



Division 01. General Requirements

01 0 00. Administrative Requirements

The University of Wisconsin-Madison requires that the A/E Firm for each project provide an AutoCAD version of the construction drawing set in addition to the PDF and hardcopy drawing sets required by the State of Wisconsin Division of Facilities Development (DFD) and University of Wisconsin-Madison. The AutoCAD drawing set shall follow similar requirements and format for the DFD record drawing submittal. These drawings, in all three formats listed above, shall be submitted to the UW project manager shortly after a project enters into the construction phase. These drawings offer an opportunity for campus offices to plan and prepare for ownership and maintenance of the facilities within the project. This process often begins before construction takes place and well before the project is completed and record drawings are submitted. Bid drawing set submissions shall be designated as such, recognizing that changes are probable and will be superseded by record drawings.

Record documents are typically submitted to DFD by the contractor and serve as the permanent record of construction for the facilities and landscapes built. The University of Wisconsin-Madison requires that we receive final record documents in both AutoCAD and PDF formats. The submittals in both formats shall include the UW – Madison Building Number and the DFD Project Number for reference as well as:

- Drawings which document what was built inclusive of all construction bulletins, field orders, known field changes, etc.
- Specifications inclusive of all construction bulletins, field orders, known field changes, etc.

Operations and Maintenance Manuals must be organized to include a Table of Contents and be inclusive of all submittals, confirmed materials selected including finishes, and dated warranty information.

01 5 00. Special Procedures

01 35 53. Security Procedures

All workers shall at all times wear a visible identification badge with photo ID that contains their name and the name of their employer.

01 10 00. Summary

01 14 00. Work Restrictions

01 14 13. Access to Site

The Lead Contractor shall fill out an Access Key form and return it to the UW Lock Shop to obtain keys needed to perform required work. The UW Lock Shop is located in the Service Building at 1217 University Avenue. All keys, under control of the lead contractor, shall be kept secure and shall not be duplicated or shared with other persons. Any loss of keys shall be reported to the UW Lock Shop immediately.

See [Division 01 Detail 1, 2, and 3](#) at the end of the division for an Access Key form.



01 50 00. Temporary Facilities and Controls

01 55 00. *Parking and Transportation Access*

01 55 26. Construction Parking

All contractors and others involved with the project shall comply with the parking policies of UW Transportation Services. (Parking Policy can be obtained from Transportation Services.) In general, construction staging areas shall be used only for equipment and vehicles involved directly in the construction project. Personal vehicles used for commuting to the worksite are not permitted in staging areas. Parking permits in campus parking lots may be purchased from any Transportation Services customer service office. See www.transportation.wisc.edu.

01 55 27. Traffic Control Plan

The A/E consultants shall provide a complete traffic control and mitigation plan for the construction period that includes motor vehicles, bicycles, and pedestrians as part of the 35% review documents. The University experiences unusually large numbers and concentrations of both pedestrians and bicyclists nearly every day when classes are in session and these must be accommodated. Questions about this plan should be directed to the campus transportation planner, and the plan should include the following:

1. Construction Detours:
 - 1.1. Two-way traffic for motor vehicles shall be maintained unless otherwise approved after consultation with the University transportation planner.
 - 1.2. Accommodations shall be made for bicyclists and pedestrians just as they are for motor vehicles, including safe and well-marked detours when needed if sidewalks, bicycle lanes, or bicycle paths must be temporarily blocked. Any blockages of sidewalks, bicycle lanes, or multi-use paths should be minimized in extent and in time.
 - 1.3. Pedestrian accommodations shall comply with Americans with Disabilities Act Accessibility Guidelines (ADAAG) standards.
 - 1.4. Temporary paths for bicyclists, pedestrians, and wheelchair users shall be paved smoothly and designed to accommodate bicycle and wheelchair tires.
2. Construction Traffic Signs/Visibility:
 - 2.1. Existing signs, posts, meters, bike racks, and any other transportation equipment belonging to the University that must be removed shall be returned to Transportation Services via the campus transportation planner or stored carefully by arrangement to be re-installed. The contractor assumes responsibility for any lost or damaged devices and equipment.
 - 2.2. Provide plans indicating a complete system of the correct transportation related signs, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) shall be identified and provided equally for motor vehicles, bicyclists, and pedestrians.
 - 2.3. Signs shall be placed so as to not block pedestrian and bicycle routes.



