### NORTHERN ARIZONA UNIVERSITY



## Working with Facility Services

http://nau.edu/Facility-Services/DP\_Contract

### Overview

- General
- Permitting Process
- Inspection Process
- Emergency Contact
- Site Work
- Close Out Process
- Parking Services Requirements
- ConstructionSummer 2013





# NORTHERN ARIZONA UNIVERSITY

# General Project Information

- It's the General Contractor's responsibility to flow information to the subcontractors
- Asbestos/Hazardous Material Notification (FS-13)
- Parking requirements (see slides on Parking)
- Flow-through contract requirements (insurance, bonds, etc.)
- Work Ethics

# Permitting Process

#### **Building Construction Permit**

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NORTHERN FS#15D STARRSFILE 3.A.18. UNIVERSITY	FSM5D STARRSFILE 3.A.18. NAU PERMIT APPLICATION
NAU PERMIT APPLICATION	APPLICANT INFORMATION
Please check only one ( separate applications must be submitted for Building or Fire )	Applicant Name & Title:
OFFICE OF THE NAU LEAD BUILDING INSPECTOR (928) 523-2705	Company Name or NAU Trades Dept. (responsible for work to be performed):
OFFICE OF THE NAU FIRE MARSHAL (928) 523-1873	Company name of two fraces before (responsible for work to be performed).
OTTION OF THE WAY THE MARKSTIAN (SEG) SECTIONS	AZ State Contractors License Number and Type:
Today's Date: NAU Project Manager:	Mailing Address, City, State, Zip:
NAU Project #, Permit Application #, or NAU Work Order #:	_
PROJECT LOCATION	Main Office Telephone Number:
Name of NAU Building or Facility:	Name & Title of Person to contact:
NAU Building # or Facility ID:	Contact Person Work Phone #: Contact Person Cell #:
· ,	Contact Person E-mail:
Project Address (or describe project location):	
PROPOSED WORK	DESIGN PROFESSIONAL INFORMATION
	Name of person Designated as Design Professional in Responsible Charge of Project:
Briefly describe the scope of work to be covered by this permit (attach additional pages as necessary)	
How many additional pages are attached?	Company Name:
,	AZ State License or Registration Number & Type:
CONSTRUCTION PERMIT TYPE  (Please check the appropriate box, indicating the type of permit request. Issued by NAU Lead Building Inspector ONLY)	Mailing Address, City, State, Zip:
Temporary Utility Permit Electrical	1 II -
Demolition Permit Mechanical	Main Office Telephone Number:
Re-Roof Permit Plumbing	Name & Title of Person to contact:
In-House Work Permit NAU Work Order #	Contact Person Work Phone #: Contact Person Cell #:
New Structure Renovation to Existing Structure	Contact Person E-mail:
Addition   Tenant Improvement	Signature Of Building Permit Application
Other (please specify)	By entering and signing my name as the applicant, I hereby attest that I am authorized to submit this request on behalf
If additional pages of explanation are attached (please specify how many pages)	of: (Please specify who you represent, check only one box below)
FIRE LIFE SAFETY PERMITS	Contractor NAU Trades Department
(Please check the appropriate box, indicating the type of permit request. Issued by NAU Fire Marshal ONLY)  [Fire Alarm   Fire Sprinkler   Underground Fire	Application of this permit does not authorize work to be performed without approval and issuance of a permit. I also
Alternative Fire Suppression Kitchen Hood Fire Hydrant	understand that if a permit is issued, it does not constitute a notice to proceed.
Other (please specify)	Applicant's Signature & Date Signed:
If additional pages of explanation are attached (please specify how many pages)	Printed Name & Title:
Are plan drawings and all construction documents included / submitted as part of this permit application?	NAU USE ONLY
(circle one) YES or NO	Certificate of Occupancy will be required before occupancy will be allowed?
If "NO" is circled, provide a complete & adequate written explanation as to what is missing (attach additional pages)	(circle one) YES or NO
How many additional pages are attached?	Number of construction document sets received:
Please include a complete drawing log, and list of all construction documents that have been submitted	Name of person receiving documents & date received:
with this request (attach additional pages)	
How many additional pages are attached?	
	<b>-</b> ∥
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# NORTHERN ARIZONA UNIVERSITY

# Permitting Process

Other Permits (if applicable)

- Fire Alarm
- Fire Sprinkler
- Hot work permits
- Structural Steel
- ACC
- Any other deferred submittals identified on drawings

RFI's and ASI's to be submitted to Building/Fire Marshal Officials for approval prior to execution

