

**SECTION 01590**  
**FIELD OFFICE**

**GENERAL**

**1.01 WORK INCLUDED**

A. Temporary field office and accessory equipment for Owner (Owner's Representative).

B. Equipment furnished under this specification shall be for exclusive use of the Owner and its representatives.

**1.02 BUILDING CONSTRUCTION**

C. Provide trailer for Owner, designed, constructed and installed for intended purpose of serving as field office for construction project. All materials and equipment specified herein shall be of new or like new in appearance and function. Field office and appurtenances or accessories shall remain Contractor's property. Remove field office from site after completion of project.

D. Building shall be of watertight construction, fabricated from all-metal frame and all-metal exterior, sides and roof and insulated double walls, floor, and roof. Field office characteristics shall be as specified below in Table 1. Provide 8-foot-minimum ceiling height. Provide offices, workroom, and restroom as specified.

E. If multiple rooms are required per Table 1:

1. Provide floor-to-ceiling walls to separate rooms. Do not use temporary partitions.
2. Provide inter-connecting doors between interior rooms.
3. Provide floor tiles in each room.
4. Provide windows in building, with at least one window for each room. Provide two entrance doors to building, one at each end. Provide cylinder lock and key on each door. Provide 6 sets of keys to Owner.
5. Provide at least one telephone in each room.

F. Provide utilities, including hot and cold water, gas, electricity, and telephone service.

G. Pay costs for electricity and gas service. Pay telephone and internet installation cost. The Contractor shall also pay the monthly telephone and internet service bills.

H. Provide exterior lights at entrances.

I. Provide upkeep and maintenance of temporary field office and equipment.

J. Provide all-weather vehicle access and parking.

K. Remove field office from site upon acceptance of entire Work by the Owner.

### **1.03 ACCESSORY EQUIPMENT**

#### **A. Electrical Outlets and Lighting:**

1. Provide electrical fixtures, outlets, lighting, and wiring using Underwriter's Laboratory, Inc. (UL) approved devices and meeting National Electric Code (NEC).
2. Provide ample electric power to operate installed systems and appurtenances.
3. Provide warm white fluorescent light fixtures to evenly illuminate the rooms to a minimum of 50 foot-candles and an average of 70 foot-candles measure at desk height. Provide a minimum 60-watt light fixture in the lavatory facility. Provide light switch in each room.
4. Provide two (2) duplex 120-volt outlets in each room (one only in restroom).
5. Protect all electrical circuits with circuit breakers – fuses are not acceptable.

#### **B. Appurtenances:**

1. Provide railed stairway and landing at entrances.
2. Provide sign on entrance doors reading: "Valley Center Water Municipal District Field Office".
3. Provide Tri-Class (ABC), Dry Chemical Fire Extinguisher, 10-pound

### **1.04 SUBMITTALS**

C. Submit copies of permits and approvals for construction, as required.

D. Provide drawings of the trailer demonstrating conformance with this specification.

E. Provide ample electric power to operate installed systems and appurtenances. Submit electrical load calculations.

F. Submit air conditioning sizing calculations, accounting for local environmental conditions.

G. Copies of maintenance contracts and contact information for same.

### **2.01 PRODUCTS (NOT APPLICABLE)**

### **3.01 EXECUTION (NOT APPLICABLE)**

**TABLE 1: REQUIRED FIELD OFFICE CHARACTERISTICS**

**Standard Specification**

ITEM	DESCRIPTION
<b>General Description</b>	
Quality	Class "B" Field Office
Office square footage	350 SF minimum
Number of Offices	Two (2) Minimum Office Floor Space = 100 SF
Doors – Exterior	Two (2) – 1 at each end of building Solid core, all metal frame and door Cylinder deadbolt lock and key. All doors keyed alike. Provide 5 sets of keys.
Doors – Interior	
Windows	1 per room, minimum, each 22 sf minimum Interior Treatment: horizontal louver blinds Exterior Treatment: security bars
<b>Amenities and Services</b>	
Air conditioning	all enclosed space thermostatically controlled
Telephone service	Two (2) Lines – 2x phone One phone jack per line in each room
Internet service	WIFI
Water Service	Bottled Water Services Water Dispenser w/ Hot & Cold Water Cup dispenser with cups.
Janitorial Service	Required, Weekly
Pest Control	Required, Minimum Monthly
<b>Office Equipment and Supplies</b>	
Desks	One in each Office Minimum 3'D x 6'W x 29" H Locking Drawers
Drafting Tables	One in Common Area Minimum 4'D x 6'W x 4' to 5' H Drafting machine and parallel bar
Chairs	Three (3) Cushioned, office chairs, complying with latest ergonomic standards including, but not limited to: swiveling five-caster base, adjustable height, locking back, adjustable seat back for height and angle, adjustable arms. Eight (8) Cushioned, folding chairs One (1) Cushioned, drafting stool
Layout Tables	One (1) folding table Minimum 3'D x 6'W
Plan Racks	One (1) required w/ Six (6) Metal Stick Files
Filing Cabinets	One (1) Required 18" W x 30" D x 52" H Four (4) Drawers, Locking

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**FIELD OFFICE**

Bookcases	One (1) Required Minimum 18" D x 48" W x 60" H Five (5) Adjustable Shelves
Whiteboards	One (1) Required 4' x 6', with Two (2) sets of multi-color markers
Wastebaskets	Three (3) Trash Required Three (3) Recycle Required
Copy/Printer/Scanner Machine	One (1) dry-type, self-feeding, with following capabilities: <ul style="list-style-type: none"> <li>• Printing, scanning, and copying</li> <li>• Self-feeding, collating and stapling up to 10 copies</li> <li>• Reduction and enlargement</li> <li>• Internet-connected and capable of emailing scanned documents and sending/receiving facsimiles.</li> <li>• Self-feeding 8.5" x 11", 11" x 17", and 8.5" x 14"</li> <li>• Capable of Color and Black &amp; White Scans</li> <li>• Optional: Provide facsimile function in lieu of separate fax machine</li> </ul> Provide maintenance service contract for duration of contract.
Telephones	Two (2) digital phones with intercom line and two incoming/outgoing lines, touch-tone, with conference call speaker and 12-ft coiled handset cord. Provide digital answering machine, integral to phone or separate.
Fire Extinguisher	One (1) Tri-Class (ABC), Dry-Chemical Fire Extinguisher, Minimum 10-lbs
Miscellaneous Office Supplies	One (1) Three-Hole Punch, Adjustable One (1) Two-Hole Punch Two (2) Standard Size Staplers One (1) Large Stapler – up to 50-sheets Two (2) Scotch tape dispensers One (1) Eagle Zephyr date stamp
<b>Sanitary Facilities</b>	
Toilet	Required
Shower	Not Required
Wash Basin and Mirror	Required, Hot & Cold Water
Fixtures	Towel Rack, medicine cabinet, toilet paper dispenser, soap dispenser, paper towel cabinet First Aid Kit Clothes Rack
Exhaust Fan	Required, Ventilated to Exterior of building

**END OF SECTION 01590**