

SECTION 01 50 10 – FAA FIELD REPRESENTATIVES’ OFFICE

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Field Representatives’ Office.
- B. Maintenance and Janitorial Services and Cleaning.
- C. Removal.

1.2 PERMITS

- A. The Contractor shall apply for and obtain all construction permits and required inspections for this and any other temporary facilities.

1.3 LOCATION

- A. The location of the Field Representatives’ trailer must be approved by the Contracting Officer’s Representative (COR).

1.4 SUBMITTALS

- A. Provide product data and equipment specifications in accordance with Section 01 33 00.

1.5 TIME OF USE

- A. The Field Representatives’ office shall be installed on the site at the time construction begins. It shall remain on site and usable until Final Construction Acceptance Inspection unless an earlier removal date is requested and approved by the COR.

PART 2 - PRODUCTS

See PART 3 below.

PART 3 - EXECUTION

3.1 FAA's FIELD REPRESENTATIVES' OFFICE

- A. Separate space for sole use of FAA's Field Representatives with separate entrance door with new lock and three (3) keys.
- B. Area Requirements:
 - (1) Two offices: 12'W x 12'D x 8'H each minimum
 - (2) In-unit bathroom with toilet and sink area
 - (3) Conference Room Area: 16'W x 12'D x 8'H minimum
 - (4) Kitchen Area
- C. Windows: Minimum of 5; minimum total area of ten percent (10%) of floor area, with operable sash and insect screens. Windows shall have glass panes and shall be equipped with venetian blinds and latches.
- D. Doors: A minimum of two doors, each at least 2 feet, 8 inches wide, shall be provided. Access steps with a minimum 6'x6' entrance platform and safety hand rail shall be provided for each door. A canopy covering the entire area of the platform shall be provided at each door. The movable step usually furnished with most office trailers is not acceptable.
- E. Walls: Interior walls shall be furnished with 1/4" minimum thick, durable, prefinished wood paneling, preferably of a dark shade.
- F. Ceilings: Ceilings shall be at least 7 feet high and constructed of acoustical tile.
- G. Floor: Floor covering shall be of asphalt or vinyl tile.
- H. Electrical Distribution Panel: 18 circuits minimum, 240 volt, 60 hz service.
- I. 120 volt duplex convenience outlets, spaced at 12 foot intervals, with a minimum of one per wall in each room.
- J. Switch controlled fluorescent light fixtures, capable of maintaining minimum illumination of 20 foot-candles at desk height.
- K. Telephone Lines: Contractor shall provide high speed internet connection, with WI-FI capability at the highest speed available from any provider in the area, with outlets at each phone location and all in one location. Conference area shall have conference call facilities including speaker phone with a main station and two remote microphones. Contractor shall pay for all local phone service. Contractor shall pay long distance service. All service shall be in contractor's name.
- L. Indoor Sanitary Facilities: toilet; wash basin; mirror; toilet paper, cup, soap and towel dispensers; electric water heater; and waste receptacle. Restroom shall be properly ventilated. Contractor shall provide 2 ply bath tissue and paper towels throughout the duration of the construction period for FAA Field Representative Office. Contractor shall provide bath tissue and paper towels in quantity required to satisfy the needs of the facility. Contractor shall provide bath tissue and paper towels at the request of the COR.
- M. Heating/Cooling: HVAC shall be provided and be of adequate capacity to maintain an inside temperature of 72 degrees F at the local outdoor design temperature.

N. Furnishings (confirm furnishings with COR):

- Provide Floor mats at all entrances
- Paper shredder (cross-cut type)

Offices #1, and #2.

2 Desk – 6 drawer type

- 1 Desk chair
- 2 Office chairs
- 1 Tack board
- 1 Dry Erase Board
- 4' Book shelf

Conference Room/Common Area #3:

2 Folding tables (36"x 72")

15 Desk chairs

- 1 Tack board
- 1 Dry Erase Boards
- 1 Bottled water dispenser with hot and cold function and cups
(Contractor shall fill and replenish water and cups as needed
throughout duration of construction period)
- 1 Locking Storage cabinet (16" x 36" x 72")
- 2 Drafting stool
- 1 Plan racks – hanging type – 10 sticks each
- 2 Fire rated 4-drawer filing cabinet. Legal size
- 2 Filing cabinets, legal size.

Break Area:

- 1 Sink with hot and cold water
- 18 cubic foot refrigerator
- 2 cubic foot microwave oven
- 1 Coffee Maker (10 cup, programmable)

1. Fire rated filing cabinets shall be one hour rated. Include lock and not less than 2 keys.
2. Desk chairs shall be metal with leather seat and include: swivel; arms; and casters.
3. Office chairs shall be straight metal chairs with leather seats.
4. Provide one waste basket per room plus two.
5. 25-person first aid kit (provide replacement supplies as needed).
6. 2½ pound A:B:C: dry-chemical fire extinguisher, minimum 2 each

O. One all in one machine capable of network printing, network scanner, copier, fax plus all service and supplies including paper and toner, with at least the following features:

1. Capable of normal use of 150,000 copies per month.
2. Plain paper, dry toner type.
3. Capable of reduction from legal to 8-1/2"x11" and 11"x17" to 8-1/2"x11".
4. Capable of 8-1/2"x11" and 11" x 17" multipage, color reproduction.
5. Capable of color printing of 8-1/2" x11" and 11" by 17"
6. Capable of color scanning of 8-1/2" x11" and 11" by 17" and distributing the resulting file via the internal network
7. Print Speed at 35ppm

- P. Network: Provide the hub and all wiring needed to set up a network within the building. Network outlets shall be provided in all offices and two network outlets will be provided in the conference room. The network shall connect into the internet.

3.2 PARKING FACILITIES

- A. Provide well drained, graded and paved, or at least well compacted gravel surface for use by the FAA's staff. Provide not less than five parking spaces dedicated for FAA use.

3.3 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 Contractor assumes full responsibility for all costs associated with equipment and services provided for the Field Representative's office (including costs for equipment and/or services which are provided by the Contractor, but which are not specifically required by this Article).

3.4 REMOVAL

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

END OF SECTION 01 50 10