## Inspection Process

- 48 hr. request for inspections
- Must have permit information
- Must have all FS15A forms for C of O

	NODTHEDNI NO	RTHERN ARIZONA UNIV	ERSITY		
- 5		NSPECTION RECORD (F			
1	UNIVERSITY INSPECT	ION REQUEST PHONE #			
- 4	TWO (2) FL	ILL BUSINESS DAYS NO	TICE REQUIRED		
	PROJECT #:	PROJECT MANAGER:		_	
	PROJECT NAME:	CONTRACTOR:			
	INITIAL INSPECTION AND A FOLLOW-UP (IF REQUIRED) IS AT NO COST TO THE CONTRACTOR. ADDITIONAL IN TO THE GENERAL CONTRACTOR VIA CONSTRUCTION (	SPECTIONS WILL BE CHARG	ED, AT THE STANDARD	RATE	
	FM = NAU FIRE MARSHAL LBI = NAU LEAD BUILDING INSPECTOR				
	INSPECTION	TRADE	INSPECTOR	DATE	
	SITEWORK & UTILITIES				
U1	SOIL COMPACTION REPORTS RECEIVED	LBI			
U1A	SITE RETAINING WALL & FOOTING (Rebar & Forms)	CARPENTRY			
U1B	SITE RETAINING WALL DRAINAGE SYSTEMS	CARPENTRY / PLUMBING			
U2	SITE TRENCHING (Compaction Test Reports Received	PM			
U3	SITE UNDERGROUND FIRE WATER PIPING	FM / RISK MGNT			
U4	SITE UNDERGROUND PLUMBING	PLUMBING			
U5	SITE UNDERGROUND MECHANICAL	MECHANICAL			
U6	SITE/ PARKING LOT LIGHTS UNDERGROUND ELEC.	ELECTRICAL			
U6A	SITE / PARKING LOT LIGHT FOOTINGS	CARPENTRY			
U7	SITE UNDERGROUND ELECTRICAL	ELECTRICAL			
U8	SITE UNDERGROUND DATA/COMMUNICATION	NAU ITS			
U9	SITE UNDERGROUND UTILITIES MAPPING	RAMON (P&C)			
U10	GREASE INTERCEPTOR (Health Dept Insp Report Royd)	LBI C			
U11	ROUGH GRADING & SURFACE DRAINAGE	NAU GROUNDS			
U11A	FINAL GRADING & DRAINAGE	LBI			
U12	GAS: ACC IN-PROGRESS REPORTS RECEIVED	PLUMBING / PM			
U13	GAS: ACC FINAL REPORT RECEIVED	PLUMBING / PM			
U14	SITE UNDERGROUND FINAL GAS	PLUMBING			
U15	UTILITIES FINAL	MANAGER OF UTILITIES			
$\vdash$			_		
	HARDSCAPE, PARKING, EXTERIOR ADA SIGNA	AGE			
Н1	SIDEWALK	NAU PM			
H2	PARKING LOT	NAU PM			
НЗ	STRIPING LAYOUT	NAU PM			
H4	ADA PARKING STALLS	LBI / ADA			
H5	EXTERIOR ADA ROUTES (Walkways, Ramps, Stairs)	LBI / ADA			
H6	EXTERIOR ADA SIGNAGE FINAL	LBI / ADA			

ARIZ	THERN ZONA VERSIT	Y		NORTHERN ARIZON. FACILITY SER		SILL	
-			INSP	ECTION REPORT CAR	D - FORM	FS # 15A	
Project #:		Project Name:					
Building#:		NAU Project Mar	ager:				
Date called:		Time called:		Trade:		Inspection	Code:
Date needed:		Requested by (company/ contact name& phone		contact name& phone	number):	Inspection Type:	
Date inspected:		Time inspected:		Inspector name:		(pressure)	visual/other
Area inspected:	Floor#:					RE-INSPECTION? YES / NO (circle)	
		ne direction): ther direction):				YES / NO	(circle)
	diminesto	uier unectiony.					
Item#/ Equipment	Location; Room #	′		Comments			Sign Of
							_
		_					
Pressure Test:			Begins	ning Pressure:			
	-man rime	"	_ enults	rressure:			
Inspection Resul	Its:	Approved		Approved with A	ctions	Rejecti	ed
Inspector Signat	ure:						
Formal Report to	follow:	YES NO	circle)	Additional Page atta	ched:	YES	NO (circle)
N SITE NOTIFICAT	IONTO:						
Distribution	on: Contra	ctor:	(pink)				
		roject Manager:	(yellow)_				
	NAUIn	spector/Lead Bui	lding Insp	ector: (original)			
	STARR	5:	(scan of o	riginal)			





