PROJECT MANAGEMENT CHARTER
between UTSA EHSRM and Facilities

The University of Texas at San Antonio (UTSA) – Office of Environmental Health, Safety and Risk Management (EHSRM) and Office of Facilities are parties to this Project Management Charter (Charter).

This Charter documents the normal interactions carried out between both parties during the delivery of UTSA-managed institutional construction, building rehabilitation (repair, renovation, modification, reconstruction, change in use or occupancy classification, or addition), and/or demolition or remediation projects. This Charter has been reviewed in depth, and the terms and conditions have been mutually agreed upon by both parties.

I. OFPC Managed Projects
Capital construction projects > $4M in Total Project Cost (TPC) are typically managed by the U.T. System Office of Facilities Planning & Construction (OFPC) and will be managed under the terms of the latest revision of the Project Management Charter between UTSA and OFPC.

II. Appendices
- Appendix I – Asbestos Abatement, Mold and Environmental Remediation Procedures
- Appendix II – Facilities O&M Plan review and MEP Systems Acceptance Procedures
- Appendix IV – Laboratory Safety Plan Review and System Acceptance Procedures
- Appendix V – Notice of Completion for Public Occupancy
- Appendix VI – Project Communication Resolution Ladder

III. Definitions
- AHJ - Authority Having Jurisdiction. For UTSA managed construction projects, the Director of Environmental Health, Safety and Risk Management (EHSRM), or designee, is the AHJ for all issues pertaining to NFPA 101 Life Safety Codes, including fire protection codes and standards incorporated therein by reference.
- Building – Any structure used or intended for supporting or sheltering any use or occupancy by faculty, staff, students or the general public.
- Building Code Interpretive Authority (BCIA) – The Associate Vice President for Facilities, or designee, is the BCIA on UTSA construction projects for all building codes applicable to that construction project.
- Building Rehabilitation – is work on an existing building categorized per NFPA 101 chapter 43 as follows:
  - Repair - The patching, restoration, or painting of materials, elements, equipment, or fixtures for the purpose of maintaining such materials, elements, equipment, or fixtures in good or sound condition. The work shall not make the building less conforming to code, or with any previously approved alternative arrangements by the AHJ, than it was before the repair was undertaken. Completion of Appendix V not required.
  - Renovation - The replacement in kind or strengthening of load-bearing elements; or the refinishing, replacement, bracing, strengthening, or upgrading of existing materials, elements, equipment, or fixtures, without involving the reconfiguration of spaces
  - Modification - The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment.
- **Reconstruction** - The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

- **Change of Use** - A change in the purpose or level of activity within a structure that involves a change in application of the requirements of the NFPA 101 *Life Safety Code*.

- **Change of Occupancy Classification** - The change in the occupancy classification of a structure or portion of a structure.

- **Addition** - An increase in the building area, aggregate floor area, building height, or number of stories of a structure.

- **Rehabilitation Work Area** - That portion of a building affected by any renovation, modification, or reconstruction work as initially intended by UTSA, and indicated as such in the Work Plan, but excluding other portions of the building where incidental work entailed by the intended work must be performed, and excluding portions of the building where work not initially intended by the Work Plan is specifically required.

- **Capital Construction Project** – a large construction project defined by its Total Project Cost (TPC)
  - Institutionally (UTSA) managed project typically has a TPC of up to $4M
  - OFPC managed project has a TPC of any dollar amount
  - Exceptions to these limits are allowed with appropriate UTSA, UT System, and / or Texas Higher Education Coordinating Board administrative approval

- **Construction Project** – A new building, building rehabilitation, or construction of, or modification to, other infrastructure on UTSA owned or managed property.

- **Demolition** – The part of any construction project where existing building or structure material, equipment or fixtures are removed in whole or in part to make ready for new construction or building rehabilitation.

- **Design Review Conference** – A special meeting, normally scheduled by the Project Coordinator, than occurs during one or more phases (pre-bid, design development, construction document, and construction change order) of the construction project to solicit and/or review project stakeholder comments or concerns relative to specific design features of a construction project. The conference offers the opportunity for discussion and clarification by stakeholders of these comments or concerns prior to finalizing design and subsequent actual construction. The review subject matter may include, but is not limited to, environmental site concerns, general building use and occupancy, general construction site safety, MEP systems, fire protection systems, and general infrastructure needs and project implications.

- **Equipment or Fixture** - Any plumbing, heating, electrical, ventilating, air-conditioning, refrigerating, and fire protection equipment; and elevators, dumbwaiters, escalators, boilers, pressure vessels, or other mechanical facilities or installations related to building services.

- **Infrastructure** – Refers to elements that support access to, and operation of, the UTSA tri-campus buildings and facilities. Infrastructure includes the roads, parking lots, walkways, outdoor lighting, water supply, power supply, communication towers and lines, cables, wires, pipes, bridges, canals, reservoirs, drainage basins, sewers, and other like elements.

- **Laboratory** – refers to any room or area that supports research or teaching functions where hazardous materials are used and stored in that area, or requires highly specialized facility design to support specialized research equipment that can pose a hazard to the general public. Typically these rooms may have sinks, fume extraction devices (like chemical fume hoods), specialized containment devices (like biosafety cabinets, animal racks, laser curtains, x-ray machines and chemical storage cabinets) and have specialized HVAC requirements to support
the work in these areas. For the purpose of this document a laboratory would include specialized research animal care facilities and any room or facility on the list of buildings / rooms that are routinely evaluated by the EHSRM Laboratory Safety Division staff.