- 2.4. Warnings shall be placed at a sufficient distance from a blockage or problem to allow a motorist, bicyclist, or pedestrian time to react safely. If a bicycle lane or path must be blocked temporarily or narrowed, signs indicating “End Bike Lane,” “Share the Road/Sidewalk,” or “Sidewalk Closed – Use Other Side,” etc., must be provided.
 - 2.5. Sufficient lighting shall be provided along detours and roadways, bicycle paths, and sidewalks near construction sites to allow for the safe travel of all persons during night-time hours.
 - 2.6. Signing shall otherwise follow the guidance of Wisconsin Department of Transportation (WisDOT), American Association of State Highway and Transportation Officials (AASHTO), and City of Madison standards. When guidance of the proper response to a specific condition during the construction period is not clear, the University transportation planner should be consulted.
3. Accessibility Route Signage around Construction Areas Policy:
- 3.1. Ensure that proper notification is given relating to any disruptions and/or routing/access revisions or closures especially around construction sites. If routing/access for people with disabilities in and through the construction area is closed, provide a temporary new fully accessible route with appropriate directional signage to available accessible routes.
 - 3.2. New construction area signs addressing construction and parking, traffic revisions, road closures, pedestrian detours, and accessible route detours must be made in accordance with ADAAG and UW signage standards and in adequate quantity to address the obvious need. The sign for accessible routing shall be 12 inches wide by 18 inches high, made of metal, with white international disability symbol. The symbols shall have a minimum dimension of 8 inches wide by 8 inches high, on blue background. One acceptable example is Tapco sign model DA-13.



Figure 01 55 27.1 Tapco DA-13

The sign may also have wording such as “Accessible Route” or other short relevant messages (Note: message might be location specific and should be verified by FP&M Facilities Access Specialist). The sign shall have appropriate directional arrow (8 inches long by 1 inch wide) to indicate the direction of the route. All new construction-type signage shall be installed in logical, safe and strategic locations, in accordance with existing directives and signage manuals. For More Information: contact the FP&M Facilities Access Specialist.

01 55 29. Staging Areas

The A/E consultants shall provide a complete site plan indicating the construction limits and extents of staging area(s) proposed for construction as part of the 35% review documents. The site plans and any parking suggested to be lost during construction shall be approved by UW



Transportation Services. Also noted in a detail on the documents shall be phasing or specific sequencing of construction that will be required. Staging areas may not be used for parking personal vehicles used for commuting to the worksite.

01 55 30. Snow Removal

The contractor shall remove snow as needed in a timely fashion within any staging area as needed to allow for access to University properties, including parking lots, loading docks, and entrances to other facilities. Snow removal must also include the outside perimeter of staging area fences where UW Grounds equipment might otherwise be able to clear snow. Contractors should consult with UW Grounds about snow removal to ensure good coordination of removal activities around project sites and their staging areas.

01 56 00. Temporary Barriers

01 56 26. Temporary Fencing

1. Contractors shall employ 8 foot high chain link fencing for construction perimeters. All openings shall be gated so that they can be secured after hours. During demolition, dust control fabric may be added to the interior of the fencing to reduce the spread of dust and to assist with safety and security.
2. The construction fences shall provide enough setback between the fence and surrounding sidewalks to allow the maneuvering of snow removal equipment.

01 56 39. Temporary Tree and Plant Protection

1. Contractors shall take steps to prevent damage to existing tree root systems, trunks, and branches prior to entering the site. Existing trees that are to be preserved shall be pruned, watered, and fertilized by a licensed arborist prior to any construction. All such work shall be coordinated with UW Grounds personnel.
2. Trees, shrubs and other plantings to be protected during construction shall be fenced with either chain link fence sections or wood snow-fence. Plastic fencing is not acceptable.
3. The area to be fenced around existing trees shall be determined by the Critical Root Radius (CRR) or the tree canopy drip line, whichever is greater. CRR is calculated at 1.5 feet x DBH (Trunk Diameter at Breast Height of 4.5 feet) of the tree. Example: a tree that has a 2 inch DBH, $2 \times 1.5 \text{ feet} = 3 \text{ feet}$, this tree will be fenced 3 feet out in all directions from the base of the tree trunk.
4. No vehicles, heavy equipment, construction material, tools or equipment shall be parked, stored, or used within the tree's CRR at any time.
5. All trees shall obtain adequate water during the construction process. The construction company shall allow UW Grounds access into the site to water trees either by hose or by water truck.
6. Tree protection shall be required whenever there will be activity that could result in compaction within the critical root radius of a tree that is to be saved or whenever there is potential for damage to branches/limbs of plants that are to be saved and protected during construction.



