



# Pasco County Schools

Providing a world-class education for all students.

Dr. John Legg, Superintendent of Schools

## 2025

## Construction Manager Guidelines

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# Construction Manager (CM) Pre-Construction Fee Proposal Format

Fee proposals shall be submitted with a Cover Letter (signed) and shall include the CM's Federal Tax ID Number and a current W9 Form. Fee proposals shall be formatted in the following content order:

**Client Information:**

**Project Name:**

**Project Location:**

**Project Description:**

**Project Program:**

Construction Manager (CM)	Basic Preconstruction Services of the Construction Manger shall include the following:
Meetings	Attend Design Review Meetings with Owner/Architect/Engineer <ul style="list-style-type: none"> <li>• Schematic Design Phase</li> <li>• Design Development Phase</li> <li>• Construction Documents</li> </ul>
	Attend Estimate Review Meetings with Owner/Architect/Engineer <ul style="list-style-type: none"> <li>• Schematic Design Phase</li> <li>• Design Development Phase</li> <li>• Construction Documents</li> </ul>
Scheduling	<ul style="list-style-type: none"> <li>• Develop Pre-Construction and Construction Schedule that coordinates and integrates CM services, A/E services, and Owner responsibilities. Schedule shall be updated at each Estimate Review.</li> <li>• Develop Master Construction Schedule.</li> <li>• Provide Master Construction Schedule updates Monthly full duration of the project.</li> </ul>
Existing Conditions Building Evaluation (Required for Remodel Projects)	<ul style="list-style-type: none"> <li>• Evaluate existing building conditions to provide viable design input on feasibility of construction methods, phasing options, and impact on capital and operating costs.</li> <li>• Submit Evaluation Report to Owner.</li> </ul>
Site Assessment & Logistics Planning	<ul style="list-style-type: none"> <li>• Analyze site conditions, utilities, geotechnical reports, etc.</li> <li>• Develop site logistics, building protection and mobilization plans designed to mitigate the impact of construction on pedestrian, vehicular traffic, building occupants, and ongoing operations.</li> <li>• Phasing options (when required).</li> </ul>
Schematic Design	<ul style="list-style-type: none"> <li>• Participate in meetings involving major components and/or systems of the building construction providing constructability and cost related input on design decisions related to design development.</li> <li>• Provide validation of Owner Construction Budget.</li> </ul>
Design Development	<ul style="list-style-type: none"> <li>• Review and Price drawings and specifications for budget compliance.</li> <li>• Provide viable value engineering solutions with subcontractor input (as necessary to maintain Owner's Budget).</li> <li>• Conduct workshop(s) with major subcontractors as necessary to maintain budget requirements.</li> <li>• Provide constructability review and analysis.</li> <li>• Provide detailed Cost Estimate with major subcontractor input. Provide updated project construction schedule.</li> </ul>

Contract Documents	<ul style="list-style-type: none"> <li>• Review and Price drawings and specifications for budget compliance.</li> <li>• Provide detailed Cost Estimate with major subcontractors input. Provide updated project construction schedule.</li> <li>• Provide constructability review and analysis.</li> <li>• Provide Plan Sheet Coordination Review (Scrub) to confirm all trades are properly coordinated (i.e. Civil, Architectural, Structural, MEP&amp;FP, and Fire Alarm).</li> </ul>
Permitting	<ul style="list-style-type: none"> <li>• Coordinate Permitting Activities.</li> </ul>
Bidding/GMP	<ul style="list-style-type: none"> <li>• Develop Bid Manual by Division.</li> <li>• Document Management (reproduction and distribution)</li> <li>• Scope Narratives MUST be created and provided for Bidding.</li> <li>• Process Preconstruction RFI's.</li> <li>• Subcontractor Prequalification</li> <li>• Subcontractor Solicitation</li> <li>• Pre-bid conferences.</li> <li>• Develop Guaranteed Maximum Price and necessary related documentation.</li> <li>• Trade Package Scope Meetings.</li> <li>• Subcontractor negotiations.</li> <li>• Verification of Subcontractor bond ability.</li> <li>• Provide Owner/Architect/Engineer access to CM Project Management Website.</li> </ul>
Reimbursables	<ul style="list-style-type: none"> <li>• <b>Allowances shall be included as an individual line item and noted as Not to Exceed with Backup Required.</b> Reimbursables shall include printing costs, courier and postage fees, and photos.</li> <li>• Mileage and meals shall NOT be permitted under Pre-Construction Services.</li> </ul>
Allowances (If Requested by Owner)	<ul style="list-style-type: none"> <li>• Selective demolition/repairs/replacement.</li> <li>• Underground utility locates.</li> </ul>

The District Project Coordinator shall provide an Excel file for CM completion per the following Pre-Construction document. A detailed breakdown of hours and services shall be provided for backup.

District School Board of Pasco County  
Construction Services and Code Compliance

General Conditions	Notes	Quantity	Units	Labor	Material	Total
<b>A. Preconstruction</b>						
1. Project Manager						
2. Preconstruction Manager/Estimator						
3. Project Superintendent						
4. Document Reproduction						
5. Preconstruction Surveys/Locates						
6. Existing Conditions Site Analysis						
<b>A. Preconstruction Sub-Total</b>						

**\*\* All Pre Construction rates shall include hourly salary rate without Labor Burden \*\***

# PCS Guidelines & Standards

## PCS Architect/Engineer Guidelines

The Construction Manager shall request the current PCS Architect/Engineer Guidelines to be familiar with the Contract Document deliverable requirements and expectations.

## PCS Design Standards & Specification Guidelines

The Construction Manager shall request the current PCS Design Standards & Specification Guidelines to be familiar with Construction Services & Code Compliance & Maintenance Department requirements. This document shall be thoroughly reviewed by the CM and referenced while conducting Contract Document Drawing and Specification reviews.

## Bid Tabulation Requirements

### Bid Tabulation Form

A Bid Tab Form shall be filled out and signed at the completion of the Bid Opening by the CM and PCS Project Coordinator for each CSI Division. The Bid Tab Form shall include at minimum the following information:

- Total Project Cost by Division
- Apparent Low Bidder Name at time of Bid Opening
- Acknowledgment of required Bid Bond/Security (Y or N)
- Acknowledgement of Receipt of all Addenda (state number of Addenda)
- Base Bid Amount
- Each Alternate Bid Amount

The Bid Tabulation Form shall include the following statement:

***"The Bid results indicated hereon do not represent the final scope compliance review by the Construction Manager and are subject to change".***

### Bid Opening

Bids can be opened at the Construction Services & Code Compliance Office located at 11839 Tree Breeze Drive, New Port Richey, FL 34654 or an Electronic Bid Openings may be requested.

Once a Bid is received, the CM cannot alter, change or mark-up the original bid to include additional labor, missed scope, price increases, etc. The Bid Amount will be recorded on the Schedule of Values. Any changes to the BID as a result of scope and personnel verification shall be provided in the Final Leveled Bid Tabs.

### Bid Tabulation Book Requirements

Bids Tabulation Books must be present in the Construction Services Conference Room at the GMP Review as the resource for verifying the Low Bidders were chosen for the Bid Package included in the GMP Schedule of Values. A copy of the Bid Tabulation Book shall be given to the PCS Project Coordinator.

There shall be a minimum of (3) confirmed bids included for each Trade Package. If (3) Bids were not supplied a letter from the CM shall be provided noting the Company Names of Subcontractors invited to Bid and reason for not submitting (i.e. Non-Responsive, Withdrawn Bid, Decided not to Bid, etc.).

Between Bid Opening Day and GMP Submission, the CM shall have thoroughly Scoped/Vetted each Bid to determine if the Subcontractor Firm:

- Fully complied with the Scope of Work on the Contract Document Plans and Specification(s) for their Bid Package
- Can meet the Project Schedule requirements
- Can meet the Bonding and Insurance requirements
- Has the Financial Resources available to complete the Project
- Has the Personnel to Perform the Work within the scheduled timeframe
- Has the Experience to Perform the Work
- Has a Safe Work Record
- Does NOT have a history of litigation
- Has a Minimum of (3) References to verify the Firms work history and successful performance on previous jobs, including:
  - On-time completion
  - Work completed in budget
  - Adherence to Contract Documents and Specifications
  - Quality Workmanship
  - Adequate Supervision of/on the job

Any apparent Low Bidder that cannot meet these requirements, must be marked/highlighted as “DISQUALIFIED”. A letter from the CM shall be provided with full justification citing one or more of the criteria listed above and must be included in the Bid Tabulation Book and GMP Book submitted to the District School Board for approval.

Written letters noted in the above paragraphs MUST be included as an Exhibit in the GMP which will be presented to the District School Board of Pasco County for approval.

# General Conditions

## Project Management Costs

Construction Services & Code Compliance consider the following acceptable General Conditions Project Management Costs.

### ONSITE CM Personnel

Reimbursement of Labor Cost for ONSITE CM Personnel can be requested for the following:

- Project Manager
- Superintendent
- Project Engineer
- Administrative Assistant

Reimbursement of Labor Cost of additional ONSITE CM Personnel may be requested for the following based on project size, duration, and complexity of work.

- Assistant Project Manager
- Project Coordinator
- Assistant Superintendent(s)
- Utility Man

### OFFSITE CM Personnel

Reimbursement of Labor Cost for OFFSITE CM Personnel must be justified and agreed upon for the following:

- Project Executive
- Safety Manager
- Secretary/Clerical Staff
- Accounting Staff
- Estimator
- Scheduler

# General Requirements

## Non-Personnel Project Costs

Reimbursement of Non-Labor General Requirements Costs can be requested for the following:

- Office Trailer(s)
- Office Trailer(s) set up/removal
- Office Trailer(s) ramp/stairs set up/removal
- Office Trailer(s) sanitary holding tank(s)
- Storage Trailer(s) CM and/or Owner Only
- Office Furniture, Equipment, and Supplies
  - Computers
  - Printers
  - Copier
  - Phone
  - Desks, Chairs, Filing Cabinets
  - Office Supplies
  - Courier/Postage
  - Safety & First Aid
  - Ice/Water/Cups
  - Temporary Field Toilets
  - Temporary Utilities

- Temporary Fencing
- Temporary Fire Extinguishers
- Temporary Partitions/Dust Control
- Temporary Clean up
- Temporary Dumpsters
- Trash & Recycling Removal
- Temporary Labor
- Security
- Small Tools
- Rental Equipment (Lift/Lull)
- Scaffolding
- Golf Cart/Utility Vehicle
- Site Sign
- Vehicle Reimbursement for Main ONSITE Personnel Only
- Mobile Phone Reimbursement for Main ONSITE Field Personnel Only
- Construction Document Reproduction
- Protection of Finishes
- Closeout Documents/As Builts
- Materials Testing

\*\*\* Materials Testing shall now be carried under the CM Contract. The Owner will no longer coordinate these services \*\*\*

## **Bonds and Insurance**

Reimbursement for the following:

- General Liability Insurance
- Payment and Performance Bond
- Subguard (if agreed upon and demonstrated the cost is not higher than individual bonds)

## **GMP Calculations**

### **Cost of the Work:**

- Cost of the work will be the sum of all divisions (including general requirements and general conditions), contingency and allowance amounts.