- **Load-bearing element** - Any column, girder, beam, joist, truss, rafter, wall, floor, or roof sheathing that supports any vertical load in addition to its own weight, or any lateral load.

- **Project Coordinator (PC)** – An individual within Facilities EPM or Facilities O&M who is assigned the role of coordinating all phases of a construction project. Also includes a staff member within Facilities EPM who has that job title assigned to their position.

- **Remediation** – The part of any construction project where certain regulated hazardous materials are decontaminated, otherwise rendered non-hazardous and/or are removed from a new or existing building or construction site. Includes when these materials are spilled, or when discovered in the ground. These materials include, but are not limited to:
  - Asbestos containing materials (ACM)
  - Mold or microbial growth
  - Lead and other heavy metals
  - Oil-based products
  - Radioactive materials
  - Toxic or hazardous chemicals

Refer to Appendix I – Asbestos Abatement, Mold and Environmental Remediation Procedures

- **Remediation Coordinator (RC)** – An individual within EHSRM who is assigned the role of coordinating all phases of an environmental remediation project, whether as part of a construction project, or as a stand-alone remediation project.

- **Work Plan** – A Facilities Engineering & Project Management (EPM) plan that incorporates the most recent version of the UTSA Design and Construction Standards specifications into the construction project and outlines the funding source, scope of work, EPM personnel assignments, any special design requirements, and timeline for the project. Repairs and some minor renovations performed by Facilities Operations & Maintenance (O&M) personnel need not have a Work Plan.

### IV. All Phases of the Construction Project

1. The Office of Facilities: Facilities Engineering & Project Management (EPM and Facilities Operations & Maintenance (O&M); and the Office of Environmental Health, Safety and Risk Management (EHSRM) will implement a partnering philosophy in the management of all construction projects.

2. In accordance with HOP 8.03 - Remodeling and/or Alterations to University Facilities, the Office of Facilities is responsible for management of the project, quality, budget, and schedule beginning at Facility Programming and Design and extending through Construction and Closeout.

3. The State Fire Marshal is the life safety code enforcement authority for all state owned properties and buildings by state regulatory authority, and shall determine whether the provisions of the NFPA 101 Life Safety Codes, and the provisions of all NFPA codes referenced therein as adopted by the State Fire Marshal, are met.
   a. For the purposes of plan review and fire protection system acceptance on State properties managed by UTSA, the UTSA Director of EHSRM, or designee, is the Authority
Having Jurisdiction (AHJ) for all issues pertaining to NFPA 101 Life Safety Codes, including fire protection codes and standards incorporated therein by reference.

i. The Risk & Life Safety Manager is designated as UTSA Fire Marshal and is a designee for the AHJ.

b. The Facilities Associate Vice President for Facilities, or designee, is the Building Code Interpretive Authority (BCIA) on UTSA construction projects for all building codes applicable to the construction project.

i. The Director of Engineering & Project Management (EPM) is a designee for the BCIA.

c. The Director of EHSRM and AVP for Facilities are responsible for facilitating resolution of conflicts and interpretations for all fire and life safety code issues in concurrence with the State Fire Marshal as necessary.

d. For the purposes of plan review and fire protection system acceptance to UTSA managed construction on non state-owned properties, the local city or county Authority Having Jurisdiction and/or Building Code Official shall make final determination of plans and buildings acceptable to locally enforced codes.

4. Facilities will be responsible for managing all project processes, procedures, and meetings, except where EHSRM has lead responsibility as listed in Appendix I – Asbestos, Mold and Environmental Remediation Procedures. Refer to this procedure for specific process details.

a. On projects where abatement/remediation is found necessary, EHSRM will assume Remediation Coordinator (RC) responsibilities for all asbestos, mold, lead-based paint, soil contamination, or other environmental remediation work identified to be associated with the project. The Environmental & Construction Safety Manager will assign the RC role to the appropriate EHSRM – Environmental & Construction Safety Division staff. The environmental work will be assembled into a separate project/contract.

i. EHSRM will be responsible for acquiring asbestos, mold, or other consultants as needed and the asbestos abatement or remediation contractor

ii. EHSRM will be responsible for initiating all contractor cost proposals, bid solicitations, writing the scope of work specifications for an RFQ/RFP as applicable, and to maintain compliance with all UTSA Purchasing & Distribution Services rules throughout the process.

iii. EHSRM will be responsible for generating the Purchase Orders (PO’s) for the project payment to asbestos, mold, and other remediation vendors.

5. UTSA Office of Facilities will identify a Project Coordinator (PC) for conveyance of project information and meeting scheduling for UTSA on all projects managed by Engineering & Project Management (EPM) staff.

a. The Facilities O&M Plant Engineer will be the liaison between Facilities EPM and Facilities O&M coordinated work.

b. Work classified as Repair, need not have a work plan and is ordinarily coordinated by the maintenance zone supervisor.

6. Facilities will ensure proposed Change Orders are accurate, consistent, well coordinated with UTSA stakeholders, and include a brief history of Change Order line items prior to submission.
7. Facilities EPM will confer with and obtain concurrence from EHSRM & Facilities O&M staff on all critical issues related to projects. Critical issues are those affecting scope of work, budget, and schedule. If Facilities O&M and/or EHSRM do not concur with a critical issue, the issue will be elevated for resolution through the Project Communication Resolution Ladder, established during the Preconstruction Meeting. Response time will be established through the Project Communication Resolution Ladder.

