

Owner's Project Requirements – All MEP

Division 200000 All MEP Divisions 21, 22, 23, 25, 26 & 27

| Reference | All MEP Specifications Requirements |
|-------------|--|
| | Address provisions to accommodate Owner pre-purchased equipment. |
| | The specifications shall address provisions for the proper receipt, storage and handling of piping, ductwork and conduit |
| | The design shall accommodate at least three manufacturers whose products will fit the application. Where this not possible, all proprietary issues shall be addressed during Phase A of the project. Include "or equal" in addition to manufacturer's names. <i>Comment: Any restriction of acceptable manufacturers will require written approval from DECA.</i> |
| Section 607 | Provide for a project allowance for all single source and equipment pre-purchase instances. <i>Comment: Using an allowance makes the pricing transparent to all bidders, and prevents the need for each bidder to solicit a price from the vendor.</i> |
| Section 607 | Provide for a project allowance for utility connection fees unless contracted direct by Owner. <i>Comment: Typically, DECA prefers to contract directly with the utility, unless there is a good reason to include it in the construction contract. Discuss with DECA project management for direction.</i> |
| Section 607 | Provide for a project allowance for construction utility usage unless utility operational costs are covered by special conditions. <i>Comment: Typically, the contractor will pay utility costs up to substantial completion. There may be cases where the project funds must pay directly for utilities until the agency can take over the accounts.</i> |
| | Provide for the Owner Training requirements identified under the functional performance requirements. |

| Reference | All MEP Design Requirements |
|-----------|--|
| | Access requirements shall be graphically presented for all maintainable equipment. |
| | Design shall address the various sizes & configurations of manufacturer's equipment. |
| | Drawings and schedules shall incorporate provisions for the collection of Record |

| | |
|--|--|
| | Drawing Information |
| | Maintain a minimum four (4) inch clearance below all roof decking to mechanical and electrical system components. |
| | Coordinate any manufacturer specific requirements with the User Agency as scheduled in the Design Deliverables Check List. |
| | Provide Utility markers for all new utilities and existing utilities as agreed upon in project scope. |
| | Provide access doors to all concealed valves and controls and/or items that require access or maintenance. |

| Reference | All MEP Functional Requirements |
|-----------|--|
| | <p>Submit a detailed Design Deliverables Checklist for each phase of the project design.</p> <p><i>Comment: Checklists shall be compiled by the A/E for each project/phase, based on items contained in the Technical Requirements. Where multiple systems are involve, duplicate the item lists for each system so that compliance status can be indicated.</i></p> |
| | Incorporate the Systems Basis of Design document into the project Systems Manual. |
| | Prepare a Commissioning Plan utilizing appropriate planning and communication tools, design and construction phase forms and checklist, functional performance testing, statistical inspections, and other appropriate methods to assure the Project functional success. |
| | All Equipment, piping, ductwork and conduit shall be protected from damage or the introduction of dirt or debris into the system. |
| | The design shall accommodate at least three manufacturers whose products will fit the application. Where this not possible, all proprietary issues shall be addressed during Phase A of the project. |
| | Systems shall be installed in compliance with all current applicable codes and authorities having jurisdiction. |
| | Spare equipment requirements should be direct purchased by the Owner. Identify by Phase B. |
| | Follow all User Agency Design and Construction Standards |
| | Owner training requirements shall be identified with the User Agency operating staff. Particular attention shall be given to Controls, Variable Speed Drives and HVAC equipment / systems. |

| | |
|--|--|
| | All mechanical and electrical equipment shall be clean and verified by inspection and functional testing to be operating as designed under full and part load conditions prior to substantial occupancy. |
| | All mechanical and electrical equipment, conduits, piping and ducting shall be installed to minimize the transmission of objectionable vibration and noise through structural elements or to adjoining spaces or environment. |
| | Provide redundant mechanical system provisions for critical elements (pumps, boilers, chillers, etc.) unless it is agreed to omit these redundant systems by the Division of Engineering and Contract Administration. This information shall be included in the project scope definition |
| | Utility service sizing shall be sized to serve the building plus any planned additions. |
| | Utility distribution (including building service piping systems) shall be zoned to accommodate reasonable service and emergency isolation provisions. |
| | Mechanical and Electrical Equipment tagging and labeling shall be coordinated with the owner prior to design to avoid duplication of existing equipment tags. |
| | Mechanical, electrical and instrumentation tagging and labeling shall be consistent with record drawings. |
| | Room numbers on record documents and automation graphics shall match actual room numbers applied by Owner. |
| | Record Drawings shall be complete prior to Owner acceptance of the building. |
| | Record Drawings shall reflect manufacturer, model number, serial number and DDC address of all maintainable equipment on the project. |
| | Record Documents shall reflect the calibration requirements and procedures for all instrumentation. |
| | The project Systems Manual shall include a detailed maintenance program ready for implementation or public advertisement for bid. |
| | Provide System Manual and Record Documents in quantities required by the User Agency. |
| | Building service piping and power connections to equipment shall be configured to facilitate maintenance and repair. |
| | After substantial completion and before final completion, there shall be a Lesson's Learned session, including all members of the Commissioning Team and the Contracting Team participating in the commissioned systems. |
| | Prior to expiration of any warranties there shall be a Warranty Resolution Report |

| | |
|--|---|
| | outlining all outstanding warranty issues and the plan to correct the issues. |
| | Where included in the project scope, there shall be a Re-commissioning Plan to assist the Owner in maintaining long term performance of the facility. |
| | |
| | |
| | |
| | |

| | |
|------------------|--|
| Reference | All MEP Administrative Documentation Requirements |
| | Record Drawing Guidelines |
| | Owner's Equipment Pre-purchase Procedures |
| | Owners Guide Specifications |
| | Systems Basis of Design Document (Sample Workbook) |
| | Design Deliverables Checklist (Sample Workbook) |