttons. Any other switches required for operation of the elevator, including light and fan switches, shall be key-operated or contained in a separate cabinet having a locked door.
5. In addition to the load-weighing device, the system will communicate weight overload through a ringing bell and a light illuminated when the cab is 120% above weight capacity.
6. The Fireman's recall feature shall be compatible with the building's fire alarm system.
7. Elevators in the UCF Health Science Campus at Lake Nona facilities shall have an emergency intercom with call button, mounted in accordance with Florida Accessibility Code requirements, connected to the Centrex/UPD Monitoring Center, in lieu of an emergency phone.
8. Each passenger elevator shall have emergency power.

ELEVATOR HOISTWAYS

1. Conduit or plastic pipe shall not be installed in the pit, hoistway, or machine room. Only metal sump pump discharge lines are allowed in pits and hoistways.
2. Elevator pits 4'-0" or deeper shall have a metal ladder, permanently installed, extending to at least 30" above the access floor and have a rung at the top for a hand grip.
3. A moisture-proof light shall be provided in each pit, with a light switch located so that it is accessible from the pit entrance and adjacent to the pit stop switch. Two sealed, four-foot fluorescent bulb, watertight fixtures shall be installed in all elevator pits, one fixture per side.
4. Beams, floor slabs, or other building construction shall not project more than 2" inside the general line of the

hoist-way unless the topside of the projection is beveled at an angle of not less than 75-degrees.

5. Hoistways of elevators serving more than three floors shall be vented to outside air to prevent accumulation of smoke or gases. The area of the vents shall not be less than three and one-half percent (3½%) of the area of the hoist-way, nor less than three square feet for each elevator, whichever is greater. Vents and frames shall be made of noncombustible material. All vent openings shall reject a ball two inches in diameter and may be covered with a screen.
6. All nails, snap ties, form straps, and wood shall be removed from the hoistway, machine room walls, and ceiling.

ELECTRICAL REQUIREMENTS

1. Main line switches shall be of the fused type and must provide means of locking the switch in the open position. Fuses in the main line disconnect switch must be "Class K5" or "Class R". Fuses shall be properly sized for the load and rating of the disconnect switch.
2. Main line feeder wires shall be phase-identified in the main line switch and at the terminals of the controllers.
3. Buildings having emergency power generators shall have generators operable at the time of initial inspection by the state elevator inspector.
4. All elevator equipment shall include solid-state power control systems.

TRAINING

The Contractor shall provide one four-hour training session on the proper operation and maintenance of the elevator to University maintenance personnel.

CERTIFICATES

CN14-2: Certificates must be mounted in the elevator cab before the building can be occupied.

WARRANTY AND SERVICE

1. Warranty and service shall be for twelve months, starting at the date of Substantial Completion, and must comply with the Facilities Operations preventive maintenance program.
2. A fireman elevator recall key and elevator key shall be provided. If elevator room is located on the roof, two sets of keys shall be provided.

References:

ANSI/American Society of Mechanical Engineers Safety Code for Elevators A17.1 Safety Code for Elevators and Escalators
<http://www.asme.org>

NFPA 72: National Fire Alarm and Signaling Code
<http://www.nfpa.org/>

NFPA 101 Life Safety Code <http://www.nfpa.org/>

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21

Division 21 - Fire Suppression

This section includes:

Introduction

Fire Suppression

Clean-Agent Fire Extinguishing Systems

Introduction

New and renovated buildings shall be provided with automatic sprinklers and fire standpipe systems, in accordance with applicable [NFPA standards](#) and [FM Global requirements](#). The installation of all sprinklers shall only be executed by a licensed sprinkler Contractor.

Fire Suppression

1. The Fire Protection Engineer will design, at a minimum, the primary branch line distribution and indicate this scope on the bid documents.
2. Installation of any system does not guarantee a continued maintenance service contract with the installing Contractor. All system components, pumps, controls, etc., shall be non-proprietary in that replacement parts are readily obtainable and can be serviced by a third-party, licensed vendor who is Owner-selected by separate bid process. Such service shall not have an effect on warranties.
3. Where special fire protection, such as pre-action sprinkler systems, are provided at user-departmental request for equipment protection, the department shall be responsible for extra costs associated with upkeep of the system above normal building sprinkler maintenance. The department shall also designate appropriate personnel for response to special system alarms and post emergency contact information by the area's main entrance.
4. **CN21-1: In determining the adequacy of the existing water source to meet the required fire flow, it is the responsibility of the system designer to perform the necessary site flow tests, in coordination with the UCF Project Manager and witnessed by the Owner. Timing shall be coordinated at peak demand to reflect typical conditions and include a suitable factor of safety using historic data.**
5. Each sprinkler or standpipe system shall be dedicated to the building it serves. Separate buildings only joined by a breezeway-type canopy shall have separate systems. Design shall allow the entire building to be operated as one system and monitored by one fire alarm. Where building additions are planned, provisions shall be made to unify the system upon completion of all phases.
6. All threads shall be in accordance with local responding fire department specifications.
7. The system main riser shall be located in a mechanical space, stairwell, or other maintenance-accessible area, preferably with a door to the building exterior. Control valves, drain valves, and components requiring access for routine testing, maintenance, and inspection shall be in dedicated closets or a location in common areas. Laboratories, office, storage, restrooms, and instructional or similar spaces used by building occupants shall not be used for equipment access. An inspector's test valve (with sight glass where needed) and drain to the exterior of the building shall be provided at a remote point in each system to facilitate air bleed-off and verification of water flow throughout.
8. Systems shall have control valves to accommodate individual isolation for each floor of the building, with additional valves for isolation of special areas as determined by the Owner. Fire alarm-monitored flow switches shall, at a minimum, identify flow by floor, with additional switches as needed for special area zones.
9. All exposed wet pipe including roof hydrants, FDC's, and backflow preventers where dedicated to fire protection use, shall be insulated or provided with means for freeze protection.
10. Antifreeze-type systems are prohibited.
11. All pre-action, dry, or similar special systems controls shall have a dedicated closet-type space located off the main corridor, with adequate access at all times, not in housekeeping rooms or user storage spaces. Wall

surfaces adjacent to special system controls and drains shall be water-resistant.

12. Where roof standpipe flow testing requires a fire department pumper truck, testing shall be included in the Contractor's Scope of Work.
13. Fire pump rooms shall be located on an exterior wall with a door to the outside. The room shall be dedicated to fire protection equipment, without penetrations for non-related services. Ventilation and freeze protection is required. The fire pump controller shall be located directly adjacent to the exterior room door for direct access to the emergency disconnect. Fire pumps (where installed) shall be electric drive, with a remote annunciator capable of monitoring all points required by NFPA 20. They will be located in proximity to the fire alarm control panels, adjacent to a Fire Department-accessible exit, and in a common area of the building. The pumps shall be tested in accordance with NFPA 20 and witnessed by the Authority Having Jurisdiction. Backup fire alarm systems monitoring the pump controller dry contacts shall be provided where possible. Monitoring may also be achieved utilizing the building fire alarm system where available. Trouble and supervisory conditions with the pump must be reflected remotely.
14. The installing Contractor shall have a minimum of five years work experience installing systems with similar size and components. Where specialty items are used, additional certificates showing manufacturer training are required.
15. All materials shall be manufacturer's standard, new equipment, free from defects, and listed.
16. All new and renovated piping for fire protection systems shall be rigid metal pipe. Non-metallic tubing and "flex"- type connections are prohibited.
17. Butterfly valves are not permitted in any portion of the fire suppression system, under or above ground. All lines

two inches or larger shall have open stem and yolk (OS&Y) -type valves, with tamper switches and flow switches.

18. Any fire suppression system shall have dedicated, metered, backflow preventers with freeze protection.
19. All system control valves, including backflow preventers on fire protection system supply mains and PIV, shall be monitored by the building fire alarm system. Valves (including backflow and PIV) located outside or in common building areas shall be chained and locked with a Master #2425.
20. All exposed fire suppression piping in finished areas shall be specified with:
 - a finish consistent with the area, including painted risers in stairwells
 - chrome finish on the full FDC and ring
 - red paint on the backflow preventer and PIV
 - concrete pads for yard equipment with bollards
21. The test header's finish should match the FDC or building wall as appropriate for the location.
22. All gauges shall be new and permanently labeled with the date of installation.
23. Automatic sprinkler heads shall be standard, automatic closed type. Temperature ratings of fusible links shall be in accordance with NFPA 13 unless a special application is requested.

Sprinkler heads shall be specified and installed with a date of manufacture not more than one year prior to the date of installation.

Ceiling applications shall have semi-recessed pendent sprinkler heads. Brass upright or sidewall sprinkler heads shall be considered in other applications. Sprinkler heads shall be located in the center of the tile and the center of the area of coverage where possible. Renovated spaces shall adjust sprinkler head locations for optimal coverage

protection.

All ceiling-mounted projection screens where the distance off the adjacent wall exceeds eight (8) inches, shall have sprinkler head coverage behind the screen.

Using sprinkler system piping for electrical grounding is prohibited.

24. To obtain a UL Master Label for lightning protection, the lightning protection shall be bonded to the fire line.

25. CN21-2: All system drains and test connections shall be hard-piped to a termination point outside of the building at grade, away from public view or access ways, and arranged to avoid damaging landscaping. Special system drains shall be sized to allow for system testing and resetting without additional attachments or causing area flooding.

26. The Contractor shall provide the Owner with additional sprinkler heads and escutcheons totaling no less than two of each type or five percent of the installation, whichever is larger, in addition to the NFPA spare cabinet stock. Where concealed heads are used, no less than ten cover plates of each color type shall be provided. A minimum of one spare new gauge of each size and type shall be provided.

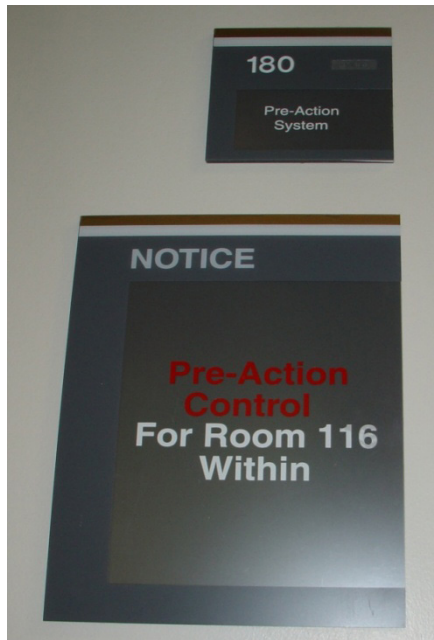
A spare cabinet with wrenches shall be placed at the main riser. Where a remote mechanical area is preferred for security, all risers shall have signage indicating the location of stock.

27. All components shall be provided with labeling, including but not limited to: riser room, control valve, inspectors test, and drains. Where controls are hidden, additional labeling shall be provided on the closest door, grid, access panel, etc. The FDC and exterior control valves shall be identified with the building number of the facility served. Colors shall be coordinated with the owner.
28. For areas that have special system coverage, such as pre-action or dry systems, all entrances to special protected areas shall be identified with UCF Standard style signage

to indicate, "Room XXX: Pre-action Protected Area (Controls Are Located In Room YYY)." Corresponding separate rooms housing controls for special systems shall be provided with signage to indicate "Room YYY: Contains Controls for Pre-action Protected Area, Room XXX."

29. Training sessions shall be provided by the qualified installers for each special system installation and others where requested by the Owner. A minimum of three (3) training sessions (one for each shift) will be held. The Trainer shall complete the UCF standard training form available on the UCF EH&S website. Additional guides and materials shall be provided as needed. A reproducible training presentation format shall be recorded and provided.
30. Detailed shop drawings and calculations shall be submitted to the State Fire Marshal for approval and the approved set shall be available prior to inspection. The State Fire Marshal or his designated representative shall witness all final acceptance hydrostatic tests. All new fire protection piping shall be hydrostatically tested, as required per NFPA 13 and 24, and these Standards.
31. The installing Contractor shall pretest all installations, have the system at the minimum 200 psi (or greater as required by code), and be ready at the test pressure for the inspector at the scheduled inspection time. The test shall run for a minimum of two hours. All required testing and certification forms and tags shall be completely filled out by the responsible parties upon test completion.
32. Where portions of systems shall not be visible at final testing, a partial hydrostatic test may be requested prior to their enclosure to accommodate the construction schedule. Scheduling of partial hydrostatic tests shall be at the Fire Marshal's discretion. For final acceptance, the entire system shall be hydrostatically tested, regardless of intermittent sectional tests.
33. For renovations and additions where a separate room, area, or zone with existing coverage has been substantially reworked, the area shall be isolated and pressure tested

SAMPLE FIRE PROTECTION SIGNAGE



at 200 PSI for two hours. Where isolated by an installed blank, upon reconnection to the system, the remaining last joint and contiguous piping shall then be tested at fifty psi above normal static pressure for two hours. Where only minor rework (as determined by the Owner) is done in an area, it shall be tested at 50 PSI above working pressure for two hours.

34. Prior to final acceptance, the Owner shall be provided with an accurate, reproducible “as-built” systems package in both electronic and hardcopy forms. Drawings shall be compatible with AutoCAD and contain conduit layout and wiring diagrams including wire color code and tag number. Submittals shall include a minimum of two hard copies of the composite “Operation and Shop Maintenance Manual,” including a digital media (disk, USB drive, or CD) copy of the program for each system or facility.
35. For the warranty period of one year from the date of final completion, the installing Contractor shall be responsible, at a minimum, for all NFPA 25 quarterly inspections, maintenance, and testing of the fire protection systems. Records of such activities shall be maintained for the duration of the warranty period. Quarterly reports shall be submitted to the Owner.
4. The installation of a CA system does not substitute for building fire sprinkler systems, but pre-action sprinklers may be used in lieu of wet pipe.
5. The system design shall outline the complete system specific to the agent and manufacturer models to be installed, with defined agent concentrations to cover Class A, B, and C fires, without substitution. It shall clearly detail the intended protected area with volumetric measurements, and identify plenum spaces in drawings, and protection status.
6. For the specified system, all materials, equipment, accessories, and components shall be supplied by one manufacturer of established reputation and experience who shall have produced similar apparatus for a period of at least five years and who shall be able to refer to similar installation rendering satisfactory service. Consideration shall be given to the availability of area qualified vendors (installers). They shall be a direct sales division of, or the authorized and designated distributor for the manufacturer, shall be able to provide support services in a timely manner, respond to emergency calls within two hours, and provide non-stock parts for repair within twenty-four (24) hours.
7. Agent tanks shall be capable of being refilled or replaced within thirty (30) days.
8. Departments requesting CA and ED Systems shall be advised that all costs associated with these systems such as, but not limited to, routine maintenance, recertification, refilling, upgrade, etc., are the responsibility of the department. The department shall also establish local departmental personnel for general system management and response to all alarms and signals originating from these systems. This shall also include performance of routine inspections as often as daily, as outlined by the manufacturer; response and oversight of room ventilation; HVAC and equipment start-up after discharge; and coordination with Facilities when needed. Required maintenance by a certified vendor and any interface with the building fire alarm system shall be provided in

Clean-Agent Fire Extinguishing Systems

1. Where Clean Agent (CA) and Early Detection (ED) systems are chosen for optional equipment protection, they shall be designed and installed in full compliance with all sections of these Standards, the latest adopted editions of the applicable codes and standards, including but not limited to NFPA 72 and 70, and manufacturer recommendations.
2. **CN21-3: Doors exiting clean agent-protected areas shall have vision panels, swing in the direction of egress, and include panic hardware.** They shall be recessed so they do not project out into adjacent pedestrian paths.
3. The design shall also consider additional compliance with the NEC and NFPA 75 for Information Technology Equipment.

coordination with Facilities, at the department's cost. CA and ED vendors are not authorized for building fire alarm system access.

9. Installation of any system in no way implies continued maintenance service contracts with the installing Contractor. All system components, pumps, controls, etc., shall be non-proprietary in that replacement parts are readily obtainable and can be serviced by a third party, licensed vendor that is Owner-selected by separate bid process. Such service shall not have an effect on warranties.

10. CN21-4: The system specification shall require the vendor to provide a maximum price for the services below to be guaranteed for a minimum of five years. The price quote is provided to UCF with option to be exercised for the benefit of UCF. At a minimum, the quote shall include the following:

- An all-inclusive fee for semi-annual and annual inspection services per system, including all typical tags seals, and labor as needed to meet manufacturer and NFPA guidelines.
- Standard fee per system for manufacturer-required one-, two-, and five-year or similar maintenance, with detail of services provided.
- Standard price per pound agent per refill.
- Standard hydrostatic test per tank, including removal and return.
- Standard service fee per refill, to include all labor, accessories, and system testing to place it back into certified service, assuming no damage to the system components from normal discharge.
- Standard labor-hour for response calls to diagnose system troubles. (Provide detail for hourly rate types.)
- Standard price per requested minimum one (1) hour training session on site for system operation and to review Owner-required maintenance.

11. CN21-5: Design shall include a contingency plan for

ventilation of the protected area and restarting of HVAC after discharge.

12. A minimum of three sets of complete plans, sequence of events, shop drawings, submittals, calculations, manufacturers manuals*, and recommended maintenance schedule shall be provided for review to the UCF Building Code Office. Additional sets shall be available if requested.
13. A built-in exhaust system is required.
14. Suitable access, storage, operational sequence, and identification for all system equipment shall be provided. Piping materials used in all applications shall be specified.
15. Design shall specifically address maintaining fixed barriers where lay-in type ceilings are installed, to minimize added debris from concealed spaces upon discharge. Where the space requires access, identifiable means of entry or operable restraints shall be provided. Ceiling grids where tiles are secured shall be labeled.
16. Tank securing detail and assembly for each tank location shall be provided.
17. Additional requirements, spare parts, testing, and inspections, as outlined in other Divisions of this Standard, shall apply for all components of the system. All system components shall be in dedicated, identified raceways and cabinets with Class A wiring. Where interconnection is required for monitoring by the building-wide fire alarm system, final tie-ins to that system shall be by approved Contractors, as outlined in the Fire Alarm Section of this Standard. For a minimum one-year warranty period, the installing Contractor shall be responsible for required annual and semi-annual testing, maintenance, and log. Access shall be coordinated with the department representative and Facilities Operations.
18. The installing Contractor shall have a minimum of five years' work experience on the designed system of a similar size and installed components. Where specialty items are used, additional certificates showing manufacturer

Knight Notes

**A minimum of three, complete, original manufacturer's design, installation, and operation and maintenance manuals, with additional copies as needed, shall be provided to complete each set for review. Plans shall be held until the University Building Code office receives the original manuals.*

training are required.

19. **CN21-6: All piping shall be thoroughly cleaned, reamed, blown clear, and swabbed with suitable solvents to remove burrs, mill varnishes, and cutting oils before assembly. Prior to hanging the pipe, approval by the UCF Project Manager is required.** Do not install plastic piping exposed within plenum areas; aesthetics shall be planned accordingly. Reducers shall be installed after fittings.
20. Where victaulic fittings are used, cut sheets for gaskets that are Nationally Recognized Testing Laboratory (NRTL)-listed for the materials and pressures present shall be provided.
21. An abort switch shall be located by all major exits and for others as required for complicated layouts. A phone shall be provided in direct proximity to each abort switch. A manual pull shall override the abort switch.
22. Manual pulls shall be enclosed in a see-through, tamper-resistant plastic cover and shall be identified in such a way as to be obviously different from building alarm system devices. Small text alone is not sufficient.
23. The system shall include a supervised disconnect switch. The switch shall not be solely software-driven but shall interrupt the releasing circuit.
24. Control panels shall be located by room exit doors and shall provide remote annunciation outside the protected area when possible.
25. Appliances, detectors, and devices shall be dedicated to the system served. Alarm system features shall be specified in accordance with the Alarm Section of this standard. The building's main fire alarm panel shall monitor the systems for status as deemed appropriate by the Engineer of record, the department, and the Owner. Where the building system has the capability to indicate full descriptions, Clean Agent alarms shall be fully identified and shall be able to be transmitted to remote monitoring facilities. Specify interlocked and cross-zoned sequences, as appropriate, for the level of protection desired.
26. Where areas are also provided with pre-action sprinklers, separate dedicated initiation devices shall be installed. Identification methods to differentiate system components shall be provided.
27. Photoelectric-type devices in subfloor areas shall be provided where smoke detection is requested, to prevent false alarms. The smoke detector chamber shall be installed at the top of the subfloor.
28. **CN21-7: Agent tanks shall be new and dated within six months of system acceptance.** Tanks shall be located and maintained accessible for routine access, semi-annual weighing, and scheduled removal. The tank shall be located by an area access door or main pathway.
29. Liquid level indicators for agent tanks shall be provided when available for the specified manufacturer.
30. All entrances to protected areas shall be identified with UCF Standard-style signage to indicate, "Room ### CLEAN AGENT Protected Area Within Controls Located at Room ###." Pre-action sprinklers shall be indicated where applicable. Separate rooms housing controls for systems shall be provided with signage as, "Room ### Controls for Clean Agent for Area ### Located Within." (See examples on Page D.21-4.) The department shall post additional emergency contact information for all areas.
31. Training sessions shall be provided by the qualified installers for each special system installation and others where requested by the Owner. A minimum of three (3) training sessions (one for each shift) shall be made available to department representatives. The Trainer shall complete the UCF standard training form (available on the EH&S website). Additional guides and materials shall be provided as needed. A reproducible training presentation format shall be recorded and provided.
32. A logbook and an appropriately sized wall cabinet shall be provided by the primary panel for the CA and ED systems. Miniature system locator maps shall be provided in the logbook(s) and shall be professionally framed and

mounted at each control panel and annunciator. Additional maps and updates shall be provided for the building-wide fire alarm log, and the maps shall reflect these specialized areas of coverage.

A copy of the panel software program and electronic PDF copies of all locator maps shall be provided to the building code office prior to CO.

Installation shall be tested and inspected in coordination with the Office of the State Fire Marshal. Checklists are available for inspection guidance. The designated representative shall witness all tests, including but not limited to pressure, flow, and pneumatic piping.

References:

Florida Statutes Chapter 633 Fire Prevention and Control
<http://www.flsenate.gov/Laws/Statutes/2013/Chapter633/All>

FM Global Property Loss Data Sheets
<http://www.fmglobal.com>

NFPA 13 Standard for the Installation of Sprinkler Systems
<http://www.nfpa.org/>

NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems <http://www.nfpa.org/>

NFPA 70 National Electric Code <http://www.nfpa.org/>

NFPA 72 National Fire Alarm and Signaling Code
<http://www.nfpa.org/>

NFPA 75 Standard for the Fire Protection of Information Technology Equipment <http://www.nfpa.org/>

NFPA 101 Life Safety Code <http://www.nfpa.org/>

22

Division 22 - Plumbing

This section includes:

Section I - General Standards

Commissioning of Plumbing

Plumbing Piping

Facility Sanitary Sewer

Facility Storm Drainage

Plumbing Equipment

Plumbing Fixtures

Section II - Level-specific Standards

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Commissioning of Plumbing

See Section D.1 Commissioning.

Plumbing Piping

1. A separate water line shall run into the building for domestic service, and a minimum six-inch (6") line must be run into the building for fire protection. Integral-type for above-ground meters and pit-type for below-ground installations shall be provided.
2. Water lines shall be metered at each facility. All meters used by the University shall be manufactured by Badger and must be equipped with a transponder.
3. The positive displacement-type meter, in sizes from 3/4" to 2", shall be used for buildings only. The Turbo elliptical-type meter shall be used in sizes of 1-1/2" and 2" for irrigation, and the Turbo round-type meter shall be used in sizes from 3" to 8" for both building and irrigation.
4. The Contractor shall install the required water meter and backflow prevention devices on the site.
5. **CN22-1: The design of the water distribution system on multi-level buildings shall provide an easily accessible capability of cutting off all water supplies on each floor level and each restroom, independently of the other floors and restrooms.**
The design shall incorporate isolation and bypass valves on all pumps and strainers, to facilitate maintenance and repair operations.
6. All high-density water use areas, such as laboratories, shall be equipped with easily accessible isolation valves.

7. All water supply pipes shall be type "L" copper. Plastic piping is prohibited for potable water service inside buildings.
8. Metal access doors shall be provided in walls and ceilings for all valves, regulators, and clean-outs. A piping chase shall be provided.
9. All exterior valves shall be fitted with a concrete, one-piece valve box unit having an attached metal cover.

10. CN22-2: All valves must be of American manufacture.

11. CN22-3: Butterfly valves are not permitted in potable water or fire suppression systems.

Facility Sanitary Sewer

1. The building sanitary drainage shall be piped by gravity to a point five (5) feet outside the building and shall be connected to the site sanitary system.
2. **CN23-4: Lift station alarm systems must match existing campus SCADA Reporting System.**
3. **CN23-5: Each pumping station control system must match existing campus infrastructure.**
4. Drains for water systems shall consist of gate valves and hose nipples.
5. Wye strainers shall be equipped with valves for blow-down cleaning.
6. Floor drains with trap primers shall be provided in all toilet rooms, janitorial closets, mechanical equipment rooms, and safety showers.
7. Clean-out plugs in piping shall be set with Teflon sealer or other approved lubricant.

Facility Storm Drainage

The building storm drainage shall be piped by gravity to a point five (5) feet outside the building. The site plumber shall connect to the site storm water drainage system.

Plumbing Equipment

1. Facilities water supply is cold (tempered) water only. Housekeeping closets / custodial rooms, showers, and specified laboratories shall be supplied with hot and cold water. Hot water shall be provided by tankless water heaters located in each space.
2. In compliance with the Florida Plumbing Code, maximum hot-water temperature produced shall be 140 degrees F. Service to laboratory sinks, lavatories, showers, washdown stations, general purpose sinks, service sinks, and other specific equipment shall be no more than 120 degrees F measured at the fixture at furthest point from heater.

Plumbing Fixtures

1. All plumbing fixtures shall be "First Quality", as defined and set forth in the current Commercial Standard as promulgated by the U.S. Department of Commerce. Fixtures shall be white vitreous china unless otherwise indicated. A cast iron or steel, concealed, wall-mounted carrier shall be provided for lavatories, toilets, and urinals. Carriers shall have adjustable support plates, alignment trusses, and mounting fasteners.
2. Fixtures and fittings shall be from one manufacturer and of similar character in any room or location. Escutcheons, handles, etc., on the different fixtures shall be of the same design.
3. All fixtures and fittings shall be submitted for approval with cut sheets and full description.
4. All exposed metal not otherwise specified shall be polished chromium on brass or bronze. All water supplies to fixtures shall be provided with stops. Cast brass P-traps with cleanouts for each lavatory and sink must be provided.
5. Each facility shall be evaluated for dual-pipe configuration, connecting all water closets and urinals to a reclaimed water source. The evaluation shall be delivered to the Director of Utilities and Energy Services.