### **Subcontractors Default Insurance:**

- Cost of defined subcontracted work multiplied by agreed upon rate.

### **General Liability Insurance:**

- Calculated on the cost of the work plus subcontractor's default insurance multiplied by the agreed upon rate.

### **CM Fee:**

- Calculated on the cost of the work plus subcontractor's default insurance plus general liability insurance multiplied by the agreed upon rate.

### **Payment and Performance Bonds:**

- Calculated on the cost of the work plus subcontractor's default insurance plus general liability insurance plus CM fee multiplied by the construction manager's documented bond rate percentage.
- CM fee will be increased based on multiplying the calculated bond amount by the agreed upon CM fee rate.

**Reconciliation will occur at project completion to finalize amounts based on final, actual costs**

### **CM Fee**

Percentage based Fee of agreed upon components of the "Cost of Work". It should be noted; the CM Fee is NOT Fixed. At Project closeout, a financial reconciliation will occur to establish the final expenditures and savings associated with the project. Verify with your Project Coordinator if your project will have any Fixed Costs.

Through the negotiation process the Construction Manager is entitled to receive Fee on:

#### **The Construction Manager is entitled to receive fee on:**

- The Cost of the Work
- Buyout Savings generated throughout the project
- Materials purchased via the Direct Purchase Order process and resulting Sales Tax Savings
- Allowance and Contingency funds which are encumbered during the project
- Expended amount of General Conditions and General Requirements

#### **The Construction Manager is not entitled to receive fee on:**

- Preconstruction Services
- Unused Allowance balances (Including unused allowance balances within subcontractor's contract with the CM)
- Unused Contingency balances (including unused contingency balances within subcontractor's contract with the CM)
- Unused or unverified General Conditions and General Requirements

### **General Conditions & Requirement Costs (Fixed vs. Not Fixed)**

General Condition costs for a project may be fixed, require supporting documentation, or be a combination thereof.

- For projects in which a high degree of confidence can be placed on an estimated cost, the amount can be Fixed. For example; project office trailer expense can be estimated based on a known per month cost and justified with a quote.
- For projects in which a high degree of variance may occur or in which the construction manager has provided significantly high estimates, General Condition reimbursement shall require supporting documentation.
- In most instances a "hybrid" system will be used. Fix the recurring, known costs while requiring supporting documentation for variable costs. For example, project office trailer expense is static, recurring cost, while costs associated with Temporary Labor and Trash Removal are much more variable. Allowances, requiring supporting documentation should be established for the variable costs.

Where costs have been established as a Fixed Sum; monthly Applications for Payment shall be equal requests over the duration of the project. All itemized costs presented during negotiations will be reviewed and approved by the Owner, back-up documentation shall Not be required to substantiate Fixed General Condition requests. Retainage will not be withheld on Fixed General Conditions/Allowances.

Where costs have not been Fixed they shall be considered as Not-to-Exceed Allowances. Monthly Applications for Payments should include requests for these items with appropriate itemized backup documentation. All unencumbered Allowances will revert to the project contingency during the project and be returned to the District at the completion of the project. Retainage will not be withheld on General Conditions Allowances.

## Builder's Risk Insurance

Builder's Risk Insurance shall be carried by the District School Board of Pasco County through the District's approved insurance provider (if required). The School Board will carry costs for the Deductible. Builder's Risk is only carried for New Ground Up Construction.

## Allowances (not part of General Requirements)

Allowances are established to provide funding for items when exact costs cannot be determined. Allowances are established for single use purposes. Allowance requests shall include appropriate backup documentation (material breakdown, hourly rates and labor burden). Lump sum proposals will Not be accepted. All expenditures for allowances shall be approved by the Project Team (Owner, Architect and Contractor) with final approval by the Director of Construction Services and Code Compliance or PCS On-site representative. All unencumbered allowance funds will revert to project contingency during the project and then be returned to the District at the completion of the project.

## Project Contingency

A Project Contingency has been established for the benefit of the project, to fund unforeseen conditions and Owner scope changes, not as a funding source to cover A/E errors and omissions or CM mistakes. All Contingency Adjustment requests shall include appropriate backup documentation (material breakdown, hourly rates and labor burden). Lump sum proposals will Not be accepted. All expenditures from project contingency shall be approved by the Project Team (Owner, Architect and Contractor) with final approval by the Director of Construction Services and Code Compliance or PCS On-site representative. A fee has already been added to contingency as part of the GMP, the Construction Manager is not entitled to markup on contingency adjustments.

## Subcontractor Mark-up

Subcontractor mark-up shall be limited to an overhead and profit margin of 10%. The Construction Manager shall endeavor to thoroughly review all subcontract proposals and to negotiate fair value for the owner.

## Sales Tax Savings

The Construction Manager is **Required** to work diligently to capture maximum sales tax benefits for projects through the use of Direct Purchase Orders. The Construction Manager is encouraged to exceed the established target where possible.

Minimum Sales Tax Savings Target shall be calculated by use of one of the following formulas:

Formula 01:  $\text{Cost of Work} \times .0175 = \text{Sales Tax Savings}$

Formula 02:  $\text{Cost of Work} / 4 \times .07 = \text{Sales Tax Savings}$

At the start of each project a Deductive Change Order shall be issued by the Construction Manager in the estimated amount of Direct Purchase Material cost.

Please note, with Direct Purchases our goal is to maximize Sales Tax Savings. The amount of the initial Direct Purchase Order does not limit the amount that can be used. In other words, if a DPO is issued for \$100,000 and an additional \$15,000 is needed due to various changes that occur as the project progresses, we can accommodate the increase.

All Direct Purchase Orders remain open until the project is completed. That way, if something comes up, it can be ordered. If the DPO needs to be increased, we can do so. For decreases, we typically leave the DPO as is, on our end, until project completion (if a change occurs, then the DPO is immediately available). However, the CM can change the subcontract as necessary. At the end of the project our Construction Services Accountant will reconcile everything back to the CM schedule of values and to each subcontract. Invoice approvals for Direct Purchase Orders cannot be withheld by the Construction Manager as leverage to Subcontractors.

## Small Tools & Miscellaneous Purchases

The Construction Manager is spending Pasco County School Funds. Items shall be tracked via Excel Spreadsheet as items are purchased (by Item Name, Date Purchased, and Cost of Item).

Option to Turnover of CM Purchased Tools and Equipment: Tools and Equipment purchased by the construction manager for use on the project may or may not remain property of the construction manager as follows:

- All items with an acquisition cost of less than \$1,000 will remain property of the construction manager provided a credit equal to 50% of such acquisition cost is provided to the DSBPC.
- All items with an acquisition cost greater than \$1,000 will become property of the DSBPC at completion of the project.
- Furniture will become property of the DSBPC unless otherwise determined by Construction Services and Code Compliance personnel.

Leased equipment owned by the Construction Manager is not subject to those criteria.

## Substantial Completion

On the date of **Substantial Completion**, the Architect will provide the Owner with (3) hard copies of the Certificate of Substantial Completion with full punch list attached for all applicable disciplines. The Certificate must include an estimated value to correct incomplete or defective items on the list. **At Substantial Completion the punch list should Not contain any scope items.** The Construction Manager will then have 45 days to complete the punch list items. At which point, the building will be occupied.

## Final Completion

**Final Completion** will be 45 days from Substantial Completion. Punchlist Items shall be completed in advance of Final Completion.

## Closeout

The Construction Manager will provide the Owner with all required items on the Project Close-out checklist/guidelines document 90 days after Final Completion.

# Owner Direct Purchase Orders (DPO's)

## From our Construction Finance Assistant

If there is ever a question on how Pasco County Schools Construction Services & Code Compliance handles Direct Purchase Orders, particularly when other Districts you have worked with have done it differently do not hesitate to contact me. We look forward to working with you.

Amber Tucker  
Construction Finance Assistant  
(727) 774-7959

## Requisitions for Direct Purchase Orders

When materials for a project are needed, the construction manager should forward a requisition form specifying what is to be ordered with associated backup (pricing, proposals, W-9's, vendor information) to Construction Services.

The amount of the anticipated sales tax savings should also be included on the construction manager's requisition. Construction Services will be responsible for issuing the direct purchase order. Upon issuance the vendor will receive a copy of the purchase order and a certificate of entitlement.

## Verification of Invoices

Invoices should come directly to Construction Services. Upon receipt Construction Services will forward invoices to the Construction Manager for approval.

Approvals required will be that of the construction manager, the subcontractor for which the materials were ordered, and the DSBPC's Educational Facility Inspector assigned to the project. These approvals can be obtained on a transmittal document which will summarize the invoices being submitted for payment. The transmittal document will include the subcontractor's name, invoice date, invoice number, and invoice amount. The document may also include the original amount of the direct purchase order, amounts for invoices previously submitted for payment, amounts for the invoices currently being submitted for payment, and the remaining balance of the direct purchase order.

Upon approval, the invoices should be returned to Construction Services for initiation of the payment process. Approval must be returned as quickly as possible so that timely payments can be made to vendors.

The construction manager should track all invoices for reconciliation with Construction Services' records at the end of the project. Reconciliation is important in that it ensures that the correct amounts have been paid, any credits have been used, and that any payment discounts are being retained by the DSBPC.

## Items to be aware of

Invoices should be reviewed carefully. The same vendors may be used by multiple subcontractors on the same project; or by subcontractors on other projects. Thus, the invoices need to be reviewed for correctness and submission for approval to the correct parties.

# Pay Application Requirements

## From our Construction Staff Accountant

If there is ever a question on how Pasco County Schools Construction Services & Code Compliance handles Pay Application Requirements and/or Change Orders particularly when other Districts you have worked with have done it differently do not hesitate to contact me. We look forward to working with you.

Mike Williams  
Construction Staff Accountant  
(727) 774-7954

## Pay Application Requirements (Schedule of Values)

The amount of the Subcontractors Contract shall be compared with the Bid Tabulation Schedule of Values (SOV) for each trade package. The Bid Tabulation Schedule of Values (SOV) must be the same amount listed on the Bid Tabulation Form. If there is a discrepancy on the SOV we will deduct the amount from the Pay Application.

**All Complete Bid Tab Books (original to final) must be on file with Construction Services prior to submission of first application for payment.**

The Construction Manager shall endeavor to use PCS Schedule of Values format so the District can track and extract costs for State Reporting purposes. Request current SOV format for Project Coordinator.

Included with the first Pay Application Request for each individual Subcontractor, the CM must submit:

- Fully Executed Subcontractor Contract
- Subcontractor Certificate of Insurance
- Subcontractor License

If these documents are NOT included, the Pay Application will be reduced by the amount of the Subcontractors Payment Request. The Pay Application will not be delayed waiting for the CM to provide the necessary contract backup.

## Pay Application Requirements (Other Information)

The Cover of each Pay Application shall have the following:

- A line item for Owner Signature.
- A notation of current Sales Tax Saving Total vs. Sales Tax Savings Goal Total.
- A notation of current Buyout Savings Total.

All Subcontractor Change Order documentation needs to be accessible online as related to Contingency, Allowances, Buyout, and Direct Purchase Orders.