8. General Project Communications:
   a. General communications to EHSRM staff may be made using the Safety - Plan Review and Construction Team, SPRACT@utsa.edu e-mail.
      i. Specific communications for Fire &Life Safety events may be made using the Fire - Environmental Health, Safety and Risk Management fire@utsa.edu e-mail
   b. EHSRM will redirect all inquiries from the project general contractor, other subcontractors, and UTSA-Department stakeholders to the Project Coordinator (PC).
   c. General communications to Facilities O&M staff may be made by contacting the Plant Engineer via e-mail.
   d. The UTSA Office of Facilities will notify all participants that all official communications between the campus and the project are to be directed to the Project Coordinator.
   e. The PC and EHSRM Remediation Coordinator (RC) will direct all official communications between the project and the campus through the Facilities Communications & Customer Relations Representative in conjunction with the University Office of Communications.

9. The Project Coordinator will notify Facilities O&M and EHSRM staff of the date and time of general construction project meetings at least two (2) business days in advance of the required meeting.
   a. For Design Review Conferences, the PC will provide a minimum of five (5) business days advance notice.
   b. For major project meetings requiring many participants, two (2) weeks advance notice is preferred.

IVa. Program Development Phase
   a. The Facilities Project Coordinator, EHSRM and Facilities O&M staff will work together in the earliest stages of project development to develop the Work Plan to include a review for asbestos containing materials (ACM) and implications to existing fire & life safety and other mechanical, electrical and plumbing (MEP) systems. The Work Plan may have to be adjusted due to the development of the project.
      a. Follow-up and design review schedule frequency will be determined at the Work Plan Meeting.

IVb. Project Design Phase

10. Facilities EPM, Facilities O&M, and EHSRM staff are to be given the opportunity to be represented at all project meetings though written invitation via e-mail as described in (8) – General Project Communications.

11. Design review comments by UTSA stakeholders shall be coordinated, submitted in writing, and routed to Facilities through the Project Coordinator. Facilities shall respond to the stakeholders in writing within 10 business days with the disposition of each UTSA comment, or will hold a design review conference.
a. Facilities architectural and engineering technical staff, along with EHSRM technical staff shall be represented at design review conferences.

b. Design review includes initial EHSRM technical staff design document plan review for asbestos containing materials, fire and life safety systems, and specialized laboratory systems and equipment.

c. Design review includes initial Facilities O&M technical staff design document plan review for specialized MEP systems and equipment.

IVc. Proposal/Bidding Phase

12. All bids solicited for construction and/or remediation project work will be done in accordance with established UTSA Purchasing & Distribution Services and U.T. System purchasing rules and regulations.

13. Prior to putting the project out for bid, both Facilities and EHSRM staff will review the Work Plan.

IVd. Construction Phase

14. Facilities EPM has the primary responsibility for completing institutional capital projects within budget, and is the only delegated authority that can formally change contract scope, cost or schedule.

15. The Facilities Project Coordinator (PC) shall ensure that appropriate technical jobsite representation at all critical sequences of the construction. Critical sequences would include when work for any particular system is first started, before work is to be covered up, when systems are being energized, and when work is being accepted.

16. EHSRM and Facilities O&M will make every effort to establish an individual as a Point of Contact (POC) during the construction phase of a project. However, this may not always be possible so the general communications distribution list e-mail addresses listed in bullet 8 – General Project Communications, of this document should always be used.

17. Office of Facilities staff and EHSRM staff will participate as appropriate in all equipment commissioning and training sessions. The PC shall provide Facilities O&M and EHSRM five (5) business days notice of all scheduled commissioning and training sessions.

18. The Facilities PC and the Architectural & Engineering design team will perform periodic jobsite observations to assure compliance with the contract documents.

19. UTSA staff shall adhere to the General Contractor's Safety Plan, to include: personal protective equipment; safety orientation, and any sign in procedures when entering a construction site as required by the Work Plan.

20. The Facilities PC will enforce all SWPPP requirements and ensure scheduled weekly inspections are conducted by the Facilities Environmental Inspector. If a scheduled or unscheduled regulatory inspection occurs by TCEQ or other agency, the PC will notify EHSRM staff immediately upon being made aware of the event.
21. The Facilities Project Coordinator will coordinate with EHSRM staff via the SPRACT e-mail (see #8 – General Project Communications) the date and time of utility outages nine (9) calendar days in advance of the required outage. Major utility outages will be provided to the general UTSA community as per University Office of Communications guidelines.

22. EHSRM and Facilities O&M will review and return written submittal comments to the Facilities PC within five (5) business days of receipt or as established in the Work Plan.

IVe. Construction Inspections

23. Facilities and EHSRM will be represented at all inspections by individuals qualified by training and/or experience (as determined by each department head) in the system or element being inspected. Where this cannot be provided in-house, Facilities and EHSRM will agree to a third-party independent reviewer as defined in the Work Plan.

24. Primary contractor will have qualified representation at all inspections and system pre-tests.

25. Subcontractors will have qualified representation (as determined in the project specifications) at all system inspections: Mechanical, Plumbing, Electrical, Security, Audio/Visual, and Data/Communications. Exceptions will be managed on a case by case basis.

