

SECTION 01 52 13

FIELD REPRESENTATIVE'S OFFICE

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**Notes: This Section is intended to include basic requirements for temporary buildings and furnishings required during construction, provided by the Builder and removed at completion of work. Optional text provides for use of space in existing buildings, or for use of space in permanent construction when enclosed.**

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PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Field Representative's Office.
- B. Testing Laboratories.
- C. Maintenance and Janitorial Services and Cleaning.
- D. Removal.

1.02 RELATED REQUIREMENTS

- A. Section 01 11 000 - Summary of Work.
- B. Sections 01 51 13 thru 01 52 19 - Temporary Utilities.
- C. Section 01 74 009 - Construction Cleaning.
- D. Section 01 43 00 - Material and Equipment.
- E. Section 01 74 23 - Final Cleaning.

PART 2 PRODUCTS

2.01 Temporary construction trailers used for office personnel with more than one desk for support staff of designers, auditors, purchasing agents, computer operators etc. shall comply with the Florida Accessibility Code (FAC) for buildings, and associated local permitting and inspection regulations. Evidence that the building itself has been approved by the state and is not subject to the locally adopted building codes must be provided to the Owner.

PART 3 EXECUTION

3.01 FIELD REPRESENTATIVE'S OFFICE (If Required)

- A. Separate space for sole use of the Field Representative with separate entrance door with new lock and five (5) keys.
- B. Area: Minimum [\_\_\_\_\_] sq.ft. with minimum dimension [\_\_\_\_\_] ft. and separate office of [\_\_\_\_\_] sq.ft. Provide a separate room approximately [ ] s.f. for project meetings, furnished with a conference table, folding chairs and a tackboard.

- C. Windows: Minimum [\_\_\_\_\_] minimum total area of ten percent (10%) of floor area, with operable sash and insect screens. Locate to provide views of construction area.
  - D. Electrical Distribution Panel: [\_\_\_\_\_] circuits minimum, [\_\_\_\_\_] volt, [\_\_\_\_\_] hz service.
  - E. Minimum [\_\_\_\_\_] [\_\_\_\_\_] volt duplex convenience outlets, spaced at 12' intervals, with a minimum of one per wall in each room.
  - F. Switch controlled fluorescent light fixtures, capable of maintaining minimum illumination of 20 foot-candles at desk height.
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**Include requirements for cellular phones, radios, beepers, and telephone answering machine, if project size dictates.**

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- G. Telephone: A minimum of [ ] touch-tone, as specified in Section 01 51 33, with one line dedicated to the FAX machine.
  - H. Sanitary Facilities, cold water fountain and private lavatory-toilet facilities with mirror, toilet and towel paper dispensers, soap and waste receptacle.
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**Coordinate furniture requirements with number and size of offices.**

- I. Furnishings:
  - (1) [\_\_\_\_\_] standard size desk with six drawers and a swivel arm desk chair.
  - (2) [\_\_\_\_\_] plan table: [\_\_\_\_\_] x [ ] x [\_\_\_\_\_] inches, sloping [\_\_\_\_\_] inches two equipment drawers and shelves below, and [ ] 30 inch high drafting stools.
  - (3) [\_\_\_\_\_] conference table to seat [\_\_\_\_\_] people, [ ] folding chairs.
  - (4) [\_\_\_\_\_] plan rack(s) to hold a minimum of [\_\_\_\_\_] sticks of project drawings.
  - (5) [\_\_\_\_\_] standard four-drawer legal-size metal filing cabinets with file separators and locks provided with not less than 2 keys.
  - (6) [\_\_\_\_\_] Lin. Ft. of 12" bookshelves in main space and eight Lin. Ft. of 2-tier shelving in office.
  - (7) [\_\_\_\_\_] straight chairs.
  - (8) One waste basket per desk and table.
  - (9) One tackboard, [\_\_\_\_\_] in. x [\_\_\_\_\_] in.
  - (10) One copy machine, with at least the following features:
    - (a) Capable of normal use of [ ] copies per month.
    - (b) Plain paper, dry toner type.

- (c) Capable of reduction from legal to letter size.
- (11) One FAX machine, with at least the following features:
  - (a) Dedicated telephone line.
  - (b) Compatible with all fax machines.
  - (c) All paper and required accessories for the length of the project.

3.02 STORAGE AREAS AND SHEDS

- A. Size to storage requirements for products of individual Sections, allowing for access and orderly provision for maintenance and for inspection of products under provisions of Section 01 43 00.

3.03 PARKING FACILITIES

- A. Provide well drained, graded paved or at least well compacted gravel surface for use by the [Field Representative's] Professional's and Owner's staff. Provide not less than [ ] parking spaces.

3.04 MAINTENANCE AND CLEANING

- A. Daily janitorial service for offices; periodic cleaning and maintenance for storage areas. Weekly trash collection.
- B. Maintain approach walks free of mud and water.
- C. The Builder assumes full responsibility for all costs associated with equipment and services provided for the Field office (including costs for equipment and/or services which are provided by the Builder, but which are not specifically required by this Article).

3.05 REMOVAL

- A. At final completion of work or earlier if agreed by Owner and the Professional, remove buildings, foundations, utility services and debris. Restore area.

END OF SECTION