# Change Tracking Log Requirements

**PCS Construction Services & Code Compliance require the CM to provide a Construction Change Tracking Log Excel File (affectionately called "Joe's Log" which covers the use of Contingency, Buyout Savings, Allowances, and Sales Tax Savings. This Log is required to be printed and reviewed at each OAC Meeting. Request the excel file from your Project Coordinator.**

# Schedule of Values

## From our Construction Staff Accountant

As of July 1, 2017, Florida School Districts are required by Statute (**FS 1013.64 – Funds for comprehensive education plant needs; construction cost maximums for school district capital projects**) to provide cost of construction data for all projects that add student station capacity. Such construction projects must not exceed established cost maximums as established by the Florida Department of Education (DOE). The cost maximums vary by month and year and are updated on an annual basis.

A school district that exceeds the above cost per student station as determined by the Auditor General, shall be subject to the following sanctions:

- The school district shall be ineligible for allocation for the Public Education Capital Outlay and Debt Service Trust Fund for the next 3 years in which the school district would have received allocations had the violation not occurred.
- The school district shall be subject to the supervision of a district capital outlay oversight committee. The oversight committee is authorized to approve all capital outlay expenditures of the school district, including new construction, renovations, and remodeling, for 3 fiscal years following the violation.

To assist the District with this endeavor we ask that the cost of a project be broken down per the below Schedule of Values.

All projects are subject to an audit/attestation to be performed by the District's selected audit firm. Such audit/attestation shall be initiated upon final payment.

If you have any questions or concerns, please give me a call to discuss.

Mike Williams  
Construction Staff Accountant  
(727) 774-7954

## Schedule of Values Format

### Division 01 - General Requirements/Conditions

Onsite Project Staff Including allocated Project Time, Verifiable Labor Rates, and Labor Burden  
Non-Labor Items by Type, Weeks/Months, Unit Cost Required or by Allowance Amount

Contingency (with %)

General Liability Insurance (with %)

Payment and Performance Bonds (with %)

Fee (with %)

### Division 02 - Existing Conditions

Site Remediation

Soil Stabilization/Grouting

Demolition

### Division 03 – Concrete

Cast-In-Place Concrete - Structural/Building

Site Concrete - Perimeter Sidewalks

Site Concrete - Athletic Facilities

Site Concrete – Other

Pavers

### Division 04 – Masonry

Building Masonry

Signage Masonry

### Division 05 - Metals

Structural Steel

Ornamental/Decorative Metals

Joist and Deck

Metal Railings

**Division 06 - Wood, Plastics, Composites**

Rough Carpentry

Finish Carpentry

**Division 07 - Thermal and Moisture Protection**

Roofing

Damproofing/Waterproofing

Joint Sealants/Caulking

Fireproofing

**Division 08 - Openings**

Doors/Frames/Hardware

Door/Frame/Hardware Installation

Specialty Hardware

Storefronts

Overhead Coiling Doors

Glass and Glazing

Windows and Frames

Skylights

Louvers and Vents

**Division 09 - Finishes**

Drywall/Gypsum Board

Ceramic Tile

Quarry Tile

Resilient Flooring

VCT Flooring

Wood Flooring

Terrazzo Flooring

Carpeting

Walk-Off Mats

Acoustical Ceilings

Acoustical Wall Panels

Acoustical Sound Treatments

Painting - Exterior/Interior

Painting - Epoxy Coatings

**Division 10 – Specialties**

Restroom Accessories

Athletic Lockers and Accessories

Employee Lockers

Student Lockers

Operable Partitions

Wall and Door Protection

Visual Display Boards (Marker and Tack)

Projection Screens

Stage Curtains

Display Cases

Room Identification Signage

Outdoor Building Signage

Traffic Signage

Monument/Message Signage

Knox Boxes

Fire Extinguishers and Cabinets

**Division 11 – Equipment**

Food Service Equipment

Athletic Equipment

Residential Appliances

Clinic/Health Equipment

Specialized Theater Equipment

Educational Program Equipment (Art Kilns, etc.)

**Division 12 – Furnishings**

Window Treatments

Horizontal Window Blinds

Vertical Blinds

Library/Media/Collaboration Area Furniture

Architectural Woodwork/Casework/Millwork

Modular Office Furniture

Outdoor Benches and Tables

Telescoping Bleachers/Seating

Site Furnishings - Bike Racks

**Division 13 - Special Construction**

Walkway Covers/Canopies

Pre-Engineered Metal Buildings

Shade Systems

Grandstands/Bleachers

**Division 14 - Conveying Equipment**

Elevators

Lifts

**Division 21 - Fire Suppression**

Fire Protection Systems

**Division 22 - Plumbing**

Plumbing Piping, Fitting, Fixtures, Equipment

**Division 23 - HVAC**

Heating, Ventilating, AC - Insulation, Equipment,  
Piping, Air Distribution  
Test and Balance

**Division 25 - Integrated Automation**

Networking for Computer Controlled Systems

**Division 26 - Electrical**

Electrical Distribution - Buildings  
Electrical Distribution - Site  
Electrical Distribution - Low Voltage Systems  
Electrical Distribution - Other  
Athletic Facility Lighting  
Emergency Generators

**Division 27 - Communications**

Structured Cabling for Voice, Data, Audio-Visual and  
Clock Systems

**Division 28 - Electronic Safety and Security**

Security and Access Control Systems  
Fire Alarm Control Systems

**Division 31 – Earthwork**

Site Clearing and Grubbing  
Dewatering  
Site Preparation - Excavation and Fill  
Soil Treatment

**Division 32 - Exterior Improvements**

Asphalt Paving - Onsite Traffic and Parking  
Athletic Surfaces - Tracks and Courts  
Athletic Fields  
Mitigation Planting  
Landscape & Irrigation - At Buildings  
Landscape & Irrigation – Site  
Retaining Walls  
Building Fences and Gates  
Perimeter Fences and Gates  
Decorative Fences and Gates  
Security Fencing  
Athletic Fencing at Fields and Courts

**Division 33 - Utilities**

Electric Service to Site  
Communications to Site  
Water and Sewer Distribution to Site  
Onsite Water Distribution  
FDC and Hydrants  
Water Supply Wells  
Onsite Sanitary Sewer Distribution  
Sewer Lift Stations  
Onsite Storm Water Distribution  
Retention Ponds

**Division 34 - Transportation**

Offsite Roadway and Traffic Construction  
Offsite Sidewalk/Access Construction

# Shop Drawing Submittal Checklist for Owner Review

The following Submittal Checklist reflect Shop Drawings that require Construction Services & Code Compliance and Maintenance Department review. The equipment items reflected on this list typically change yearly and are standard components that need to be consistent throughout the District. When Submittals are distributed to the A/E a copy shall also be submitted to the Project Coordinator for review/distribution. **BEFORE the Architect (and/or) their Consultants provide comments back to the CM you must request the Owner's Comments.** Owner Comments, if any, will be sent back to the Architect for them to incorporate with their comments back to the CM (all team members will be copied).

## Shop Drawing Submittal Checklist (as applicable to each project)

### Door Hardware

Door Hardware Product Data & Schedule

### Paint

Paint Product Data

### Lockers

Locker Layout Drawings & Numbering

### Signage

Signage Schedule & Elevations

### Musical Instrument Casework

Musical Instrument Casework – Layout Drawings

### Food Service

Food Service Equip. - Product Data & Layout Drawings

Food Service Serving Line – Product Data & Layout

Cooler/Freezer - Product Data & Layout Drawings

Kitchen Hoods - Product Data & Layout Drawings

### Fire Suppression System

Fire Suppression – Product Data

Fire Suppression – Layout Drawings AND Calculations (3 Copies Signed/Sealed)

### Plumbing

Plumbing Fixtures - Product Data

### HVAC

Pumps – Product Data

Chillers – Product Data

Air Handling Units – Product Data

Control System – Product Data & Sequence of Operation

Variable Frequency Drives – Product Data

### Electrical

Lighting Fixture (Interior) – Product Data

Lighting Fixture (Exterior) – Product Data

Lighting Fixture (MP/Drama/Stage) – Product Data

Lighting Fixture (Athletic) – Product Data

Switchgear - Product Data

Generators - Product Data

### Communications

LAN/Telephone – Product Data & Layout Drawings

Projectors – Product Data

Projection Screens – Product Data & Layout Drawings

TV's – Product Data

Cable Tray – Product Data & Layout Drawings

### Electronics & Electronics Safety/Security

PA System (Building) – Product Data & Layout Drawings

PA System (MP/Dining) – Product Data & Layout Drawings

PA System (Gym) – Product Data & Layout Drawings

PA System (Play Court/Parent Drop Off) – Product Data & Layout Drawings

Sound System – Product Data & Layout Drawings

Master Clock System – Product Data & Layout Drawings

Access Control System – Product Data & Layout Drawings

Security System – Product Data & Layout Drawings

Video Surveillance - – Product Data & Layout Drawings

### Fire Alarm and Smoke Detection System

Fire Alarm – Product Data

Fire Alarm – Layout Drawings (3 Copies Signed/Sealed)

### Public Safety Two Way Radio Communication Enhancement System (BDA)

BDA – Product Data

BDA – Layout Drawings (3 Copies Signed/Sealed)

# Background Security Screening Requirements

The sections of Florida law pertinent to the screening of individuals who are vendors or contractors with a Florida public school or district as amended or created by [Senate Bill 988](#), may be accessed at:

- [Section 1012.465, Florida Statutes](#)
- [Section 1012.467, Florida Statutes](#)
- [Section 1012.468, Florida Statutes](#)

## Fingerprinting

If you do not have a current JLA Badge, PCS HREQ has partnered with Fieldprint for fingerprinting appointments and processing. Please follow the instructions below to schedule your fingerprinting appointment.

Visit <https://schedule.fieldprint.com/User/SignIn?ReturnUrl=%2f> and sign up as a new user (previous users simply login). You will be asked to enter a unique code. Use the appropriate code from the list below. Select the "I know my Fieldprint Code" option. **DO NOT USE THE DROPDOWN OPTION.** The chart also lists the fee you will be charged. Be prepared to pay online using a credit or debit card.

VENDOR (to include Badge) – Code: **FPPascoVendor** Fee: \$89.58

Once you have your JLA Badge refer to the following sections for NEXT STEPS.

## Background Checks & Badging Process on **Occupied Campus WITHOUT a 6-Foot Fence**

If workers are present on a school campus with students, they are required to complete a vendor background check and obtain a JLA Badge prior to working on a school site. Verify project protocol with your Project Coordinator prior to Bidding & Construction.

- CM shall verify Contractor Employee/Subcontractor has Valid JLA Badge.
- Upon JLA confirmation ALL Contractor Employee/Subcontractor(s) Direct Supervisor MUST fill out PCS Shared Data Base Request Form for FDLE's Florida Shared School Results (FSSR) System

**Link to online form:** <https://ryu.pasco.k12.fl.us/hreq-mform/view.php?id=12296>

- Once the Form is Submitted the Contractor Employee/Subcontractor(s) MUST wait for APPROVAL from PCS Human Resources Department. Lauren Carbonneau from Construction Services will send the Approval Email.