26. Facilities PC will confirm that work is ready or will be ready for inspection prior to scheduling inspections to include verifying successful system pre-tests.
   a. A successful pre-test must occur prior to scheduling EHSRM Or Facilities O&M staff to observe the final test.

27. Facilities PC will notify EHSRM and the Facilities O&M POC via Outlook Calendar e-mail invitation of the date and time of inspections at least 48 hours (or 2 business days, whichever is greater) in advance of required inspection.

28. Facilities PC will conduct and document all inspections and system pre-tests, or delegate this responsibility to the Architect/Engineer.

29. All parties involved in inspections will have known concerns documented at the inspections by the A/E if applicable, or if not, then by the Facilities PC.

30. Facilities PC and the EHSRM point of contact will exchange all inspection and test reports relative to the following critical items upon issuance to the contractor by any third party and as defined in the Work Plan:
   a. asbestos; mold;
   b. heavy metal/toxic material or soil remediation;
   c. critical laboratory containment systems and hazardous equipment: special exhaust, HEPA filtration, fume hoods and Biosafety Cabinets (BSCs), sterilization equipment, x-ray equipment, laser equipment and interlock systems
   d. fire & life safety systems to include underground water supply piping systems serving fire sprinkler systems.
31. EHSRM Environmental & Construction Safety Division staff may perform construction site safety inspections in addition to those requested by the Project Coordinator (PC). EHSRM staff will provide the Facilities’ Project Coordinator a copy of the results of any safety inspection for corrective action. If a stop work order is issued due to extremely hazardous or unsafe conditions on the site, the PC and their supervisor will be notified immediately by EHSRM.

32. Facilities PC will provide EHSRM and Facilities O&M points of contacts project Inspection Reports and Punch Lists in which items are organized by discipline. EHSRM and Facilities O&M staff will respond to the PC with comments or questions relative to the inspection reports or punch lists within 10 business days.

33. UTSA will take necessary corrective action for mission critical issues to assure continuing operations.

V. Systems Acceptance, Completion and Building Occupancy

34. Upon completion of final construction inspections, the Project Coordinator will gather all the project documentation to include system acceptance documentation for the following:
   a. Certification of building as asbestos free and asbestos survey on file – refer to Appendix I
   b. Mechanical, Electrical, and Plumbing (MEP) Systems – refer to Appendix II
   c. Fire & Life Safety Systems – refer to Appendix III
   d. Laboratory Systems and Equipment (as applicable) – refer to Appendix IV

35. Upon completion of the various systems final inspection and acceptance, a notice of substantial completion will be issued by the Associate Vice President for Facilities. Refer to Appendix V – Notice of Completion for Public Occupancy
   a. In some cases, not all parts of the building, building rehabilitation, or structure will be accepted for immediate occupancy or use and these will be noted as exceptions.
Approvals

The following parties, representing the interests of the UTSA Office of Facilities and the Office of Environmental Health, Safety and Risk Management, agree to the provisions detailed in this Project Management Charter. At a minimum, these provisions will be formally reviewed at least every three (3) years so that clarifications, changes, and additions may be implemented.

Dave Riker – Associate Vice President for Facilities

Pamela Bacon – Associate Vice President for Administration

Paul Goodman – Assistant Vice President, Engineering and Project Management

J. Brian Moroney – Director, Environmental, Health, Safety and Risk Management

David Oliver – Assistant Vice President for Facilities

To Be Determined – Director of Facilities Operations & Maintenance
Appendix I: Asbestos Abatement, Mold and Environmental Remediation Procedures

EHSRM-Environmental Protection and Construction Safety Division (EPCSD)

This appendix outlines the roles and responsibilities for new construction, renovation, or maintenance projects that involve asbestos, mold, water intrusion or other environmental remediation activities in the scope of work.

Institutionally Managed Projects

- **New Project:** Upon the conception of a new construction, renovation and/or maintenance project, Facilities E&PM or O&M has the responsibility to review each project for potential environmental concerns, and inform EHSRM-EPCSD of each and every construction, renovation and/or maintenance project where these concerns may exist. Facilities will provide the complete scope of work for the project to EHSRM. EHSRM-EPCSD has the responsibility to review the scope of work and to inform Facilities of any asbestos related work, or other known environmental concern (mold, lead based paint, soil contamination, etc.), that requires remediation as either a best management practice or by regulatory requirement to be included in the project scope of work.
  - On projects where abatement/remediation is found necessary, EHSRM-EPCSD remediation coordinator will assume project management responsibilities for all asbestos, mold, lead-based paint, soil contamination, or other environmental remediation work identified to be associated with the project. The environmental work will be assembled into a separate project/contract.
    - EHSRM-EPCSD remediation coordinator will be responsible for acquiring asbestos, mold, or other consultants as needed and the asbestos abatement or remediation contractor
    - EHSRM will be responsible for initiating all contractor cost proposals, bid solicitations, or write the scope of work specifications for an RFQ/RFP as applicable and maintaining compliance with all UTSA Purchasing & Distribution Services rules.
  - Funding for Environmental Abatement / Remediation work associated with the project
    - E&PM construction / renovation projects will be funded with project money
      - An account number will be provided by Facilities to EHSRM
    - O&M maintenance projects will be funded using the Environmental Remediation institutional account administered by EHSRM
  - Abatement/Remediation Contractor payment
    - EHSRM-EPCSD will be responsible for generating the Purchase Orders (PO’s) for the payment to asbestos (mold) vendors.
  - Coordination of site work
    - Both the Facilities Project Coordinator and the EHSRM Environmental & Construction Safety Manager or Environmental & Construction Safety Coordinator shall be responsible for coordinating the performance of the asbestos, mold, or other environmental remediation-related work in association with other contractors and University personnel