6. Each facility shall be evaluated for inclusion of family-type restrooms based on use and user group needs.
7. All water closets shall be equipped with a dual-flush valve. All urinals shall be Ultra-High Efficiency (0.125 gallons per flush).
8. All lavatories shall be provided with hardwired, touch-free controlled faucets and 0.5 gallons per minute (gpm) flow rates. Battery-powered faucets are not permitted.
9. All lavatory sinks in solid surface countertops shall be under-counter mounted.
10. Hose bibs shall be provided in mechanical rooms and at one hundred foot (100') intervals on the perimeter of exterior wall areas, for maintenance use. A hose bib shall also be located on each roof area (North, East, South, and West) parapet wall if the roof membrane is a single ply material. For modified bitumen roofs with HVAC equipment, a hose bib shall be located within close proximity to the equipment for maintenance. Key-operated hose bibs shall be used in all public areas.
11. Drinking fountains shall be semi-recessed and mechanically cooled. Bottle-fill capability shall be included unless located in public areas of performance venues or stadium seating areas where limitations are imposed on outside or personal drink containers. One (1) ADA-accessible drinking fountain shall be provided at each location. Slip-resistant tile flooring shall be provided under the drinking fountain area.
12. The strainer size shall be recommended by the manufacturer. The strainers shall be nickel alloy or polished brass. Tapped boss and trap primer floor drains where required shall be provided.

References:

Florida Building Code 2010 - Plumbing, International Code Council <http://iccsafe.org>

Section II - Level-specific Standards**LEVEL A - LABORATORIES****Plumbing Piping**

At lab buildings, main concealed drain lines shall be chemical-resistant glass lines.

Plumbing Fixtures

1. Single restrooms are required to have floor drains.
2. Plumbing fixtures are required to include concealed carriers for water closets.
3. PVC schedule 40 water supply is prohibited.
4. Garbage disposals are prohibited.
5. Bottle-fill drink fountains shall be provided.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES**Plumbing Piping**

Main concealed drain lines shall not be chemical-resistant glass lines.

Plumbing Fixtures

1. Single restrooms are required to have floor drains.
2. Plumbing fixtures are required to include concealed carriers for water closets.
3. PVC schedule 40 water supply is prohibited.
4. Garbage disposals are prohibited.
5. Bottle-fill drink fountains shall be provided.

LEVEL C - RENOVATIONS**Plumbing Piping**

Main concealed drain lines shall not be chemical-resistant glass lines.

Plumbing Fixtures

1. Single restrooms are required to have floor drains.
2. Plumbing fixtures are required to include concealed carriers for water closets.
3. PVC schedule 40 water supply is prohibited.
4. Garbage disposals are prohibited.
5. Bottle-fill drink fountains shall be provided.

LEVEL D - HOUSING**Plumbing Piping**

Main concealed drain lines shall not be chemical-resistant glass lines.

Plumbing Fixtures

1. Single restrooms in housing applications are not required to have floor drains.
2. Wall-mounted water closets are not required for restrooms located in non-public areas.
3. PVC schedule 40 water supply is prohibited.
4. Garbage disposals are allowed in kitchens.
5. Bottle-fill drink fountains shall be provided.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)**Plumbing Piping**

Main concealed drain lines shall not be chemical-resistant glass lines.

Plumbing Fixtures

1. Single restrooms are required to have floor drains.
2. Retail plumbing fixtures are not required to include concealed carriers for water closets.
3. PVC schedule 40 water supply is allowed inside parking garages.
4. Garbage disposals are allowed at kitchens and break rooms.
5. Bottle-fill drink fountains do not need to be provided at restaurants or stores where beverages are sold.

23

Division 23 - HVAC

This section includes:

Section I - General Standards

Operation and Maintenance of HVAC Systems

Commissioning of HVAC

Instrumentation and Control for HVAC

HVAC Piping and Pumps

HVAC Air Distribution

Filter Types

Filter Installation Requirements

Final Belt Requirements

Final Air Handling Unit and Ductwork Cleaning

Lab Exhaust

(cont'd on Page D.23-2)

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

1. All clean equipment condensate shall be routed to dry wells or storm water drains. Sanitary discharge is not permitted.
2. One pass domestic water cooling systems are not permitted.

Operation and Maintenance of HVAC Systems

CN23-1: A 25 year Life Cycle Cost Analysis (LCCA) must be provided for the mechanical systems for each project as required by Florida Statutes and the Florida Building Code. At least three (3) schemes must be included in the analysis. One (1) of the schemes considered must be a central system, such as the campus district cooling loop. The three schemes must be presented to the UCF Director of Utilities & Energy Services for review. The scheme having the lowest total life cycle cost will usually be installed.

The University building system scheduling requires mechanical systems to be reset allowing energy savings, during partial or non-occupancy times. All spaces requiring continuous cooling, e.g., telecom room, electrical rooms, etc. shall have a dedicated VAU box with backup chilled water fan coil unit or DX unit.

1. Dedicated rooms shall be provided for each of the following: electrical, telecommunications, mechanical, elevator, and custodial. Each room's access shall be located directly off a main corridor or common area, with no spaces in between.
2. All chilled water lines shall enter the building through the mechanical room floor.
3. All vertical pipe sleeves shall extend three inches above floor level.
4. Mechanical rooms shall have at least one exterior wall.

5. **CN23-2: When a mechanical room is located in close proximity to classrooms or offices, soundproofing is required.**
6. All grade-level mechanical rooms shall have double doors that swing out to the exterior of the building. Mechanical rooms with equipment wider than 60 inches shall have an insulated roll-up door.
7. All mechanical rooms shall be supplied with conditioned air.
8. Mechanical room floors shall be epoxy-coated with non-slip finish.
9. **CN23-3: Clearance around mechanical equipment in mechanical rooms must meet or exceed the manufacturer's required clearance, including adequate clearance for full coil replacement.**
10. Individual floor mechanical rooms for multi-story buildings shall be stacked vertically.
11. Electrical: Refer to Section D.26 Requirements.
12. A training agenda and schedule shall be provided to the Owner for approval four weeks prior to the requested training date. Refer to specific project OPR.

Commissioning of HVAC

See Section D.1 Commissioning.

Instrumentation and Control for HVAC

1. Sensors used for controlling BAS-type equipment shall be configurable, with user-adjustable temperature range and occupancy override capabilities.
2. Room temperature sensors shall have thumb wheel or slide adjustability, providing limited range adjustment.
3. Building HVAC direct digital control (DDC) control systems shall be on an emergency power circuit.
4. Supply air static shall have a reset capability.
5. Ventilation shall be demand-controlled.

DESIGN TEMPERATURES

OCCUPIED HOURS: When cooling, normal building temperature setpoints shall be 74° F; the actual space temperature will range between 70° F and 74° F. When heating, normal building temperature setpoints shall be 68° F; the actual space temperature shall range between 68° F and 70° F.

Thermostat set points for corridors and large common spaces shall be set at 78° F when cooling and 68° F when heating.

Outdoor air ventilation shall be set at ASHRAE 62.1 guidelines or such other higher limits as prescribed by state law or regulations.

UNOCCUPIED HOURS: When cooling, normal building temperature setpoints shall be 82° F (or HVAC OFF), and upon request can be lowered, but not below 78° F. When heating, normal building temperature setpoints shall be 60° F (or HVAC OFF), and upon request can be raised, but not above 68° F.

Intermittent operation of the A/C system during humid weather conditions on weekends and holiday periods shall be permitted to maintain indoor relative humidity control.

Thermostat setpoints for corridors and large common spaces shall be set at 78° F when cooling and 68° F when heating.

Outdoor air ventilation shall be shut off. HVAC system start-up shall begin 30 to 60 minutes prior to occupancy in order to flush accumulated air contaminants prior to occupancy.

6. Smoke control and stair pressurization systems shall be provided where required by the FFPC. The main building fire alarm control panel (FACP) shall be used for controls where at all possible, avoiding additional specialty panels. All control panels shall be located in a main lobby adjacent to the Fire Department-accessible entrance. Passive air bypass vents and dampers are preferred over complicated HVAC reversal and door operator controls. Individual components shall be evaluated for the need of UPS backups. Conduit and controls shall be identified.
7. A system manual outlining the initial acceptance test methods, summary with diagram, test, and balance procedures, comprehensive sequence of operations, and a routine semi-annual testing procedures shall be provided with the design. The Contractor shall be directed to execute the acceptance testing for the review and approval of the Engineer of Record prior to final AHJ witnessed testing. Completed Engineer-approved documents and manuals shall be provided for the CO.
8. If the building has a fire alarm system, the HVAC smoke detection shall be a part of the system and function as outlined in this Standard. If the building does not have a fire alarm system, a single station duct smoke detector shall be installed. A remote control station shall be located in the main lobby and must be mounted no higher than five (5) feet above the finished floor. The station shall indicate an alarm visually and audibly, shall indicate troubles visually or audibly, and identify its function. The station shall include remote means to reset and test with keyed switch. Installation shall include all code-required accessories, sampling tubes, housing, sensitivity testing, SFM witness testing, and permanent labeling at the station of the sensing device location and unit served. The basis of design is System Sensor devices. Submittals must be approved by the Owner prior to installation. Witnessed AHJ testing, sensitivity, and air flow readings are required prior to CO. Access hatches are required at all duct detectors.

Division 23 Contents

(cont'd from Page D.23-1)

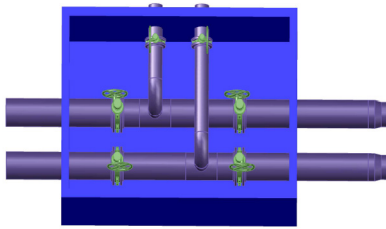
Central Heating Equipment

Central Cooling Equipment

Central HVAC Equipment

Decentralized HVAC Equipment

Section II - Level-specific Standards



TYPICAL VAULT CONFIGURATION

HVAC Piping and Pumps

- Underground chilled water branches shall be sized for no greater than six feet per second water velocity and no greater than ten psi total pressure drop from the connection point to the building.

A pressure gauge shall be provided on all building chilled water return lines downstream of all coils where the chilled water return exits the building.

A bypass with check valve (and isolation valves for check valve servicing) shall be provided to allow flow through the building with the tertiary pumps off.

- All new underground chilled water valve vaults shall have the following:
 - Valve configuration per the schematic below
 - Water proofing of walls and floor
 - Expandable EDPM rubber seals around pipe penetrations through walls
 - Access ladders when manholes are greater than three feet in depth
 - Welded ladder construction with non-slip ladder rungs and hot dipped galvanized finish
 - Clearance around ladders meeting OSHA standards for maintenance access
 - Eighteen inch clearance from the outside diameter of piping insulation to the walls and ceiling
 - Twenty-four inch clearance from the outside diameter of piping to the floor
 - Eighteen inch service clearance around valves for operation and maintenance
 - Isolation valves: lug-style butterfly valves with EDPM peroxide-cured seat, manual gear hand wheel operator with indicator, and polyester or epoxy coating for corrosion resistance
 - Cast iron access cover with "CHW" stamped, engraved,

or cast into the cover. Tags are prohibited.

- An access cover with a minimum diameter large enough to allow removal and replacement of the largest valve inside the vault
 - Three-quarter inch drains with schedule 80 pipe nipples, and gate valves on supply and return mains
 - The design shall include a comprehensive confined space entry plan and all associated necessary features and equipment for entry and operation. Hazardous materials shall not be stored in vaults. Permit required confined spaces shall be avoided where at all possible. All vaults shall be provided with ventilation and similar controls where needed to mitigate hazards in compliance with the entry plan. Alternative arrangements must be approved by EH&S.
- Isolation valves for above-ground chilled water lines: Lug-style butterfly valves with EDPM peroxide-cured seat, manual gear hand wheel operator with indicator, and polyester or epoxy coating for corrosion resistance.
 - Underground groove-type fittings (such as Victaulic) are prohibited.
 - Pipe flange-bolts shall be ASTM A307 grade B hex head bolts.
 - Liquid-filled pressure gauges will have a four and one-half inch face, one-quarter inch National Pipe Thread (NPT) bottom connection, and black scale with white background.
 - The operating pressure of the pressure gauges shall be at the mid-range of the scale.
 - All temperature gauges shall have wells.
 - Construction strainers and final strainers shall be provided once construction is complete.
 - Triple duty valves are prohibited.
 - Safety relief-valve piping shall be routed to the floor drains.
 - All pumps shall have suction and discharge isolation

valves.

13. Threaded bronze, full port, ball isolation valves with a quarter turn lever handle will be used for all interior piping for pipe sizes from one-quarter inches to two inches in diameter. Needle valves are prohibited.
14. Ductile iron, epoxy-coated butterfly valves with lever handles will be used for all interior piping over two inches in diameter.
15. Cellular glass insulation with a minimum sixteen-thousandths inch thick smooth finish aluminum jacketing with integral vapor barrier will be used for all exterior above-grade chilled water piping. Jacketing bands shall be one-half inch wide, with spacing of twelve inches or less between bands.
16. PVC jacketing shall be provided over cellular glass insulation within mechanical rooms.
17. Labeling and flow arrows shall be provided as needed for all piping (includes mechanical room chilled water piping and concealed areas).
18. All new or replacement chilled water piping systems shall be chemically cleaned prior to connection to the main chilled water system.

CN23-4: The following procedure shall be followed by the Contractor and witnessed by the UCF Project Manager or designee:

- **Five (5) days' notice in advance of the start of testing shall be provided. Testing shall not proceed until all concrete thrust blocks are in place and cured or other restraining devices are installed. While piping is being filled, all air shall have been purged from the test section, with additional release valves provided if required.**
- **The Contractor shall bypass all necessary equipment and sensitive components.**
- **Piping shall be cleared of debris and rinsed with clean water for four (4) hours.**

- **Piping system dead legs and low points will be blown down.**
 - **A hydrostatic test shall be performed at 150 psi for a twenty-four (24) hour period to ensure a tight piping system. The test shall be witnessed by the Chilled Water Production Unit, both pre and post test. Documentation of this test must be provided to U&ES.**
 - **Information on the detergent currently used for cleaning of the chilled water piping systems shall be requested from the UCF Project Manager. The detergent shall be circulated for forty-eight hours.**
 - **The Chilled Water Production Unit Head shall be notified of the total amount of detergent and water mixture to be drained. Documentation of the measurement of the pH of the mixture shall be provided to the Owner. Prior to discharge, Materials Safety Data Sheets (MSDS) for the detergent shall be provided to U&ES.**
 - **The pipe will be rinsed again for four hours.**
 - **The UCF Chilled Water Production Unit shall take a water sample to the UCF-approved chilled water chemical treatment vendor for testing prior to release to that district and building.**
 - **Upon receipt of water testing results, the UCF Chilled Water Production Unit Head shall determine if the piping connection can be made or if further cleaning is necessary. No connections to the University chilled water piping system shall be made without prior written approval from the UCF Chilled Water Production Unit.**
19. **CN23-5: Only chemicals approved by the chilled water chemical treatment vendor shall be introduced into the UCF chilled water piping system. Raw or potable water shall not be introduced into the campus chilled water piping system.** The UCF-approved chilled water chemical treatment vendor shall perform a final test to verify that
 - **Piping system dead legs and low points will be blown down.**
 - **A hydrostatic test shall be performed at 150 psi for a twenty-four (24) hour period to ensure a tight piping system. The test shall be witnessed by the Chilled Water Production Unit, both pre and post test. Documentation of this test must be provided to U&ES.**
 - **Information on the detergent currently used for cleaning of the chilled water piping systems shall be requested from the UCF Project Manager. The detergent shall be circulated for forty-eight hours.**
 - **The Chilled Water Production Unit Head shall be notified of the total amount of detergent and water mixture to be drained. Documentation of the measurement of the pH of the mixture shall be provided to the Owner. Prior to discharge, Materials Safety Data Sheets (MSDS) for the detergent shall be provided to U&ES.**
 - **The pipe will be rinsed again for four hours.**
 - **The UCF Chilled Water Production Unit shall take a water sample to the UCF-approved chilled water chemical treatment vendor for testing prior to release to that district and building.**
 - **Upon receipt of water testing results, the UCF Chilled Water Production Unit Head shall determine if the piping connection can be made or if further cleaning is necessary. No connections to the University chilled water piping system shall be made without prior written approval from the UCF Chilled Water Production Unit.**

- the chemical levels are in range. The UCF-approved chilled water chemical treatment vendor shall submit a written report to the UCF Chilled Water Production Unit.
20. If the final piping connections shall not be made immediately after cleaning, all open ends of the piping must be capped.
 21. Strainers shall be provided upstream of all chilled water booster pumps.
 22. Two chilled water booster pumps sized for N+1 redundancy are required.
 23. A removable insulation box with aluminum jacketing and quick release latches for chilled water pump bodies is required. Elastomeric sheet insulation glued to a pump body is prohibited.
 24. A manifold pressure gauge shall be provided for reading pump suction and discharge. Two (2) additional fittings with bronze ball valves for temporary instrumentation shall be provided.
 25. Constant volume pumps shall have an impeller size recommended by the test and balance Contractor. Impeller trimming, static, and dynamic balancing must be performed by the pump manufacturer. The pump nameplate data shall be updated to reflect new pump operating conditions.
 26. Flexible piping connectors and vibration isolation are required for all pumps. All pad-mounted pumps shall have an inertia base.
 27. Expansion tank schedules on drawings shall contain the following information:
 - Pre-charge air pressure
 - Piping system water volume (including equipment)
 - Min/max system temperatures
 - Expansion tank size
 - Acceptance volume
 28. All air separators shall include bottom blow-down with three-quarter inch bronze ball valve and garden hose fitting.
 29. Tie-ins
 - Tie-in locations shall be approved by UES.
 - Thrust blocks shall be installed at either end of a tie-in point.
 - Taps shall be of similar material otherwise made of type 304 stainless steel plate with stainless steel ring flange, compatible with ANSI 125.
 - Taps shall be Romac stainless steel.
 - Flange gaskets shall be Styrene Butadiene Rubber (SBR).
 - Valve stems shall be brought up to one foot below the surface.
 - Gate valves for tapping surfaces shall conform to American Water Works Association (AWWA)-resilient gate valve, with a bronze stem, and be grease-packed in compliance with AWWA C504.
 30. **CN23-6: All internal parts on tapping machines, such as cutting heads, etc., will be disinfected in compliance with AWWA C601 and C900, prior to making any tap. The cutout must be provided to the Owner.**
 31. The design professional will provide the hydraulic model to U&ES prior to interconnecting, demonstrating no adverse distribution impacts.

HVAC Air Distribution

1. Registers and diffusers shall be of the hinged-type, constructed of aluminum, with factory-baked enamel finish of a color selected by the Architect.
 Factory-insulated backs on all ceiling diffusers shall be installed at all ducted return applications.
 All diffusers shall be rated for a noise criterion index (NC) of twenty-five or less. Perforated diffusers or return grilles

in office spaces are prohibited.

2. Spin-in butterfly dampers with two (2) inches handle standoff located at main trunk upstream of flexible duct connection to diffuser shall be provided. Scoops are prohibited.

All rectangular sheet metal ductwork shall have opposed blade-type balancing dampers.

3. All outside air dampers shall be constructed of anodized aluminum.

Bearings shall be constructed of synthetic or other non-stick material such that seizing of dampers does not occur.

4. All outdoor mounted actuators shall have weather-tight enclosures.
5. Uninsulated, flexible ductwork is prohibited. Flexible duct length from branch to diffuser shall be less than ten feet, supported so that no kinking of ductwork occurs.

6. All ductwork other than flexible ductwork shall be galvanized sheet metal construction. **CN23-7: Rigid duct board insulation used in place of insulated sheet metal ductwork is prohibited.**

7. All fume hood ductwork shall be of 316 stainless steel construction, with seamless, welded, liquid-tight joints ground smooth with no internal projections.

8. Turning vanes shall be installed in all tees and mitered ninety degree elbows for all supply and return ductwork. Ductwork shall have access doors for cleaning.

9. All outside air ductwork shall be externally insulated. **CN23-8: Rigid duct board insulation over sheet metal shall be used in all mechanical rooms.** Duct wrap insulation in exposed areas is prohibited. Duct wrap insulation shall be installed according to industry best practices.

Glass fabric tape and mastic shall be used for all insulation joints. All other types of tape are prohibited.

Interior-lined ductwork is prohibited.

10. Duct access doors shall have double-wall insulated construction. Access doors in outside air ducts shall be provided. Size of access doors shall be the largest commercially available size to fit the duct section.

FILTER TYPES

The following filter types shall be provided as a baseline and in standard sizes. Select filters according to project requirements.

- Research facilities: MERV-8 pleated pre-filters and MERV-14 cartridge final filters.
- Classrooms and office spaces: 2" thick MERV-8 pleated pre-filters and MERV-13 cartridge final filters.
- Fan coil and direct expansion units: MERV-8 pleated filters. Provide as a filter backed grill instead of at unit above ceiling for ease of maintenance when possible.
- Specialty filter requirements beyond the general building HVAC supply (such as for clean rooms and research areas) are the responsibility of the department.

FILTER INSTALLATION REQUIREMENTS

- 11. CN23-9: During the construction phase, filters shall be replaced when the pressure drop exceeds 1/2" of water column.**

- 12. CN23-10: All filters shall be replaced on the day of final completion. The Contractor will provide two additional sets of filters to the Owner.**

FINAL BELT REQUIREMENTS

- CN23-11: The Contractor will provide two additional sets of belts for each unit to the Owner.**

FINAL AIR HANDLING UNIT AND DUCTWORK CLEANING

- 13. CN23-12: Final cleaning of all air handling units, including coils and ductwork, shall be completed immediately preceding final filter installation.**

- 14. CN23-13: All DX equipment, including evaporator**

and condenser coils, shall be cleaned immediately preceding final filter installation.

15. All louvers shall be extruded anodized aluminum louvers, with horizontal drainable blades and bird screen. Louvers shall be standard frame construction with extended sill. Minimum louver depth shall be four inches. Flanged louvers are prohibited. Color shall match exterior metalwork.
16. All fire dampers shall be curtain style, with an integral sleeve and blades located out of the air stream in the open position.
17. All combination fire and smoke dampers shall have air-foil style blades with blade seals.
18. All server rooms shall have dedicated chilled water fan-coil units, with one hundred percent redundancy. Chilled water piping shall not be routed directly over server equipment.
- 19. CN23-14: For critical systems, as determined by the end user with approval of the UCF Project Manager, 100% redundancy shall be provided by the DX Split System.**
- 20. CN23-15: Server closets are prohibited.**
21. Insulation installed on the top of suspended ceilings is prohibited. Insulation shall be integral to the roof structure or integral to the ceiling tile.
22. Direct drive motors shall be provided for fume hood fans. Where a manifold exhaust system is installed, there must be N+1 redundancy.
23. The Contractor shall provide an equipment list to EH&S for the types of equipment listed below when installing or replacing mechanical equipment. The equipment list shall include the equipment type, the model number, the manufacturer, the size, and the location. Manufacturer cut sheets shall be provided with the equipment list. This information may be submitted electronically. This information shall be used to confirm the equipment is exempt from air permitting, as well as to track facility-wide emissions.

- Natural gas-fired boilers and water heaters
- Non-stationary fuel-powered equipment (e.g., pumps or generators)
- Stationary emergency generators with a rating of 200 kW or less
- Miscellaneous natural gas-fired restaurant, baking, or cooking equipment
- Any experimental projects that have the potential to emit lead, hazardous air pollutants, and/or regulated pollutants (NOx, SO2, CO, VOC, and PM)

24. Multi-story buildings shall have a single duct exhaust system independent of the HVAC system.
25. HEPA filter systems with booster fans shall have direct drive fans. All HEPA filters shall be replaced on the day of final completion. Two additional sets of filters shall be provided and turned over to the Owner.
26. All laboratory HVAC systems for supply air, fume hood exhaust air, and general exhaust air shall have pressure-independent, venturi-style air valves.
27. Variable Air Volume (VAV) and fan terminal units shall be installed in easily accessible locations, with a minimum of three feet service clearance. Terminal units shall be installed with the bottom of the unit no higher than twelve (12) feet above the floor. Accessible location for terminal units serving spaces with high ceilings shall be provided.

All terminal units shall have foil-faced or elastomeric insulation and interior insulation, with exposed fibers or rough coating is prohibited. The interior shall be cleanable.

LAB EXHAUST

28. Lab exhaust fans shall be induced dilution high plume with motors isolated from the exhaust air stream. Field built-up systems are not acceptable. Fan, plenum and accessory construction materials, including coatings shall be evaluated for the specific application corrosion resistance compatibility.

29. All surface components within the airstream that are not fiberglass must be provided with a UV and corrosion resistant coating system for severe duty.
30. Plenums shall be a minimum 12 gauge 316 stainless steel with the coating on the inside surface. Plenum bottom shall be pitched in three directions to facilitate positive drainage with manual stainless steel drain connection and ball valve with capped hose bibb connection for maintenance.
31. Isolation dampers shall be 316 SS and coated. Bypass dampers shall be 316 SS and provided with rain hoods. Damper bushings shall be self-lubricating oil impregnated stainless steel construction.
32. Fan manufacturer shall provide a minimum 5 year warranty of fan, motor, dampers and plenum (i.e. entire assembly).

Central Heating Equipment

1. Each building will have a separate central heating system. Heating shall be provided at each individual building.
2. Hot water systems shall have a combination sediment and air eliminator.
3. Steam system condensate return units shall be above grade, with dual pumps and mechanical seals.
4. Fire tube steam boilers shall be fitted with hinged access end plates.
5. All motors located outdoors that will operate in a lead/lag configuration (pumps, cooling tower fans, etc.) shall have trickle voltage-style motor winding heaters.
6. Hot water boilers shall be fully modulating gas-fired condensing, firetube design.
7. Heat exchanger shall be constructed of stainless steel and include a minimum 10 year warranty. Turndown shall be a minimum of 14:1. Provide with an automatic O₂ monitoring to continually adjust the air to gas mixture to optimize combustion efficiency.

8. Hot water boiler control/management shall be of the same manufacturer as boiler to sequence, control, and monitor the boiler installation including control of associated isolation valves and distribution pumps. Control system shall be BACnet compatible and at a minimum report a boiler fault and status to the BAS. Heating hot water supply temperature shall be capable of being reset based on outdoor air temperature.
9. Hot water boiler flue vents shall be UL-listed AL294C individually routed to exterior termination and be in accordance with both boiler and vent manufacturer requirements. Condensing boilers shall be provided with condensate acid neutralization kits.
10. Start up and owner training shall be by factory-trained personnel.

Central Cooling Equipment

1. Use of cooling towers shall be approved by the UCF Project Manager.
2. Induced draft, counter flow-cooling towers shall have a fan motor located out of the air stream.
3. For multiple compressor applications, compressors shall have independent refrigerant circuits.
4. Condenser coils shall have louvered panel hail guards.
5. Condensers shall have factory applied condenser coil coating.
6. Units shall have dual oil filter canisters for changing oil filters while the unit is in operation.
7. Chillers shall have marine water box-style end plates with hinges or gantry for access to evaporator and condenser tubes from each end of the chiller.
8. Compressors shall have refrigerant-cooled hermetic compressor motors.