**\*\* Employee/Subcontractor(s) CANNOT start working on site until approved by PCS Human Resources Department \*\***

- Contractor Employee/Subcontractor(s) are required to VISIBLY carry the JLA badge daily on jobsite (card has Name, Company, Title).
- JLA Profile Report should be submitted Daily for ALL Contractor Employee/Subcontractor(s) on Site. JLA Profile Report shall include: **Name (Last, First), DOB, and Company Name for each Contractor Employee/Subcontractor(s)**

JLA Profile Reports shall be emailed to the following:

Screening@pasco.k12.fl.us

**Project Coordinator for your project**

## Background Checks & Badging Process on Occupied Campus WITH a 6-Foot Fence

Contractor Employee/Subcontractor(s) present on a school campus in which a single chain-link fence of 6-feet or higher separates the construction site from the school are EXEMPT for the JLA Badge requirements, **HOWEVER**, these Contractor Employee/Subcontractor(s) are still subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement. (FL Statute 1012.468).

- Contractor Employee/Subcontractor(s) Direct Supervisor MUST fill out PCS Shared Data Base Request Form for FDLE's Florida Shared School Results (FSSR) System

**Link to online form:** <https://ryu.pasco.k12.fl.us/hreq-mform/view.php?id=12296>

- Once the Form is Submitted the Contractor Employee/Subcontractor(s) MUST wait for APPROVAL from PCS Human Resources Department. Lauren Carboneau from Construction Services will send the Approval Email.

**\*\* Employee/Subcontractor(s) CANNOT start working on site until approved by PCS Human Resources Department \*\***

- Profile Report should be submitted Daily for ALL Contractor Employee/Subcontractor(s) on Site.  
Profile Report shall include: **Name (Last, First), DOB, and Company Name for each** Contractor Employee/Subcontractor(s)

Profile Reports shall be emailed to the following:

Cheryl Ganci, [CGanci@pasco.k12.fl.us](mailto:CGanci@pasco.k12.fl.us)

**Project Coordinator for your project**

**HREQ will randomly re-check active workers on this list. Should there be a new offense on record, HREQ Human Capital Partner will notify the Construction Services Supervisor immediately and the worker will be removed from the worksite.**

\*\* HREQ = Human Resources and Educator Quality Department

# Inspection Requirements

## Inspection Request Requirements

All Inspection Requests are scheduled through Lauren Carbonneau in the Construction Services & Code Compliance Office. Lauren can be reached at (727) 774-7950 and via email at [lcarbonn@pasco.k12.fl.us](mailto:lcarbonn@pasco.k12.fl.us). An electronic Inspection Request Form will be provided to the CM at the project Pre-Construction Meeting.

**Building Inspections** shall be submitted **24-hours in advance** of the Inspection Request date/time.

**Fire Marshall Inspections** call be submitted **48-hours in advance** of the Inspection Request date/time.

**\*\* If an Inspection is submitted at the end of the day do not expect an inspector to be on your site the next day \*\***

Please keep in mind there are several ongoing active projects throughout the District, so it is imperative you plan your inspections. The inspectors cover all of Pasco County and will be available on a first come first serve basis. It is important to be prepared that an inspector may NOT be able to be on site the day you request. Please plan ahead where possible so work can continue and project schedules not be disrupted due to inspections.

It is also important to note our Inspection Services are NOT intended to develop a list of deficiencies that your staff can easily identify prior to our arrival. Before an inspection is scheduled the CM Staff shall have confirmed the work is ready. If it is NOT ready, please call Lauren to call off the Inspection. Our EFI's are located on job sites throughout Pasco County and in some case drive 45 to 60 minutes to do inspections. As you can imagine it is extremely frustrating for them to make this trip and not have work ready for their review.

**Final Life Safety, Fire Alarm, and Sprinkler Inspections should be planned a minimum of one week prior to Owner Move In Dates.** If you FAIL one of these inspections the Owner cannot move in and occupy the Building until the re-inspection has passed. If you have provided an Owner Move-In Date furniture delivery and installations have been planned around the date provided at project start.

## Fire Wall Inspections

The first and second layer fire wall inspections will be performed by a Certified Building Inspector. We have Educational Facility Inspectors (EFI's) on staff that are Certified Building Inspector's. The final fire wall inspection will be performed by one of our Fire Officials (**Tom Rutledge or Steve Skinner**).

**FIRE WALL INSPECTIONS** (not to be confused with smoke walls). This will be a three-stage inspection and each is to be scheduled **48 hours in advance** through the Construction Services Department. Fire walls are UL Assemblies, as such, a Fire Official inspection will be required for each part of the assembly.

### First Layer Fire Wall Inspection:

- First layer of drywall screwed (not tapped or mudded)
- Following inspection of first layer, screws may be mudded and joints tapped.

### Second Layer Fire Wall Inspection:

- Second layer of drywall screwed (not tapped or mudded) but, FIRE CAULKED at adjoining materials.
- Following inspection of second layer, screws may be mudded, joints tapped and fire caulk painted.

### Final Fire Wall Inspection:

- All penetrations fire caulked/fire dampers installed/wall painted and stenciled.

## Fire Main Inspections

All fire main joints are required to be inspected by a Fire Inspector.

The District will require the first fire line joint connection to be inspected to establish the quality/workmanship required for approval on the balance of the project. Please forward estimated date/time so we can get this first inspection on calendars. You will not be able to proceed with the work until this inspection has occurred and passed.

The Fire Line pressure test must be witnessed by **Tom Rutledge (Fire Official) or Steve Skinner (Fire Safety Inspector)** from our office.

**\*\* Note: Fire Inspector MUST witness the flushing of the fire main \*\***



# Pasco County Schools

Dr. John Legg, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Below are a few examples of the common deficiencies we encounter during our underground fire line inspections. All requirements in NFPA 24, 2019 and other applicable codes relating to the installation of underground fire lines still apply.

**We must have the ability to inspect all sides of the components which requires a clear area on the underside of the piping to place a mirror underneath for visual confirmation.**

**NFPA 24-10.6.2.5** - After installation-- rods, nuts, bolts, washers, clamps, and other restraining devices shall be cleaned and thoroughly coated with a bituminous or other acceptable corrosion-retarding material.

**Please ensure that ALL connecting components are completely coated with anti-corrosion material. We will need access to all connections and do visually check the underside with mirrors. Most companies apply copious amounts of the material with a brush of gloved hand.**



- **As per Manufacturer's instructions-** Ensure that the pipe joint assembly is flush with the indicator marking line.

**Most of the pipes we find have two "Home lines" to indicate the depth of insertion into the bell end. In this case, only the second line shall be visible. If the pipe has only one line, the line must be visible after insertion. Ideally, this line should be less than 1/8 of an inch from the bell insertion point. If a cut pipe is used, as per manufacture's procedures the pipe must be marked with home line (usually with some type of permanent marker) and inserted as the standard-length pipe.**



**NFPA 24-10.8.2** -The tightness of bolted joints shall be verified by the bolt torque or by the method described in the listing information or manufacturer's installation instructions.

Once the connections are tightened to the manufacture's specifications, we require at least ½ inch of thread to be visible on the exit side of the nut.



**NFPA 24- 10.7.1.2** - Bell ends shall be installed facing uphill.

### Sprinkler System Visual Inspections

- Heads must be positioned to provide full coverage of the area. 13-8.6.2.2.1
- Maximum distance between hangers 12ft for piping up to 1 ¼ inch and 15ft for pipe 1 ½ or greater.
- Sprinklers shall be installed under fixed obstructions over 4 feet wide such as ducts, decks, open grates, flooring, and overhead doors. 13-8.5.5.3.1
- Sprinklers shall correspond to the types and temperature ratings of the sprinklers in the property. 13-6.2.9.2
- Sprinklers subject to mechanical injury shall be protected with listed guards. 13- 6.2.8
- Sprinklers shall only be painted by the sprinkler manufacturer. 13-6.2.5.2
- Escutcheons used with recessed, flush-type, or concealed sprinklers shall be part of a listed sprinkler assembly 13-6.2.7.2
- Buildings with multiple sprinkler risers must have signage clearly identifying the area that is served by each riser.

### Sprinkler System Final Inspection

- Backflow valve must have tamper control switch. **13.3.1.3**
- Each normally open valve shall be secured by means of a seal or a lock or shall be electrically supervised in accordance with the applicable NFPA standards. **13.3.1.3**
- Riser must have a calculation plate secured to system. **13-A.6.10**
- Each control valve shall be identified and have a sign indicating the system or portion of the system it controls. **13.3.1**
- The stock of spare sprinklers shall include all types and ratings installed and shall be as follows: **6.2.9.5**
  - For protected facilities having under 300 sprinklers — no fewer than six sprinklers
  - For protected facilities having 300 to 1000 sprinklers — no fewer than 12 sprinklers
  - For protected facilities having over 1000 sprinklers — no fewer than 24 sprinklers
- One sprinkler wrench as specified by the sprinkler manufacturer shall be provided in the cabinet for each type of sprinkler installed to be used for the removal and installation of sprinklers in the system. **6.2.9.6**
- Riser/Backflow valve tamper switch must activate alarm within 2 rotations if the handwheel. **72-14.4.3.1**
- Riser water flow switch must activate alarm within 90 seconds. **72-14.4.3.1**
- Rooms containing the sprinkler riser assembly must have signage stating, "Riser Inside." **PCFR**

## Fire Alarm Final Inspection

- Ensure that the FA Panel indicates trouble alarm if the battery power is lost.
- Ensure that multiple FA Panels are communicating.
- Signage stating "FACP" installed on doors to rooms (not including the reception area) containing Fire Alarm Panels. **PCFR**
- All activated devices must be identified at the alarm panel and the monitoring agency.
- All audible and visual devices must be functioning properly.
- Manual fire alarm boxes must be correctly addressed and labeled.
- Manual fire alarm boxes shall be located within 5 ft (1.5 m) of each exit doorway on each floor. **17.14.8.4**
- The operable part of a manually actuated alarm-initiating device shall be not less than 42 in. (1.07 m) and not more than 48 in. (1.22 m) from the finished floor. **17.14.5**
- Additional manual fire alarm boxes shall be provided so that the travel distance to the nearest manual fire alarm box will not exceed 200 ft (61 m), measured horizontally on the same floor. **17.14.8.5**
- Detectors must be correctly addressed and labeled.
- Smoke detectors will be installed in electrical rooms and IDF rooms.
- Heat detectors will be installed in kiln rooms.
- Explosive heat detector in flammability rooms.
- Voice/Alarm communication is required in all buildings with occupancies with more than 100. **NFPA 101 14.3.4.3.1.1**
- Power-operated fire doors shall be equipped with a releasing device that shall automatically disconnect the power operator at the time of fire, allowing a self-closing or automatic device to close and latch the door regardless of power failure or manual operation. **80-6.1.3.4**
- An automatic-closing device shall be installed on every rolling steel door. **80-11.4.1.1**
- Smoke dampers shall be controlled by an automatic alarm-initiated device. **90-6.3.1**

## Building Inspections

Types of required inspections:

- **Footer**  
Check the size of the footer and rebar as well as the correct placement and lap of the rebar and that the supports/chairs are in. Make sure that all the densities have passed.
- **Soil Treatment**  
Verify that the correct type of soil treatment is being used and the blue dye is added.
- **Slab**  
Check that the vapor barrier is installed correctly, the wire mesh has the correct supports and spacing (if wire mesh is called for). If joining an existing slab check dowel/rebar placement in the existing slab.
- **Column**  
Check the size of the column as well as the rebar size, lap and placement.
- **CMU Walls**  
Check to make sure the correct size of block is being used, check for the correct placement of rebar as well as the correct size and lap of the rebar. Check to see the block wall is bearing on the footer correctly.
- **Tilt Wall Panels**  
Check the size and thickness of the panels as well as the correct size, lap and placement of the rebar. Check to see all the openings are in the correct locations.
- **Tie Beam/Lintel**  
Check the size of the tie beam/lintel as well as the rebar placement and lap, make sure the beam is bearing on the wall correctly.
- **Framing**  
Check the size of the framing members, check the location of the framing, and check the notching and boring of the framing members. Make sure all nail plates that are required are installed. Check to make sure top and bottom track is fastened to framing members.

