



## 1-40.1 Field Facilities

The field office and field laboratory, as may be required by the contract, should be located at the sites selected by the engineer and leveled and anchored before construction operations start. The field office and field laboratory are for the sole use of department employees. Contractor personnel should not use these facilities to conduct their business.

The sites should be well drained, have full access at all times, and have adequate parking. Telephone, electric power, water supply, and sanitary facilities are to be in place and functioning before work requiring the use of field office or field laboratory begins.

The engineer should make a thorough check that all the specifications are met. This includes ensuring that the proper field office as specified in the contract has been delivered to the site. Field offices type B, C, and D vary in dimensions and amenities provided. Particular attention should be directed toward anchorages to prevent overturning; security, including window screens and door locks; firefighting equipment; sanitary facilities; an exhaust fan if the lab is to be used for asphaltic mix control; and an air conditioner.

The steps leading to the field facility should have a uniform rise of not more than 8 inches and a uniform tread of not less than 9 inches. Four or more steps shall be equipped with a substantial, smooth handrail 29-35 inches high as measured from tread nose, and placed on the right side descending and on the open side, if any. The railings shall have an intermediate member at mid-height.

The field office should be equipped with two telephones and two exchange services. The telephones are for the sole use of department staff. The department pays for long distance telephone calls and telegrams other than estimate and progress report transmittal. Engineers should request a state telephone card from the region for this purpose. If a cellular phone is added to the contract for the use of the engineer, all cellular air-time is also paid for by the department.

The field office should also be furnished with ergonomically correct office chairs. Required features for office chairs are specified in [standard spec 642.2.2.1](#). The intent of this specification is to have the contractor provide chairs that are typically available at office supply outlet for approximately \$100 - \$150 and maintained in good condition. Figure 1 shows pictures of acceptable chairs and their catalog descriptions.

Figure 1 Example Office Chairs, A and B



A) High-Back Fabric Mesh Task Chair:

- 4" pneumatic gas height adjustment from 40" – 44".
- Contoured seat and back with lumbar support.

- Back cushion : 20" W x 26" H
- Seat cushion: 20" D x 21" W

B) Adjustable Arm Task Chair

- 4" German Suspa gas height adjustment from 35 7/8" – 40".
- Padded adjustable arms and lumbar support.
- 360 degree swivel and tilt control.
- Back cushion: 20" D x 21" W

### **1-40.2 State-Owned Equipment**

Sufficient equipment and supplies should be available on the project to accomplish assignments efficiently, accurately, and without delay.

Most equipment is expensive and used under adverse conditions. It must be given the best of care to produce quality results. Dust covers should be in place when the equipment is not in use. Dust and dirt should be removed at the end of each workday. Instruction books and maintenance schedules should be stored with the equipment and followed faithfully.

Equipment must also be protected against theft. Remote, isolated field office and laboratory sites that cannot be secured should be avoided. Doors and windows of the field facilities must be equipped with adequate locks and screens. Offices, laboratories, state vehicles, and private vehicles carrying state-owned equipment must be locked when unattended, or the equipment must be stored in a secure place.

Property the state owns or has care, custody, and control of, is covered by state insurance. If department employees choose to use their own personal equipment instead of state-owned equipment, for reasons of their own that are of no advantage to the state, their property will not be covered by state insurance.