Central HVAC Equipment

PERFORMANCE REQUIREMENTS

1. Units to leak less than 1% of design CFM at +/- 10 inches of total static pressure.
2. Units assembled or shipped in splits for installation on site shall be leak tested by the manufacturer authorized representative as part of the start-up procedure and a leak test report provided to owner and engineer.
3. AHU manufacturer shall provide tested casing thermal data or a guarantee in writing to the Engineer and Owner against condensation forming on the unit exterior at 52°F supply air temperature and conditions on the exterior of the unit of 80°F dry bulb and 71°F wet bulb or as required by the engineer. The guarantee shall note that the AHU manufacturer will cover all expenses associated with modifying units in the field should external condensate form on them.
4. Unit casing deflection shall not exceed 0.0042" per inch of panel span (L/240).
5. Witness of factory leakage and deflection test will be at owner's option.
6. Unit shall include 5 year factory warranty.

INSTALLATION

7. Arrange installation of units and associated piping and ductwork to provide at a minimum manufacturers recommended clearances for service and maintenance.
8. Connect duct to air-handling units with flexible connections.
9. Coordinate dimensions of concrete housekeeping pads with approved air handling units.
10. Base rail shall be of sufficient height and coordinated with housekeeping pads to ensure required elevation for condensate trap with required trap seal.

11. Provide shutoff valve, strainer, P/T test port and union at each coil supply connection. Provide P/T test port automatic balancing valve, union and shutoff valve at each coil return connection. Control valves shall be two-way.
12. Provide ¼" ball valve taps for troubleshooting purposes to measure pressure drop directly across each major coil piping component (strainer, control valve, and coil).

EXTRA MATERIALS

13. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - Filters: One set for each air-handling unit.
 - Filter Clips: Provide an extra set of filters clips for front loaded filters.
 - Belts: One matched set for each air-handling unit (if applicable).

UNIT CONSTRUCTION

14. Unit shall be draw through configuration.
15. Casing finish to meet ASTM B117 700-hour salt-spray test.
16. Provide factory installed full perimeter welded structural C-Chanel base frame and cross supports that is phenolic coated and painted with an epoxy or enamel paint and meets the salt spray requirements.
17. Unit casing panels shall be double-wall insulated construction, with painted solid galvanized exterior. All wetted interior surfaces including coil section of the unit shall have be 304 stainless steel. Sections upstream of the coil may be either galvanized steel, aluminum or stainless steel.
18. No through-metal, internal thermal break shall be provided for all unit casing panels.
19. Walk in access sections shall include aluminum

tread-plate inner surface floor. All floor seams shall be water tight with capped floor drains in each section.

20. Condensate drain pans shall be double-wall, insulated 304 stainless-steel sloped in at least two planes to collect condensate from cooling coils to direct water toward drain connection.
21. Drain pan insulation thickness and associated R value shall be equal to unit casing construction.
22. Access Doors shall include full length stainless-steel piano hinge and minimum two metal wedge-lever-type latches, operable from inside and outside. Arrange doors to be opened against air-pressure differential. Door shall be full height of the AHU or 72" whichever is less, and be a minimum of 20" wide.
23. All removable panels and doors shall have gasketing around full perimeter to maintain air leakage requirements.
24. Marine lights shall be LED and provided in walk in access sections. Lights to be wired in the factory to a single timer switch on casing exterior. Lighting circuit(s) shall be wired by the AHU Manufacturer to a common junction box separate from the VFD or starter so the lights can remain on when the main disconnect to the unit is on or off.
25. A 20 amp, 115V GFCI convenience outlet shall be provided on the casing exterior in a NEMA 1 enclosure next to the fan access door. The outlet shall be wired to the same circuit as the lights.
26. Engineer shall coordinate factory provided test ports, internal raceways with junction boxes that penetrate the exterior or any other non-factory supplied auxiliary equipment needed inside and/or outside the air handler's cabinet. The installation of such devices shall maintain unit's leakage warranty and UL listing. Factory installed wiring shall be in metallic raceways.

FAN, DRIVE, AND MOTOR SECTION

27. All fans shall be balanced to limit vibration to less

than 0.2 in/sec across the operating range. Provide vibration test results to engineer.

28. Fan quantities (minimum 2/maximum 6) shall be optimized for redundancy, sound, ease of maintenance, and efficiency. System shall be parallel fan operation capable of meeting at least 70% of design CFM and TSP with a single fan failure.
29. Provide aluminum backdraft dampers to allow for automatic redundancy when a fan failure occurs.
30. Provide fan inlet and discharge safety screen if the fan wheels are open and exposed.
31. Motors shall be TEFC or TEAO NEMA Premium efficient and UL Listed.
32. Variable Frequency Drives shall be remote mounted and one per fan and not include a bypass. Associated fan shall include shaft grounding kit.
33. Integral internal structure for removal and replacement of motors 7.5 hp or larger shall be provided.

COIL SECTION

34. Fabricate coil section to allow removal and replacement of coil for maintenance and to allow in-place access for service and maintenance of coil(s).
35. The coils shall be continuous seamless copper tube with aluminum plate fins.
36. Fin spacing shall not exceed 12 per inch.
37. Frames and block of plates shall be constructed of 304 stainless steel casing.
38. The coils shall be arranged for the water to counter-flow in the direction of the air flow.
39. Coils shall be designed for a minimum 16°F chilled water temperature difference.
40. Stacked coils shall include 304 stainless steel intermediate drain pan assembly and copper or stainless steel downspouts to collect condensate from top coil and direct water into the bottom main

drain pan.

AIR FILTRATION SECTION

41. Provide front loading filters for filters with MERV13 and higher ratings and all final filters downstream of fans.
42. Filter rack shall be made of stainless steel or aluminum.
43. Provide filter access doors on both sides of unit.
44. Provide differential pressure transmitter for pre-filters and final filters.
45. The following filter types shall be provided as a baseline and in standard sizes. Select filters according to project requirements.
 - Research facilities: MERV-8 pleated pre-filters and MERV-14 cartridge final filters.
 - Classrooms and office spaces: 2” thick MERV-8 pleated pre-filters and MERV-13 cartridge final filters.
 - Specialty filter requirements beyond the general building HVAC supply(such as for clean rooms and research areas) are the responsibility of the department.

Decentralized HVAC Equipment

1. All straight runs of refrigerant lines shall be hard-drawn ACR copper tubing with soldered or brazed fittings. Soft copper is permitted within twenty-four (24) inches of unit connections.
2. Hard-drawn copper tubing shall be used for commercial A/C units.
3. All exterior-installed elastomeric piping insulation shall have aluminum jacketing.
4. All condensate lines installed in interior conditioned and unconditioned spaces shall be insulated with elastomeric insulation. All condensate drain traps for cooling coils shall

have removable caps or plugs in accessible locations.

5. When multiple condensing units are installed, the manufacturer’s recommended clearances between units, walls, etc., shall be followed.
6. All split system condensing units shall be installed with the compressor and electrical access panels facing out for ease of maintenance.
7. All grade level installations shall have a wind-rated pad of at least six inches thick reinforced concrete pad.
8. All split system condensing units shall be securely anchored to the equipment pad.
9. All packaged DX units shall have hood or louvered-panel style hail guards.
10. DX units shall be evacuated as per manufacturer recommendations.
11. Extended compressor warranty (including labor, parts, and travel) shall be provided to the Owner.
12. Installation of DX air handling units above ceilings is prohibited.
13. Mechanical rooms for all DX air-handling units shall be provided and appropriately sized for the servicing of equipment.
14. Return air plenums for DX air handling units located in mechanical rooms must be fully enclosed on all sides (including bottom) and sealed. **CN23-16: Return air plenums, using the floor and/or an exterior wall as sides of the enclosure are prohibited.**
15. Installation of fan coil units above ceilings is prohibited.
16. Mechanical rooms for all fan-coil units shall be provided and appropriately sized for the servicing of equipment.
17. Return air plenums for fan-coil units located in mechanical rooms shall be fully enclosed on all sides (including bottom) and sealed. Return air plenums using the floor and or an exterior wall as sides of the enclosure are prohibited.

18. Fan coil and direct expansion units: MERV-8 pleated filters. Provide as a filter backed grill instead of at unit above ceiling for ease of maintenance when possible.

References:

ANSI/ASHRAE Standard 52.2-2012, Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size <https://www.ashrae.org/standards-research-technology/standards-addenda>

ANSI/ASHRAE/IES Standard 90.1-2013 Energy Standard for Buildings Except Low-Rise Residential Buildings <http://www.ashrae.org>

Florida Building Code, Energy Conservation 2010 <http://www.floridabuilding.org>

Section II - Level-specific Standards**LEVEL A - LABORATORIES****HVAC Air Distribution**

Exhaust from lab spaces with potentially toxic exhaust, such as central sterilizers, cagewash equipment, and glasswash areas, shall have a separate exhaust system. Ductwork from these devices shall avoid long horizontal runs. Moisture eliminators shall be considered for use at hoods.

Where specific areas require special exhaust air treatment, such as HEPA filtration, separate dedicated exhaust systems shall be considered. The A/E shall review costs to determine if the cost of a separate system would be offset by the added costs of special filtration, and higher static pressures, on larger systems.

All laboratory work areas with chemical, biological, or similar hazards must be provided with 100% exhausted air without recirculation. Air filtration units are not permitted.

Central HVAC Equipment

Soft copper refrigerant lines are prohibited.

Kitchens

Kitchens are not permitted.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES**HVAC Air Distribution**

Exhaust from lab spaces with potentially toxic exhaust, such as central sterilizers, cagewash equipment, and glasswash areas, shall have a separate exhaust system. Ductwork from these devices shall avoid long horizontal runs. Moisture eliminators shall be considered for use at hoods.

Where specific areas require special exhaust air treatment, such as HEPA filtration, separate dedicated exhaust systems shall be considered. The A/E shall review costs to determine if the cost of a separate system would be offset by the added costs of special filtration, and higher static pressures, on larger systems.

Central HVAC Equipment

Soft copper refrigerant lines are prohibited.

Kitchens

Kitchens are not permitted.

LEVEL C - RENOVATIONS**HVAC Air Distribution**

Exhaust from lab spaces with potentially toxic exhaust, such as central sterilizers, cagewash equipment, and glasswash areas, shall have a separate exhaust system. Ductwork from these devices shall avoid long horizontal runs. Moisture eliminators shall be considered for use at hoods.

Where specific areas require special exhaust air treatment, such as HEPA filtration, separate dedicated exhaust systems shall be considered. The A/E shall review costs to determine if the cost of a separate system would be offset by the added costs of special filtration, and higher static pressures, on larger systems.

Central HVAC Equipment

Soft copper refrigerant lines are prohibited.

Kitchens

Kitchens are not permitted.

LEVEL D - HOUSING**HVAC Air Distribution**

Exhaust from lab spaces with potentially toxic exhaust, such as central sterilizers, cagewash equipment, and glasswash areas, shall have a separate exhaust system. Ductwork from these devices shall avoid long horizontal runs. Moisture eliminators shall be considered for use at hoods.

Where specific areas require special exhaust air treatment, such as HEPA filtration, separate dedicated exhaust systems shall be considered. The A/E shall review costs to determine if the cost of a separate system would be offset by the added costs of special filtration, and higher static pressures, on larger systems.

Central HVAC Equipment

Soft copper refrigerant lines can be used in concealed chases only for residential-style-split-system A/C units.

Kitchens

Kitchens are permitted. All approved kitchen exhaust hoods must be vented to the exterior. Permanent access and maintenance clearance must be provided for all kitchen exhaust fans. Fans must be hinged on their bases. Lightning protection must not interfere with hinged components. Grease traps must be provided with rain-resistant covers. All cooking operations with heat and or grease-laden vapors must be provided with a wall-mounted exhaust system.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)**HVAC Air Distribution**

Exhaust from lab spaces with potentially toxic exhaust, such as central sterilizers, cagewash equipment, and glasswash areas, shall have a separate exhaust system. Ductwork from these devices shall avoid long horizontal runs. Moisture eliminators shall be considered for use at hoods.

Where specific areas require special exhaust air treatment, such as HEPA filtration, separate dedicated exhaust systems shall be considered. The A/E shall review costs to determine if the cost of a separate system would be offset by the added costs of special filtration, and higher static pressures, on larger systems.

Central HVAC Equipment

Soft copper refrigerant lines are prohibited.

Kitchens

Kitchens are permitted. All approved kitchen exhaust hoods must be vented to the exterior. Permanent access and maintenance clearance must be provided for all kitchen exhaust fans. Fans must be hinged on their bases. Lightning protection must not interfere with hinged components. Grease traps must be provided with rain-resistant covers. All cooking operations with heat and or grease-laden vapors must be provided with a wall-mounted exhaust system.

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Division 25 - Integrated Automation

This section contains:

Integrated Automation

**Commissioning of Integrated
Automation**

Integrated Automation

The latest Building Automation System Specification provided by the Department of Utilities and Energy Services may be accessed through a link here: <http://www.energy.ucf.edu/forms-and-procedures>

Commissioning of Integrated Automation

See Section D.1 Commissioning.

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Division 26 - Electrical

This section includes:

Introduction

Section I - General Standards

Location

Common Work Results for Electrical

Underground Ducts and Raceways for Electrical Systems

Location of Boxes

Electrical Identification

Engineering Power Studies

Engineering Power Study Requirements

Protective Device Coordination Study

(cont'd on Page D.26-2)

Introduction

This section includes electrical standards for wire & cable, raceways, electrical identification, monitoring, control and distribution, programming, transformers, panelboards, wiring devices, breakers and switches, lighting, and emergency power.

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Location

1. Dedicated rooms shall be provided for each of the following: electrical, telecommunications, mechanical, elevator, and custodial. Each room's access shall be located directly off a main corridor or common area, with no spaces in between.
2. Building occupant equipment and equipment support spaces shall be separate from all facilities building support areas.

Common Work Results for Electrical

1. Exposed electrical conduit (including, but not limited to electrical, telecommunications, and/or cable TV) on any exterior portion, or in any finished interior portion of a new or remodeled building, is prohibited.
2. New building raceways and raceways added to existing buildings shall be concealed, except in areas of mechanical rooms, vaults, etc. Except for mechanical rooms, the use of all surface mounted raceways and boxes shall require the use of wiremold materials, with colors matching the background as closely as possible, or painting.
3. Industrial applications with exposed structural framework shall be exempt from this requirement only if no uniformly

contiguous surfaces are available for concealment. Final authority in such exemptions remains with the UCF Project Manager.

4. All empty conduits must contain a polyolefin pull line-JET LINE #232 or approved equal, with engraved metal tag at each end indicating conduit designation.
5. **CN26-1: Metal conduit of a minimum of three-quarters of an inch (3/4") with compression fittings shall be used in the interiors of all buildings.** PVC conduit is prohibited.
6. For HVAC equipment installations inside chiller plants, galvanized rigid conduit shall be provided. Electrical Metallic Tubing (EMT) is prohibited in these applications.
7. Prior to saw cutting or core drilling, the area shall be certified clear of embedded electrical wiring.

Underground Ducts and Raceways for Electrical Systems

1. Underground primary wiring raceways shall have thirty inches (30") minimum cover. Underground secondary wiring raceways shall have minimum cover as required by the NEC. All underground ductbanks shall be designed, configured and installed to eliminate standing water, directing drainage to manholes, pullboxes, switchvaults, etc.

Underground primary wiring raceways shall have a thirty-six inch (36") minimum covering from the top of the conduit, with a six-inch (6") concrete cap, with three inches (3") of compacted fill.

A minimum of one spare conduit, equal to or larger than the largest specified size, shall be provided.

Conduit support saddles for steel-reinforced concrete raceways shall not be spaced over six feet (6') apart.

2. Flexible tubing is limited to six (6) foot maximum length. Flexible conduit shall be steel or aluminum, with a minimum diameter of 1/2", except where supplied by a

manufacturer with a lighting fixture or as part of a pre-manufactured wiring system.

Separate green grounding conductors shall be installed in ANY length of flexible conduit.

3. All conduit for low voltage must be at least 1 1/2" in diameter.
4. Cable trays shall be adequately sized for a minimum of 10% future additions. Cable trays shall be installed as high as possible, but beneath ductwork. Installed cable trays shall be accessible at all locations. Trays shall be installed with a cover only where physical protection of the installed cables is required, and where accessible.

Separators between different types of services shall be provided.

LOCATION OF BOXES

5. Back-to-back and through-the-wall boxes are prohibited. When boxes share the same partition, they shall be offset a minimum of twelve inches (12") for sound attenuation.
6. Access shall be provided to boxes without removing equipment or furnishings.
7. Boxes above/below suspended ceilings shall be "accessible" per NEC. They must be: accessible from below or aside, and the access opening may not be less than eighteen inches (18") from a duct or structural component (excluding the ceiling grid). Junction boxes located above ceiling shall be installed facing down and shall be accessible after installation.
8. Boxes must be recessed five inches (5") deeper into a wall (finished/furred out or not). Multiple extension rings shall not be installed on one box. Extension rings shall not limit access to the back of the box, except for a trim ring. Boxes shall be sized so extension rings are not needed.
9. All cover plates shall be high-abuse-resistant nylon or stainless steel.

10. For any location where the type and quantity of devices on a circuit are known to be a significant source of harmonics, neutrals for receptacles on circuits that feed offices shall not be shared by different circuits.
11. Surface-mounted raceway systems shall allow for maintenance without disassembly of the complete system. Raceway systems shall be fed from an accessible box, and mounted over a recessed box in the wall. Surface raceway feeding is also permissible, provided it occurs through approved devices, fittings or knockouts supplied as part of a complete, approved raceway system.
12. All boxes in refrigerated areas shall be sealed at points of entry to prevent thermal leaks and condensation.
13. Vending areas shall be supplied with dedicated electrical and data outlets at four foot (4') on center intervals along walls against which vending machines will be located. Locations and specific needs must be coordinated with Business Services. If a copier is being provided, data is required as well.
14. GFCI protection shall be provided for all electrical outlet connections within six feet (6') of wet sinks and other wet locations.
15. Office-type spaces and large storage rooms shall be provided with at least one duplex receptacle per usable wall. Lobbies and study areas shall be provided with power access spaced twelve feet (12') apart.
16. Corridors without room for seating must have receptacles installed at a maximum of every fifty feet (50'). Receptacles shall not be provided within stairwells.
17. Corridors with room for seating shall have receptacles installed at a minimum of every twelve feet (12') on center.
18. Outside utility receptacles are required at a minimum of one (1) per wall, located thirty inches (30") above finished grade.
19. Receptacle access shall be provided on roof landings

Division 26 Contents

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Arc Flash Protection Study

Study Report

Arc Flash Hazard Label

Commissioning of Electrical Systems

Electrical Transmission

Motors and Low Voltage Controllers

Variable Frequency Drives (VFD)

Facility Electrical Power Generating and Storing Equipment

Emergency Standby Power Generation

Uninterruptible Power Sources (UPS)

Facility Lightning Protection

Lighting

Interior Lighting

Guidelines for Large Volume Spaces

Control Devices - Daylighting Warranty

(cont'd on Page D.26-3)

Division 26 Contents

(cont'd from Page D.26-2)

Exterior Lighting

Enclosed Switches and Circuit Breakers

Molded-case Circuit Breakers

Section II - Level-specific Standards

accessible by fixed stairwells. Receptacles shall be provided at one hundred feet (100') on center intervals on the roof area.

20. All common faceplates, switches, and receptacles shall be office white in color and unbreakable rayon. Generator circuits shall be red in color and unbreakable rayon, with the circuit engraved in the faceplate.
21. Mechanical, electrical, and telecommunication rooms shall have two (2) dedicated quad receptacles located in proximity to the main entry door, with others located as directed. Electrical rooms require one (1) standard telephone jack located in proximity of the main entry door.
22. Floor service, electrical, telephone, or similar outlets shall be of a flush-mounted type with flush brass plates.
23. All lighting switches and wall outlets shall have a lifetime warranty.
24. All conductors and pull wires must be stranded copper, with the exception of lighting fixture internal wiring.
- 25. CN26-2: All conductors in cabinets must be carefully formed and harnessed so that each conductor drops off directly opposite to its terminal.**
26. Direct burial electrical wiring is prohibited.
27. Provide an insulated grounding conductor in all feeder and branch circuits.
28. Crimp-type connectors shall only be used on stranded wire.
29. Conductors for 120/208 volt shall be black/red/blue and white. Conductors for 277/480 volt shall be brown/orange/yellow/gray.

Electrical Identification

1. All switch plates, receptacle covers, and junction box covers shall be identified by panel number and circuit number. Switch plates and receptacle covers shall be marked on the reverse by indelible ink and junction box

covers marked on the front with indelible ink. All rayon plates shall be engraved.

2. A comprehensive identification system shall be provided for all conduits, panels, rooms, and equipment.
3. All emergency and exit lighting fixtures shall be identified and permanently labeled (not with a permanent marker pen) with an applied numbering system. The numbering system shall be provided by the Owner in a Design Workshop.
4. A detailed signage package that includes disconnecting methods shall be provided where portions of a building remain energized independently.

Engineering Power Studies

Prior to final approval of equipment shop drawings, various Engineering Power Studies shall be performed. These include: Protective Device Coordination Studies, Power System Studies, Fault Current Studies, and Arc Flash Protection Studies. All shall be performed by the distribution equipment manufacturer or an independent firm currently involved in high- and low-voltage power system evaluation. All studies shall be performed using approved software. An electronic copy of the final study shall be submitted in the format used to perform the study.

ENGINEER POWER STUDY REQUIREMENTS

1. Both new equipment and existing equipment being connected to the new power distribution system shall be included.
2. Data to support system studies shall be gathered and tabulated
3. Equipment designation tags shall be consistent with electrical distribution system diagrams, overcurrent protective device submittals, input and output data, and recommended device settings.

4. Impedance of utility service entrance shall be included.

PROTECTIVE DEVICE COORDINATION STUDY

5. A coordination study shall be performed to support the selection of instrument transformer ratios, protective relay characteristics and settings, fuse ratings, low-voltage circuit breaker ratings, characteristics, and settings.
6. Study the electrical distribution system from normal and alternate power sources throughout the electrical distribution system for the Project. Include studies of system-switching configurations and alternate operations that could result in maximum fault conditions.
7. Calculate momentary and interrupting duties on the basis of maximum available fault current.

FAULT CURRENT STUDY

8. A Fault Current Study shall include both new equipment and existing equipment being connected to the new power distribution system.
9. The maximum available short-circuit current shall be calculated in amperes RMS symmetrical at circuit-breaker positions of the electrical power distribution system. The calculation shall be for a current immediately after initiation and for a three-phase bolted short circuit at each of the electrical system components, including but not limited to the following:
 - Branch circuit panelboard
 - Disconnect switch
 - Distribution panelboard
 - Medium-voltage equipment
 - Switchgear and switchboard bus
 - Transfer switch
 - Variable frequency drive

ARC FLASH PROTECTION STUDY

10. The Arc Flash Hazard Analysis shall be performed in compliance with [IEEE Standard 1584, Guide for Performing Arc Flash Hazard Calculations](#). Using an approved computer software program, Arc Flash Incident Energy (AFIE) levels and flash protection boundary distances shall be calculated. Safe working distances shall be based upon the calculated arc flash boundary, considering an incident energy of 1.2 cal/cm². The study shall identify recommendations for reducing AFIE levels and enhancing worker safety. In addition, the study shall include the correct settings to avoid nuisance tripping for any arc flash reduction maintenance switch(es).
11. The study shall include both new equipment and existing equipment being connected to the new power distribution system. The study will be performed using an approved computer software program.
12. The arc flash hazard study shall include all significant locations in the electrical distribution system when work could be performed on energized parts. Locations shall include, but not be limited to, the following:
 - Controller equipment such as Variable Frequency Drives
 - Disconnect switches
 - Enclosed Circuit breakers
 - Feeders
 - Lighting and appliance panelboards
 - Motor control centers
 - Panelboards
 - Switchboards
 - Switchgear
 - Transfer Switches
13. The fault current calculations and clearing times of the

phase overcurrent devices shall be retrieved from the fault current and coordination study model. Ground overcurrent relays shall not be taken into consideration when determining the clearing time when performing incident energy calculations.

14. The fault current calculations and the corresponding incident energy calculations for multiple system scenarios shall be compared, and the greatest incident energy shall be uniquely reported for each equipment location. Calculations shall be performed to represent the maximum contributions of fault current magnitude for all normal and emergency operating conditions. Calculations shall take into consideration the parallel operation of synchronous generators with the electric utility, where applicable.
15. The incident energy calculations shall consider the accumulation of energy over time when performing arc flash calculations on buses with multiple sources. Iterative calculations shall take into account the changing current contributions, as the sources are interrupted or decremented with time. Fault contribution from motors and generators shall be decremented as follows:
16. Fault contribution from induction motors shall not be considered beyond 3-5 cycles.
17. Fault contribution from synchronous motors and generators shall be decayed to match the actual decrement of each as closely as possible (e.g., contributions from permanent magnet generators will typically decay from 10 per unit to 3 per unit after 10 cycles).
18. For each equipment location with a main overcurrent protective device, calculations for incident energy and flash protection boundary shall include both the line and bus side of the main device.
19. When performing incident energy calculations on the line side of a main device (as required above), the line side and bus side contributions shall be included in the fault calculation.
20. Arc flash calculations shall be based on actual overcurrent protective device clearing time. Maximum clearing time will be capped at two (2) seconds based on IEEE 1584.

STUDY REPORT

21. The study report shall include pertinent data, procedures, assumptions, results, and recommendation for arc flash hazard reduction.

Provide an arc flash hazard evaluation summary listing the following:

- Bus name
- Upstream protective device name, type, and settings
- Bus line-to-line voltage
- Bus bolted fault
- Protective device bolted fault current
- Arcing fault current
- Protective device trip/delay time
- Breaker opening time
- Solidly grounded column
- Equipment type
- Gap
- Arc flash boundary
- Working distance
- Incident energy
- Required protective fire-rated clothing type and class

ARC FLASH HAZARD LABEL

22. Provide a 3.5 in. x 5 in. thermal transfer-type label of high adhesion polyester for each equipment location analyzed.

All labels shall be based on recommended overcurrent device settings and shall be provided after the results of the study have been approved.

Each label shall include the following information, at a minimum:

- Equipment designation
- Nominal voltage
- Flash hazard protection boundary
- Hazard risk category
- Incident energy
- Limited approach boundary
- Restricted boundary
- Prohibited boundary
- Date of issue

The Contractor shall field install arc flash hazard labels.

Commissioning of Electrical Systems

See Section D.1 Commissioning.