- **Insulation**

Verify that the correct R-value and type of insulation are being installed, make sure all penetrations are sealed.

- **Drywall**

Check to make sure the correct drywall is being installed and that correct screw pattern is being followed.

- **Lath**

Check to see that the correct lath and fasteners are being installed and the correct pattern is being followed.

- **In Progress Roofing**

Verify the correct roofing is being installed and installation methods are correct.

- **Building Final**

Check all trades have been signed off and the project is 100% complete.

## Plumbing Inspections

Types of required inspections:

- **First Rough – Underground Water/Sewer/Gas**

Pressure test both water, sewer and gas, check for correct slope of the sewer as well as the correct sweeps on all change in directions on the pipe. If any copper passes through the slab make sure the pipe is protected. If any pipe passes through a footer make sure it is sleeved.

- **Second Rough – Walls Water/Sewer/Gas**

Pressure test both water, sewer, and gas. Make sure all pipe is supported and vent stacks are the correct size and pass through the roof.

- **Water Tie-In**

Check for the correct location on the water tie-in (make sure it is not under a slab or walkway) make sure an approved connection is made.

- **Sewer Tie-In**

Check to see an approved tie-in is made and that it is in the correct location.

- **Gas Tie-In**

Check for an approved gas tie-in and that it is in the correct location.

- **Above Ceiling Rough**

Check for correct pipe supports. Check the copper pipe to make sure it is not in contact with any dissimilar metals. Make sure all valves are installed and tagged.

- **Final Plumbing**

Check to make sure plumbing is 100% complete.

## Mechanical Inspections

Types of required inspections:

- **Rough Duct/Pressure Test**

Inspect for proper support, duct sealant, installed per plans, also perform pressure test on high static duct.

- **Fire/ Smoke Damper**

Inspect installation of dampers.

- **Hood Inspection**

Perform light test, inspect supports, and installation of ductwork.

- **Overhead Rough**

Inspect spiral duct and Installation of volume dampers.

- **Mechanical Rooms Rough**

Inspect duct connection to units.

- **Overhead Final**

Inspect flex duct, flagging tape, inspect insulation for tears.

- **Hood Final**  
Perform smoke capture test, receive test and balance report for hood.
- **Mechanical Final**  
Inspect all air devices are installed, all mechanical rooms, RTUs.
- **Fuel Gas Inspection**
- **Gas Rough**  
Pressure test/ inspect gas lines.
- **Gas Final**  
Inspect equipment installation, regulators, fuel tanks.

## Electrical Inspections

Types of required inspections:

- Ufer (i.e. Footer Ground) required on all new buildings in addition to other required electrodes.
- Underground electric (All raceways. Do not cover before inspection).
- Rough wall (All systems).
- Rough ceiling (All systems).
- Service (Before energizing).
- Final Electric (100% completed work).

## Electrical Inspection Readiness

- Cancel in a timely manner any inspections that will not be ready for the scheduled time.
- Have panels, and equipment open before the inspector arrives.
- Unfortunately, more than one contractor is involved when installing many electrical systems. Each system is required to be inspected.
- The goal should be one underground, rough wall, rough ceiling, service and final electrical inspection for each area, not each system.
- Partial inspections are ok, but the goal should be to have clean division between inspected and uninspected portions of a building.
- Failed inspections and inspection comments need to be followed up by the contractor and reinspected as required in a timely manner.

## Electrical Frequently Asked Questions

### ***Can I turn equipment on, i.e. air conditioning or appliances?***

- No Equipment should be energized during an inspection!
- Assuming your service inspection was completed; The panel serving that piece of equipment needs to be 100% completed and ready for inspection. Temporary panel schedules permitted at this stage.
- The equipment to be energized will need to be 100% completed and ready for inspection. This includes but not limited to proper overload settings.
- All other items in this same panel, that may not be ready for inspection, will need to follow Proper safety protocol assigned by that firm's rules and regulations and OSHA standards and supervised by the contractor.
- Any equipment not ready for inspection at the same time as a panel inspection is performed will need to be inspected before it is energized.
- Any exceptions due to extenuating circumstances to the above will need to be discussed case by case and agreed to by the inspector.

***Is it ok to install one side of drywall or ceiling tile borders before a passed inspection?***

- The easy answer is NO. It becomes too difficult to appropriately inspect. We realize that there are extenuating circumstances, and it needs to be discussed case by case.

***Can I turn "lights only" on before an inspection.***

- As long as ALL of the Contractor's safety protocols are OSHA Safety Standards are followed and supervised by the Contractor.
- If you choose to energize "lights only" before inspection, the inspector will ask for circuits to be shut down and junction boxes to be opened to spot check. Be prepared to demonstrate that the circuits are not live before the inspector enters those enclosures.

***Do I have to have wire pulled for my inspection?***

- High voltage; Yes! 120 volts or higher.
- Exceptions, Low voltage data, CCTV, Thermostat wiring at rough wall. Further discussion required for other exceptions.
- For rough wall inspections the circuits should be pulled for all inwall raceways and at least to the first junction box above the ceiling.
- By the rough ceiling inspection all concealed wiring should be completed and inspected.

## **Life Safety Final Inspections**

The following must be completed prior to scheduling of Life Safety, Fire Alarm, and Sprinkler Final Inspections:

- Fire extinguishers in place. Extinguishers must have current certification tags.
- Testing of fire sprinkler system flow, tampers, sprinkler heads, certification, and labels.
- Testing of each fire alarm device, certification, and labels.
- Testing of both phone lines for the fire alarm system.
- Check FDC's and fire hydrants. Locking FDC Caps must be installed.
- Check to ensure that Knox Box has been installed.
- Check to ensure that none of the fire or smoke walls have been penetrated since they were last inspected.
- Check the operation of each exit door.
- Generator Start Up (if applicable).
- Exit and Emergency Lights Operational.
- Fire Door Labeled and Closers installed.
- Fire Alarm Panel operational and monitored (call Don Torge to set up monitoring)
- All FA boxes closed above ceiling.
- Backflow tamper switch installed and monitored by Simplex.
- All Building Numbers, Room Signage, and Building Evacuation Maps must be installed.
- **Emergency Generator**-Where maintenance of illumination depends on changing from one energy source to another, a delay of not more than **10 seconds** shall be permitted. **101-7.9.1.3**
- **Exit Lights**- Exits, other than main exterior exit doors that obviously and clearly are identifiable as exits, shall be marked by an approved sign that is readily visible from any direction of exit access. **7.10.1.2.1**
- **Emergency lighting**- Emergency lighting for means of egress shall be provided.**101-7.9.1.1**
- **Fire doors**- Fire doors and frames must be labeled correctly. **101-4.3.1**
- **Labs**- All Lab safety equipment (Flush station, eye protection, fire blanket) must be in place and functioning properly. Cabinet exhaust systems must be functioning and have a current inspection/calibration tag. Classroom exhaust fan must function.
- **Elevator**- Elevator must have current inspection label.
- **Fish Signs**- All buildings and rooms shall display a sign indicating building and room number.
- **Occupant Load Posting**- Every room constituting an assembly occupancy shall have the occupant load of the room posted in a conspicuous place near the main exit from the room.**101- 12.7.9.3**

- **Emergency escape route maps-** indicating a primary route of egress and a secondary route of egress shall be displayed in all classrooms, offices, and places of assembly.
- **Knox Box(es)-** Must be installed correctly and include law enforcement box at rear of building.
- **Special Equipment-** Must provide documentation that all specialized equipment has the required certifications.
- **Fire Extinguishers-** A 5lb ABC must be in all specified locations with the exception of the following areas:  
In computer labs---specify a “water mist” type extinguisher.  
In any area where a fire suppression system is in place (example; culinary arts lab), specify a “K” extinguisher.

# Project Closeout Requirements & Checklist

Each Package is to be provided on a Non-Erasable, permanently labeled portable hard drive. Each hard drive is to be labeled with the school name and package name. **Flash drives and/or CD-Rom's will NOT be Accepted**. See Appendix for full list.

## Construction Services Packages

### Facility Packages

School Package

Water & Sewage Package (If Applicable)

Grounds Package (If Applicable)

Electrical Package

Food Service Package

Electronics Package

Plumbing Package

Air Conditioning & Energy Management Package

Elevator Package (If Applicable)

Information Services Package

Emergency Management Facility Package (EHPA Shelter Buildings ONLY)

If a noted tabbed item is not applicable to the project, please insert a blank page under the requested tab noting: "Not Applicable to this Project". If other close-out material is available but not specified, please provide in a folder labeled: "Additional Close-Out Material" and locate it on the portable hard drive described at the end of Construction Services Packages #1 of #3

# Warranty Procedures & Requirements

## Warranty Procedures

All Warranty Requests are sent to Kim Seigel, PCS Construction Warranty Manager (CWM) for Construction Services & Code Compliance Office. Kim can be reached at (727) 774-7953 and via email at [ksiegel@pasco.k12.fl.us](mailto:ksiegel@pasco.k12.fl.us). An Electronic Warranty Request Form will be provided to the CM at the project Pre-Construction Meeting.

The Construction Warranty Manager will be responsible for processing ALL Warranty Requests. Our policy requires **ALL** warranty requests to be submitted to the Warranty Manager in writing. The CM shall not be contacted directly by the School for warranty items. If the School Principal and/or Plant Manager contacts you, please refer them to the Construction Warranty Manager. This procedure is in place in order to document, track and confirm that all requests for warranty service are received, completed, and reconciled.

The Construction Warranty Manager will decide as to which category the request falls. If the request is determined to be a legitimate warranty issue, the Construction Warranty Manager forwards a copy to the Contractor for pursuance. The Construction Warranty Manager will alert the Plant Manager that the warranty request is in process and that they may be contacted by the Contractor. The Construction Warranty Manager retains the original warranty service request form until informed the work has been completed. In the event the Construction Warranty Manager is informed the warranty work has been completed and upon investigation determines the work is not satisfactory and/or is incomplete, the Construction Warranty Manager processes a 2<sup>nd</sup> request following the same initial procedure to the Contractor including any comments if necessary.

When the warranty work has been determined to be complete, the Construction Warranty Manager will sign off on the Warranty Request. Then the Construction Warranty Manager will have the Principal sign the completed warranty request. Once the warranty request has been signed by the Principal the Construction Warranty Manager will email the final approved copy to the CM and close out the file.