- **Existing Project:** change in scope of work due to discovery of an environmental concern
  - If during the course of a project the scope of work changes; i.e. additional demolition added to project which may involve asbestos; or if water intrusion and/or mold is encountered, then Facilities has the responsibility to inform EHSRM-EPCSD of the change or discovery. EHSRM-EPCSD will assume responsibility for any abatement/remediation required.
  - Projects initiated due to water intrusion and/or mold will be the responsibility of EHSRM-EPCSD to manage, including responsibility for soliciting bids, cost proposals, and/or RFP’s, as necessary. Build back is the responsibility of the Facilities Project Coordinator.
  - EHSRM-EPCSD will generate the Purchase Orders for payment to the appropriate environmental vendors. Facilities will generate PO’s for the build back contractor/vendor.
Exceptions: Any exceptions to the process listed above will be negotiated and agreed to in writing (email will suffice) by the Director of EHSRM with the Facilities Directors of E&PM, or O&M as appropriate. These may include, but are not limited to:
- Exception to the source of funding for a particular project
- Exception as to which group is coordinating/managing a project or generating PO payments

OFPC Managed Projects

- Environmental abatement and/or remediation services on projects managed by OFPC are typically included in the general contractor requirements and performed by appropriately licensed subcontractors

- EHSRM-EPCSD involvement is normally limited to inspection of the abatement or remediation work performed to ensure regulatory compliance, unless greater involvement is specifically requested by OFPC (i.e. a reportable spill of a hazardous substance on the construction site soil)
  - Upon request from OFPC, EHSRM-EPCSD will assist in providing information regarding known asbestos-containing materials in UTSA buildings, obtaining environmental abatement/remediation vendors, and in providing other assistance as requested

- Upon completion of the project, OFPC shall be responsible for:
  - Asbestos: ensuring that an asbestos survey of the newly constructed building and/or renovated space is conducted and provided to UTSA EHSRM-EPCSD
  - Mold remediation mandated by TMARR: ensuring a proper mold clearance by a TDLS licensed mold consultant is on file with the project documents and copy provided to EHSRM
  - Other project remediation mandated by EAA, TCEQ, TX DSHS or EPA regulation: OFPC shall provide EHSRM-EPCSD with a copy of all reports relative to the cause/need for the remediation and any notifications or reports submitted to a regulatory agency regarding the remediation process
Appendix II: Operations & Maintenance Plan Review and System Acceptance Procedure

1) Renovation and new construction projects affect operations and maintenance. Therefore, this appendix states the requirements for the submittal of plans for review and the procedure for UTSA acceptance of all mechanical, electrical, and plumbing (MEP) systems.

2) The Plant Engineer in UTSA’s Office of Facilities, Department of Operations and Maintenance (O&M), is the designated representative and point of contact (POC) for matters pertaining to MEP systems for all UTSA owned, leased, or operated facilities.

3) Official communications shall pass through points of contact as listed in the Project Management Charter (UTSA EHSRM – Facilities).

4) Conformance to applicable codes and standards:
   a) All renovation and new construction of all MEP systems shall conform to prevailing codes, including, but not limited to:
      i) Architectural Barriers Texas Accessibility Standards (TAS): Texas Government Code, Chapter 469
      iii) Elevators, Escalators, And Related Equipment: Texas Health & Safety Code, Chapter 754
      iv) NFPA 45 – Standard on Fire Protection in Laboratories Using Chemicals
      v) NFPA 54 – National Fuel Gas Code
      vi) NFPA 70 – National Electric Code
      vii) NFPA 90A – Standard for Installation of Air-Conditioning and Ventilation Systems
      ix) NFPA 99 – Standard for Healthcare Facilities (piped gases)
      x) NFPA 101 – Life Safety Code
      xi) Texas Asbestos Health Protection Rules (TAHPR): 25 TAC §295.31 – 295.73
   b) Codes adopted as a matter of design preference include
      i) International Building Code
      ii) International Fire Code
      iii) International Mechanical Code
      iv) International Plumbing Code

Original 06/01/2012
v) International Energy Conservation Code

c) In case of code conflicts, NFPA standards shall prevail, except in the case of a specific variance granted by UTSA’s Authority Having Jurisdiction (AHJ).

d) At the AHJ’s discretion, and in consultation with the Plant Engineer, building rehabilitation projects must eliminate existing, non-code compliant conditions whenever feasible.

5) Requirements for submittals and plans for review:

a) The Plant Engineer or designee shall review all renovation and all new construction projects to determine the effect construction has on all MEP systems.

b) The Plant Engineer or designee shall review and accept both design and shop drawings, as applicable.

   i) No preparation of shop drawings for any MEP systems shall occur before Plant Engineer or designee has accepted design submittals.