Electrical Transmission

This section contains the requirements for equipment and installation relating to the distribution and control of electric power 600 volts and below, including switchgear, switchboards, panel boards, bus ducts, transformers, and motor controls.

1. Danger/Warning labels shall be affixed to each piece of the following electrical equipment, as indicated in NFPA 70 Art.110.16 and NFPA 70E: switchboards, panel boards, industrial control panels, meter socket enclosures, motor control centers, are fused and non-fused disconnects that are likely to require examination, adjustment, servicing, or maintenance while energized.
2. **CN26-3: Dedicated rooms shall be provided for electrical. Each room's access must be located directly off a main corridor or common area.** Electrical distribution rooms shall be stacked and each floor provided with a dedicated

room for service.

3. The main disconnect emergency shunt buttons shall be provided on the exterior of the building where the service disconnect is not directly accessible from the outside. The main electrical room shall be on the ground floor near the utility transformer on an exterior wall.
4. Three pole breakers shall be used only for machinery-type equipment.
5. All individual circuits shall have a means of single disconnect (one (1) breaker), and each individual circuit must have its own neutral. This also applies to powered open office furniture systems.
6. The electrical system shall be 277/480V, 3 phase, 4 wire, with a 120/208 V, 3 phase, 4 wire sub-feeder. **CN26-4: All mains and feeders shall be protected by bolt-on circuit breakers. A neutral wire is required for all circuits.**
7. All service power shall be 480/277V into the building main. Power shall be distributed as follows: Lighting shall be 277V, and user power shall be 120/208V.
8. All electrical service to roofs shall be through the HVAC curbs or through the exterior walls. Roof penetrations are prohibited.
9. Conduits into the buildings for fire alarm monitoring and HVAC control and monitoring shall be provided. Two (2) two-inch empty spare conduits below grade for each major exterior wall with a pull string shall be provided and capped for future use.
10. The location of electrical transformers shall be thoughtful and not diminish the overall aesthetic appearance of the building. Locating the transformers at the main entrance or along the primary building facade is prohibited.
11. All electrical panels shall have easy access. All panels shall have exterior identification and arc flash calculation signage, and all breakers must be numbered and identified as to room number served by a plastic covered index. Circuit breaker panels shall be lockable, specification-

grade, with full-size copper busses braced for maximum available fault current and have bolt-on breakers, ground bar, and isolated ground bar.

12. CN26-5: The entire front trim of panelboards must be hinged to the box and with a standard door within the hinged trim cover. Trims must cover all live parts and must have no exposed hardware.

13. All dry type transformers must have 220 degree Celsius insulation or better and must have guaranteed sound levels of: 0-9 KVA - 40 Db; 10-50 KVA - 45 Db; 51-150 KVA - 50 Db; 151-300 KVA - 55 Db; 301-500 KVA - 60 Db.
14. Where research operations require local or emergency disconnect, easy access shall be provided within or adjacent to the research space and separate from the building electrical panels and electrical rooms.
15. An additional watt per hour meter shall be provided for each building from the construction budget. The meter and base shall be ordered by Utilities and Energy Services and delivered to the Contractor and will be installed by the electrical subcontractor.
16. Any E&G spaces occupied by non-E&G entities shall have a separate panel for all equipment service in their space. For accurate metering there will be no shared panels with E&G.
17. Sprinkler system piping shall not be used for electrical grounding.
18. Each building electrical main shall be provided with a grounding system that is 5 ohms or less. A written record of the test results shall be prepared and signed by the Contractor and UCF Project Manager and submitted to the Architect and Engineer.
19. All Main Distribution Panels and main subpanels shall have Transient Voltage Surge Suppression (TVSS).
 - Category C3 for Service Entrance, 150,000A minimum total surge current/phase.

- Category B3 for Distribution Equipment and panel boards.

20. The connected electrical load in any building shall be corrected to 95 percent power factor or above, using automatically controlled capacitors where required.

Motors and Low Voltage Controllers

1. Motors shall conform to applicable portions of NEMA Standard MG-1, Motors and Generators.

Reduced voltage starters shall be provided for all motors that are 15 horsepower and larger.

High-efficiency and high-power factor motors shall be used in all cases. Variable frequency drives with full manual bypass, HMI module, and BACNet communications module shall be used for all motors over 10 horsepower.

Motors shall be sized for the application such that when the driven equipment is operated at rated capacity, the motor current will not exceed the full-load current on the nameplate. Service factors shall not to be used in normal operation.

2. Motors shall be open, drip-proof or totally enclosed, fan-cooled, as shown on the drawings.

Motors shall have cast iron frames with cast mounting feet.

Motors shall be three-phase, 60 hertz, 1800 rpm, rated at 200 volts for 208-volt systems, 230 volts for 240-volt systems and 460 volts for 480-volt systems. 230/208-volt motors are prohibited on 208-volt systems.

Motors shall be NEMA Design B and shall have a 1.15 service factor at 60 Hz.

3. In fixed-speed applications, motors shall have Class B insulation with 80 Deg. C rise over 40 Deg. C ambient. For variable frequency drive (VFD) applications, motors shall have Class B insulation with 80 Deg.C rise over 40 Deg. C ambient. The motor manufacturer shall be notified if a motor is being purchased for a VFD application, and the

motor nameplate shall be marked, "Suitable for Variable Frequency Drive."

4. For horizontal, foot-mounted, NEMA frame motors, the motor efficiencies shall be based on IEEE-112, 1984, Test Method B, as specified in NEMA Standard MG1-12.53.
5. Specialty motors such as C-Face, multi-speed, and vertical pump motors shall meet the above efficiency requirements where possible. If motors meeting these efficiencies are not available, "Premium Efficiency" motors shall be provided.
Motors twenty-five horsepower and larger that are to be installed outdoors or in other high humidity areas shall be equipped with silicone rubber space heaters. Space heaters shall be energized when the motor is de-energized. All motors that are fifteen horsepower and larger shall have reduced voltage starters.
6. Overload protection shall be provided for each motor. This protection may be an integral part of the motor or may be part of the motor controller and shall interrupt each ungrounded conductor. Three-phase motor protection shall ensure that all three phases are interrupted with the loss of any one phase. Solid-state overloads shall be provided for poly-phase motors. The Contractor will set overloads at start-up.
7. The Contractor shall verify actual size and location prior to installing and connecting wiring.
8. The Contractor shall verify and make any necessary adjustments to service, branch circuit wiring, branch circuit protection, overload protection, disconnect, and controller (starter), based on the motor nameplate data.
9. The Contractor shall provide required copies of the nameplate data sheet for each motor.
10. Nameplate data sheets shall be typed or neatly printed and must include all data on the motor nameplate, plus a unique motor description such as, "AHU-3 Fan Motor", "Distribution Pump #1", or similar description.
11. The Contractor shall field verify system voltage prior to

ordering or installing any motors.

12. Contractor shall submit manufacturers' standard product data sheets for each model of electric motor, variable frequency drive (VFD), and low voltage controller, to the Director of Facilities Operations for approval.

VARIABLE FREQUENCY DRIVES (VFD)

1. Integral factory bypass is required. It may be determined in some installations that bypass is not needed.
2. VFDs must provide a minimum of 6 user-programmable digital inputs.
3. Hardwired feedback control signals must be provided.
4. VFDs must be designed to limit the output current to the motor and assure that it will never exceed the Drive's input current.
5. Appropriate signal filters when load side wiring exceeds maximum recommended length must be provided.
6. Disconnect switches mounted on the load side of the VFD between the drive and the motor are not permitted.
7. VFDs must be installed in a conditioned space, and the VFD must be UL Plenum rated.
8. A BACnet network card must be integrated into the VFD.
9. Purchased VFD must come with a minimum of 2-year warranty with onsite vendor-provided startup assistance provided.

Facility Electrical Power Generating and Storing Equipment

EMERGENCY STANDBY POWER GENERATION

1. The electrical capacity shall be sufficient to operate life safety equipment and at least one elevator.
2. Generators shall be sized at 200 kW or less. Projects that require stationary generators greater than 200 kW are subject to air permitting.
3. Departments requesting generators greater than 200

kW and loads supporting non-life safety systems shall be advised that all costs associated with these systems, such as permitting, emissions testing, additional maintenance, re-certification, etc., are the responsibility of the department.

4. An air construction permit issued by the Orange County Environmental Protection Department (OCEPD) is required prior to ordering generator equipment greater than 200 kW. Generator information (size, fuel type, location, and manufacturer cut sheets) must be provided to EH&S at least six (6) months prior to the anticipated order date. **CN26-6: The generator cannot be ordered until an air construction permit is obtained from OCEPD by EH&S.**
5. The OCEPD may assess fines if a generator is ordered prior to receipt of an air construction permit. Department project funding will cover the fines. After installation and emissions testing of the permitted generator, a final air operation permit must be obtained from OCEPD by EH&S for the installation to officially be considered complete.
6. The generator shall have a kW rating as per design drawings of 277/480V, 3-phase, 4-wire, and 0.8 power factor. The engine must be 4-cycle, water-cooled with a standard mounted radiator, fan, water pump, and fueled with diesel or natural gas.
7. An automatic starting diesel-fueled generator to pick up the building emergency panel through an automatic transfer switch shall be provided. The generator shall have an hour-meter and an automatic “exerciser” in its control system.
8. Automatic transfer switches shall have the capability to detect a phase rotation fault in the connected power source and transfer to the alternate power source.
9. The generator control panel shall contain a main circuit breaker, frequency meter, running time meter, voltage-adjusting rheostat, AC voltmeter with phase selector switch, and AC ammeter with phase selector switch.
10. The control panel shall also include a network card compatible with the Building Automation System.
11. All generators shall be equipped with a remote annunciator located next to the fire alarm control panel, in a common area of the building adjacent to a Fire Department-accessible exit.
12. The automatic transfer switch shall be mechanically held Voltage sensing relays, one-second time delay, test switch, engine starting contacts, adjustable time delay on re-transfer, five minute unloaded running time-delay after re-transfer, spare auxiliary contacts, exercising timer, and time delay for transfer to emergency shall be provided.
13. The fuel tank shall be registered with the FDEP through EH&S. The Department shall submit a storage tank registration form as soon as it has information on the equipment.
14. Departments are responsible for the registration fee if the tank is over 550 gallons. Engines with a fuel tank capacity greater than 550 gallons shall be on an approved FDEP equipment list and inspected by the County at the time of installation and fueling. Installation inspections shall be scheduled with the County twenty-one (21) business days prior to anticipated installation.
15. All diesel fuel tanks shall be skid-mounted, double-walled with self-containment capability, interstitially-monitored, with fuel capacity for 24 hours of run time at 100% load. When the tank capacity exceeds 549 gallons, the registration shall be coordinated with the Owner prior to filling.
16. The enclosure shall be weather-resistant and architectural bronze in color. The enclosure shall be sound attenuated. The published combined engine and exhaust source sound level shall be reduced by 25 dBA at a distance of 23 feet in any direction from the enclosure, measured in a free field environment.
17. Acceptable, non-proprietary manufacturers are: Katolite, Kohler, and Onan. Packaged generator sets and auxiliary

components are to be obtained through one source from a single manufacturer: electrically operated, rated for continuous duty, and double throw. Main contacts shall be silver alloy wiping action type.

18. A five (5)-year warranty on parts and two (2)-year warranty on labor shall be provided.

19. CN26-7: The State Fire Marshal or his designated representative shall be present to witness the on-site acceptance and load-bank testing. The generator shall be tested under load, in conjunction with any UPS system installed in the building.

20. For the period of one (1) year from the date the building is finally accepted, the installing Contractor shall be responsible for all NFPA 110 quarterly required inspections, maintenance, and testing of the emergency generator. Coordination and scheduling of the system inspections and tests shall be done through the Owner. Records of such activities must be maintained for the duration of the first year, at which time copies must be turned over to the Owner.

UNINTERRUPTIBLE POWER SOURCES (UPS)

21. Capacity shall be 30% above design load, with the ability to carry this capacity for a minimum of 3 hours.

22. Batteries shall be sealed-cell type.

23. A by-pass shall be installed, external to the unit, so that the entire unit can be isolated for maintenance or repair. All switching shall be done without detectable distortion of output waveform.

24. The unit shall have a means of internal diagnostic checking and externally-provided, web-enabled diagnostics.

25. UPS shall provide positive means to prevent connection of inverter output with line (i.e., to prevent back-feeding) and the ability to provide diagnostics externally.

Facility Lightning Protection

1. A complete lightning protection system with a UL Master Label shall be provided.
2. All wiring shall be compatible with the proposed or existing roofing type.
3. Wiring below grade shall be installed at a depth of eighteen (18) inches or deeper.
4. Air terminals shall be ten inches high (10”), ½-inch in diameter with rounded points.
5. Connections shall be exothermic weld.
6. Ground rods shall be twenty feet (20’) sectional copper-clad steel rods, ¾-inch in diameter.
7. The installation shall include theft preventative coverings for all accessible exposed conductors.

Lighting

This section contains the requirements for equipment and installation related to interior, exterior, and special lighting applications. Lighting equipment and layout must be coordinated with other building design features. The finish and color of surrounding surfaces and equipment must be selected for reduced glare, increased reflectivity, and acceptable brightness balance. The UCF Project Manager and Director of Facilities Operations shall approve all lighting.

1. All lighting controls shall be tied into the campus energy control system.
2. Maintenance equipment for fixtures higher than 10 feet shall be included in the furnishings and equipment project budget and turned over at final completion to the University.

INTERIOR LIGHTING

3. Interior cove lights located adjacent to walls that are

intended to wash walls with light are prohibited.

4. Light fixtures in stairways shall be mounted above the landings and on the walls adjacent to the steps. All fixtures shall be wired for emergency lighting.
5. Occupancy sensing technology shall be installed in all classrooms, offices, and hallways. In addition, **CN26-8: automated light harvesting technology shall be installed in all spaces which receive natural lighting.**

Control of interior lighting in classrooms, offices, utility closets, restrooms, and corridors shall be distributed, occupancy-based control. Multi-level switching shall be provided in classrooms and offices to allow at least two lighting levels. Classrooms and meeting rooms may have more than two lighting levels, depending on A/V needs. Occupancy-based control shall be dual technology, at a minimum.

Fixtures designated for security purposes shall be controlled by photocell on-off-bypass operation. All other exterior lighting shall be controlled by photocell.

Where dimming is required in rooms that require switching, systems shall be controlled with Crestron ® control switches. These units shall be used with the Crestron ® control systems that are installed in multimedia classrooms and conference rooms.

Centralized lighting controls shall utilize BACnet protocol for communications.

6. **CN26-9: Emergency lighting and illuminated exit signage shall be on centralized circuits to facilitate monthly testing. All exit signage fixtures shall be LED-type. Radioactive source signage is prohibited.** Emergency lighting shall be provided at all emergency system control panels, main electrical and mechanical spaces, public restroom areas, classrooms, and conference rooms.

Emergency lights that remain on as “night lights” shall be placed to avoid interference with projection screens, or must be installed with an automatic relay. The relay shall

permit darkening of the room when visual aids are being used and still initiate automatic lighting activation during emergency conditions. Where there is a stepped or tiered seating arrangement, minimal lighting levels shall be maintained at floor level without dimming.

Emergency lighting in stairwells and areas with hazardous materials shall be arranged to have minimal lighting at all times.

GUIDELINES FOR LARGE VOLUME SPACES

7. Indirect lighting minimizes glare on computer screens and creates a soft and inviting environment for concentration on work. Shadows tend to be softer and less pronounced. It is possible to use fewer fixtures with indirect or indirect/direct lighting than with direct lighting alone.

Typically fixtures are used in areas designed to appeal to sophisticated and discerning people such as in student computer labs, high-ceiling classrooms, architectural featured corridors, large cubical areas, executive conference rooms, and individual offices.

Typically fixtures are suspended from 10 to 14+ foot ceilings with rods or cables. Features include decorative and geometric forms, with a larger percentage of upward light and lesser portion of direct lighting downward.

Because of the variety of materials and construction designs for this type of fixture configuration of these fixtures shall be selected by the Architect before 50% Review meeting and submitted with cut sheets for approval by UCF Project Manager & Utilities and Energy Services (UES).

8. For ideal optics, consider a smaller down-light direct component of 35% or less to control reflective glare on computer screens. Fixtures may be mounted end-to-end.
9. Percentages of uplight and downlight and the optic materials configuration selected by A/E shall be pre-approved at the 50% Design by the UCF Project Manager & UES. Minimum 22-gauge, cold-rolled steel or extruded

aluminum assembly color powder painted after fabrication will be used. Polymer forms with mixed in color are also acceptable.

Light reflective surfaces finished in high gloss or polished material, with 90+% reflectivity.

CONTROL DEVICES - DAYLIGHTING

10. Automatic daylighting control devices used to control lights in daylit zones shall be capable of reducing the light output of the general lighting in the controlled area by at least one half, in response to the availability of daylight, while maintaining relatively uniform illumination throughout the area
11. Areas with clerestory or window walls must have daylighting controls.
12. Approved manufacturers include Hubbell, Leviton, and SensorSwitch.

WARRANTY

13. Fixture: one year against mechanical defects in manufacturing.
14. LED Fixtures: 80% rated light output, 10 Years
15. LEDs and Driver: 5 years, 100% parts

EXTERIOR LIGHTING

16. Lighting is categorized as follows: streets, parking lots, walkways, athletic areas, common areas around buildings, and building accents.
17. Site lighting and parking lot lighting shall be included in the building design. Parking, building accent, and pedestrian lighting shall be controlled by twist-lock type photo cell. The location shall be determined by Utilities and Energy Services. Pedestrian lighting shall utilize 10-foot, traffic lighting shall utilize 20-foot, and parking lots shall utilize 30-foot poles.
18. New and/or replacement fixtures shall conform to current

standards. All exterior lighting must be 480V, three-phase load, balanced, with the exception of building accent lighting, which must be 277V, with a neutral.

19. When exterior lighting systems are designed as part of a building project or facility, power to that system shall come from the respective building's load center. All exterior fixtures shall be twist-lock, photocell, relay-operated. Multiple lighting fixtures shall be on a contactor that controls all lights within a specific area.
20. "PEMCO" type fixtures and associated poles shall be installed in all areas within the Gemini Boulevard perimeter. "STERNER" shoe-box-type fixtures and poles shall be installed in areas outside the perimeter. Ten (10)-foot pole lights shall be provided in pedestrian areas only.
21. All light poles shall be brushed aluminum, with a concrete base, pedestal mount. Outdoor lighting shall be HID or LED, with a hinged base pole. Each unit shall be fused and grounded.
22. Light pole bases shall be a minimum of four feet from the back of curb, a minimum of six inches above and a maximum of twelve inches above landscape finish grade, and twenty-four inches above paved finish grade.
23. Exterior luminaries shall be IP66-rated.
24. Exterior lighting shall have a color temperature of 4000K.

Enclosed Switches and Circuit Breakers

MOLDED-CASE CIRCUIT BREAKERS

1. The service entrance main breaker shall have a serviceable charging motor installed.
2. General requirements: include UL 489, NEMA AB 1, and NEMA AB 3, with interrupting capacity to comply with available fault currents indicated on the drawings.
3. Include inverse, time-current elements for low-level overloads and instantaneous magnetic trip elements for short

circuits in each pole. Include adjustable, magnetic trip setting for circuit-breaker frame sizes 150 A and larger, adjustable from the front.

4. Construct with over-center, trip-free, toggle-type operating mechanisms with quick-make, quick-break action and positive handle trip indication. Construct breakers for mounting and operating in any physical position. Provide breaker lugs AL/CU rated. Lugs shall be adequate to accept wire sizes indicated on the drawings.
5. Include magnetic trip element, with front-mounted, field-adjustable trip setting.
6. Electronic trip circuit breakers shall include field-replaceable rating plug, rms sensing, with the following field-adjustable settings:
 - Instantaneous trip
 - Long- and short-time pick-up levels
 - Long- and short-time time adjustments
7. Single- and two-pole configurations with Class A ground-fault protection (6-mA or more trip and hold below 4mA of ground fault current). One way circuit length shall not exceed 250 feet.
8. With Class B ground-fault protection (30-mA trip), provide as noted on plans and/or panel schedules and for all circuits supplying power to heat trace.
9. Where required to achieve system coordination with upstream and downstream overcurrent devices, provide solid-state circuit breakers. All electronics shall be self-contained and require no external relaying, power supply, or accessories. Printed circuit cards shall be treated to resist moisture absorption, fungus growth, and signal leakage.
10. All electronics shall be housed in an enclosure that provides protection against arcs, magnetic interference, dust, and other contaminants. Solid-state sensing shall measure true RMS current with error less than one percent on systems with distortions through the

13th harmonic. Peak or average actuating devices are prohibited. Current sensors shall be toroidal construction, encased in a plastic housing, filled with epoxy to protect against damage and moisture, and shall be integrally mounted on the breaker. Where indicated on the drawings, circuit breaker frames shall be rated for 100% continuous duty.

11. Circuit breakers shall have tripping features as described below:

- Long-time current pick-up
- Adjustable, long-time delay
- Short-time current pick-up
- Adjustable, short-time delay
- Short-time I square times t switch
- Instantaneous current pick-up
- Ground fault current pick-up, adjustable from 20 percent to 60 percent of sensor rating, but in no case greater than 1200 amperes. Sensing of ground fault current at the main bonding jumper or ground strap is prohibited. Provide ground fault only where indicated on the drawings.
- Overload and short circuit and ground fault trip indicators shall be provided.

Interrupting ratings shall be as indicated on drawings. Circuit breakers shall be fully rated for available fault current. Series rating is prohibited.

Features and Accessories:

- Standard frame sizes, trip ratings, and number of poles
- Lugs: Mechanical type, suitable for number, size, trip ratings, and conductor material
- Application Listing: Appropriate for application; Type SWD for switching fluorescent lighting

loads; Type HID for feeding fluorescent and high-intensity discharge lighting circuits

- Provide the following where noted on the drawings or schedules:
- Ground-Fault Protection: Comply with UL 1053; integrally mounted, self-powered for solid state-type trip units and remote-mounted and powered for magnetic-type trip units with mechanical ground-fault indicator; relay with adjustable pick-up and time-delay settings, push-to-test feature, internal memory, and shunt trip unit; and three-phase, zero-sequence current transformer/sensor.
- Shunt Trip: Trip coil energized from separate circuit, with coil-clearing contact.
- Switchgear and switchboard bus
- Medium-voltage equipment
- Motor-control center
- Distribution panelboard
- Branch circuit panelboard
- Variable frequency drive
- Disconnect switch
- Transfer switch

12. Study the electrical distribution system from normal and alternate power sources throughout the electrical distribution system for the project. Include studies of system-switching configurations and alternate operations that could result in maximum fault conditions.

13. Calculate momentary and interrupting duties on the basis of maximum available fault current.

References:

IEEE 1584 Guide for Performing Arc Flash Hazard Calculations

<https://standards.ieee.org/findstds/standard/1584-2002.html>

NFPA 70: National Electrical Code 2014 <http://www.nfpa.org/>

NFPA 110 Standard for Emergency and Standby Power Systems

<http://www.nfpa.org/>

NEMA Standard MG-1 -2011 Motors and Generators Standard

<http://www.nema.org>

Storage tank registration form

<http://ehs.ucf.edu/buildingcode/Form%200023-03%20-%20Tank%20Registration%20sheet.xls>

Section II - Level-specific Standards**LEVEL A - LABORATORIES****Lighting**

1. The basis for lighting design for replacement of 2 x 4 fixtures is the CREE CR 24 Architectural LED High Efficiency Troffer.
2. The basis for design of LED fixtures for conference rooms is the Lithonia Lighting 2RT5 LED Volumetric Recessed or similar.
3. REQUIREMENTS FOR LED LIGHTING
 - Input Power: 56 watts
 - Corelated Color Temperature: 3500, 4100k
 - Input Voltage: 120-277 VAC
 - Mounting: Recessed, Linear
 - LED modules shall be replaceable and LED power supply boards shall have quick disconnects for easy removal.
 - Color Rendering Index: 85 CRI or better.
 - Color temperature: 3500K to 4000K.
 - LED unit shall provide plug-in style LED arrays and LED power supply boards for easy removal.
 - Recessed LED downlights shall be accessible from below the ceiling.
 - Lifetime: 50,000 hours at 70% lumen maintenance.
 - LM 79 and LM 80 compliant.
 - Passive heat sink integration.
 - Warranty: Minimum 5-year
4. Shall be compliant with LEED NC SSc8 Light Pollution Reduction Requirements.

5. Fixture shall have optical systems for either Type II, III, IV, and V and must produce no light above nadir.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES**Lighting**

1. Classroom and hallway lighting shall be lay-in fixtures or indirect pendant-type fixtures.
2. The basis for lighting design for replacement of 2 x 4 fixtures is the CREE CR 24 Architectural LED High Efficiency Troffer.
3. The basis for design of LED fixtures for conference rooms is the Lithonia Lighting 2RT5 LED Volumetric Recessed or similar.
4. REQUIREMENTS FOR LED LIGHTING
 - Input Power: 56 watts
 - Corelated Color Temperature: 3500, 4100k
 - Input Voltage: 120-277 VAC
 - Warranty: Minimum 5-year
 - Mounting: Recessed, Linear
 - LED light source shall provide uniform stable color with a shift of no more than +/- 100K over life of the LEDs.
 - Color Rendering Index: 85 CRI or better.
 - Color temperature: 3500K to 4000K.
 - LED unit shall provide plug-in style LED arrays and LED power supply boards for easy removal.

- Recessed LED downlights shall be accessible from below the ceiling.
- Lifetime: 50,000 hours at 70% lumen maintenance.
- LM 79 and LM 80 compliant.
- Passive heat sink integration.
- Warranty: Minimum 5-year

5. CONTROL DEVICES - OFFICES

- Each area enclosed by ceiling-height partitions shall have an independent switch in the space and an automatically controlled Occupancy Sensor control device.
- Bi-level lighting configuration is mandatory.
- Preferred Devices Infrared (IR) and dual technology Micro phonic by SensorSwitch
- Preferred Devices Infrared (IR) and Ultrasonic are Hubbell and Cooper GreenGate

6. All classroom lighting shall be designed so as not to interfere with the A/V Systems in the room (i.e., light spill onto projection screens or monitors). Other illumination systems may be required, in addition to the general room lighting (for instance to provide additional lighting at the teaching console). All lighting shall be coordinated with the Office of Instructional Resources (OIR).

- Minimum 5 year warranty.

LEVEL C - RENOVATIONS

Lighting

1. The basis for lighting design for replacement of 2 x 4 fixtures is the CREE CR 24 Architectural LED High Efficiency Troffer.

2. The basis for design of LED fixtures for conference rooms is the Lithonia Lighting 2RT5 LED Volumetric Recessed or similar.