## When Can Warranty Work Occur

Our policy is that **NO work will be done in student occupied areas during school hours** and **all work performed will be supervised by a representative of the Construction Manager**. The Contractors are instructed to schedule/coordinate with the Construction Warranty Manager for appropriate times to work at the facility. Additionally, we instruct the Contractors to strictly follow schools check in and out procedures for security purposes. All Subcontractors are to check in at the main office and report in, ask for the Plant Manager, and wait for the Plant Manager. For a little while this may be an inconvenience for School Staff and the Plant Manager, however we kindly ask for your cooperation.

If a **Contractor** wants to work on weekends. All work must be **Approved in Advance** with the **Construction Warranty Manager**. A Representative from the CM is required to be present. No work can occur on weekends without the permission of the Principal and Plant Manager. The Contractor will be responsible for any salary reimbursements in order to have school base personnel on site.

## Warranty Expectations

The CM shall coordinate in Advance with the Construction Warranty Manager before sending Subcontractors to the School for Warranty Repair. If Advance notice is NOT provided Subcontractors may be turned away if Plant Managers are fulfilling other duties.

After receipt of a Warranty Request, we strive to complete requests within 10 (ten) days from the date of the Construction Warranty Manager's submission to the CM. Some requests may take longer, however if this should be the case, you are expected to keep communication lines open with the Plant Manager and Construction Warranty Manager with regular updates.

If after repeated attempts the Contractor does not respond to the Construction Warranty Manager's request for Warranty Service, a letter written by the Director of Construction Services copied to the Principal will be submitted to the Contractor for action. The Contractor will be given seven (7) days to respond to the Director of Construction Services with an explanation of their position.

It is the responsibility of the CM to notify the Construction Warranty Manager when Warranty work is COMPLETED for verification.

### **Warranty Log**

It is the responsibility of the CM to keep an up to date Warranty Log with the following information: Date Warranty Received, Date Warranty Work Completed, Date Construction Warranty Manager notified work is completed, Date Warranty Closed by Construction Warranty Manager.

### **Emergencies**

There may be times a School considers something as an Emergency and will call the CM direct. **If this occurs, please follow up with a phone call to Construction Services & Code Compliance Office at (727) 747-7950 AND with the Construction Warranty Manager immediately.**

If the emergency should happen after normal business hours or on the weekend, the Plant Manager and/or Principal may contact the Contractor if they cannot reach the Construction Warranty Manager. If this occurs, please follow up with a phone call to the Construction Warranty Manager.

### **11 Month Walkthrough**

The CM shall warrant all labor and material for a period of one year after date of Substantial Completion. Somewhere between ten and eleven months, the Construction Warranty Manager will schedule an end of the year walk-thru with the Construction Manager, Plant Manager, and Principal to review any latent defects in material or workmanship that may have surfaced. All of the agreeable items will be processed as Warranty Requests.

Following the expiration of the Construction Manager One-Year Warranty, Extended Warranties, on limited items shall begin.



**District School Board of Pasco County**  
**Construction Services and Code Compliance**

General Conditions	Notes	Quantity	Units	Labor	Material	Total	
<b>A. Preconstruction</b>							
1. Project Manager							
2. Preconstruction Manager/Estimator							
3. Project Superintendent							
4. Document Reproduction							
5. Preconstruction Surveys/Locates							
6. Existing Conditions Site Analysis							
<b>A. Preconstruction Sub-Total</b>							\$0.00
<b>B. Construction</b>							
1. Office Trailer(s)							
2. Office Trailer(s) set up/removal							
3. Office Trailer(s) ramp/stairs setup/removal							
4. Office Trailer(s) sanitary holding tanks(s)							
5. Storage Trailer(s) CM and/or Owner Only							
6. Office Furniture/Equipment/Supplies							
7. Trailer Telephone/Internet							
8. Safety/First Aid Supplies							
9. Ice/Water/Cups							
10. Temporary Toilets							
11. Temporary Power							
12. Temporary Water							
13. Temporary Fencing							
14. Temporary Fire Extinguishers							
15. Temporary Partitions/Dust Control							
16. Temporary Clean up							
17. Temporary Dumpsters							
18. Trash & Recycling Removal							
19. Temporary Labor							
20. Security/Security Cameras							
21. Small Tools							
22. Rental Equipment (Lift/Lull)							
23. Scaffolding							
24. Golf Cart/Utility Vehicle							
25. Site Sign							
26. Construction Document Reproduction							
27. Daily Cleaning							
28. Protection of Finishes							
29. Closeout Documents As-Builts							
<b>B. Construction Sub-Total</b>							\$0.00

**District School Board of Pasco County**  
**Construction Services and Code Compliance**

General Conditions	Notes	Quantity	Units	Labor	Material	Total	
<b>C. Construction Personnel ONSITE</b>							
1. Project Manager							
2. Project Superintendent							
3. Project Engineer							
4. Administrative Assistant							
5. Assistant Project Manager							
6. Assistant Project Superintendent							
7. Assistant Project Superintendent							
8. Utility Man							
9. Mobile Phone - PM							
10. Mobile Phone - Asst. PM							
11. Mobile Phone - Superintendent							
12. Mobile Phone - Asst. Super							
<b>C. Construction Personnel OFFSITE</b>							
1. Project Executive							
2. Safety Manager							
3. Project Accountant							
4. Project Estimator							
<b>C. Construction Personnel Sub- Total</b>							\$0.00
<b>TOTAL GENERAL CONDITIONS (A + B + C)</b>							\$0.00
<b>Note: The following items are NOT a part of General Conditions but should be included in the GMP</b>							
<b>General Liability Insurance</b>							
<b>CM Payment and Performance Bond</b>							
<b>CM Fee</b>							

**DIRECT PURCHASE ORDER VERIFICATION**

**Insert your Co. name here**

**Insert Project Name here**

DATE:

VENDOR NAME:

SUBCONTRACTOR:

DPO AMOUNT:

DIRECT P.O. NUMBER:

DPO UNUSED BALANCE:

INVOICE DATE	INVOICE NUMBER	DESCRIPTION OF ITEM	INVOICE AMOUNT

TOTAL DUE THIS TRANSMITTAL	\$ 0.00
PREVIOUS SUBMITTED AMOUNT	\$
TOTAL TRANSMITTED TO DATE	\$
UNUSED BALANCE	\$

IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.  
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION  
AND BELIEF, THE ABOVE MATERIALS ARE REQUIRED FOR CONSTRUCTION OF THIS PROJECT.

\_\_\_\_\_  
SUBCONTRACTOR SIGNATURE

Date: \_\_\_\_\_

\_\_\_\_\_  
CONSTRUCTION MANAGER SIGNATURE

Date: \_\_\_\_\_

\_\_\_\_\_  
DISTRICT SCHOOL BOARD OF PASCO COUNTY (Authorized Signature)

Date: \_\_\_\_\_

REQUISITION - PURCHASE ORDER

SHIP TO

enter project name here  
C/O CM's Name and Address

ITEMS NOT RECEIVED WITHIN 60 DAYS FROM ABOVE  
DATE ARE AUTOMATICALLY CANCELLED UNLESS  
PRIOR ARRANGEMENTS HAVE BEEN MADE.

PURCHASE  
ORDER NO. \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES

DATE \_\_\_\_\_

ORDER BY \_\_\_\_\_

DEPT. \_\_\_\_\_

DATE NEED \_\_\_\_\_

SHIP VIA \_\_\_\_\_

ORDER FROM

QTY.	DESCRIPTION / CATALOG NO. / ITEM NO. / COLOR / SIZE / ETC.	CLASS-ITEM	UNIT	UNIT PRICE	TOTAL

ESTIMATED SHIPPING: \_\_\_\_\_

Sales Tax Savings =

GRAND TOTAL =

REQUISITION NUMBER	CONTROL #	FUND	COST CENTER	PROJECT	OBJECT	FUNCTION	GENERAL LEDGER	SUB PROJECT PROGRAM	VENDOR NO.	BUDG APPRD

SALES TAX EXCEPTION NO. 85-8013921275C-1  
FED. EXCISE TAX EXEMPTION NO. 59-78-0104K

Reasonable cost changes may be permitted, provided they are not on a bid or contracted item, but must not exceed 5% of the total order without prior approval in writing from the purchasing department. We reserve the right to retain any and all shipped merchandise and to deny payment for any charges that are contrary to an awarded contract of this or another governmental agency, or that The District School Board of Pasco County hereby stipulates and affirms its policy of offering Equal Employment and Educational Opportunities for all persons regardless of race, creed, color, sex, national origin, age, or handicap.

The failure of any contractor or supplier to the Board to comply with the terms of this Equal Employment Opportunity Policy will subject any contract or purchase order to revocation.  
IT IS THE RESPONSIBILITY OF THE VENDOR TO COMPLY WITH PROVISIONS OF THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

DIST. PROJECT MGR \_\_\_\_\_

E.F.I. \_\_\_\_\_

GEN. CONTRACTOR \_\_\_\_\_

SUBCONTRACTOR \_\_\_\_\_

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER:  
District School Board of Pasco County  
11839 Tree Breeze Drive  
New Port Richey, FL 34654  
FROM CONTRACTOR:

PROJECT:

VIA ARCHITECT:

APPLICATION NO:  
APPLICATION DATE:

PERIOD TO:  
CONTRACT NO:  
PROJECT NOS:  
ARCH. PROJ. #:

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

CONTRACT FOR: Construction Management

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM 0.00
2. Net change by Change Orders 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) 0.00
4. TOTAL COMPLETED & STORED TO DATE 0.00  
(Column G on G703)
5. RETAINAGE:

a. 10 % of Completed Work  
(Column D + E on G703) -

b. % of Stored Material \$ -  
(Column F on G703)  
Total Retainage (Lines 5a + 5b or  
Total in Column I of G703) 0.00
6. TOTAL EARNED LESS RETAINAGE 0.00  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 0.00
8. CURRENT PAYMENT DUE 0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE 0.00  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	48675
Total changes approved in previous months by Owner	\$0.00	
Pending Signatures		
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

AIA DOCUMENT G702 • APPLICATION AND CERTIFICATION FOR PAYMENT • 1992 EDITION • AIA • ©1992

The current estimated Sales Tax Savings is: \$XXX,XXX.xx  
and this represents XX% of the target amount for the project  
The current Buyout Savings is: \$XXX,XXX.xx

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: Florida County of: Pasco  
Subscribed and sworn to before me this day of 7-Nov-22  
Notary Public:  
My Commission expires:

ARCHITECTS' CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5282



# Pasco County Schools

Dr. John Legg, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Construction Services and Code Compliance

11839 Treebreeze Drive

New Port Richey, FL 34654

813/ 794-7950 727/ 774-7950

352/ 524-7950 Fax: 813/ 794-7992

## INSPECTION REQUEST

**Minimum 24-hour advance notice required for inspections**

Top portion to be filled out by the Contractor and emailed to [lcabonn@pasco.k12.fl.us](mailto:lcabonn@pasco.k12.fl.us)

Please note: Requests received after 3:00 p.m. will be logged in the following business day for inspection time, please contact the inspector directly the day of the inspection

DATE:

PERMIT NO.:

DATE INSPECTION REQUESTED:

NAME OF SCHOOL:

ADDRESS OF SCHOOL:

WHAT TYPE OF TRADE:

LOCATION:

NAME OF PERSON REQUESTING INSPECTION:

TELEPHONE NO. OF PERSON MAKING REQUEST:

---

*DO NOT WRITE BELOW LINE. For office use only.*

INSPECTOR NAME:

INSPECTOR NO.:

INSPECTOR SIGNATURE:

INSPECTION RESULTS: PASS ☐ FAIL ☐

COMMENTS:

*Revised 12/05/2024*

(813) 794-2000 • (352) 524-2000 • (727) 774-2000 • [www.pascoschools.org](http://www.pascoschools.org)

## **Life Safety Items Required at Substantial Completion**

- 1. Fire Hydrants**
  - a. 8.5 x 11 site plan showing the location of any new Fire Hydrants Installed as part of the scope highlighting the locations.
  - b. A copy/copies of the flow test results report. Showing the date of inspection and the make, model and serial # information.
- 2. Fume Hoods**
  - a. A list of any new hoods installed and their locations (Building # & Room #).
  - b. A list of any existing hoods removed and not replaced.
  - c. A copy of the fume hood certification report, showing the date of the inspection and the make, model and serial # information.
- 3. Fire Extinguishers**
  - a. The number of new extinguishers installed as part of the scope.
  - b. The number of old extinguishers removed, and not replaced.
  - c. The date of the certification/inspection on the tag.
- 4. Fire Sprinkler Systems**
  - a. 8.5 x 11 site plan showing the location of any new risers installed as part of the scope, highlighting the locations, with a description of the system type.
  - b. 8.5 x 11 site plan showing the location of any new fire pump installed as part of the scope, highlighting the location.
  - c. 8.5 X 11 site plan showing the location of any new fire backflow installed as part of the scope, highlighting the locations and sizes.
  - d. Copy/Copies of the backflow certification reports showing the date of inspection.
- 5. Domestic Backflows**
  - a. 8.5 X 11 Site plan showing the location of any new domestic backflow installed as part of the scope, highlighting the locations and sizes.
  - b. Copy/Copies of the certifications report showing the date of inspection and the make, model and serial # information.
- 6. Bleachers and Stadiums**
  - a. List of locations of new bleachers and stadiums with brief descriptions.
  - b. List of locations of old bleachers and stadiums removed from project.

SD 02/06/2024

## District School Board of Pasco County Warranty Service Request

### Construction Services and Code Compliance

<i>Section A: To be completed by School</i>		Warranty Request No: _____
School: _____	School "Letter" Designation: _____	
Address: _____ _____	Name of Contact at School: _____	
Bldg. No: _____	Room #: _____	Best time to Contact: _____
EFI/PC: _____	Cell #: _____	BO: Charlie Hammond      Cell #: 727-858-6493
Description of Problem/Request: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>		
# _____		
<i>Principal Signature (Must be Principal)</i> _____		Date: _____

<i>Section B: To be completed by Construction Services</i>	
Date Received in Construction Services: _____	Received By: _____
Contractor/CM Name: _____	Name of Contact: _____
Telephone #: _____	CS Log No: _____

<i>Section C: To be completed by EFI/Project Coordinator</i>	
Date Received: _____	
_____ I have evaluated the problem referenced above and have determined it to be a Warranty issue. I contacted the Contractor/CM on XX/XX/XX and forwarded a copy of this form to their attention.	
_____ 2nd request	
_____ 3rd request	
_____ I have evaluated the problem and determined it to be a Maintenance/Preventative Maintenance issue.	
EFI/PC Comments:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
# _____	
<i>EFI/Project Coordinator Signature</i> _____	Date: _____
# _____	
<i>Principal Signature</i> _____	Date: _____
<p><b>In case of an EMERGENCY please contact the EFI/PC immediately</b></p> <p><small><i>This form is to be completed for all warranty service work at your school. Please keep a copy for your records, email a copy to Construction Services, and EFI/PC.</i></small></p>	

## **PROJECT CLOSE-OUT CHECKLIST/GUIDELINES**

**Each Individual Package shall be provided on an individual non-erasable, permanently labeled portable hard drive. Each package shall also be labeled with the school's name and description of contents.**

Each portable drive shall include a table of contents and numbered index tabs. Where sub-tabs or sub-sub tags are indicated, they may be tabbed with letters unless specified otherwise. If a noted tabbed item is not applicable to the project, please insert a sheet under the requested tab saying: "Not Applicable to this Project". Provide only the items specified.

### **CONSTRUCTION SERVICES PACKAGE #1 - (HARD DRIVE 01)**

Table of contents.

Tab package according to the following:

- Tab 1: 32 division list of subcontractors including telephone numbers and contact names
- Tab 2: 1- year warranty from construction manager (no subcontractor warranties are to be included)
- Tab 3: Original Consent of Surety to final payment. (Bonding Company)
- Tab 4: Roof Warranty, date must match date on Certificate of Substantial Completion
- Tab 5: List of interior and exterior finish colors, with manufacturer name, supplier name and color reference number.
- Tab 6: Elevation Certificate(s) (signed/sealed) FEMA Form #81-31), if applicable.
- Tab 7: Architect certification letter that punch list is complete and recommendation for acceptance.
- Tab 8: Final Test and Balance Report with attached engineer certification of acceptance.
- Tab 9: Flame Resistance Certificate for Stage Curtain
- Tab 10: Certificate of Substantial Completion
- Tab 11: Certificate of Occupancy
- Tab 12: Completed (signed) receipt of attic stock
- Tab 13: Completed (signed by CM & Plant Manager or EFI) receipt of owner's training log
- Tab 14: Completed (signed) receipt of owner's keys, including elevator key (if applicable) as well as keying schedule and bitting list.
- Tab 15: Copy of SWFWMD's end of project approval letter and as-built drawings submitted by Civil Engineer. (Obtain from Civil Engineer of record)
- Tab 16: Electronic "Project Record Documents" **INCLUDING** as-built conditions. AutoCAD DWG format.
  - a. Note: File name MUST include sheet numbers that correlate to the drawing! See section "As-Built Drawing Requirements"
- Tab 17: Electronic version of as-built survey. AutoCAD DWG format
- Tab 18: Electronic Complete set of **APPROVED** Project Submittals PDF files.
- Tab 19: Electronic version of DVD Training
- Tab 20: Electronic version of Project Management Records: (RFI's, PR's, ASI's, Contingency Adjustments, Site Photo's, Change Orders, etc.....)
- Tab 21: Electronic Complete set of Project Record Documents **INCLUDING** as-built conditions and Project SPECIFICATIONS. **PDF**

Page 1 of 11

Provide two (2) complete sets of hard copy As-builts. Upon acceptance and approval, a set of complete As-builts will be turned over to the plant manager at the school.

### **CONSTRUCTION SERVICES PACKAGE #2 - (HARD DRIVE 02)**

Table of contents.

Tab package according to the following:

Tab #1: Copies of all (1) year sub-contractor's warranties

Sub-tabbed by work description.

Tab #2: Copies of all extended warranties including roof installation sub-tabbed by work description and specifications division.

Tab #3: Carpet Specs and Guarantee.

Tab #4: Hot water heater Inspections Certificate.

If the project has a 120-gallon water heater or greater, this certificate is required. Contact the School Boards Building Official for current inspector contact information.

### **CONSTRUCTION SERVICES PACKAGE #3 - (HARD DRIVE 03)**

Table of contents.

Tab package according to the following:

Tab #1: Inspection Requests; sub-tab by building # and include ALL approved/disapproved inspection requests; file by most recent.

Tab #2: Water system certification and test results (by building)

Tab #3: Fire Marshal inspection requests; sub-tab by building # and include All approved/disapproved inspection requests; file by most recent.

Tab #4: Hydrant Flow Tests

Tab #5: NPDES Weekly Inspections

Tab #6: Fire Alarm Certification (obtain from Fire Alarm Contractor)

Tab #7: Fire Alarm Programming disk (a document verifying disk is in FA cabinet or has been delivered to the Owner)

Tab #8: Elevator Certification, (if applicable)

Tab #9: Air Quality Testing (if applicable)

Tab #10: Copy of DEP registration of fuel tanks in excess of 550 gallons (if applicable)

## **SCHOOL PACKAGE - (HARD DRIVE 04)**

**Note:** Please turn in the **School Package Hard drive, and a Contractor Field set of As-Built** *Immediately* after the project is complete, to be use by Plant Manager, and school personnel to provide the correct care, and maintenance of the school.

Table of contents.

Tab package according to the following:

Tab #1: List of interior and exterior finish colors, with manufacture name, supplier name and color reference number.

Tab #2: Operation and Maintenance manual(s) for residential appliances. Sub-tab by appliance type.

Tab #3: Operation and Maintenance Manual for misc. systems accordingly to standards sub-tab by name of item as follow:

### **OPERATION & MAINTENANCE MANUALS**

Specification Sections below shall provide provision to include O&M Manuals (including Emergency Procedures).

<b>DIVISION 05</b>	<b>METALS</b>
057500 -	Custom Aluminum Perforated Panels
<b>DIVISION 06</b>	<b>WOOD AND PLASTICS</b>
066116 -	Solid Surfacing Fabrications
<b>DIVISION 07</b>	<b>THERMAL AND MOISTURE PROTECTION</b>
071813 -	Pedestrian Traffic Coatings
075400 -	PVC Roofing System
077200 -	Roof Accessories
<b>DIVISION 08</b>	<b>DOORS AND WINDOWS</b>
083323 -	Overhead Coiling Doors
086200 -	Unit Skylights
<b>DIVISION 09</b>	<b>FINISHES</b>
093000 -	Tile
095113 -	Acoustical Panel Ceilings
096500 -	Resilient Tile Flooring
096723 -	Resinous Flooring
096816 -	Broadloom Carpet
097523 -	Solid Surface Counters
099100 -	Painting
<b>DIVISION 10</b>	<b>SPECIALTIES</b>
101100 -	Visual Display Surfaces
101250 -	Bulletin Boards and Display Cases
101550 -	Toilet Compartments

102123	-	Cubicle Curtains & Tracks
102600	-	Wall Protection (Corner Guards)
102800	-	Toilet and Bath Accessories
103500	-	Flagpoles
104100	-	Message Sign (Illuminated)
104400	-	Fire Extinguishers, Cabinets, and Accessories
105113	-	Metal Lockers

**DIVISION 11      EQUIPMENT**

113100	-	Residential Appliances
114000	-	Food Service Equipment
114123	-	Walk-In Cooler / Freezer
115213	-	Projection Screens (Motorized)
115313	-	Laboratory Fume Hoods
116143	-	Cyclorama Curtains
116200	-	Miscellaneous Equipment
119051	-	Miscellaneous Laboratory Equipment

**DIVISION 13      SPECIAL CONSTRUCTION**

132000	-	Sound Isolation Rooms
--------	---	-----------------------

**DIVISION 14      CONVEYING SYSTEMS**

142100	-	Traction Elevator
142400	-	Hydraulic Elevator

**DIVISION 21      FIRE SUPPRESSION**

211313	-	Wet-Pipe Sprinkler Systems
211200	-	Fire Suppression Standpipes
213113	-	Electric Drive, Centrifugal Fire Pumps
213900	-	Controllers for Fire Pump Drivers

**DIVISION 22      PLUMBING**

220513	-	Common Motor Requirements for Plumbing Equipment
221119	-	Domestic Water Piping Specialties
221123	-	Domestic Water Package Booster Pumps
221319	-	Sanitary Waste Piping Specialties
223300	-	Electric Domestic Water Heaters
224000	-	Plumbing Fixtures
224700	-	Drinking Fountains & Water Coolers