7. If existing trees on site must be worked around or under, precautions shall be taken to prevent root, trunk and branch damage as well as soil degradation within the CRR. All such work shall be coordinated with UW Grounds personnel.
8. If heavy equipment must be driven within the CRR of the tree, wooden bridging, or 12 inch of shredded hardwood mulch shall be placed under trees with the CRR to prevent compaction and root damage. All such work shall be coordinated with UW Grounds personnel.
9. Soil compaction or chemical contamination of soil is not acceptable.
10. All roots over ½ inch which need to be removed shall be cut with a sharp, clean hand pruner or pruning saw. Roots torn by construction equipment shall not be left without a clean cut.
11. If utilities are to go under tree root systems, an auger shall be used to bore under the roots rather than trenching through the root system.
12. Silt fence shall not be trenched within the Critical Root Radius of any tree. Use silt socks as an alternative.
13. Contractors shall be responsible for setting up tree maintenance programs to maintain trees within construction boundaries. This includes watering, preconstruction, pruning, and clearance pruning during construction.
14. Material to be used for tree protection shall be chain link fence panels that are installed on grade (they are placed on ground) using “feet”. Anchoring into grounds may damage roots. No trenching or digging shall be done within critical root radius of the vegetation to be saved. All protection material shall be specified on plans.
15. Establish criteria for protection of branches versus removal of limbs for vegetation with high potential for damage during work. All such work shall be coordinated with UW Grounds personnel.

01 57 00. Temporary Controls

01 57 23. Temporary Storm Water Pollution Controls

1. Riprap stone at stormwater outflow points is required wherever concentrated flow is leaving the site.
2. Existing stormwater drainage paths shall be diverted around work site.
3. The water from these diverted paths, as well as water from the disturbed work site, will result in increased water volume in some drainage ways, or may mandate creation of new drainage ways; this has such effects as increased flow velocity and larger flow area subject to erosion—these effects shall be mitigated with check dams, straw bales, etc.
4. Filter sediments from drainage before water reaches the sewer system or the lake. This can be done with silt fence, inlet protection, etc.



01 70 00. Execution and Closeout Requirements

01 74 00. Cleaning and Waste Management

01 74 19. Construction Waste Management and Disposal

This Section specifies requirements for salvaging, recycling and disposing of construction waste.

1. **Preconstruction and Prebid Meetings:** The Pre-bid and Preconstruction Meetings will include discussion of construction waste management requirements. Prior to the commencement of the work, the Lead Contractor should schedule and conduct a meeting with DFD and the Architect to discuss the proposed Construction Waste Management Plan to develop a mutual understanding regarding details of construction waste management implementation.
2. **Waste Management Goals:** The recycling goal to be achieved at Substantial Completion of the Project shall be at least 50 percent by weight or volume of total waste generated by the Project and includes reuse.
 - 2.1. **Reduce:** The project shall generate the least amount of waste and methods shall be used that minimize waste due to error, poor planning, breakage, mishandling, contamination, or similar factors. The project shall promote the resourceful use of materials to the greatest extent possible.
 - 2.2. **Reuse:** All Prime Contractors and Subcontractors shall reuse materials to the greatest extent possible. Salvage reusable materials for resale, for reuse on this Project, or for storage for use on future projects. Return reusable items (e.g., pallets or unused products) to the material suppliers.
 - 2.3. **Recycle:** As many of the waste materials not able to be eliminated in the first place or salvaged for reuse shall be recycled. Waste disposal in landfills shall be minimized to greatest extent possible.



Division 01 Detail 1

Refer to [Division 01 14 13 Access to Site](#) for UW Lock Shop information.