3. REQUIREMENTS FOR LED LIGHTING

- Input Power: 56 watts
- Corelated Color Temperature: 3500, 4100k
- Input Voltage: 120-277 VAC
- Warranty: Minimum 5-year
- Mounting: Recessed, Linear
- LED light source shall provide uniform stable color with a shift of no more than +/- 100K over life of the LEDs.
- Color Rendering Index: 85 CRI or better.
- Color temperature: 3500K to 4000K.
- LED unit shall provide plug-in style LED arrays and LED power supply boards for easy removal.
- Recessed LED downlights shall be accessible from below the ceiling.
- Lifetime: 50,000 hours at 70% lumen maintenance.
- LM 79 and LM 80 compliant.
- Passive heat sink integration.
- Warranty: Minimum 5-year

4. Facility's shunt trips and generator transfer will be tested for all major renovations and building additions.

LEVEL D - HOUSING**Lighting**

1. The basis for lighting design for replacement of 2 x 4 fixtures is the CREE CR 24 Architectural LED High Efficiency Troffer.
2. The basis for design of LED fixtures for conference rooms is the Lithonia Lighting 2RT5 LED Volumetric Recessed or similar.
3. REQUIREMENTS FOR LED LIGHTING
 - Input Power: 56 watts
 - Correlated Color Temperature: 3500, 4100k
 - Input Voltage: 120-277 VAC
 - Warranty: Minimum 5-year
 - Mounting: Recessed, Linear
 - LED light source shall provide uniform stable color with a shift of no more than +/- 100K over life of the LEDs.
 - Color Rendering Index: 85 CRI or better.
 - Color temperature: 3500K to 4000K.
 - LED unit shall provide plug-in style LED arrays and LED power supply boards for easy removal.
 - Recessed LED downlights shall be accessible from below the ceiling.
 - Lifetime: 50,000 hours at 70% lumen maintenance.
 - LM 79 and LM 80 compliant.
 - Passive heat sink integration.
 - Warranty: Minimum 5-year

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)**Engineering Power Studies**

Arc flash hazard analysis must be performed.

Lighting

1. A separate electric meter must be installed to service tenant retail spaces within a building.
2. Tenant space lighting controls do not need to be tied into the building automation system.
3. Use of Flexible Conduit is allowed .
4. A seperate meter must be installed.

BALLAST AND BALLAST FACTOR (BF)

5. Program-start electronic ballasts (PRS), Class P, thermally protected, sound rated A.
6. Bi-level lighting configuration is mandatory in individual offices and auditoriums.
7. Parallel Lamp operation only.
8. T-8 applications BF of 0.88 to 0.90 preferred; 1.13 is maximum
9. T-5 F54T5HO lamping BF of 1.00 ballast factor is acceptable
10. Instant Start (IS) electronic ballasts allowed for 24/7 lamp operation only
11. Examples of Approved Manufactures include: General Electric, Phillips/Advance or Sylvania
12. Step Dimming allows light level to be switched in several steps for compliance or comfort
13. Analog full range dimming (100% > 5% for T5 & T8) – only if requested by owner for auditoriums and other special applications.

14. Ballast Disconnect shall be OEM or field installed.

LAMPS

15. Preferred sizes are four- and two-foot Linier Fluorescents.

16. All lamps shall be 28 or 25 watt, Extra-Long Life (36,000+ Hrs), with enhanced phosphors and 85+ CRI by GE, Phillips, or Sylvania.

17. Color Temperature is 4100k preferred, and 3500k with Owner's request only

18. TCLP waste stream compliant

19. T5 at 28 watts each or T5HO @ 47 or 49 watts each, new construction and remodeling

20. T-8 shall be 28 or 25 watts each for new construction and remodeling

21. LED is an acceptable light source

22. Unacceptable T8 HO, T-8 - U bend tubes

23. Unacceptable LED's and Driver in a tube as a Linier Fluorescent replacement

24. WARRANTY: Fluorescent Lamp 36 months and ballast 60 months by fixture vendor.

25. The basis for lighting design for replacement of 2 x 4 fixtures is the CREE CR 24 Architectural LED High Efficiency Troffer.

26. The basis for design of LED fixtures for conference rooms is the Lithonia Lighting 2RT5 LED Volumetric Recessed or similar.

27. REQUIREMENTS FOR LED LIGHTING

- Input Power: 56 watts
- Corelated Color Temperature: 3500, 4100k
- Input Voltage: 120-277 VAC
- Warranty: Minimum 5-year
- Mounting: Recessed, Linear

- LED light source shall provide uniform stable color with a shift of no more than +/- 100K over life of the LEDs.
- Color Rendering Index: 85 CRI or better.
- Color temperature: 3500K to 4000K.
- LED unit shall provide plug-in style LED arrays and LED power supply boards for easy removal.
- Recessed LED downlights shall be accessible from below the ceiling.
- Lifetime: 50,000 hours at 70% lumen maintenance.
- LM 79 and LM 80 compliant.
- Passive heat sink integration.
- Warranty: Minimum 5-year

27

Division 27 - Communications

Telecommunications Design Standards

Contractors should take note that NO PAINTING OR OTHER SUBSTANCES are allowed on CS&T data cabling (typically yellow). CS&T is the exclusive installer of data cabling, and PAINTING OR OTHER SUBSTANCES on their cabling voids the cabling warranty. ANY CABLING WITH PAINTING OR OTHER SUBSTANCES caused by the contractor or his subcontractors will be REPLACED BY CS&T AT THE CONTRACTOR'S EXPENSE. The contractor is responsible for the proper protection of existing and new CS&T cabling.

All low voltage cabling not installed by CS&T must be installed in a professional manner, using j-hooks or other devices for cable routing and cable management. Low voltage cabling by the contractor cannot share CS&T cable trays and raceways.

The UCF Telecommunications Standards shall be used to design projects. They are available at: <http://www.cst.ucf.edu/>

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28

Division 28 - Electronic Safety & Security

This section includes:

Section I - General Standards

Electronic Safety and Security

Fire Detection and Alarm

Design

Installer Qualifications

Materials and Installation

Approval, Documentation, Testing, and Warranty

Mass Notification Systems

Section II - Level-specific Standards

Section I - General Standards

These standards apply to all projects. Additional standards for individual project levels are listed in SECTION II - LEVEL SPECIFIC STANDARDS.

Electronic Safety and Security

Electronic Safety and Security Items are incorporated within the Telecommunications Design Standards developed by the UCF Office of Computer Sciences and Telecommunications.

Fire Detection and Alarm

1. Refer to the "Fire Alarm Detection Systems" document on the FP&C website for additional system design and construction requirements.
2. **CN28-1: Installation of any system in no way implies continued maintenance service contracts with the installing Contractor. The installed system shall have replacement parts that are readily obtainable and can be serviced by a third-party, licensed vendor who is Owner-selected by a separate bid process. Such service shall not have an effect on warranties.**
3. Any materials not specifically mentioned, but required for proper performance and operation, must be furnished and installed. Coordination with infrastructure items such as telecommunications shall be planned for and itemized as needed.

DESIGN

1. The comprehensive system shall be all new from a single manufacturer with a current Nationally Recognized Testing Laboratory Listing (NRTL), to include all components for fire protective signaling. Alarm panels shall be listed at a minimum to the most recent UL 864 edition standards.
2. **CN28-2: The system shall be a recent model for which replacement parts and local service are guaranteed to**

be readily available for a minimum of ten (10) years from the date of installation.

3. Systems shall be designed and installed as one unified system per building. Each building shall operate independently. Where part of an existing building is being renovated or expanded, the existing fire alarm system shall be upgraded to accommodate the new addition, in a unified, single system method with full annunciation (including microphone speaker) and controls throughout. If the old panel is expanded beyond its capability or listed connecting parts are no longer available, the entire system shall be replaced by one of the approved manufacturers listed above. **CN28-3: If more than 50% of an existing fire alarm system is affected or it is more than ten years old, it shall be upgraded to the current standard.**
4. **CN28-4: Each fire alarm system on the main campus shall be connected to the UCF Campus Receiving Station for fire alarm monitoring at the Police Building.** Building monitoring methods for sites not on the main campus will be determined by the Owner on an individual basis. Main campus monitoring methods shall be NRTL-listed for NFPA 72 Proprietary Supervising Service. Currently, this is an Ethernet connection to a Digitize model 3505 receiver. The installing Contractor shall include use of the UCF Digitize-certified Contractor to provide the hardware and program it into the existing UCF system, unless another proprietary listed method is accepted by the Owner and AHJ. A backup method of communications, where mandated by code or the Owner, may be required.
5. Fire alarm system monitoring shall have a dedicated Ethernet connection, fed from a main switch, and shall not be subject to general building occupant access. Monitoring signal transmission devices shall be located with similar fire alarm equipment in an area with smoke detection. The Ethernet line shall be identified at all ports as, "Fire Alarm Service Only."
6. The fire alarm control panel shall be located in a main

lobby or common corridor near a Fire Department-accessible exit. Additional remote annunciators may be required by the Owner. All buildings where hazardous materials are handled shall have an external annunciator in a weatherproof box secured by thumb latch or similar non-keyed device.

7. All system components requiring access for testing, maintenance, and inspection shall not be located in office, storage, or instructional spaces used by building occupants. Maintenance-intensive items such as batteries and sprinkler testing controls, shall be located at finished floor level for easy access.
8. Gas utility service shall have an automatic closing fire alarm solenoid and testing bypass. Building sound systems shall be provided with a relay for automatic shut off upon activation of the fire alarm.
9. **CN28-5: In addition to where required by code, all buildings meeting the following criteria shall be designed with a fire alarm including voice evacuation throughout (EVAC), and shall be connected to the campus Mass Notification System (MNS):**
 - **Any facility with 300 or more occupants or capable of being expanded to 300 or more;**
 - **Any facility with 50 or more occupants above or below the level of exit discharge;**
 - **Any facility with hazardous processes, materials, or laboratories;**
 - **Any facility deemed so in need by the UCF Emergency Manager, due to special circumstances.**
 - **Where a fire alarm system is not required but a Mass Notification System is deemed essential, a separate voice notification system is required. See the Mass Notification System section for further details.**

INSTALLER QUALIFICATIONS

The installing Contractor for the fire alarm system shall, at a minimum, be a certified alarm system Contractor I and a direct sales division of, or the authorized and designated distributor for the fire alarm system manufacturer, with at least five years of manufacturer-certified work experience. Device installation, connection, terminations, final programming, testing, and certification shall be performed by a NICET Level III or higher manufacturer-certified trained, technician.

MATERIALS AND INSTALLATION

1. The Fire Alarm Control Panel (FACP) shall be in a unified enclosure, microprocessor-based, intelligent-loop-interfaced, modular in construction, and in a complete new cabinet. Each system shall be capable of being expanded at any time, for up to the predetermined capacity for known building additions, or for a minimum of two additional modules.
2. The FACP shall, at a minimum, include: Walk Test, Positive Alarm Sequence (PAS), Alarm Verification, Voice EVAC where required, multi-level alarm processing, trouble reminder, dry contacts (zone, trouble, alarm, & supervisory), and smoke detector sensitivity testing. It shall be 24 VDC non-coded, power-limited.
3. The FACP shall have a minimum eighty character alphanumeric LCD display with user-defined character capacity. The display must indicate all system conditions and device locations with description, room number, and relative compass location within the building. The panel shall have a steady "Power On" light and separate "Alarm" (red color) and "Trouble" (amber color) LED indicators.
4. The fire alarm control panel shall contain a history buffer capable of storing up to 1000 system events. Each of these events shall be stored with time and date stamp. The history buffer shall use non-volatile, programmable memory and shall not be lost in the event of system

- primary or secondary power failure.
5. The CPU shall be capable of being programmed on-site without the use of any external programming equipment, and shall accept firmware upgrades via connection with laptop computer, without requirement of replacing microchips, EPROMS, or similar.
 6. The system shall have the capability of networking with other control panels via a single pair of copper wires, Ethernet, or fiber optic cables. The EVAC functions shall include a microphone, control switches, and zoning as determined by the Owner (typically zoned at a minimum by floor).
 7. Additional microphone and control modules shall be placed at remote annunciators as determined by the Owner. Local microphone shall take priority over all messaging systems. EVAC messaging must be appropriate for the facility served, and a sample of the factory-recorded message shall be sent to the Owner for review and approval.
 8. **CN28-6: All initiation device (IDC), notification appliance (NAC), and signaling line (SLC) circuits must be Class A (NFPA Style Z), with no T-Tapping or spider-webbed type circuitry.** A single ground fault or open circuit on the SLC shall not cause system malfunction, loss of operating power, or loss of ability to report an alarm. Loss of any one (1) NAC circuit shall not cause loss of any other NAC circuit in the system.
 9. Each SLC and NAC shall be limited to only seventy-five (75) percent of its total capacity during initial installation.
 10. Dedicated HVAC control detectors shall not sound the general alarm unless required by code. Deviations for special circumstances shall be discussed during design and outlined in the sequence of operations.
 11. HVAC systems shall shut down on a general alarm and by duct detector controls in office- and classroom-type buildings in addition to duct detector controls.
 12. HVAC in buildings with hazardous materials and associated exhaust shall only shut down on duct detector control or as required for emergency exhaust operations to prevent areas from becoming excessively negative. For buildings with hazardous materials, separate control buttons for remote individual area HVAC shutdown shall be provided at the panel as one of the pre-programmed buttons outlined below.
 13. Where a Smoke Evacuation system is provided, the FACP shall have means for manual operation. Separate control panels are not preferred when the main panel is capable of listed controls. A “Manual Off” and “Manual On” switch or button position for the Smoke Evacuation system shall be monitored as a supervisory indication. Activation of the switch shall include, by program, all associated functions required for proper operation, such as damper closure, door opening, etc. Additional buttons must be provided for individual related functions as needed to facilitate routine testing.
 14. Hold-open devices for fire doors shall be a sturdy, fixed magnet-type mount.
 15. The FACP shall have the capability to be field-programmed for selective operations customary to the system, as required by unique job conditions, must be capable of being programmed by keypad access by the Owner and be secured via standard key and code, without external computer interface.
 16. Programmable function keys shall be provided for each of the following actions:
 - Alarm signals bypass
 - HVAC shutdown bypass
 - Door hold-open device bypass
 - Elevator recall bypass
 - Any others actions determined by the Owner
 17. Codes and addresses shall be supplied to the Owner. The Owner shall have programming capability for

- individual points and manual control. An “Alarm Silence” switch shall be included. Each system shall be capable of at least four levels of password protection. The Contractor shall provide the Owner with all passwords associated with the system, including any programming passwords.
18. The FACP shall perform continuous testing of analog sensors, including sensitivity tests with compensation for age and environmental conditions. Problems shall be indicated for each device with, “Failed Test, Self-Test Abnormal, Dirty, or Very Dirty,” or similar, and shall be recorded in the event log. Additionally, the LED on the sensor base shall glow steadily, giving a visible indication of the sensor location.
 19. Initiating control modules shall be dedicated to the type of component served for individual programming control. HVAC shutdown and other control functions shall be accomplished from the FACP rather than by individual smoke detector relays.
 20. The system shall have a primary (main) power supply connected to dedicated branch circuit(s) and shall also be connected to the building’s generator emergency system. The circuit(s) disconnecting means shall be provided with a breaker lock clearly marked, “FIRE ALARM,” and labeled in red on both the legend and circuit breaker. Circuits serving individual panels shall be clearly indicated with indelible inside the panel access cover.
 21. There shall be a secondary (standby battery) 24VDC battery power supply to the complete system. Batteries shall be placed at finished floor level working height.
 22. The fire alarm control panel circuit feeds, in addition to any general building protective systems, shall have dedicated surge protection. The device shall be labeled and mounted at the main FACP or at the electrical panel with the FAS circuit breaker(s). Additional devices shall be provided to protect alarm circuits that extend to the exterior of the building (such as BFP, tamper, antennae). The device shall incorporate a replaceable fuse design and failure indicator. Acceptable devices include EDCO model number HSP121BT-1RU or Facilities Operations-approved equivalents.
 23. All system panels, controls, pull stations, and cabinets shall be made tamper-resistant using a lock keyed-alike to a standard key typical of the chosen manufacturer. A minimum of ten keys of each type plus one spare set for the Fire Department access box shall be provided to the Owner.
 24. The annunciator panel shall be modular in design, reflecting all status audible and visual indicators the same as the main FACP, with a minimum eighty-character alpha-numeric LCD display. It shall have review function capability and alarm reset/silence secured by key switch. The annunciator shall be housed within a NEMA-rated enclosure, where appropriate.
 25. Manual stations shall be non-coded, double-action, flush-mounted, and on the manufacturer’s specified box. Break-rods are prohibited. The system standard key is required for reset. Acceptable devices include Safety Technology International (STI), model number STI-1100, or equivalent.
 26. Detectors and sensors shall use point addressable bases, allowing detectors to be interchangeable via twist-lock mounting. Each detector/detector base must incorporate a steady-state light to indicate if it is in alarm. The unplugged detector shall be capable of normal handling without damage.
 27. Smoke detectors shall be primarily plug-in photoelectric. Ionization smoke detectors shall be used as specified in special applications such as computer rooms or electrical rooms. Ionization smoke detectors shall have two levels of sensitivity, which can be easily set.
 28. Thermal detectors shall be a bimetallic, restorable-type device.

29. Air duct, plenum, and under-floor detectors shall be installed in a manner that provide the easy access for periodic cleaning and calibration. Remote alarm indicator light and test switch shall be located in the nearest corridor or a public area and be adequately labeled with the location and type of device monitored. The Contractor shall measure air velocity (CFM) across each duct to verify design and indicate CFM readings on the duct detector housing. All duct penetrations shall be properly sealed.
30. Beam smoke detectors shall be single-ended, with a reflective beam smoke detector. The detector(s) shall consist of a transmitter/receiver both within the detector unit. The detector shall have an integral sensitivity test filter attached to a servo motor inside the detector optics, or other acceptable integral test method. The detector shall include a reflector. The detector shall allow for beam alignment between the detector and the reflector, to be performed at the detector. Any remote alarm indicator light and test switch shall be located in the nearest corridor or a public area and be adequately labeled with the location and type of device monitored.
31. Notification appliances shall have both audible (A) and visible (V) alarm signals. Visible signals shall be the white strobe (flash discharge)-type, with a minimum intensity of seventy-five (75) candela. When installed in corridors, the visible signal shall be equipped with a side viewing lens. Devices shall be combined AV where possible, to reduce fixture counts.
32. Fire alarm devices shall be red in color.
33. Audible indicating devices shall produce area sound level signals 15dB above ambient noise, but not more than 100dB where ambient conditions do not require it. The tone shall be distinctive, but moderate in nature; "shrill"-sounding horn-type appliances are prohibited.
34. All sprinkler, standpipe, and similar fire suppression control valves shall be provided with monitored tamper switches (including pumps, PIV and BFP). Water flow switch-monitoring shall be provided at a minimum to identify flow by floor, with an integral fifteen-second time-delay device to prevent nuisance alarms.
35. All systems shall include tamper-monitored Fire Department access boxes, with locations determined by the Owner.
36. Fire pumps shall be monitored by the FACP at a minimum for general trouble and "Fire Pump Running", in addition to local fire pump annunciation.
37. A firefighter's two-way telephone service communications, as required by code or to match existing, shall be provided.
38. All panels shall be mounted with sufficient clearance for observation and testing. Conduit (joints, through penetrations, and minimum 10' interval) and junction boxes shall be identified as, "Fire Alarm," using red conduit. All raceways, mounting boxes, junction boxes, and panels shall be securely hung and fastened with appropriate fittings, to ensure positive grounding throughout the entire system. Conduit model shall be Allied "True Color" Red or equivalent.
- 39. CN28-7: System wiring shall be in red raceways (Allied "True Color" or equivalent), minimum ¾" EMT.** All conduit fittings shall be steel compression-type (die cast type prohibited), marked for fire alarm use only. Flexible connectors (minimum ½") only are permitted for end sections less than six (6) feet in length between a box and a suspended or moveable device. No wiring other than directly associated fire alarm detection, alarm, or auxiliary fire protection functions shall be permitted in fire alarm raceways. Wiring splices shall be avoided other than in alarm devices and terminal strip junction boxes, and will use crimp connection or other approved method. Power-limited, non-power-limited, and AC power conductors shall be run in separate conduit paths.
40. In new construction, all raceways serving the fire alarm

system shall be run above slab, and enclosed within building construction in all finished areas. In renovations and remodeling, raceways shall be enclosed where possible. Any exposed raceways in finished areas shall be approved by the Owner prior to installation.

41. Spare parts shall be provided as requested by the Owner during design, and keys will be provided as noted above.
42. Transposing or changing color-coding of wires is prohibited. All conductors in conduit containing more than one wire shall be labeled on each end with “E-Z markers” or equivalent. Color codes of wires shall be consistent throughout the system and depicted in a legend on the inside of the respective control panel or terminal cabinet, as well as on the system as-built drawings. Wherever possible, colors shall remain consistent with similar systems already installed on the campus. **CN28-8: All conductors in cabinets shall be carefully formed and harnessed so that each conductor drops off directly opposite to its terminal.** Cabinet terminals shall be numbered and coded. All controls, function switches, etc., shall be clearly labeled on all equipment panels. All wiring shall be checked and tested to insure that there are no grounds, opens, or shorts.
43. A unique identification number, as reflected on the shop drawings, shall be assigned to each initiating device, professionally marked on the unit base, and readily visible from grade.
44. All controls and specific sequences of operations required achieving reset, fan control, etc., shall be permanently labeled in a professional manner.
45. A fully qualified and trained representative of the equipment manufacturer who is thoroughly knowledgeable of the specific installation will provide a training session to personnel selected by the Owner. Training, consisting of a minimum of two sessions at three hours each, shall be scheduled with the Owner

to accommodate a day and evening shift attendance and must be video-recorded by the Contractor. Training shall cover, at a minimum, basic operator duties, such as resetting, activating, troubleshooting, bypassing, and testing. The presentation shall include instructional handouts as needed and viewer participation and demonstration. The training shall utilize the Owner-provided UCF Minor Fire Alarm Service Personnel Training Overview Form and shall cover all items outlined therein, as well as others deemed necessary for the specific installation.

APPROVAL, TESTING, DOCUMENTATION, AND WARRANTY

46. Shop drawings, battery calculations, voltage drop calculations, wiring diagrams, sequence of operations for all programmed conditions, listings, complete cut sheets-and installation- program manuals shall be provided for permit and Owner approval prior to installation. **CN28-9: The fire alarm system shall be successfully inspected, demonstrated, and approved by the Engineer of Record prior to requesting inspection by the State Fire Marshal.**
47. In addition to standard test papers, local sensitivity test readings of the installed devices shall be provided for all smoke sensing devices. Certification papers shall be prepared in advance and provided to the inspector for approval at the final test. Final tests shall include full performance of smoke evacuation, pre-action, and similar systems. All components, door operation, air flow, shut down, etc. shall be verified on normal and standby power conditions. The design shall include a UPS power backup system for proper operation of required equipment under emergency power transfer conditions.
48. Initial and reacceptance testing of newly installed or relocated notification appliances shall include sound pressure levels measured as specified in NFPA 72. “Throughout,” as noted by the code, shall be defined a readings taken separately from within each new or newly divided, occupied space. System pretesting and all record

readings shall be completed, and a hard copy and PDF will be provided to the Owner for review prior to final acceptance testing. Additional copies will be included in turnover documents, as required by other sections of this Standard.

49. Prior to final acceptance, Contractor or Owner will provide a hardback system log book with a copy of the final State Fire Marshal-approved test papers, sensitivity reports, and two (2) copies of a simplified map of the building, showing device locations and the numeric address of each device. Additional framed copies of the system device map shall be mounted professionally beside each FACP and annunciator. An electronic PDF version of all locator maps and a copy of the system software is required for CO.
50. Provide the “as-built” package as defined in Division 1.
51. Prior to final acceptance, the Owner shall be provided with a reproducible, accurate, system “as-built” package in electronic and hard copy form. Drawings shall be compatible with AutoCAD and contain conduit layout and wiring diagrams, including wire color code and tag number. The “as-built” package shall include a minimum of two hard copies, and two digital copies of the comprehensive “Operation and Shop Maintenance Manual” and a digital (USB drive) copy of the site-specific software for each system and facility, including all passwords.
52. The Contractor shall provide the means for the Owner to make simple program changes, such as label changes. This shall include any programming software, security devices to access the software, and training to accomplish the task.
53. The Contractor shall warranty all equipment and systems for a minimum period of one year following the date of final acceptance or the manufacturer’s warranty period, whichever is greater. The warranty shall include repair parts, labor, and prompt field service, pick-up, and

delivery, as coordinated with the Owner. The Contractor shall provide the first year of testing outlined by NFPA, including a sensitivity test within one year of installation. Such tests shall be documented by the Contractor and included in the owner system log.

Mass Notification Systems

1. **CN28-10: All new facilities must be provided with a means of Emergency Mass Notification.** Such Mass Notification System (MNS) must be fully compatible and completely integrated with the existing campus wide Cooper Notification System and must include all building based equipment, wiring, audio visual devices (AV), transmitters, receivers, visual display screens, network connections, conduit, power supplies, etc. When a new building is located adjacent to an outdoor area subject to frequent assembly, additional devices must be installed to transmit messages to the outdoor vicinity. When a building fire alarm system is used in conjunction with the messaging system, the fire alarm system must be installed with all necessary listed components for proper annunciation of the externally transmitted MNS signals. To ensure compatibility, all components, modules, interfaces, digital message repeaters, and amplifiers used in the MNS must be manufactured by Cooper Notification or an approved equal. Substitutions are not permitted.
2. The MNS must be compliant with UFC 4-021-01, OSHA 1910.165, the current Florida Fire Prevention Code, the current Florida Building Code, the National Fire Protection Association NFPA 72, the American’s with Disabilities Act (ADA), the Common Alerting Protocol (CAP), and the Safety Act Certification from DHS.
3. The installation is subject to review by the UCF Building Code Office, the Florida State Fire Marshal (SFM), UCF Emergency Manager, and designated representatives of the UCF Offices of Facilities and Safety. Installations must meet all University Standards as outlined in

other divisions of this document including aesthetic considerations reviewed by facilities managers and representatives of Facilities Operations.