**DIVISION 23      MECHANICAL**

230514	-	Variable Frequency Motor Controllers
230519	-	Meters and Gages for HVAC Piping
230548	-	Vibration and Wind Restraint Controls for HVAC Piping and Equipment
230553	-	Identification for HVAC Piping and Equipment
230900	-	Instrumentation & Control for HVAC
232113	-	Hydronic Piping
232116	-	Hydronic Piping Specialties

232123	-	Hydronic Pumps
232300	-	Refrigerant Piping
232500	-	HVAC Water Treatment
233300	-	Air Duct Accessories
233423	-	HVAC Power Ventilators
233600	-	Air Terminal Units
236313	-	Air-Cooled Refrigerant Condensers
236426	-	Rotary-Screw Water Chillers
237313	-	Modular Indoor Central-Station Air Handling Units
238126	-	Split-System Air Conditioners
238216	-	Electric Resistance Air Coils
238219	-	Fan Coil Units
238239	-	Electric Duct Heaters

#### **DIVISION 26**

#### **ELECTRICAL**

260010	-	Supplemental Requirements for Electrical
260500	-	Common Work Results for Electrical
260526	-	Grounding and Bonding for Electrical Systems
260553	-	Identification for Electrical Systems
260573	-	Arc-Flash Hazard Analysis
260800	-	Cx of Electrical Systems
260923	-	Lighting Control Devices
262200	-	Low-Voltage Transformers
262416	-	Panelboards
262412	-	Switchboards
262726	-	Wiring Devices
262813	-	Fuses
262816	-	Enclosed Switches and Circuit Breakers
262913	-	Enclosed Controllers
263213	-	Diesel Engine Generators
263600	-	Transfer Switches
264113	-	Lightning Protection
264313	-	Surge Protective Devices (SPDs)
265100	-	Interior Lighting
265213	-	Emergency Exit Lighting
265600	-	Exterior Lighting
265613	-	Lighting Poles & Standards

#### **DIVISION 27**

#### **COMMUNICATIONS**

270528	-	Raceways for Technology
271500	-	Structured Cabling
275116	-	Public Address System
275125	-	Sound Systems
275313	-	Master Clock System
277500	-	Projector Systems and Monitors

#### **DIVISION 28**

#### **ELECTRONIC SAFETY AND SECURITY**

281300	-	Access Control System
281600	-	Intrusion Detection System
282300	-	IP Video Surveillance

283163 - Fire Alarm and Smoke Detection with Voice Evacuation

**DIVISION 32 EXTERIOR IMPROVEMENTS**

328400 - Irrigation  
329200 - Turf and Grasses  
329300 - Plants

Tab #4: Operation and Maintenance Manual for irrigation system.

a. Irrigation as-built piping diagram to be color coded by zone, showing all valve locations.

Tab #5: Electronic version of:

- a. Water & Sewer Package
- b. Site Development Package
- c. Electric Package
- d. Food Service Package
- e. Electronics Package & BDA Cert/As-Builds
- f. Plumbing Package
- g. HVAC Package
- h. Painting Package
- i. Roofing Package
- j. Elevator Package (if applicable)
- k. Information Services Package
- l. All training recorded.

**WATER & SEWER PACKAGE (If applicable) - (HARD DRIVE 05)**

Table of contents.

Tab package according to the following:

- Tab #1: Operation and Maintenance Manual(s) for lift stations (if applicable)  
Tab #2: Operation and Maintenance Manuals(s) for well pumps (if applicable).  
Tab #3: Electronic version of all Water & Sewer Shop Drawings  
Tab #4: Electronic version of all Water & Sewer As-builts

**SITE DEVELOPMENT (If applicable) - (HARD DRIVE 06)**

Table of contents.

Tab package according to the following:

- Tab #1: Operation and Maintenance Manual(s) for irrigation systems.  
Tab #2: One (1) set of color-coded site irrigation as-builts.

### **ELECTRIC PACKAGE (If applicable) - (HARD DRIVE 07)**

Table of contents.

Tab package according to the following:

Tab #1: Panel Schedules (Sub tab by building and sub tab by Electrical Room Number)

Tab #2: Light Fixture List, with description of each lamp and ballast type, model #, and supplier name/telephone #.

Tab #3: Generator Operation and Maintenance Manuals

Tab #4: Back-Up copy of profile disc for generator.

Tab #5: Exhaust Fan Operation and Maintenance Manuals

Tab #6: Electronic version of all Electric Shop Drawings

Tab #7: Electronic version of all Electric As-builts

Tab #8: Electronic editable panel schedule. Panel schedules need to include the panel name and the room number and panel name that supplies.

### **FOOD SERVICES PACKAGE - (If applicable) - (HARD DRIVE 08)**

Table of contents.

Tab package according to the following:

Tab #1: Operation and Maintenance Manual(s) for all food service equipment items, to include supplier names. Sub-tab accordingly by description

Tab #2: Electronic version Kitchen Layout As-Builts

### **ELECTRONICS PACKAGE - (If applicable) - (HARD DRIVE 09)**

Table of contents.

Tab package according to the following:

Tab #1: Operation and Maintenance Manual(s) for Intercom Systems

Tab #2: Operation and Maintenance Manual(s) for Security System

Tab #3: Operation and Maintenance Manual(s) for Master Clock system

Tab #4: BDA Certificates/As-builts/O & M Manual

Tab #5: Operation and Maintenance Manual(s) for Fire Alarm Systems

Tab #6: Electronic version of all Electronics Shop Drawings

Tab #7: Electronic version of all Electronics As-builts

### **PLUMBING PACKAGE (If applicable) - (HARD DRIVE 10)**

Table of contents.

Tab package according to the following:

- Tab #1: Operation and Maintenance Manual(s) for all Plumbing Systems.  
Sub-tab accordingly by description
- Tab #2: Electronic version of all Plumbing Shop Drawings
- Tab #3: Electronic version of all Plumbing As-builts

### **HVAC PACKAGE (If applicable) - (HARD DRIVE 11)**

Table of contents.

Tab package according to the following:

- Tab #1: Operation and Maintenance Manual(s) for all HVAC
- Tab #2: Operation and Maintenance Manual(s) for control systems
- Tab #3: Electronic back-up of controls program
- Tab #4: Controls Point List & Device Schedule
- Tab #5: Control As-Built Drawings
- Tab #6: Final Test and Balance Report with attached engineer certification of acceptance.
- Tab #7: Start Up Checklists
- Tab #8: Electronic version of all HVAC Shop Drawings
- Tab #9: Electronic version of all HVAC As-builts

### **PAINTING PACKAGE (If applicable) - (HARD DRIVE 12)**

Table of contents.

Tab package according to the following:

- Tab #1: List of interior and exterior finish colors, with manufacture name, supplier name and color reference number.
- Tab #2: Copies of all warranties.
- Tab #3: Include color scheme plan to show where each color is placed

### **ROOFING PACKAGE (If applicable) - (HARD DRIVE 13)**

Table of contents.

Tab package according to the following:

Tab #1: Shop Drawings, and specs

Tab #2: Copies of all (1) year sub-contractor's warranties

Tab #3: Copies of all extended warranties including roof installation sub-tabbed by work description.

Tab #4: All roof Inspections passed, and failed

Tab #5: List of all materials, with manufacture name, supplier name, and reference number.

### **ELEVATOR PACKAGE (If applicable) - (HARD DRIVE 14)**

Table of contents.

Tab package according to the following:

Tab #1: Elevator Inspection Certification

Tab #2: Operation and Maintenance Manual(s)

### **INFORMATION SERVICES (If applicable) - (HARD DRIVE 15)**

Table of contents:

Tab package according to the following:

Tab #1: Electronic Copy of Final Data System Test Results for LAN

- Copper
- Fiber

Tab #2: Operations and Maintenance Manuals for overhead projectors

Tab #3: Operation and Maintenance Manual(s) for Video Surveillance

**EMERGENCY MANAGEMENT FACILITY PACKAGE (SHELTER BUILDINGS ONLY) (if applicable - (HARD DRIVE 16A & 16B). Provide two (2) non-erasable, permanently labeled flash drives.**

Table of contents.

Tab package according to the following:

Tab #1: Facility Compliance Letter

- a. Certification letter from the Architect of Record certifying the facilities compliance with Florida Statute 553, section 423.25.

Tab #2: Certificate of Occupancy (Obtain from Construction Services Department)

Tab #3: Threshold Inspector certification

- b. Letter indicating compliance with Florida Statute 553, section 423.25 (Obtain from Threshold Inspection Firm)

Tab #4: Roof Warranty

- c. Letter indicating compliance with design uplift.

Tab #5: Generator

- d. Electrical Engineer letter indicating electrical systems have been tested and operate according to design documents.

Tab #6: Fire Alarm.

- e. Insert operating instructions on panel located in the EHPA office.

Tab #7: Facility Floor Plan

- f. Insert an overall Facility Floor Plan indicating which buildings are shelters and a Detailed floor plan of each shelter building.

## As-Built Drawing Requirements

1. Drawings to be no larger than 30" x 42" and no smaller than 11" x 17"
2. Drawings must state "As-Built" with date on each page.
3. Autocad drawing files must be AutoCAD version 2004 or newer .dwg format.
4. Adobe .pdf file to be included for each drawing.

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File Naming: (See example 1.1)

1. File name must include school name. IE: "MS-CC"
2. File name must include drawing number. IE: "A1-0"
3. File name must include drawing description. IE: "Architectural Site Plan"

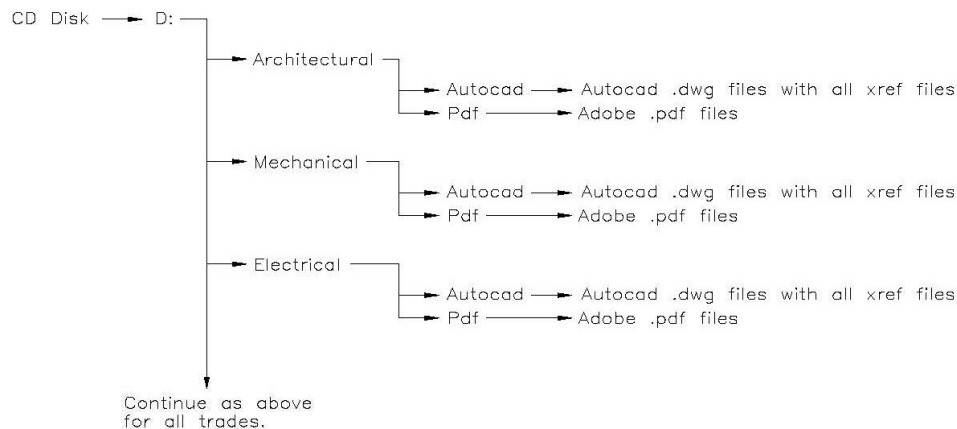
Example 1.1:

MS-CC A1-0 Architectural Site Plan

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Disk Layout (See example 1.2)

1. Each trade to be in a separate folder
2. Within each folder there shall be a separate folder for AutoCAD files and Adobe pdf files



*Revised 08/28/2024*