      (1) Notification of Plant Engineer acceptance shall be made in writing.

   ii) The Project Coordinator shall ensure one set of accepted final design drawings are submitted to the Plant Engineer or designee before the project goes to bid.

   iii) No work on MEP systems, including demolition, shall occur before Plant Engineer or designee has provided acceptance on shop drawing submittals.

c) UTSA Project Coordinators shall ensure that Plant Engineer receives the contract engineer and/or architect design drawings for review at all design submissions.

   i) Project Coordinators shall confirm the date and time of submittal to Plant Engineer.

d) Shop drawings shall be stamped as specified by the Texas Board of Professional Engineers rules and regulations.

   i) Submitted shop drawings shall indicate one of the following:

      (1) Certification that they comply with applicable codes or standards.

      (2) Certification that they were copied from sealed engineering plans and any violations of the applicable codes or standards are specifically noted on the plans.

   ii) Project Coordinators shall confirm the date and time of submittal to Plant Engineer.

e) The Plant Engineer or designee shall review all MEP submittals for all renovation and new construction on all MEP systems.

   i) Submittals shall include shop drawings, cut sheets, product data, etc., for all material elements to be installed for the entire scope of work, including systems affected by the work.
f) MEP plans shall indicate any potential interference to system operations.

g) Complete shop drawing submittals shall include:

   i) One completed UTSA Plan Review Application per system, if applicable. See specific system appendix for each application.

   ii) One copy of all system component and/or manufacturer’s product specifications

   iii) One copy of demolition plans, including existing conditions for all MEP systems.

   i) Two MEP shop drawings for Plant Engineer review and acceptance.

   ii) Plant Engineer review does not constitute Plant Engineer acceptance.

   iii) Plant Engineer requires a maximum of ten working days to review and make comments on any complete submittal.

   iv) Plant Engineer will not review partial submittals.

h) Review communications:

   i) All communication regarding Plant Engineer’s review of submittals occurs through Project Coordinators, except as noted below.

      (1) With prior agreement by all parties, designers and contractors may route code questions requiring immediate attention directly to Plant Engineer, but shall include Project Coordinator on all correspondence for Engineering and Project Management review.

      (2) All requests for code variance or interpretation must be submitted in advance of construction through the formal Request for Information (RFI) process.

   ii) Plant Engineer shall indicate acceptance in writing on one set of submittals and return such to the Project Coordinator.

   iii) Plant Engineer shall indicate the need for re-submittal by providing review comments to the PC and indicating the need for re-submittal.

i) Submittal specifications:

   i) All submittals shall conform to applicable codes, and shall include

      (1) Scaled drawings (1/4" to 1 foot preferred)

      (2) Legible drawings and details

      (3) Device symbols and legends on drawings

      (4) Clear indication of complete scope of work, including
(a) Areas affected by construction
(b) All systems affected by construction
(c) All existing system components to remain
(d) All removed system components
(e) All relocated system components

6) The Project Coordinator shall notify the Plant Engineer of any project that will affect building MEP systems, or any campus infrastructural systems, at the beginning of the project development and at milestones throughout the project through the design and construction phases.

7) Conditions for system acceptance

a) Plant Engineer or designee shall attend all final tests and acceptances of building MEP systems and campus infrastructural system installation or modifications.

b) Plant Engineer will only approve and accept installations that are in accordance with applicable construction documents, codes, and standards that are suitable for reasonable operations & maintenance after turnover.

i) It is the responsibility of the engineer licensed by the State of Texas whose seal appears on the drawings to ensure that all systems comply with all applicable codes and standards.

c) The UTSA Plant Engineer’s review process does not guarantee in any way, fashion or form that all approved plans are code compliant. The plan review process only provides a level of review for needs of Operations & Maintenance, compliance with the University Design & Construction Guidelines, and good engineering practice.

d) System and/or equipment acceptance cannot occur until the Plant Engineer or designee has witnessed, accepted and approved, as tested and installed, all MEP systems.

e) Required documentation: Except as required below, the Project Coordinator must deliver the following documentation to Plant Engineer:

i) MEP Systems
   (1) As-built plans
   (2) O&M manuals
   (3) Copy of final approved submittals
   (4) Warranties

f) Where systems and/or equipment require annual inspections, such inspection and any associated tagging must have occurred no more than 30 days prior to project completion for occupancy.
Appendix III – Fire & Life Safety Plan Review and System Acceptance Procedures

EHSRM - Risk Management and Life Safety Division (RMLSD)

1) General Requirements for Plan Review:
   a) UTSA EHSRM -RMLSD serves as the Authority Having Jurisdiction (AHJ) for the purposes of fire protection plans review.
   b) UTSA requires plan review for modifications of fire protection systems unless otherwise noted.
   c) All plans will comply with the edition of the NFPA 101 Life Safety Code (and other applicable codes referenced therein) as referenced on the design documents and approved by the AHJ.
   d) Deviations from NFPA codes approved for the project require pre-approval of the AHJ.
   e) The licensed fire protection contractor performing the work shall attend on-site plan reviews for fire protection systems.

2) General Requirements for Communications
   a) Texas Administrative Code requires contractors to inform the AHJ of modifications to fire sprinkler, fire alarm, fire suppression systems (wet, dry, clean agent etc), fire extinguisher placement, occupancy changes and exit and egress changes.
   b) Contractors shall route communications through the UTSA Facilities Project Coordinator assigned to the project.
   c) UTSA EHSRM will not accept direct communication with contractors, with few exceptions.
   d) Direct all general email communications with UTSA EHSRM regarding fire protection systems to SPRACT@UTSA.edu (includes all members of the RMLSD fire team)
      i) Use fire@utsa.edu for direct communication with RMLSD fire team members only.