4. Qualified installers must be a direct sales division, or a trained and authorized vendor of Cooper Notification MNS System that has demonstrated design, installation, sales, and service maintenance of the system with a minimum of five (5) years' work experience on projects of similar size and scope. Installer must have a Fire Alarm Systems NICET Level IV qualified individual for project management, oversight, and final fire alarm connection. All installation personnel must have been trained and approved by the equipment manufacturer with proof of certificated manufacturer training provided upon request. Equipment must substantially come from one manufacturer of established reputation and experience. They must show proof of availability to provide replacement parts for key components within a 24 hour express order timeframe.
5. It is the general intent that the MNS must operate in conjunction with the separate building fire alarm voice EVAC system and must include all components necessary for that interconnection. MNS systems shall be installed to provide for individual building activation for message annunciation. At a minimum, the MNS system must be capable of capturing and making voice announcements with the fire alarm appliances (where provided) or with a dedicated speaker system throughout the facility at levels sufficient for comprehension but at no less than the higher of 15 db above ambient noise or 50 dB in normally occupied areas. AV devices that are separate from building fire alarm systems must be installed in a like manner as outlined by the latest adopted edition of NFPA 72.
6. The design must include a clear description of the capturing sequence and priority for fire alarm activation. The joint fire alarm and MNS must be verified by the engineer of record for compliance with the applicable codes with details stated on the design documents. Local fire alarm microphone must take precedence over all remote messaging systems.
7. Each system must be provided with dedicated power and attached to the backup emergency generator, where provided. All system components for AV messaging and the common area type displays must be provided with an emergency power source. Such source must supply power in quiescent mode for not less than 24 hours and then must be capable of operating the system in active and emergency mode for not less than 15 minutes at a maximum connected load. Each system must be provided with surge suppression devices to the fire alarm, on all power supplies, and connections that extend beyond the building envelope (like antennae). Acceptable devices are manufactured by EDCO with indicator light or approved equivalent. Power supplies must be dedicated and provided with breaker clips. Backup power supplies must be as outlined for NFPA 72 fire alarm systems.
8. Prior to installation, each system must be submitted for plans review with description of function, complete shop drawings, wiring diagrams, parts list, and component specifications. The drawings must indicate the exact location of all installed components and wiring paths. Where the fire alarm system is employed in whole or part, this Standard's Fire Alarm Section will apply. Where visible components will have potentially undesirable effects in finished areas, it is the responsibility of the installer to ensure an aesthetically pleasing installation. Exposed conduit in finished areas is not acceptable. Equipment must be located in common corridors, facilities mechanical & electrical type spaces, or similar type common spaces. Departmental server rooms, private offices, and other similar user secured spaces must not be used. Stairwells must not be penetrated or used as chase-ways. All MNS wiring must be run in minimum conduit size of 3/4 inch EMT. All conduit fittings must be steel, compression type. Die cast type is not permitted.

Wire pathways must be concealed in all finished areas where at all possible. Exposed items and the manner of finish it must be approved by the Owner prior to installation. "MNS" label must be applied intermittently along conduit in unfinished areas and inside box covers.

9. Upon completion of the installation, the Contractor must complete performance testing (pre-testing) of the MNS for compliance with the manufacturers' guidelines and codes above. Performance results, including the required sound pressure levels and intelligibility values, must be documented with notation of any deficiencies and corrective actions submitted to the Owner. Upon successful completion of performance testing, the Contractor must complete a witnessed acceptance test with the AHJ to include the SFM, Building Official, and or designated University Representatives.
10. A training session must be presented by a fully qualified and trained representative of the equipment manufacturer who is thoroughly knowledgeable of the specific installation. Training, consisting of a minimum of 2 sessions at 3 hours each, must be scheduled with the Owner to accommodate a day and evening shift attendance and must be video recorded by the Contractor.
11. The Contractor must warranty all equipment and systems for a period of not less than one (1) year following the date of final acceptance. The warranty must include parts, labor, and prompt field service, pick-up, and delivery.
12. The Contractor must provide a complete set of record as-built drawings and operations and maintenance manuals for the MNS. Record drawings and operations and maintenance manuals must provide information for troubleshooting, preventive maintenance, corrective maintenance, and schedule of frequently required replacement parts. A procedure and checklist for no less than an annual re-certification of the system must be provided.
13. When installed MNS component cabinets are equipped with locks, the Contractor must provide the Owner with four (4) keys. When possible, the Contractor will install MNS component cabinets keyed the same as existing MNS component cabinets on campus.
14. Prior to final acceptance, the Owner must be provided a reproducible accurate system "As-Built" package in electronic and hardcopy form. Drawings must be compatible with AutoCAD and contain conduit layout and wiring diagrams, including wire color code and tag number. Submittals must include a minimum of two (2) hard copies of composite "Operation and Shop Maintenance Manual," including a digital media (USB drive) copy of the program for each system and facility.
15. Qualified installers must be a direct sales division, or a trained and authorized vendor of Cooper Notification MNS System that has demonstrated design, installation, sales, and service maintenance of the system with a minimum of five (5) years' work experience on projects of similar size and scope. Installer must have a Fire Alarm Systems NICET Level IV qualified individual for project management, oversight, and final fire alarm connection. All installation personnel must have been trained and approved by the equipment manufacturer with proof of certificated manufacturer training provided upon request. Equipment must substantially come from one manufacturer of established reputation and experience. They must show proof of availability to provide replacement parts for key components within a 24 hour express order timeframe.
16. It is the general intent that the MNS must operate in conjunction with the separate building fire alarm voice EVAC system and must include all components necessary for that interconnection. MNS systems shall be installed to provide for individual building activation for message annunciation. At a minimum, the MNS system must be capable of capturing and making voice announcements with the fire alarm appliances (where provided) or with a dedicated speaker system throughout

the facility at sufficient levels of intelligibility; no less than the higher of 15 db above ambient noise or 50 dB in normally occupied areas. AV devices that are separate from building fire alarm systems must be installed in a like manner as outlined by the latest adopted edition of NFPA 72.

References:

*UCF Office of Computer Sciences and Telecommunications
Design Standards*

<http://www.cst.ucf.edu/wp-content/uploads/Design-Standards-for-Telecommunications-Rev-10-1.pdf>

Section II - Level-specific Standards

LEVEL A - LABORATORIES

Fire Detection and Alarm

Alarmed, tamper-resistant covers on manual stations are prohibited.

LEVEL B - CLASSROOMS, OFFICES, CONFERENCE ROOMS, AND OTHER ACADEMIC SPACES

Fire Detection and Alarm

Alarmed, tamper-resistant covers on manual stations are prohibited.

LEVEL C - RENOVATIONS

Fire Detection and Alarm

Alarmed, tamper-resistant covers on manual stations are prohibited.

LEVEL D - HOUSING

Fire Detection and Alarm

All Housing and Residence Life manual stations shall have alarmed, tamper-resistant covers.

LEVEL E - LEASED PROPERTY (FIVE YEAR LEASES OR LESS)

Fire Detection and Alarm

Alarmed, tamper-resistant covers on manual stations are prohibited.

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31

Division 31 - Earthwork

This section includes:

Site Clearing

Rough Grading

Excavation and Fill

Termite Control

Site Clearing

1. Trees or shrubs shall not be removed without the approval of Landscape and Natural Resources.

Removal of trees and shrubs shall include the removal of stumps and roots to the extent that no root greater than one inch in diameter remains within five feet of an underground structure, utility line, under footings, or paved areas. Grubbing in open areas shall include the removal of stumps and one inch roots to two feet below finish grade elevations.

2. Where new structures replace existing structures, the extent of foundation removal will be indicated on the drawings. Foundations of structures, conduits, etc., shall be removed in their entirety. Hazardous material removal shall be conducted prior to structural removal, as spelled out in federal, state, and local requirements. All abandoned utilities within the construction boundary shall be removed from the site.
3. Disposal of existing buildings and structures, trees, dismantled equipment, etc., is the responsibility of the Contractor, with approval by the UCF Project Manager.
4. **CN31-1: Any existing tree(s) indicated to remain (per approved construction plans) that are damaged or removed during construction must be replaced with new tree(s) of similar size.**

Rough Grading

Site grading of landscaped areas must be consistent with natural contours wherever practical. Grading of all open space areas near buildings must occur so as to channel storm water flows away from the structure gradually. Grading must be minimized in areas where indigenous or otherwise established vegetation is to be maintained. Berming for screening or open space definition is encouraged, consistent with the berming guidelines of this section. The standard berm slope

must be 6:1. Berms must not exceed 3:1 slope under any circumstances. Berms sloped between 3:1 and 4:1 must be planted with groundcover. Berms sloped between 4:1 and 6:1 may be planted with lawn or groundcover.

Excavation and Fill

1. **CN31-2: Clean topsoil and other clean excavated soils shall not be removed from the campus and shall be stored at a site designated by the UCF Project Manager. All testing and transportation of excavated material is the responsibility of the Contractor. All soil and appropriate testing shall be approved by Landscape and Natural Resources prior to transportation.**
2. **CN31-3: Soil that is compromised with debris, organic and inorganic, as determined by testing, shall be removed from the campus.**
3. Care shall be taken to prevent soil erosion, in accordance with DEP and any required LEED certification.
4. If soil is needed on a project, the Contractor shall first request the use of UCF stockpile soil through the UCF Project Manager. If soil is unavailable from UCF, the Contractor shall be responsible for obtaining soil from other sources.
5. The Contractor is responsible for ensuring the suitability of any soil used on the project. All soils will be tested to determine the suitability of the existing soils for the proposed planting. The result of the soil test must be provided to the UCF Project Manager.
6. When necessary to hold large piles of excavated earth on the job site, the Contractor shall be required to provide cover or adequate means of watering the soil to prevent wind erosion.
7. Fill under interior and exterior slabs-on-grade or pavement and placed under landscaped areas shall meet current ANSI/ASTM standards.

8. Backfilling required at the building perimeter and at site structures up to subgrade elevation shall meet current ANSI/ASTM standards.

Termite Control

1. Termite treatment is required for every building. Termite treatment shall be required under all footings, slabs-on-grade, and sidewalks adjoining the building (up to 5' from building). Termite treatment shall not be applied until excavating, filling, compacting, and grading operations are complete. The Contractor shall use caution to prevent disturbance of the treated area. If any area is required to be re-treated through no fault of the Owner, it shall be done at the Contractor's expense.
2. A perimeter bait system is required.
3. Chemicals and application shall conform to the EPA Federal Insecticide, Fungicide, and Rodenticide Act.
4. The Subcontractor for soil treatment shall furnish a service agreement stating the work performed will be guaranteed for a period of five (5) years from the date of Substantial Completion and that the structure will be inspected yearly for infestation, and treatment provided as necessary. The Subcontractor shall offer an optional renewal of the service on the same terms. The type of chemical treatment shall be specified, including the amount of application per unit area. The service agreement shall state that, in the event of damage during the guarantee period, the Contractor shall make repairs to structurally damaged surfaces to a dollar value based on the size of the building. An independent testing laboratory shall certify that the treatment meets the requirements of the Owner.

References:

U.S. Environmental Protection Agency Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)
<http://www.epa.gov/oecaagct/lfra.html>

32

Division 32 - Exterior Improvements

This section includes:

Introduction

Bases, Ballasts, and Paving

Curbs, Gutters, Sidewalks, and Driveways

Driveways and Parking Areas

Sidewalks and Ramps

Site Furnishings

Irrigation

Planting

Planting Preparation

Turf and Grasses

Tree Grates

Introduction

This section contains the requirements for tree planting, fencing and screening, curbs, sidewalks and paving.

Bases, Ballasts, and Paving

1. All asphaltic concrete paving materials and installation shall comply with requirements of the Florida Department of Transportation.
2. Concrete paving shall be installed in accordance with current ANSI and ASTM Standards.
3. Expansion joints shall be shown on the drawings, in accordance with the current ANSI and ASTM standards.
4. Control joints shall be saw-cut to squared relief, e.g., six foot wide sidewalk, with a saw cut every six feet.
5. Finishes shall be floated and troweled, with a medium broom finish.
6. Directional boring shall be used when crossing streets and roads.
7. Concrete walks shall be cut and replaced from joint to joint and doweled to the remaining slab.
8. All concrete sidewalks under ten feet in width shall be a minimum of six inches thick, reinforced with fiber mesh conforming with the current American Concrete Institute (ACI) standards. Total edge thickness shall be increased to a minimum of fourteen inches. Walks ten feet and greater in width shall use fiber mesh concrete and be a minimum of eight inches thick, with edge thickness increased to a minimum of sixteen inches total, and shall contain two #5 rebar. See "Section A" on page D.32-3.
9. All paved pedestrian gathering areas shall use clay-fired pavers. Sub-bases for pavers shall be a minimum of six (6)-inches thick concrete, with 6 x 6 #10 wire mesh reinforcement, and edge thickness increased to a minimum of eight (8) inches thick.

Curbs, Gutters, Sidewalks, and Driveways

Detectable warning pavers (truncated domes) shall be placed where pedestrian walks meet roadways in accordance with [Americans with Disabilities Act \(ADA\) Guidelines](#).

DRIVEWAYS AND PARKING AREAS

1. All driveways and parking surfaces shall be paved with asphalt or concrete to a depth determined by the Engineer of Record, with Owner approval.
2. The minimum width of each parking space shall be nine feet clear, with double white thermo-plastic striping at a width of one foot on each side. Islands shall be a minimum of seventeen feet wide and must be appropriately located to maximize the number of parking spaces. Islands shall contain appropriate irrigation. All roadway striping shall be thermo-plastic.
3. All paved vehicular use areas shall be curbed with appropriate concrete curbing.

SIDEWALKS AND RAMPS

1. All sidewalks shall be a minimum of six inches thick and shall be reinforced with wire mesh. Walks ten feet and greater in width shall use fiber mesh concrete and be a minimum of eight inches thick, with thickened edges (minimum of sixteen inches total), and shall contain two #5 rebar.
2. Finishes shall be floated and troweled with a medium broom finish.
3. Fire lanes shall support a gross vehicle weight of thirty-two tons.
4. Civil or Architectural plans shall indicate control joint locations on sidewalk plans. Sidewalks shall be designed to avoid cracking from irregular shapes.
5. All sidewalk patches shall be done from joint-to-joint. Patches shall typically include an expansion joint on

at least one side of the new sidewalk area.

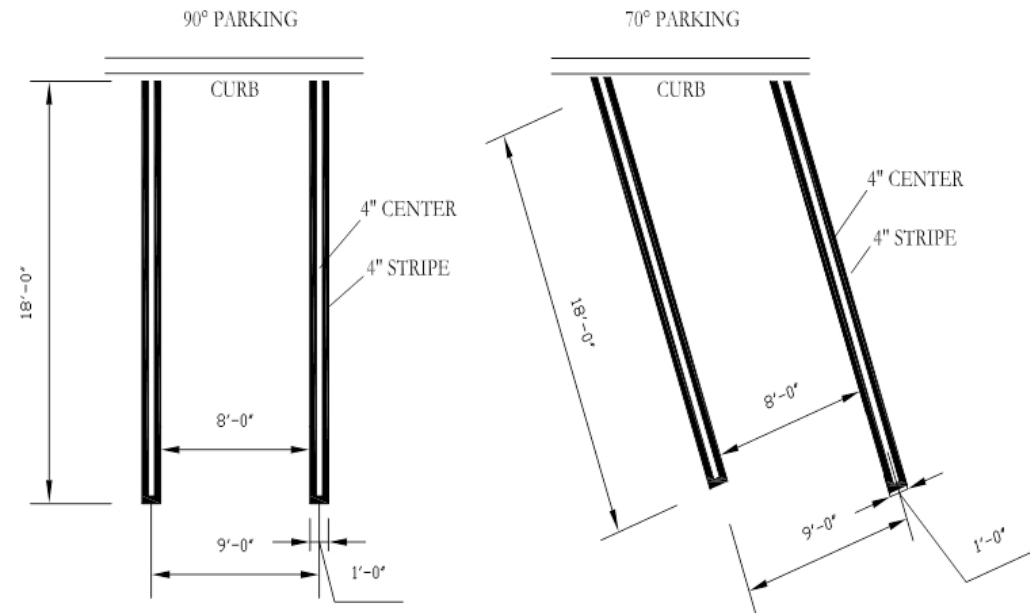
Site Furnishings

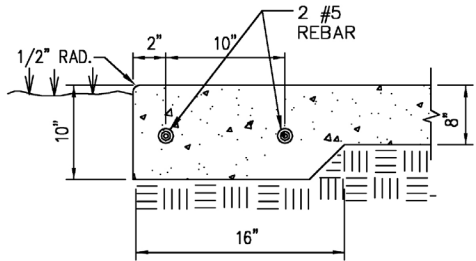
1. All outdoor furnishings shall be metal construction, with tubular steel frames and a black powder-coat finish. Benches shall be embedded in concrete, and tables shall be bolted or otherwise fastened to concrete. Styles shall be consistent with existing campus furnishings and approved by Landscape and Natural Resources.
2. For all new facilities, the location of bike racks shall be considered during the design of landscape and hardscape features. The number and location of racks shall be determined by the design committee. All bike racks shall be set in concrete, with adequate footings.
3. All bike racks shall be serpentine-style (87" long, with 9 bikes per rack) or hoop-style (24" long, with 4 bikes per rack), powder coated galvanized pipe, with a 10" loop diameter.
4. **CN32-1: All exterior seating and retaining walls must be designed with integral anti-skateboarding devices.**

Irrigation

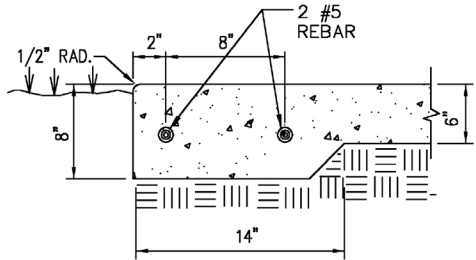
1. All landscaped and sodded areas shall be irrigated, and fed from the reclaimed water supply. The system shall be designed using Best Management Practices (BMPs), based on the following criteria:
 - An automatic sprinkler irrigation system is required for all landscaped areas.
 - The irrigation system will be designed and operated to prevent or minimize runoff of irrigation water onto roadways, driveways, walks, etc.
2. All irrigation shall meet the UCF Irrigation Specifications provided by Landscape and Natural Resources.

TYPICAL PARKING SPACE MARKINGS





10' WIDE OR WIDER CONC. WALK — THICKENED EDGE



UP TO 10' WIDE CONC. WALK — THICKENED EDGE

Planting

- 1. CN32-2: All plant species shall comply with Florida Friendly™ Standards. No shrubbery or trees shall be installed around or in front of light poles, transformers and switch gear, or fire service equipment. Future plant growth shall be considered relative to signage, lighting, and entryway features.**
- Trees, plants, and ground cover shall be specified in a schedule contained in the drawings, including the plant name in botanical identification, nominal size of trunk or spread of branches, height, or other identifiable criteria. These plants shall be specified as “Florida Grade #1” or better and selected for the climatic conditions of the location.

- Creeping vines on buildings are prohibited.

Planting Preparation

- Slopes shall not be greater than one (1) foot vertical to six (6) feet horizontal in grassed areas.
- Existing stockpile topsoil shall be free from sticks, stones, roots, clods, and any other extraneous material. All rocks and debris greater than 1” in diameter shall be removed.
- Imported topsoil shall be a fertile, friable, natural topsoil of loamy character obtained from a well-drained, arable site, free from sticks, stones, roots, clods, and extraneous matter. Topsoil shall be a clay loam, indigenous to the general area in which the project is located, and suitable for planting and seeding.

4. A six-inch depth of topsoil for seeded areas and twelve-inch depth for planting areas is required. The pH for all topsoil shall be within the range of 6.5 to 7.5. If the soil tests outside that range, the Contractor is responsible for supplementing the soil to achieve the appropriate pH.

Turf and Grasses

All areas not otherwise landscaped shall be sodded with solid sod, as approved by LNR. All sod shall be rolled immediately after installation, according to industry standards. Subsoil shall be scraped to a depth of six inches where topsoil is to be placed. Cultivation shall be repeated in areas where the subsoil has been compacted by equipment.

Tree Grates

Tree grates shall be dimensioned as required, with concentric patterns having iron frame sections and iron grates, bolted to the frame. Grates shall be sized or adjustable for twenty (20) years of growth for specific species. Tree grates shall be capable of handling pedestrian and vehicular traffic.

References:

U.S. Department of Justice Americans with Disabilities (ADA) Guidelines <http://www.ada.gov>

33

Division 33 - Utilities

This section includes:

Introduction

Mission Statement

Definitions

Exclusions to this Section

General Provisions

Metering

Utility Rates and Billing

Label Content by Service/Equipment

Electrical Power Service

Water Service

Chilled Water Service

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Introduction

The University of Central Florida’s Department of Utilities and Energy Services (UES) is responsible for building, maintaining, and operating all distribution-owned infrastructure, metering, and energy monitoring, both University and utility-owned, -operated, or -leased.

These requirements have been developed by the [UCF Department of Utilities and Energy Services \(UES\)](#).

The purpose of this document is to set forth the policies, reference standards, and procedures that the Department of Utilities and Energy Services has put in place to manage building interconnection and provide access to these utilities.

The President of the University of Central Florida has delegated, through channels and to the Director of UES, the responsibility for managing these services.

The University of Central Florida provides a basic level of utility service to users. Special measures shall be taken on by the user to account for electrical power momentary outages and protection of surge equipment, or to account for reliability in the event of power loss.

Mission Statement

Our mission is to ensure and provide distribution utility reliability, safety, compatibility, and compliance with all applicable governing regulations and agreements in place, while providing the University with accurate energy reporting and measurement in consumption.

Definitions

1. User: any facility, occupant, Contractor or customer taking

point of delivery or interconnecting with distribution utility services.

2. Utilities: applies to all distribution and transmission, both private and public lines, pipes, and infrastructure, to include:
 - Central chilled water production and distribution
 - Distribution of potable, waste water and reclaimed irrigation water
 - Electric generation and distribution of electric up to the station transformer 600V bushing. Includes transmission level, substations, underground distribution level and easements, power generation, and net metering
 - Energy metering and monitoring
 - All high-, medium-, and low-pressure natural gas distribution
 - All sanitary distribution infrastructure

Exclusions to this Section

1. Telecom, fiber, traffic signals, streetlights, irrigation lines, UCF call boxes and storm water collection are managed by UCF Computer Services and Telecommunications (CS&T), Landscape and Natural Resources (LNR), and Facilities Operations (FO).
2. Utilities may involve underground, surface appurtenances or overhead facilities, either singularly or in combination.

General Provisions

This policy will be incorporated into the University of Central Florida’s Design, Construction, and Renovation Standards by reference.

The Director of UES must approve exceptions in writing. UES will review the Utility Policy and revise as required.

1. Easements are granted for the utility to use and access both public and private property and have been established for utility-owned infrastructure under- and above-ground. The University must abide and grant access to these identified areas, at the discretion of the utility at any time for any reason to access its equipment for service or maintenance activities. The utility will not be held financially accountable for any vegetation damage identified around equipment or in the footprint of the easement. Whenever possible, coordination between UCF and the utility will occur to minimize impacts to vegetation.
2. The University maintains a comprehensive Campus Master Plan that contains calculations, data, and maps of the current capacity, existing conditions, expected future demands, procedures to meet these demands, and major repair/improvement programs. The Campus Master Plan is regularly reviewed and revised. Formal utility studies are performed and conducted by outside consultants and in conjunction with utility partners periodically to insure data is current, accurate, and correct. The University updates the comprehensive Campus Master Plan every five years.
3. UES has the authority to prohibit or restrict access to interconnection of these utilities, or from providing utility services within the campus, as defined by this document.
4. Utility Operations and Service: .Any connections to, replacement, modifications, expansion, changes, or alterations of these systems shall be performed by a licensed and certified Contractor working under the direction of UES and /or Facilities Planning & Construction (FP&C). Utility connections shall be included in the applicable construction documents. UES’s design approval is necessary prior to the Notice To Proceed (NTP) and connection to the utility distribution systems

5. The Department of Utilities and Energy Services will ensure and enforce system compatibility and UCF’s quality standards. UES reserves the right to specify the make, model, size, and quality of any device that connects a facility to one of the utility distribution systems located at the main campus, whether permanent and temporary.
6. The Department of Utilities and Energy Services also maintains the authority to cease service, or to require any user to modify its equipment or operation practices, at the cost of the user, if that equipment creates problems with the common production or distribution system, or due to delinquency in receipt of payment.
7. The project’s defined boundary shall include the captured and metered consumption during and after construction, unless written approval has been granted from the Director of UES.

METERING

1. Electric meters and sub-meters are utilized for load profiling and load research, cost allocation, calculating and verifying bills, energy auditing, energy use and savings, tracking performance, measurement and verification, operation and maintenance identification, process system optimization, and power quality problem identification. Essential to these functions are an accurate and properly selected and installed system.
2. Service connections, meters, metering equipment, and enclosures shall not be relocated, disconnected, or removed without direct approval from the Department of Utilities & Energy Services. After approval, utilities are not to be disconnected until the meter has been read by UES. UES will notify in writing the user that this has been completed.
3. Projects on existing facilities that require removal and replacement of equipment that contains or is directly related to existing meter systems will be held financially

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Reclaimed Water Meters Selection Matrix

Chilled Water Meter Installation and Specifications

Meter Programming and Setup Parameters

Chilled Water Meter Selection Matrix

Fire Hydrants

Backflow Preventers

responsible for all of the associated cost to replace and re-install the necessary metering equipment for that facility or area covered.

4. UES has established standards and protocols for all utility distribution metering disciplines that include acceptable locations, connection process, notifications, mounting and installations, approved manufacturers and suppliers, inspection, start-up, and programming. These prescriptive requirements can be found on the [UCF Department of Utilities and Energy Services' website](#).
5. Meter locations shall be accessible for service and monthly readings, and will comply with the meter specifications set forth by UES.
6. Reuse of equipment, such as current transformers from old equipment, is not permitted unless otherwise requested and approved by the Department of Utilities & Energy Services.
7. UES will provide meter calibration and replacement and has the right to access and inspect the meter as needed, in accordance with state regulations.
8. UES may refuse or discontinue service for:
 - Non-payment of bills, for temporary or permanent electric service
 - Refusal or failure to make the required deposit upon request
 - Failure to rectify a deficiency in the setup or customer wiring of an auxiliary facility after at least two notifications to the auxiliary customer with no response or action
 - Unauthorized use of electric service
 - Tampering with meters or other facilities equipment owned by the utility
 - Hazardous conditions
9. Prior to backfill of underground utility work, UES will be

given a 48 hour notice to verify on-site, underground utility locations.

10. As-builts of utility infrastructure including drawings, inverts, and offsets, shall be provided to UES upon completion of underground installation.

UTILITY RATES & BILLING

1. Billing for consumption will be determined by the following units:

Utility	Unit of Measurement
Chilled Water	Metered in ton-hours
Potable Water	Metered in gallons
Waste Water	Metered in gallons
Reclaimed Water	Metered in gallons
Sewer	Metered in gallons
Electrical	Metered in kWhs
Natural Gas	Metered in therms

2. It is the responsibility of either Facilities Operations (FO) or the UCF Project Manager to obtain the written, required authorization and approval from the end user to request a shutdown of any utility service for interconnection or planned maintenance. Prior to shutdown or restriction of any utility service, provisions and contingency plans shall be made and agreed upon by the user and FO for UCF-deemed-critical and research facilities. These advanced preparations include, but are not limited to, fire watch, temporary cooling or heating, back-up generation, and restoring the building to normal operations after an outage has occurred.