## Inspection Process

- Inspections can only be scheduled by permit holder
- Inspection Failures will be subject to re-inspection fee.
- FLS inspections will only be on Tuesdays and Thursdays



# **Emergency Contact**

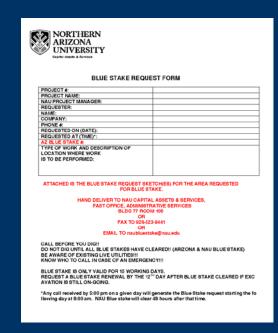
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PROJECT SPECIFIC EMER	GENCY PHONE N	UMBERS
PROJECT #:		
PROJECT NAME:		
PROJECT ADDRESS:		
IN CASE OF A FIRE OR MEDICAL EMERGENCY:	Cell	Land Line
NAU POLICE DEPARTMENT		928-523-3000
IN CASE OF A GAS/STEAM LINE EMERGENCY:	Cell	Land Line
NAU POLICE DEPARTMENT		928-523-3000
FAST OFFICE		928-523-4227
Wagner, Lindsay	928-600-3030	928-523-5864
IN CASE OF A UTILITY LINE (OTHER THAN	Cell	Land Line
GAS/STEAM) EMERGENCYL:	Cell	Land Line
FAST OFFICE		928-523-4227
Wagner, Lindsay	928-600-3030	928-523-5864
GENERAL CONTRACTOR CONTACT INFO	Cell	Land Line
PROJECT MANAGER:		
SUPERINTENDENT:		
SUPERINTENDENT:		
MAIN SUBCONTRACTORS (Earthwork, Demo, MEP):		
,		
	4	
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- UN		
NAU CONTACT INFO	Cell	Land Line
NAU POLICE DEPARTMENT (NON EMERGENCY)		
NAU POLICE DEPARTMENT		928-523-3611
ADMINISTRATIVE SERVICES		
FAST OFFICE		928-523-4227
PROJECT MANAGEMENT		
PRIMARY CONTACT:	000 050 4047	000 500 0404
Spear, Josh SECONDARY CONTACT:	928-853-1617	928-523-6404
Drogi, Agnes	928-607-3957	928-523-0049
Divyi, nyiica	320-001-3331	J20-J2J-UUTJ

### Site Work Requirements

- Blue Stake
- Excavation
- NAU Tech Standards
- Site Fence Requirements
- No digging on weekends
- Tree protection
- Monuments



http://nau.edu/FacilityServices/DP\_Contract/

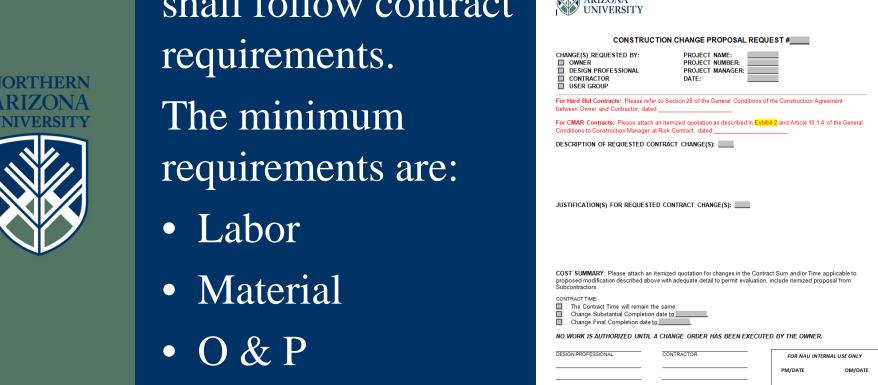


## Project Change Requirements

STARRS File 5.C

All contract changes shall follow contract

 Further breakdown may be required



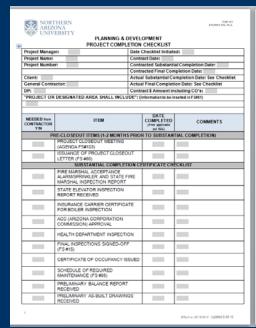
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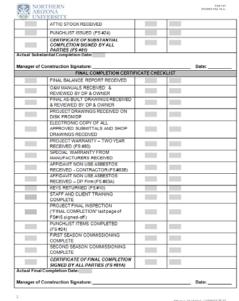
# NORTHERN



### Close Out Process

- All applicable FS forms will be sent to contractor prior to Substantial Completion.
- A letter notifying the contractor of Liquidated
  Damages will be sent if work is not complete,
  including all required documents are received, after
  Substantial and/or Final Completion dates.