3) General Requirements for Fire Protection
   a) Specific Requirements for Architectural Modifications
      i) Occupancy Changes:
         (1) Occupancy changes require approval of AHJ
         (2) Occupancy changes may require written or on-site plans review, at EHSRM’s discretion (depends on project scope).
      ii) Exiting and Means of Egress:
         (1) Changes to exits and means of egress require approval of AHJ
         (2) Occupancy changes may require written or on-site plans review, at EHSRM’s discretion (depends on project scope).
   b) Fire Sprinkler:
      i) All new work and any building rehabilitation modification or reconstruction that requires the addition of 20 or more heads, requires written plans submitted to EHSRM for review before work on the fire sprinkler system begins.
      ii) Modifications to 19 or fewer heads may require either written or on-site plan reviews at EHSRM’s discretion.
      iii) An EHSRM-RMLSD fire team member must be present at all final acceptance testing
   c) Fire Suppression System (wet, dry, clean agent, kitchen, etc):
      i) All new work, and modification/addition to any fire suppression system, requires written plans submitted to EHSRM for review before work begins.
      ii) Nozzle relocations may require written or on-site plan review at EHSRM’s discretion.
      iii) An EHSRM-RMLSD fire team member must be present at all final acceptance testing
Appendix III – Fire & Life Safety Plan Review and System Acceptance Procedures

d) Fire Alarm:
   i) All new work, and any building rehabilitation modification, reconstruction, or repair that requires the modification or addition to any fire alarm system, requires written plans submitted to EHSRM for review before work on the fire alarm system begins.
   ii) Detection and notification device relocations may require either written or on-site plan review at EHSRM’s discretion.
   iii) An EHSRM-RMLSD fire team member must be present at all final acceptance testing.
Appendix IV – Laboratory Safety Plan Review and System Acceptance Procedures
EHSRM- Laboratory Safety Division (LSD)

Roles and responsibilities for new construction, renovation, or maintenance projects that involve laboratory design, laboratory components or will affect overall laboratory safety in the scope of work.

Institutionally Managed Projects / OFPC Managed Projects

- **New Project:** Upon the conception of a new construction, renovation and/or maintenance project, Facilities E&PM or O&M has the responsibility to review each project for potential laboratory safety concerns, and inform EHSRM-Laboratory Safety Division (LSD) of each construction, renovation and/or maintenance project where these concerns may exist. Facilities will provide the complete scope of work for the project to LSD. Construction plans shall be made available to LSD allowing adequate time for review, a minimum of 10 business days in advance. LSD has the responsibility to review the scope of work and to inform Facilities of any specific requirements for lab design in the project scope of work.

- **Existing Project:** Change in scope of work due to discovery of a concern raised by UTSA, EHSRM, Facilities, End User, or the Contractor;

  - If during the course of a project the scope of work changes: i.e. a change in the original lab design, then Facilities has the responsibility to inform LSD of the change or discovery and allow adequate time to review and respond to the proposed changes (a minimum of 2 days to respond to an inquiry. Further review may be necessary depending on the complexity of requested scope change).

*Specific Items of Interest:*

- All laboratory projects with proposed laser curtain design shall be specifically coordinated with LSD and the proposed end user to ensure adequacy of safety and functionality of the design.

- All laboratory projects with proposed Biological Safety Cabinets (BSC’s) need to be reviewed in conjunction with LSD for appropriate placement, air flow, and compatibility with end use.

- All other specialized laboratory designs shall be coordinated to ensure appropriate compatibility and safety for end user. To include review of plumbing, electrical, ducting and laboratory casework.

- All designated laboratory space shall be reviewed to assess appropriate safety equipment placement; i.e.: eyewash and safety shower within 10 seconds of laboratory space.

- The role of LSD staff communication to laboratory end users is to be clearly determined during the development of the project Work Plan and included in that plan’s scope of work.

**NOTE:** a drench hose is not an appropriate substitute for an eyewash or safety shower.

*Any additional questions involving laboratory construction and design shall be routed to EHSRM-Laboratory Safety Division for review.*
Appendix V – Notice of Completion for Public Occupancy

Project Number: _____  Building: _____
New Building Construction: ☐ Yes; ☐ No  Facilities Project Coordinator: _____
If No, then a Building Rehabilitation (check one):
☐ Reconstruction;  ☐ Modification;  ☐ Renovation

The following acknowledges your review and receipt of information pertaining to the acceptance of systems, equipment and general construction for the safe public occupancy of the building or rehabilitation work area as listed above. Please initial and return to the Facilities’ Project Coordinator once approved for continued routing. Signature by AVP Facilities signifies final acceptance.