3. At least 14 days' advance notice shall be provided for all utility scheduled outages. Where practical, all outages will be scheduled to minimize adverse impact on University operations, programs, and personnel. If 14 days is considered insufficient notice for a specific outage, then the affected entity must contact the head of systems at least 24 hours prior to the scheduled outage to make alternate arrangements for the scheduled outage time and/or date.
4. Only after UES receives written communication of interruption service approval and a record of affected organizations the user may the utility, in conjunction with the approved Contractor, interrupt service to make scheduled repairs.
5. UES shall be the primary point of contact with all utility partner interfaces, including requests and scheduled outage(s), unless prior authorization has been granted by UES.
6. UES may interrupt service to make schedule repairs by giving at least seven days prior written notice to the contacts of record and affected organizations.
7. Only the Coordinator of UES may request and schedule transformer shutdowns to the distribution system with the external utility provider.
8. All charges associated in the outage with the utility support will be paid by the user and are subject to the terms and conditions of any and all applicable utility regulation or agreements. These rates are non-negotiable.
9. Scheduled outages may require users to rely on temporary backup systems, such as emergency generators, or to make other arrangements for critical utility requirements.
10. When backup services are not available, the scheduled outage may be delayed for a reasonable period of time to allow completion of work being performed that is

LABEL CONTENT BY SERVICE/EQUIPMENT

3Φ,480/277V, 800A
Utility Xfmr# 0002314B / MCC#1
Building 0016
Property of Utilities & Energy Services
Contact 823-5223 for Assistance

Meter Enclosure (CL20, Transformer Rated)

- Content Line 1: Service: Phase, Voltage, Current
- Content Line 2: Utility Company Xfmr & Panel Fed From
- Content Line 3: Building Number or Site (UCF to define)
- Content Line 4: "Property of UCF, Energy Dept"
- Content Line 5: "Contact 407-823-5223 for Assistance"

Meter Enclosure (Self-Contained)

- Content Line 1: Service: Phase, Voltage, Current
- Content Line 2: Utility Company Xfmr & Panel Fed From
- Content Line 3: Building Number or Site (UCF to define)
- Content Line 4: "Property of UCF, Energy Dept"
- Content Line 5: "Contact 407-823-5223 for Assistance"

CT Cabinet/Enclosures

- Content Line 1: Service: Phase, Voltage, Current
- Content Line 2: Utility Company Xfmr & Panel Fed From
- Content Line 3: Building Number or Site (UCF to define)
- Content Line 4: "Property of UCF, Energy Dept"
- Content Line 5: "Contact 407-823-5223 for Assistance"

fully dependent on continuity of service. It shall be the responsibility of the user to communicate the need to delay an outage to either the UCF Project Manager or UCF Facilities Operations.

11. All reasonable efforts will be made to notify affected parties when emergency repairs must be performed. Additionally, all actions will be taken to minimize the impact of emergency repairs on University operations.
12. The maintenance and asset protection of utility distribution systems shall be the responsibility of UES.

ELECTRICAL POWER SERVICE

1. For all customers, at the low voltage bushing (600V or less) of all transformers owned and maintained by an external utility provider. For transformers that are not owned/maintained by the external utility provider, UES's responsibilities shall end at high voltage cable termination from the distribution system.
2. Momentary: typically a few seconds in duration and caused by a temporary transient fault for less than one-minute on a 13kV feeder. Power is automatically restored once the fault is cleared.
3. Outage: also known as a brownout or blackout and occurring as a result of power failure greater than 1 minute in duration. There are many causes of utility electrical outages.
4. Distribution feeder capacity for the additional load the user is requesting should be brought to UES's attention in the early stages of project Design Development.
5. New construction and major renovation service requires a minimum 13 week lead-time to accommodate; scope determination, relevant site meetings with the project team, design and peer review, removal of old equipment, and procurement and installation of the new equipment to support the facility.

6. Contribution in Aide of Construction Charges (CIAC) from an external utility will be invoiced to the project team at the rate which UES department was billed. A funding account number or project budget account number will be required prior to a PO being issued to the Utility from UES. UES will be responsible for issuing a PO to release procurement of necessary materials. Failure to provide a funding account number within two business days of receipt of a proposal will cause delays in a project's Critical Path (CP).
7. Meters: Approved manufacturers and mounting requirements can be found in the UES Meter Standards & Specifications.
8. UCF is a self-inspecting agency, and UCF's Environmental Health and Safety – Building Code Enforcement office oversees all applicable code enforcement and plan review.
9. All energization requests are directed from UES. In order to receive power and energization for temporary and permanent users, please note the following:
 - Provide the UES Coordinator of Utilities with an electronic copy of the pre-power or final electrical inspection card along with the UCF FO-conducted resistance test. An affidavit from the Engineer of Record will also be accepted in lieu of the inspection card, from the building department.
 - Allow three business days from UES's receipt of inspection and ground test before a facility will be energized.

WATER SERVICE

1. At the main “valve/meter” connected to the building or group of buildings. For users receiving non-University-supplied water, the maintenance of all water services shall be the responsibility of the users.
2. The University employs a cross-connection control

program to protect the campus water distribution system. The program is in compliance with State of Florida Department of Environmental Protection Guidelines, American Water Works Association (AWWA) M-14, and will apply to the campus primary supply, as well as intra-campus connections.

3. In order to protect utilities systems, individual users are responsible for funding backflow prevention when building systems are altered or extended at their request.
4. All costs associated with required metering shall be paid by the user for the project.
5. The user will be responsible for blockages to their lateral lines and for all lines within the boundary of the property they own, lease, or occupy, unless otherwise stipulated under the terms of occupancy.

CHILLED WATER SERVICE

At the main “valve/meter” connected to the building or group of buildings. Chilled water is provided for general comfort cooling. The user must account for special requirements for low temperature and high flow.

IRRIGATION AND RECLAIMED WATER SERVICE

From distribution supply main, including connectors and up to and including the first immediately available isolation valve.

NATURAL GAS SERVICE

At the valve / regulator connected to the building or group of buildings.

SUNSHINE 811

1. UCF is an active member and participates in the Sunshine 811 program. This program is the communication link between excavators and the UCF utility owner.

2. Tickets can be created 24/7 online at <http://www.sunshine811.com/> or by calling (800) 432-4770.
3. The Underground Facility Damage Prevention & Safety Act – Chapter 556, FL. Statute is a federal law requiring that the prime Contractor’s excavator shall contact Sunshine State One-Call prior to excavating.
4. UES shall have the authority to stop or cease both excavation or directional bores if the excavators’ responsibilities have not adhered to Sunshine 811 requirements.
5. **CN33-1: The Prime Contractor shall notify Sunshine 811 prior to excavation of proposed area and provide the utility with the address and major street intersections or references to natural or man-made landmarks, and will identify in white paint or stakes the proposed area.** Statutory markings are due two full business days for a regular locate ticket and 10 business days for an underwater locate ticket. The University will provide a positive response of “marked”, “cleared” or “no conflict,” which will be tracked in the system if a utility falls in the subject area of excavation.
6. Distribution utility markings will be provided by the Department of Utilities & Energy Services and include:
 - Natural gas
 - Sewers & drain lines
 - Potable water
 - Chilled water
 - Reclaimed water and irrigation
7. Violations: Any law enforcement officer identified in Chapter 556, F.S., can issue a citation to excavators and member operators. Fines begin at \$500 and can be up to \$5000 imposed by a court of law, for failure to have a valid locate ticket [556.105(1) F.S.]
 - Failure to wait the required time prior to excavation

- or demolition [556.105(6) F.S.]
 - Failure to stop excavation or demolition if marks are destroyed or, in the case of underwater facilities, are destroyed and inadequately documented [556.105(11) F.S.]
 - Failure to stop excavation or demolition if there is contact with – even when there is no noticeable damage – or damage to - an underground facility [556.105(12), F.S.]
 - Failure to locate underground facilities for an excavator, as requested on a locate ticket, after determining the underground facility is close or in conflict with the excavation or demolition site [556.105(5)(a) and (b)]
 - Requesting an emergency ticket for a non-emergency situation [556.109(2) F.S.]
 - Failure to follow low-impact marking practices [556.114(1), (2), (3), (4) F.S.]
8. Locate marks used to identify the horizontal route of underground facilities are valid for 30 calendar days after a locate ticket is created. Knowing and willful removal or destruction of valid stakes or marks before the 30 calendar days have passed is a misdemeanor of the second degree.
 9. The Department of Utilities and Energy Services holds all official maps of both the above-ground and below-ground utilities (including but not limited to cabling, conduit, manholes, etc.) at 3528 Perseus Loop, Orlando FL 32816 (BLDG 16) at the UCF main campus. To facilitate this, all operators of utilities and communications located on the University of Central Florida main campus must provide UES with current and accurate as-built information relating to their facilities.
 10. All significant modifications to as-built information shall be submitted at the time they are made. UES will periodically update the official utility maps from the as-built

information provided. Due to Homeland Security Risks with sensitive infrastructure, copies of the maps and computer-based files may only be conditionally released to any third party. UES reserves the right not to release any partial or whole map(s) to any third party.

11. UES will also require all pertinent CSI Division specifications, 100% drawings and a copy of Energy Data Com (VIA CD) prior to energization.

UTILITIES SYSTEMS CONTROL

12. The quality of the University utility distribution service is maintained by controlling changes to the system. This control is necessary prevent the addition of improper equipment, ensure that connections are done properly, and to prevent overloading of any particular system. UES will oversee the utility system to ensure that minimum standards of the various code requirements are maintained. If corrective action must be undertaken to remedy unauthorized work initiated by a customer, the customer will be billed for the cost of the corrective action.
13. All additions and interconnection to the distribution system must include a metering device capable of measuring the services provided and transmit that information via the intranet to UES. This expense shall be borne by the requestor of the expansion. All master metering devices used for billing must be approved by UES prior to installation and must be certified before utilities are provided to the buildings. These meters shall become the property of UES once installed, and will be maintained by UES. Sub-metering for prorating purposes shall be the user's responsibility.
14. All additions to the system, whether they benefit a single user or a group of users, shall be coordinated with and become part of the utility system. All added production equipment may be joined to the utility system's productive capacity by appropriate connections.

15. UES inspects all existing meters on a monthly basis, for billing purposes. When a meter is found deficient or inoperative, the building user will be notified, and the meter will be scheduled to be replaced or repaired. Until a replacement meter is installed or repairs are made, the building will be billed according to historical use. This billing practice may include any or all of the following:
- Historical data based on similar season or comparable months
 - Average annual consumption
 - Flat use rate, based on square footage of the facility
 - Partial monthly consumptive data
16. New utility connections will not be provided to any new or renovated, buildings until new meters are installed and certified to be operating properly.
17. Potable water (tap or drinking water) is a valuable utility that must be conserved and efficiently used throughout campus. All irrigation sources will use reclaimed water.
- EXPANSION PROVISIONS
18. New or renovated building/facility projects shall be connected to the University's existing central plant and utility distribution systems. In the case where a new, renovated or expanded facility is unusually remote from a central or distributed system, or where its characteristics suggest alternatives to central plant/distribution connections, an analysis will be performed, at UES's discretion, to determine economic, performance, and maintenance feasibility.
19. Adequate reserve capacity, both production and distribution, shall be maintained in all systems. Adequate reserve capacity shall generally mean the ability to meet demand for services with any single unit out of service.
20. Clearances to switchgear must meet the minimum utility standards.
21. Additions to production and distribution systems required by new construction or new demand shall be funded by the user creating the need, unless a formal decision is made that capacity is available and a specific written exception is granted.
22. If additional capacity is available without adding to the utility production or distribution systems, then the cost of required new demand will be charged to the new or renovated building/facility project and placed in an escrow account for use in supplementing the cost of the next plant addition and /or providing for over-sizing of distribution systems to allow for future connections to future facilities.
23. The user who is responsible for creating the need for an addition shall be fiscally responsible for a prorated share of the total capacity added.
24. UES, with cooperation from Facilities Planning & Construction, shall be responsible for planning utility capacity growth to keep pace with the planned addition of new buildings and facilities on campus.
25. Facilities Planning & Construction, with cooperation from UES, shall be responsible for including all funds necessary to pay for utility expansion required in the budget of each major construction project for UCF facilities.
26. All expansion must conform to the University of Central Florida's Design, Construction, and Renovation Standards.
27. The University of Central Florida's Design, Construction, and Renovation Standards should be consulted for specific burial depths of utilities. Where any question exists, contact the UCF Project Manager. In no case shall underground installation be less than 24 inches below grade.
28. All expansion must include isolation devices and metering devices as applicable that shall be funded by

- the user creating the need. These devices, once installed and accepted, become property of UES.
29. UES shall obtain all permits for utility expansion from the appropriate agency; UES shall represent the University for all installations/utilities permits.
 30. All utilities system design and all utilities system construction must have approval from UES. As-built drawings must be provided to both UES and Facilities Planning and Construction departments after underground installation is complete. Additionally, as-built drawings must be submitted in AutoCAD format.
 31. Service fees imposed by utility service suppliers to the University shall be the responsibility of the budget entity creating the need. UES reserves the right at time of project construction or when usage dictates to collect and escrow service fees in order to pay any type service fee based on expected usage.
 32. The capital costs of purchasing additional sewer capacity shall be borne by the budget entity creating the need. A processing surcharge may also be imposed based on the quality of effluent being processed and the cost impact to the normal operation of the system. If on-site lift station capacity is required, the user or project shall be the financial obligation to put in:
 - Wet-well, submersible lift station
 - Wet-well / dry-well suction, lift station
 - Wet-well, suction lift station
 33. The cost to investigate, recover, and neutralize illegal substances dumped in the waste stream will be borne by the department, division, college, or other entity that is responsible for the occurrence, under the supervision of UCF's Department of Environmental Health & Safety.
 34. The University, in accordance with existing policies, rules, or state laws, will pursue and prosecute any individual who purposely alters or causes any meter to be misread

or improperly measured.

35. The general level of consumption measurements will be on a customer basis at the point in the distribution system where billable information may be collected within system accuracy requirements. The cost of metering at the sub-building level shall be borne by the building occupant requesting the metering.
36. The cost of providing services to a new user shall be determined on an incremental cost basis. If additional plant capacity is required, the cost shall be part of the incremental cost.

Electric Services and Meter Installation Requirements

GENERAL INFORMATION

1. Electric meters and submeters are utilized for utility billing, savings calculations, demand profiling, and performance monitoring. Essential to these functions are an accurate and properly selected and installed system. The following information pertains mainly to "low voltage" services at 600V and under, unless otherwise specified.
2. Electrical Service Definitions
 - Low Voltage: up to 600V (AC)
 - Medium Voltage: 1kV – 35kV (AC)
 - High Voltage: greater than 35kV (AC)
3. University Meter Specific Definitions
 - Main Distribution Panel Meter: Switchgear/Panel mounted meter covering complete main service to the entire facility
 - Billing Electric Meter: Main exterior mount revenue/billing meter for each main service to a facility
 - Billing Electric Sub-Meter: Meter installed on a portion of the main facilities electrical distribution, downstream of the main facility meter; primarily

used to measure electric consumption for billing purposes.

- BAS Electric Meter: Meter installed on the main service or on a portion of the main facilities electrical distribution, downstream of the main facility meter; primarily monitored through BAS for specific loads related to lighting, chilled water equipment, and plug-load circuits.
- MCC (Motor Control Center): Assembly of one or more enclosed sections having a common power bus and containing motor control units.
- Switch Gear: Combination of electrical disconnect switches, fuses, or circuit breakers used to control, protect, and isolate electrical equipment
- Utility Transformer: Any pole-mount or pad-mount distribution transformers providing the final voltage transformation in the electric power distribution system, stepping down the voltage used in the distribution lines to the level used by the customer.
- CT (Current Transformer): Also known as instrument transformer, used to reduce the primary current accurately proportional to the current in the circuit, allowing for convenient connections to measuring and sensing equipment.
- PT (Potential Transformer): Voltage transformers (VT) (also called potential transformers (PT)) a type of instrument transformer, used for metering and protection in high-voltage circuits or phase or phase shift isolation. They are designed to present negligible load to the supply being measured and to have an accurate voltage ratio to enable accurate metering.

a “permanent” facility service and will be coordinated for disconnection and removal at the completion of the project (example: temporary construction trailer or site power for project work).

2. Temporary services to construction trailers or site power for projects that are building expansions must not be serviced off an existing facilities circuit(s). All temporary connections must be direct from the utility company transformer for site power or construction trailers. If this is not feasible, a generator must be utilized for temporary power during construction.
3. Facilities under construction that are connected to any existing facility as an “expansion” or added space must have all construction-related circuits separately “sub-metered” for billing purposes. Sub-metered use will be subtracted from the original building’s main service meter. It is the responsibility of the project/Contractor to fund any power consumption directly related to the project, even in existing building expansions.
4. Permanent Service: Permanent service conductors installed for the purpose of supplying main power feed to newly renovated or constructed facility, site, or structure.
5. Permanent service, upon final approval for the Certificate of Occupancy, will transfer responsibility of service from the project or Contractor to the final end customer. Separate physical structures must have separate utility services (distributions) originating from the Utility Company transformer. At no point should any facility be fed from an individual circuit downstream of a main service on another facility, causing a condition for sub-metered loads and split billing.

SERVICES

1. Temporary Service: Service conductors that will be temporarily installed and energized for short-term use involving project/contracted work services until project completion. Service is not utilized in any way as

GENERAL INFORMATION

1. All electrical connections must be made by a licensed electrician.
2. Cleaning Conductors: Surface contamination, especially surface oxide, must be expected on all conductors. These

surface oxide films are insulators and must be broken down to achieve the metal-to-metal contact required for efficient electrical connections. In addition to cleaning, the surface should be covered with a good joint compound to exclude moisture, thus preventing the oxide from reforming.

3. Aluminum-to-Aluminum Specific: Aluminum oxide, in particular, forms very rapidly; therefore, aluminum conductors must be thoroughly cleaned by use of an emery cloth immediately prior to making the connection, the surface should be covered with a good joint compound to exclude moisture, thus preventing the oxide from reforming.
4. The minimum size conduit between MCC and Meter is 1", with steel compression connectors.
5. Add meter power fusing inside the meter can, 600 volt rated with 1A fuse.
6. The center of the meter should be 5-foot 6-inches above normal grade height.
7. Minimum clearances around the meter enclosure are 6".
8. The minimum working clearance is 4-ft from surface of meter can and 4-ft side-to-side.
9. Minimum overhead workspace is 7-ft.
10. The meter enclosure must be a minimum of 10 linear feet from the Utility Transformer.
11. The Contractor will include a Ground Test with a recently calibrated specialized tool for testing grounding systems. It will be witnessed by the UCF Project Manager.
12. All wire penetrations must be fire caulked.
13. Refer to UCF Requirements for electrical services and meter installations for control wire size and distance requirements between meter enclosure and instruments transformers.
14. Electrical rooms must be located along an exterior main wall, with the electric meter installed on the exterior of the building.
15. If the electrical room, by design, cannot be located along an exterior wall, and distance is greater than 50 linear feet from meter enclosure to current transformers, then the meter must be installed in one of two ways:
 - Exterior Wall Mount (Meter & CT Enclosure): Primary conductors from the utility transformer to the site must be routed through an approved CT Cabinet. UCF-owned current transformers must be installed and isolated in place using the manufacturer's mounting kit. CTs must have a primary bar or primary bus bar kit inserted and connected to incoming and outgoing conductors fastened with lugs/bolted connection. This allows for future replacements of current transformers without the need to alter conductors. A primary disconnect must follow the CT cabinet before entering the main electrical room.
 - Exterior Concrete Post Mount (Meter & CT Enclosure): If a utility-owned padmount transformer is serving only the single facility in question, then coordination with the utility company must be performed to have utility company-owned CTs installed on the secondary bushing of the padmount utility transformer to the meter enclosure on the concrete post within 5 linear feet from the transformer. The post must meet the Standards, and the utility provider will be responsible for sizing, installing, and wiring the CT's to the pre-mounted meter enclosure prior to energizing.
16. University-owned instrument transformers are not permitted for installation in the local utility company's pad-mount transformers. Only external utility provider-supplied instrument transformers will reside in switchgear or padmount transformers.
17. Any electrical equipment or enclosures on an exterior wall or post mount structure must be covered from view. Proposals for either landscaping shrubbery or material structures used to block the sight of such equipment must be submitted to and pass the approval of the University Master Planning Committee (UMPC). Such requests must

be routed through the UCF Project Manager.

18. Do not recess meter enclosures or CT cabinets on any wall of any material/structure
19. Nails of any kind or plastic anchors are NOT permitted for mounting equipment
20. Approved fasteners for mounting equipment:
 - Tap cons
 - Lead anchors
 - Toggle bolts
21. Do not alter the meter enclosures, use provided knockouts only.
22. All meter and CT enclosures must be clearly and permanently marked with element-resistant signage. Either nonferrous stainless steel or plastic plates, riveted to meter base, with engraved lettering can be used.
23. General Label Specifications:
 - Label Dimensions (meter and CT enclosure): 6"W x 4"H (minimum)
 - Label Thickness: 1/16" (minimum)
 - Base Color: Black
 - Font Style: Calibri
 - Font Size (inches): ½" (minimum)
 - Lettering Color: White
24. Do not use permanent markers, paint, or any other marking pens to label meter or CT enclosures. Temporary markings for identification can be made on the interior of the enclosure until permanent labeling is installed.
25. All original calibration certificates or test results supplied with any meter or instrument transformer must be turned over to UCF Department of Utilities & Energy Services.

METERING EQUIPMENT

Main Electric (Revenue) Meter Electric Meter

All electric metering systems installed at the University, main or branch campuses must adhere to the following specifications and will only be purchased and provided by the University. The University does not accept substitutes for electric metering, as Itron is the University standard. All buildings, new or renovated, that require electric service shall be metered according to these specifications. (Note: This does not include sub-meters installed for BAS/Controls purposes, of which Veris meters with BACnet communications are standard.)

1. Acceptable Manufacturer(s): Itron, Inc. (www.itron.com)
2. All electric meters must be UL Listed and approved.
3. Each electric meter system with service 400A or less must consist of, at a minimum, an electric meter and meter base.
4. Each electric meter system with service greater than 400A must consist of, at a minimum, an electric meter, meter base, and solid core, revenue grade, ANSI-rated, current transformers.
5. All electric meters will be outfitted with the following options:
 - KYZ/Pulse Output (2 outputs minimum)
 - Demand
 - Load Profile (144kb storage or greater)
 - Itron 900mhz RF Card – 3 Radio ERT, Type08 High Power
 - Utility Plants – Upgrade to ML2 LVL2 Load Profile w/KVAR option

Current Transformers

Only the GE Encompass or RevenueSense line of solid core multi-ratio current transformers is acceptable for installation. Deviations from this standard must be put in writing to UES.

1. Acceptable Manufacturer: GE Encompass & RevenueSense (www.gedigitalenergy.com)
2. All current transformers' secondary current must yield at least 5A and by sizing calculations yield no more than 20A due to meter capacity.
3. All current transformers must be solid core, revenue grade, ANSI-rated quality.
4. Split Core current transformers are not-acceptable.
5. All current transformers must be centered on conductors, centered on a bus bar using depth guides for proper positioning, ties/rated filler, or bolted to a bus bar for increased accuracy.
6. All current transformers must include a shorting device/switch on the transformer.
7. All current transformers must be UL Listed and approved

Meter Enclosure

All meter enclosures must be stainless steel and include either a pre-wired test switch (transformer rated enclosures) or bypass lever (self-contained enclosures), allowing for future meter replacements without interruption of service to the customer.

TRANSFORMER RATED (CLASS 20, OVER 400A):

1. Acceptable Manufacturer(s):
 - Cooper Industries (www.cooperindustries.com)
 - Milbank Mfg (www.milbankmfg.com)

SELF-CONTAINED (CL100/200/320, 400A OR LESS):

2. Acceptable Manufacturer(s):
 - Cooper Industries (www.cooperindustries.com)
 - Milbank Mfg (www.milbankmfg.com)
3. See the Selection Matrix below for guidance. If alternate options are necessary or required, for enclosures, the University requires equipment "approved" by the local utility provider.

METER SELECTION TABLE

ELECTRIC METER								CURRENT TRANSFORMER (CL 20 Meters Only , over 400A Services)			METER ENCLOSURE/BASE (600VAC, Steel Only)					
Phase	Class	Volts	Wire	Model	Socket Form	Socket Rating	# Socket Terminals	Manuf	Model	Secondary Current	Manuf	Model	Cover	Color	Amp Rating	Test Switch/ ByPass
1Φ	100	120	2-Wire	Itron Centron	1S	Self Contained	4	-	-	-	Milbank	U3505-XL-TG-HSP	Ringless	ANSI 61 Gray	200	Bypass Lever
1Φ	200	240	3-Wire	Itron Centron	2S	Self Contained	4	-	-	-	Milbank	U9801-X-HSP	Ringless	ANSI 61 Gray	200	Bypass Lever
1Φ	200	120	3-Wire	Itron Centron	12S	Self Contained	5	-	-	-	Milbank	U9551-X-QG-HSP	Ringless	ANSI 61 Gray	200	Bypass Lever
1Φ	320	240	3-Wire	Itron Centron	2S	Self Contained	4	-	-	-	Milbank	U2124-O-HSP	Ringless	ANSI 61 Gray	320	Bypass Lever
3Φ	20	120-480	4-Wire	Itron Centron Polyphase	9S	CT	13	GE	Encompass or RevenueSense Models	5 Amps	Milbank Cooper	UC4691-XL-21 FW02133N2GR1F	Ring w/ 2-piece cover	ANSI 61 Gray	20	Pre-Wired Test Switch
3Φ	200	120-480	4-Wire	Itron Centron Polyphase	16S	Self Contained	7	-	-	-	Milbank	U9701-X-QG-HSP	Ringless	ANSI 61 Gray	200	Bypass Lever
3Φ	320	120-480	4-Wire	Itron Centron Polyphase	16S	Self Contained	7	-	-	-	Milbank	U3566-X-HSP	Ringless	ANSI 61 Gray	320	Yes (Lever)

All current transformers are to be sized when the meter is ordered. Current transformer sizing is dependent upon the main service rating/size metered. All current transformers must be solid-core, ANSI rated 0.3% accuracy, or better, metering-class current transformers. (See "UCF Requirements for Electric Service & Meter Installations") Specifically, UCF standard current transformers must be of the GE Encompass or RevenueSense models only. Any deviations due specifically to fit and/or application restrictions must be approved by Sustainability & Energy Management prior to final design. In some instances, where new or existing utility pad-mount transformers are present, current transformers may be placed by Duke Energy, at the request of Sustainability & Energy Management, wherein the contractor would only be required to mount the meter enclosure, meter post, and run conduit for customer conductors to the utility transformer. Duke Energy would be responsible to wire up the current transformers and/or potential transformers to the test switch in the meter enclosure for any transformer rated service (does not apply for self contained meter installations). This setup must be approved by Sustainability & Energy Management, who will then coordinate with Duke Energy. Using Duke Energy current transformers will incur a monthly rental charge that adds to the university's "Running Investment Schedule" (RS) for the monthly billing. Duke will require 6-weeks lead time to order instrument transformers.