	FINAL PAYMENT CH	IECKLIST	
	PM EVALUATION OF DESIGN PROFESSIONAL(FS #78)		
	PM EVALUATION OF CONTRACTOR/CMAR (FS #79)		
	FINAL SUBCONTRACTOR LIST RECEIVED (FS #82)		
	SUBCONTRACTOR LIEN RELEASE RECEIVED (FS #84)		
	CONSENT OF SURETY TO FINAL PAYMENT RECEIVED (FS#87)		
	GENERAL CONTRACTOR LIEN RELEASE RECEIVED (FS #89)		
	CONTRACTOR AFFIDAVIT OF PAYMENT RECEIVED (FS#99)		
	FINAL BUDGET RECONCILIATION COMPLETE		
	FINAL PAYMENT APPLICATION RECEIVED FROM CMAR		
	VAULT CLOSEOUT CHECKLIST SIGNED (FS #77)		
	FINAL PAYMENT CHECK ISSUED TO CMAR		
nager of	Construction Signature:ADMINISTRATIVE CI	IFCVI IST	Date:
_	CERTIFICATE OF GUENT ACCEPTANCE RECEIVED FROMUSER (FS #100)	ILUNEISI	
	CLIENT SURVEY OF FS (FS#102)		
	OVERALL FINANCIAL PROJECT CLOSEOUT (e.g. DP, CONSULTANTS, WOs. POs. etc.)		
	UPDATE CMS DATABASE WITH HISTORICAL PROJECT INFO, COSTS, AND DATES		
	OFFICIAL DOCUMENTS PREPARED TO SUBMIT TO ABOR		
	SPACE MANAGEMENT UPDATED (INVENTORY AND BUILDING LIFTS)		
	CLOSEOUT PROJECT IN CMS		
	Construction Signature:		Date:

## Parking Services Requirements





NORTHERN ARIZONA UNIVERSITY

• We are here to help facilitate and balance the needs of the university community with the needs of campus construction

#### Parking permits

- Required at <u>all</u> times on campus
- Required even if vehicles are inside a fenced or lay down area

## Parking Services Requirements

- To receive a permit:
  - Please go through your Project Manager
  - Please do not send the subcontractors in to obtain additional permits; they will be redirected back to the project superintendent

• At least one All Area permit will be issued per project to facilitate meetings on campus



## Parking Services Requirements

- Because of the large number of projects permit holders may not be able to park near the work site
- Please remember:
  - Do not park in grass, dirt, gravel, sidewalks, or areas that are not meant to be stalls.
  - Do not park in ADA or hashed areas
- If you have any questions please visit out website at:

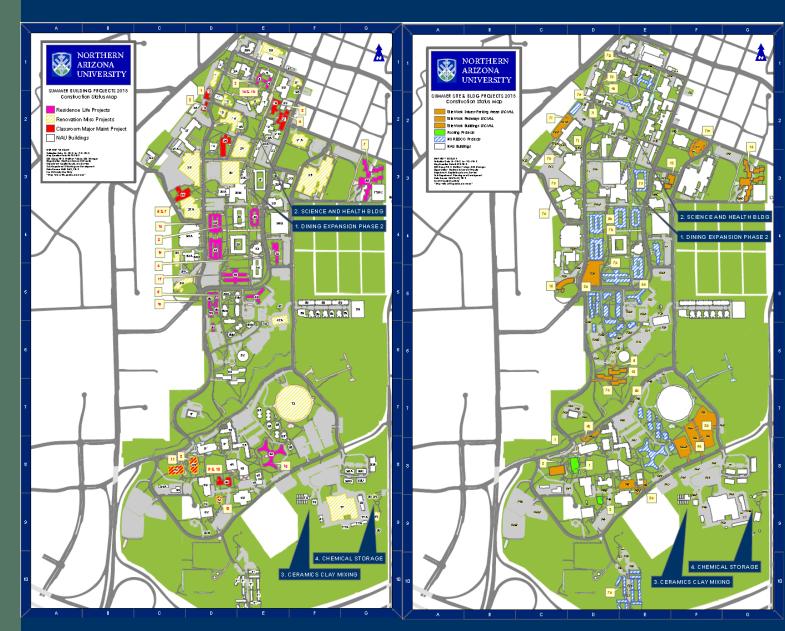
http://nau.edu/Parking-Shuttle-Services/Guest-Parking/





### Summer Construction 2013

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# Any Questions?