THE UNIVERSITY
of
WISCONSIN
 MADISON

UW MADISON LOCK SHOP

REQUEST FORM FOR **SINGLE KEY**
 ACCESS TO ROOMS - SUPPLIED BY UW
 LOCK SHOP

1	DATE	
2	NAME (PLEASE PRINT) - INDIVIDUAL RECEIVING KEY	
3	SIGNATURE	
4	CONTACT INFORMATION / PHONE NUMBER	
5	DEPARTMENT OR COMPANY NAME FOR NON-FP&M PERSONAL	
6	SUPERVISOR'S NAME (PLEASE PRINT)	
7	SUPERVISOR'S SIGNATURE	
8	PURPOSE FOR ISSUING KEY PROJECT NAME / NUMBER	/
9	BUILDING NAME / NUMBER	/
10	BUILDING ROOM OR AREA OF ACCESS	
11	NOTES :	
12	SCHEDULE OF DATES THAT KEY IS NEEDED,	FROM - TO -
13	ATTENTION- Any keys issued by this document are for the sole purpose of completing assigned work. These keys will be kept secure and shall NOT BE DUPLICATED OR SHARED with other persons. Any loss of keys will be reported to the UW Key Shop immediately.	
14	FP&M - AUTHORIZING SUPERVISOR	
15	SIGNATURE	
16	DATE	
17	COMMENTS:	
18	ESCORT REQUIRED	YES - NO -
19	APPROVAL	YES - NO -
20	KEY CODE -	MFG- NUMBER-
21	LOCK SHOP EMPLOYEE PROCESSING REQUEST	
22	DATE RETURNED	



Division 01 Detail 2

Refer to [Division 01 14 13 Access to Site](#) for UW Lock Shop information.



UW MADISON LOCK SHOP

REQUEST FORM FOR MULTIPLE KEYS ACCESS TO ROOMS - SUPPLIED BY UW LOCK SHOP

1	DATE	
2	NAME (PLEASE PRINT) - INDIVIDUAL RECEIVING KEY	
3	SIGNATURE	
4	CONTACT INFORMATION / PHONE NUMBER	
5	DEPARTMENT OR COMPANY NAME FOR NON-FP&M PERSONAL	
6	SUPERVISOR'S NAME (PLEASE PRINT)	
7	SUPERVISOR'S SIGNATURE	
8	PURPOSE FOR ISSUING KEYS PROJECT NAME / NUMBER	/
9	BUILDING NAME / NUMBER	/
10	BUILDING ROOM OR AREA OF ACCESS	
11	NOTES :	
12	SCHEDULE OF DATES THAT KEY IS NEEDED,	FROM - TO -
13	ATTENTION- Any keys issued by this document is for the sole purpose of completing assigned work. These keys will be kept secure and shall NOT BE DUPLICATED OR SHARED with other persons. Any loss of keys will be reported to the UW Key Shop immediately.	
14	FP&M - AUTHORIZING SUPERVISOR	
15	SIGNATURE	
16	DATE	
17	KEY CODE -	MFG- NUMBER-
18	KEY CODE -	MFG- NUMBER-
19	KEY CODE -	MFG- NUMBER-
20	KEY CODE -	MFG- NUMBER-
21	KEY CODE -	MFG- NUMBER-
22	KEY CODE -	MFG- NUMBER-
23	KEY CODE -	MFG- NUMBER-
24	LOCK SHOP EMPLOYEE PROCESSING REQUEST	
25	DATE RETURNED	



Division 01 Detail 3

Refer to [Division 01 14 13 Access to Site](#) for UW Lock Shop information.



THE UNIVERSITY
of
WISCONSIN
 MADISON

UW MADISON ELECTRIC SHOP

REQUEST FORM FOR HIGH SECURITY
KEY ACCESS TO ROOMS - SUPPLIED BY
 UW LOCK SHOP

1	DATE	
2	NAME (PLEASE PRINT) - INDIVIDUAL RECEIVING KEY	
3	SIGNATURE	
4	CONTACT INFORMATION / PHONE NUMBER	
5	DEPARTMENT OR COMPANY NAME FOR NON-FP&M PERSONAL	
6	SUPERVISOR'S NAME (PLEASE PRINT)	
7	SUPERVISOR'S SIGNATURE	
8	PURPOSE FOR ISSUING KEY PROJECT NAME / NUMBER	/
9	BUILDING NAME / NUMBER	/
10	BUILDING ROOM OR AREA OF ACCESS	
11	NOTES :	
12	SCHEDULE OF DATES THAT KEY IS NEEDED,	FROM - TO -
13	ATTENTION- Any keys issued by this document is for the sole purpose of completing assigned work. These keys will be kept secure and shall NOT BE DUPLICATED OR SHARED with other persons. Any loss of keys will be reported to the UW Key Shop immediately.	
14	UW ELECTRIC SHOP AUTHORIZING SUPERVISOR	
15	SIGNATURE	
16	DATE	
17	COMMENTS:	YES - NO -
18	ESCORT REQUIRED	YES - NO -
19	APPROVAL	YES - NO -
20	KEY CODE -	MFG- NUMBER-
21	LOCK SHOP EMPLOYEE PROCESSING REQUEST	
22	DATE RETURNED	