BEFORE THE PUBLIC CAN OCCUPY A FACILITY THE FOLLOWING ITEMS MUST BE COMPLETED. Initial below, if item has been completed (or write “NA” if not applicable); area Director/Chief sign & date:

Facilities O&M  Accepted for Occupancy ☐ YES; ☐ NO: ____________________________ Date ________________
1. _____ MEP systems and equipment accepted as per Appendix II to include commissioned and fully operational HVAC system for occupancy: Plant Engineer ☐ YES; ☐ NO
2. _____ Receipt of Final Approved Submittals: Plant Engineer ☐ YES; ☐ NO
3. _____ Elevator/Escalator installation is complete and tested per ASME 17.1. Qualified Elevator Inspector (QEI) report completed and QEI Certificate placed in the each elevator cab: Plant Engineer ☐ YES; ☐ NO
4. _____ Receipt of O&M Manual(s): Plant Engineer ☐ YES; ☐ NO
5. _____ Equipment/System Training Has Been Completed: Plant Engineer ☐ YES; ☐ NO
Comment/Justification for all NO items: ____________________________________________________________

EHSRM/AHI  Accepted for Occupancy ☐ YES; ☐ NO: ____________________________ Date ________________
6. _____ Fire & Life Safety Systems accepted per Appendix III to include, but not limited to: egress requirements as per NFPA 101; fire alarm per NFPA 72; fire sprinkler system as per NFPA 13/13R; and code compliant install tags affixed to all systems as required: Risk & L S Manager ☐ YES; ☐ NO
7. _____ Lab Safety systems accepted as per Appendix IV to include fume hood and biosafety cabinet test reports and certification test stickers applied to each unit: Lab Safety Manager ☐ YES; ☐ NO
8. _____ Environmental remediation concerns addressed as per Appendix I to include receipt of Asbestos Survey for new construction or rehabilitated work area: E&C Safety Coordinator ☐ YES; ☐ NO

Appendix V – Notice of Completion for Public Occupancy (continued)

Original 06/01/2012  1 of 2
9. ____ Water quality meets local and EPA standards and test reports by an independent qualified lab are on file for the project: Environmental & Construction Safety Manager [ ] YES; [ ] NO

Comment/Justification for all NO items:

__________________________________________________________________________

Facilities PLANNING & DEV Accepted for Occupancy [ ] YES; [ ] NO Date ______

J. Douglas Lipscomb, Director of Facilities P&D

10. ____ Texas Accessibility Standards have been reviewed and accepted by the A/E and site inspection report from Registered Accessibility Specialist (RAS) or TDLR has been obtained and on file with Planning & Development project documents [ ] YES; [ ] NO

Comment/Justification for all NO items:

__________________________________________________________________________

POLICE/ACCESS SERVICES Accepted for Occupancy [ ] YES; [ ] NO Date ______

Steve Barrera, Chief of University Police

11. ____ Building security adequate and safe for occupancy: Capt or Dir of Security Systems [ ] YES; [ ] NO
12. ____ Building surveillance systems adequate and meet specifications: Capt or Director of Security Systems [ ] YES; [ ] NO

Comment/Justification for all NO items:

__________________________________________________________________________

If any boxes on items through #12 on the checklist have been marked "NO", the AVP Facilities SHALL NOT issue the issue the Notice of Completion for Public Occupancy form, nor allow the public to occupy the facility, without the area Director's / Chief's appropriate justification and the concurrence of the Assistant VP and Director Engineering and Project Management.

__________________________________________________________________________

The New Building or Rehabilitated Work Area is accepted by UTSA for Occupancy:

By: ____________________________ on this ______ day of ____________, 20__

David Riker – Associate Vice President Facilities day month year
Appendix VI: Project Communication Resolution Ladder

**Issue Resolution & Communication Guidelines**

1) Resolve all issues at the field level whenever possible

2) Escalate issues whenever:
   
a) The partners cannot agree on a decision
   
b) The partners do not have the authority to make the decision
   
c) An issue is threatening to damage the partnering relationship between EHSRM, Facilities and end user.
   
d) An issue is threatening to delay the project or negatively impact project budget or quality

3) Indicate the issue’s schedule impact and deadlines for resolution

4) Escalate unresolved issues as quickly as possible - do not allow issue to fester. Deal with them immediately!

5) Escalate issues up evenly within EHSRM and Facilities. Let go of the issue when it goes to the next level.

6) Agree to disagree and disagree without being disagreeable

7) Do not leap-frog or skip levels when communicating project issues.

8) Upper level partners insist that the chain of command be used.

9) Avoid “swoop downs” by partners higher up the chain of command – respect the chain of command at all levels.

10) Keep partners at lower levels informed of progress in the resolution process as it develops

11) Return the agreed upon decision to field personnel as quickly as possible once the issue is resolved

---

**Issue Resolution Ladder**

<table>
<thead>
<tr>
<th>EHSRM</th>
<th>FACILITIES O&amp;M</th>
<th>Facilities EPM</th>
<th>UTSA USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVP - Administration</td>
<td>AVP - Facilities</td>
<td>AVP - Facilities</td>
<td>Dean / VP / AVP</td>
</tr>
<tr>
<td>Director EHSRM</td>
<td>Asst VP Facilities</td>
<td>Asst VP &amp; Director of EPM</td>
<td>Asst VP / Director / Dept. Chair</td>
</tr>
<tr>
<td>Division Safety Manager</td>
<td>Director of O&amp;M</td>
<td>Assistant Director EPM</td>
<td>Manager / Dept. Head</td>
</tr>
<tr>
<td>Coordinator / Specialist</td>
<td>Plant Engineer / Zone Supervisor</td>
<td>Sr. Project Mgr / Proj. Coordinator</td>
<td>Supervisor / staff</td>
</tr>
</tbody>
</table>

Communicate up, down and across the ladder at each level as appropriate to resolve each issue.

Original 06/01/2012