Renovations where the service size to existing facilities needs to be increased and continued through existing metering from one class to another (CL200 to CL320) must confirm that the meter and meter enclosure will handle the upgrade in service prior to final design approval as the enclosure and/or meter may require replacement.

For low voltage services (up to 600V), the meter, meter base, and current transformers will be furnished by UCF but paid for by the contractor/owner (with exception of Duke Energy current transformers placed in pad-mount transformer). For services greater than 600V the meter and meter base will be furnished by UCF and paid for by the project, however, the current and potential transformers will be properly sized by the engineer of record for the application and acquired and installed by the electrical contractor. Pending an approved final inspection and a passed ground test result from UCF F&S, UCF Facilities Operations personnel will be required to install the meter in the enclosure prior to energizing service. Work orders must be submitted a minimum of 8 weeks in advance to order the meter and instrument transformers and 1 week in advance to schedule a UCF electrician to install the meter into the mounted enclosure prior to energizing the service. Service WILL NOT be energized without an existing meter.

Meters must be requested via work order. The form for requesting a meter can be found at <http://www.pp.ucf.edu> located under the drop down menu for "Miscellaneous Forms and Utility Connections".

Potable Water/Wastewater Meter Installation and Specifications

GENERAL REQUIREMENTS

1. Acceptable Manufacturer: Badger Meter, Inc.
<http://www.badgermeter.com>
2. Meters must be provided on all domestic water main connections. Meters must be outfitted with an Itron 100W transmitter for data collection on the University's fixed network system.
3. All meters will be provided by the University, and both the meter and installation will be paid from project funds. The meter becomes property of the University after the final Certificate of Occupancy is issued.

METER SPECIFICATIONS

1. All water meters must be mounted horizontally and level. Vertical water meter installations must be avoided.
2. All domestic water meters must be installed on the exterior of the facility for ease of access, repair, maintenance, and clarity of radio frequency transmission signals.
3. Transmitters must not be mounted within 20 feet of an electric utility transformer, to avoid signal transmission degradation. Added length can be ordered as needed to extend the transmitter remotely to a more suitable location. This must be specified to UCF ahead of time so the proper amount of cabling length can be ordered.
4. All transmitters with direct exposure to sun must be mounted in a small, UV-protected, non-metallic (poly/plastic) enclosure that must be wall, or pipe-mounted with the transmitter serial number visible through translucent cover of the enclosure.
5. All nutating disc or turbine meters must be ordered with an integral or separate bolt-on plate strainer to protect the meter for longevity and condition water flow to ensure the best accuracy.

6. All meters must have a test plug.
7. Registers for domestic water meters must be a standard, black-colored shroud, with a white facing. Pantone Purple shrouds and facings represent Reclaimed water and are NOT permitted on a potable domestic water line.
8. All meters are to be installed according to manufacturers' suggestions, including appropriate upstream and downstream pipe diameters from other valves, elbows, and other equipment.
9. All nutating disc or turbine meters must have a strainer to protect the meter for longevity, and flow conditioning for proper metering accuracy. Integral strainer up to 4" meters and bolt-on style strainers for meters above 4".
10. All registers must be ordered as an integral mount, with a minimum 5-ft "in-line" connector for easy connection to the Itron 100W DLN Datalogging transmitter. Additional wire length can be ordered as needed for mounting purposes.
11. All registers must be ordered with security/tamper screws.

UCF DESIGN & CONSTRUCTION STANDARDS

POTABLE/DOMESTIC WATER METERS Selection Matrix												
Line Size Range	Line Size	Model	Measurement Type	Recommended Max Continuous Flow	Construction Material (Meter & Flanges)	Mandatory Strainer Requirement	RF Transmitter	Application	Register Type	Register Color	Register Units	Installation Type
5/8" - 2"	5/8"	M-25	Disc (Nutating)	15 gpm	Bronze	integral	Itron 100W DLN	Coldwater, used for residential, commercial, and industrial applications with "lower" flow rates. (DISC METERS NOT PERMITTED FOR IRRIGATION METERING)	Absolute Digital Encoder (ADE)	Black	Gallons	Horizontal
	3/4"	M-35	Disc (Nutating)	25 gpm	Bronze	integral	Itron 100W DLN					
	1"	M-70	Disc (Nutating)	40 gpm	Bronze	integral	Itron 100W DLN					
	1.5"	M-120	Disc (Nutating)	80 gpm	Bronze	integral	Itron 100W DLN					
	2"	M-170	Disc (Nutating)	100 gpm	Bronze	integral	Itron 100W DLN					
3" - 8"	3"	T-450	Turbine/Rotor	450 gpm	Bronze	integral	Itron 100W DLN	Coldwater, primarily Commercial & Industrial applications with medium to high flow rates. Hotels, manufacturing/processing plants, large commercial facilities.	Absolute Digital Encoder (ADE)	Black	Gallons	Horizontal
	4"	T-1000	Turbine/Rotor	1000 gpm	Cast Iron	integral	Itron 100W DLN					
	6"	T-2000	Turbine/Rotor	2000 gpm	Cast Iron	separate; bolt on	Itron 100W DLN					
	8"	T-3500	Turbine/Rotor	3500 gpm	Cast Iron	separate; bolt on	Itron 100W DLN					
10" and up	10"	T-5500	Electromagnetic	5500 gpm	Cast Iron	separate; bolt on	Itron 100W DLN	Hotels, manufacturing/processing plants, large commercial facilities.	Absolute Digital Encoder (ADE)	Black	Gallons	Vertical or Horizontal
	12"	T-6200		6200 gpm								
	16"	T-6600		6600 gpm								
	20"	T-10000		10000 gpm								
2", 3", 4", 6" (application specific)	Various	Various	Compound Turbine (high flow) & Disc (low flow)	-	2" & 3" = Bronze 4" & 6" = Cast Iron	separate; bolt on	Itron 100W DLN (2 required, one for high and low registers)	Facilities that experience rapid and large volume fluctuations in demand (hospitals, apartments/dorms, residential housing complexes, manufacturing, research)				Horizontal

All water meters must be mounted horizontally and level. Any deviations requiring a vertical installation, contact the Utilities Division of Sustainability & Energy Management for instruction.

For any medium to high-flow applications at 2" line size or less, contact the Utilities Division of Sustainability & Energy Management (high flow applications at 2" can utilize the T-160 model, but only applicable in continuous high flow rates)

All registers must be ordered as an integral mount with 5-foot in-line connector or direct/potted remote mount for easy connection to the Itron 100W DLN RF Transmitter. Additional wire length can be ordered as need for mounting purposes.

All domestic water meters must be installed on the exterior of the facility for increased transmitter communication and meter access.

All registers must be ordered with Torx security screw.

Itron 100W transmitters come with three output connections. The register must ONLY be connected to the "Black" port on the Itron transmitter to avoid shorting and damaging the transmitter (ERT). The Red and Blue ports are not used.

Meters utilized for makeup or blowdown of chillers/towers at a utility plant must utilize a turbine, ultrasonic, or electromagnetic style meter.

Forms at <http://www.energy.ucf.edu>

Reclaimed/Irrigation Meter Installation and Specifications

GENERAL REQUIREMENTS

1. Acceptable Manufacturer: Badger Meter, Inc. <http://www.badgermeter.com>
2. Meters must be provided on reclaimed or well irrigation lines serving any specific non-E&G-funded auxiliary space. The space must be primarily used by the customer and not be considered a shared space for 24/7 access by students, faculty, and staff.
3. Spaces that cannot be easily designated by primary use and customer will default to E&G, and the Department of Utilities & Energy Services will confirm metering requirements at the onset of the project.
4. All meters will be provided by the University, and both the meter and installation will be paid from project funds. The meter becomes property of the University after final Certificate of Occupancy is issued.

METER SPECIFICATIONS

1. All reclaimed or well-fed irrigation meters must be mounted horizontally and level. Vertical water meter installations must be avoided. Any deviations must be approved by the Department of Utilities & Energy Services.
2. All reclaimed or well-fed irrigation meters must be installed on the exterior of the facility for ease of access, repair, maintenance, and clarity of radio frequency transmission signals.
3. Transmitters must not be mounted within 20 feet of an electric utility transformer, to avoid signal transmission degradation. Added length can be ordered as needed to extend the transmitter remotely to a more suitable location. This must be specified to UCF ahead of time so that the proper amount of cabling length can be ordered.
4. For above-ground reclaimed water meter installations, all

transmitters with direct exposure to sun must be mounted in a small, UV-protected, non-metallic (poly/plastic) enclosure that must be wall- or pipe-mounted, with the transmitter serial number visible through translucent cover of the enclosure.

5. For below-ground reclaimed water meter installations (recommended installation), all transmitters must be attached to the register and the transmitter mounted to the underside of the pit lid or pit wall near the lid, for strongest wireless transmissions.
6. All meters must have a test plug.
7. All turbine meters must be ordered with an integral strainer or separate bolt-on plate strainer to protect the meter for longevity and condition water flow to ensure the best accuracy.
8. Registers for reclaimed-fed irrigation meters must be ordered with a "Reclaimed" designation and have a lavender-colored shroud and facing, identifying the service as a "Reclaimed Water" line.
9. Registers for well-supplied irrigation meters must be ordered with a standard black shroud and white facing. Reclaimed irrigation meter registers are NOT permitted on meters fed by wells.
10. All meters are to be installed according to manufacturer's suggestions, including appropriate upstream and downstream pipe diameters from other valves, elbows, and other equipment.
11. All irrigation meters below-ground must use an enclosure that is large enough to provide access to the entire length of the meter, and attached strainers and test plugs with working room.
12. Irrigation enclosures must have a lavender-colored lid for services that are reclaimed water. Potable-fed and well-fed irrigation must be black lids.
13. All registers must be ordered as an integral mount, with a

minimum 5-ft “in-line” connector for easy connection to the Itron 100W DLN Datalogging transmitter. Additional wire length can be ordered as needed for mounting purposes.

14. All registers must be ordered with security/tamper screws.

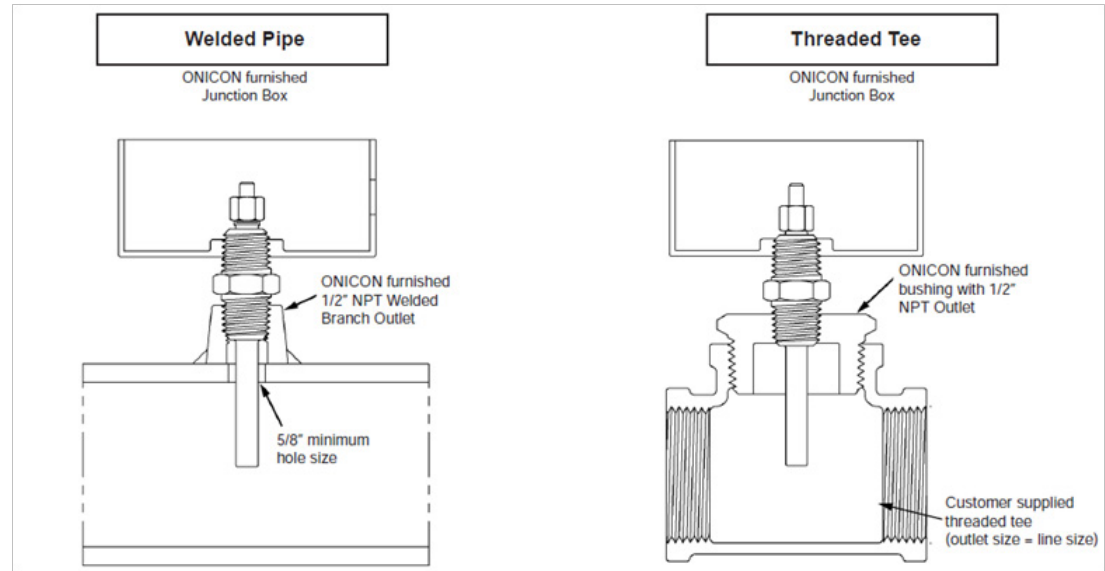
RECLAIM WATER METERS
Selection Matrix

Line Size Range	Line Size	Model	Measurement Type	Recommended Max Continuous Flow	Construction Material (Meter & Flanges)	Mandatory Strainer Requirement	RF Transmitter	Application	Register Type	Register Color	Register Units	Installation Type
1" - 2"	1"	M-70	Disc (Nutating)	40 gpm	Bronze	integral	Itron 100W DLN	Primarily utilized for irrigation purposes. Alternative uses for building reclaim for bathrooms and other wastewater applications.	Absolute Digital Encoder (ADE)	Purple/ Lavender	Gallons	Horizontal
	1.5"	M-120	Disc (Nutating)	80 gpm	Bronze	integral	Itron 100W DLN					
3" - 8"	2"	T-160	Turbine/Rotor	160 gpm	Bronze	integral	Itron 100W DLN					
	3"	T-450	Turbine/Rotor	450 gpm	Bronze	integral	Itron 100W DLN					
	4"	T-1000	Turbine/Rotor	1000 gpm	Cast Iron	integral	Itron 100W DLN					
	6"	T-2000	Turbine/Rotor	2000 gpm	Cast Iron	separate; bolt on	Itron 100W DLN					
	8"	T-3500	Turbine/Rotor	3500 gpm	Cast Iron	separate; bolt on	Itron 100W DLN					

All water meters must be mounted horizontally and level. Any deviations requiring a vertical installation, contact the Utilities Division of Sustainability & Energy Management for instruction.
 For any 2" line size, nutating disc model is not permissible, rather the turbine T-160 model is required for higher consistent flows common with most reclaim water uses (primarily irrigation)
 All registers must be ordered as an integral mount with 5-foot in-line connector or direct/potted remote mount for easy connection to the Itron 100W DLN RF Transmitter. Additional wire length can be ordered as need for mounting purposes.
 All reclaim water meters must be installed on the exterior of the facility in a recessed pit with the transmitter mounted to inside lid or upper wall of pit enclosure for better signal transmission.
 All registers must be ordered with Torx security screw.
 Itron 100W transmitters come with three output connections. The register must ONLY be connected to the "Black" port on the Itron transmitter to avoid shorting and damaging the transmitter (ERT). The Red and Blue ports are not used.

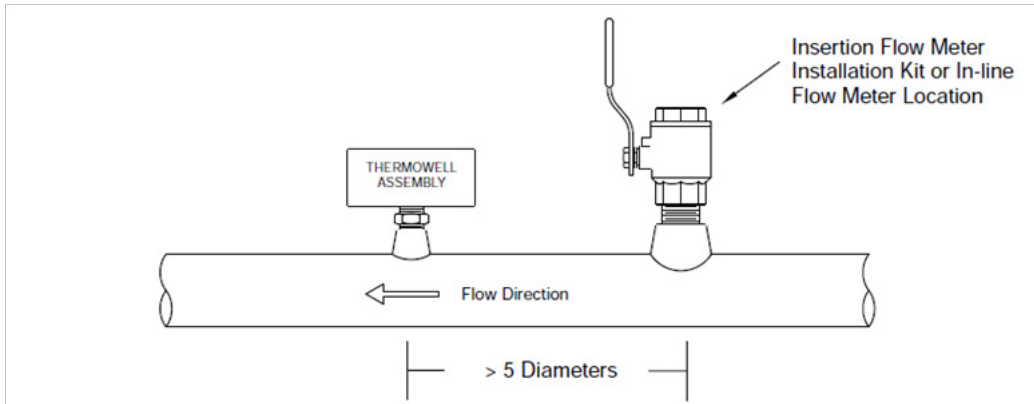
Chilled Water Meter Installation and Specifications

1. Acceptable Manufacturer(s): Onicon Inc.
<http://www.onicon.com>
2. All chilled water metering systems installed at the University main or branch campuses, must adhere to the following specifications. The University does not accept substitutes for Chilled Water metering, as Onicon is the University standard. All buildings, new or renovated, that are supplied with chilled water shall be metered according to these specifications.
 - Each chilled water measurement system must consist of, at a minimum, a flowmeter, BTU meter, bath-calibrated matched pair temperature sensors, and stainless steel thermowells.
 - A certificate of calibration from the system manufacturer for NIST traceable wet-calibration must be provided with each new system, and provided to UES
 - All flowmeters will utilize electromagnetic sensing. In situations where bi-directional flow is needed, a special model of the Insertion-style flowmeter can be ordered with the bi-directional option. All in-line meters include bi-directional measurement. Submersible and remote options are also available.
 - All temperature sensor thermowells must be recessed in the pipe, according to manufacturer's specifications.
 - Thermal insulators must be installed for each temperature sensor, to protect sensors from moisture.
 - Terminals on temperature sensors are to be thoroughly taped/sealed from exposure, to avoid shorting by contact with moisture or other components.
 - All flowmeters must be installed according to manufacturers' specifications, with flowmeters installed at a specified location, allowing for a specific minimum

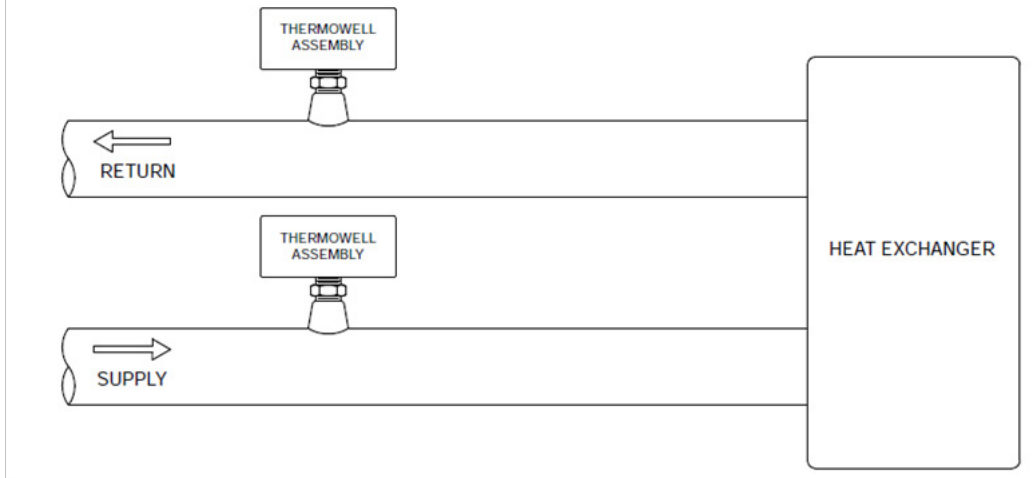


number of pipe diameters before and ahead of the flowmeter.

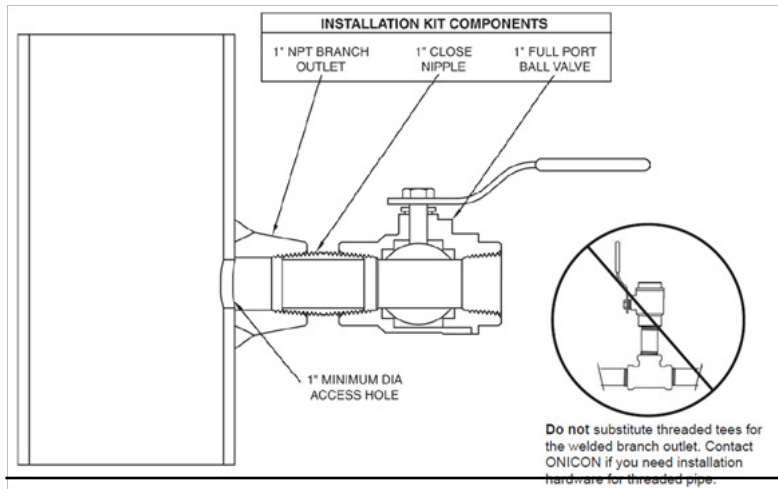
- All BTU meters wired to flowmeters and temperature sensors must have the BACnet option via MS/TP protocol.
- All BTU meters must be remotely wall-mounted within the same room on an easily accessible wall, mounted at a height of 4 - 6 feet, with unobstructed access.
- All electronic enclosures for in-line meters must be purchased and installed as "remote" mount options and mounted next to the BTU meter.
- All installation kits used must be stainless steel only and purchased from the equipment manufacturer.
- The University will order the metering equipment for installation based on conditions submitted for new service request(s).
- A secondary tap with valve for a portable insertion flowmeter, per manufacturer specifications, must be



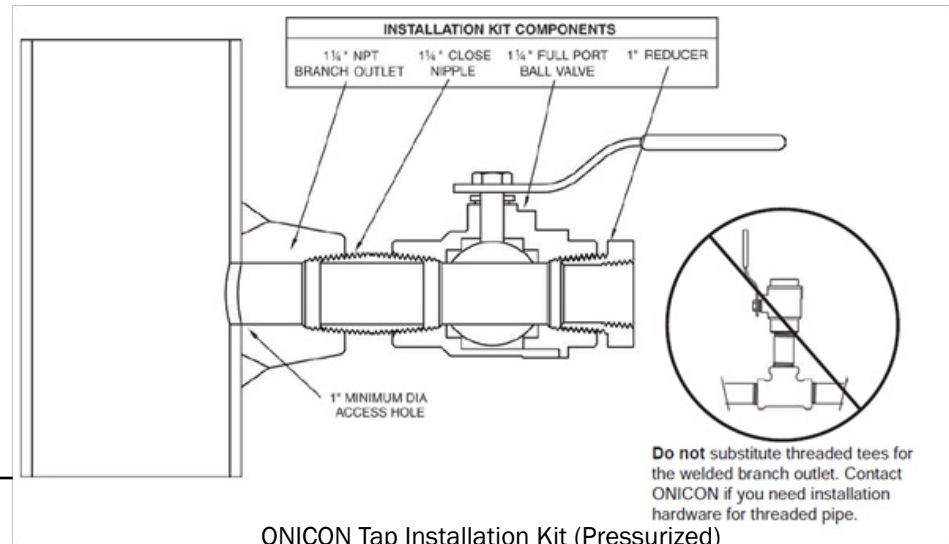
One sensor will be located in the same pipe with the flow meter. This sensor must be located at least 12" or 5 pipe diameters, whichever is greater, downstream from the flow meter.



installed on the outlet side of any "in-line" flowmeters installed for each project. This added tap/valve will be utilized to test all in-line meters with portable testing equipment for purposes of continued accuracy measurements.



ONICON Standard Installation Kit (empty pipe)



ONICON Tap Installation Kit (Pressurized)

Meter Programming and Setup Parameters		
	Utility Plants (Chillers)	General Campus Buildings
Total Energy	Ton-Hr x 10	Ton-Hr x 1
Energy Rate	Ton x 10	Ton x 1
Flow	Gallons (GPM)	Gallons (GPM)
BACnet Settings		

CHILLED WATER METER SELECTION MATRIX

Line Size = less than 1"	
Flowmeter	Onicon Model# F-3100
Flowmeter Style	In-Line (Electromagnetic)
BTU Meter / Display	Onicon System-10-BAC-MS/TP (Wall Mounted/Interior)
Temperature Sensors	Paired/calibrated with BTU Meter (with thermal insulators)
Line Size = 1" – 2"	
Flowmeter	Onicon Model# F-3200
Flowmeter Style	In-Line (Electromagnetic), Flanged
BTU Meter / Display	Onicon System-10-BAC-MS/TP (Wall Mounted/Interior)
Temperature Sensors	Paired/calibrated with BTU Meter (with thermal insulators)
Line Size = 3" – 8"	
Flowmeter	Onicon Model# F-3500
Flowmeter Style	Insertion (Electromagnetic)
BTU Meter / Display	Onicon System-10-BAC-MS/TP (Wall Mounted/Interior)
Temperature Sensors	Paired/calibrated with BTU Meter (with thermal insulators)
Line Size = 10" – 72"	
Flowmeter	Onicon Model#F-3200
Flowmeter Style	In-Line (Electromagnetic), Flanged
BTU Meter / Display	Onicon System-10-BAC-MS/TP (Wall Mounted/Interior)
Temperature Sensors	Paired/calibrated with BTU Meter (with thermal insulators)

Fire Hydrants

1. **CN33-2: The location of fire hydrants must be determined by FFPC and approved by the Owner.**
2. A hydrant must be located within one-hundred (100) feet of Fire Department Connection.
3. Hydrants must be served by a valve stub not less than 6" IPS, and must connect to a main not less than 8" IPS. The Owner must be consulted in all cases where the existing main servicing the site is 6" IPS or less.
4. Hydrants must be equipped with a minimum of one (1) pumper outlet nozzle 4-1/2 inches in diameter and two (2) hose nozzles 2-1/2 inches in diameter. Threads, nozzle caps, operating nuts, and cap color must conform to Orange County Standards. Barrel color must be yellow. Units must be traffic type with breakable safety coupling located below barrel break line to preclude valve opening. Valve must be compression type with 5-1/4 inches minimum valve opening and shoe inlet connection to be 6-inches minimum. Hydrants must be secured with restraining assemblies. All units must be designed and installed to be self-draining. Gravel or crushed stone for the drain sump must be provided.

SYSTEM SIZE COMPUTATION

The allowable minimum service pressure must not be less than 20 pounds per square inch. Design flows and method of computation must be indicated on the Construction Documents.

VALVE LOCATIONS

1. Valves must be provided for all branch connections, main ends, fire hydrant stubs, or other locations.

2. Distribution loops must have the ability of being isolated.
3. Valves are to be placed so that the maximum allowable length of water main required to be shut-down for repair work must be two-hundred (200) feet in high density or five-hundred (500) feet in other areas.
4. Building water distribution systems must have backflow prevention devices installed.

APPROVED FIRE HYDRANT MANUFACTURERS

Mueller Super Centurian Model A423 with a 5 1/4" opening valve. Substitutions must be approved by a standard deviation request.

Backflow Preventers

CN33-3: Backflow preventers must be manufactured by Wilkins. Provide type RPZ, model 975 XL for 2" lines smaller, or model 375 with OS&Y valves for 3" lines or larger for building installations. Provide type 350DA on fire mains, and type DC, model 950 XL of irrigation systems. For 2" or smaller, the pipe supporting the device must be copper. For 3" and larger, the pipe supporting the device must be ductile iron. No backflow preventers between 2" and 3" are permitted.

References:

Sunshine 811 <http://www.sunshine811.com/>

OSHA Standard 1926.651

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10775

Pipeline and Hazardous Material Safety Administration (PHMSA) Federal DOT <http://www.phmsa.dot.gov/>

National Electric Safety Code, ANSI C2

https://standards.ieee.org/about/nesc/100/nesc_history.pdf

UCF UES Forms & Procedures

<http://www.energy.ucf.edu/forms-and-procedures/>

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