# SECTION 642 FIELD FACILITIES

## 642.1 Description

(1) This section describes furnishing, placing or erecting, equipping, and maintaining field offices and field laboratories as required in the contract at engineer-approved locations.

## 642.2 Materials

### 642.2.1 General

(1) Provide field offices and field laboratories that are mobile, house-type trailers, or houses, or other engineer-approved types that are floored, roofed, and weatherproofed, and have a minimum ceiling height of 6 feet-9 inches.

(2) Equip these facilities with suitable artificial lighting and adequate heating equipment along with the necessary fuel to maintain a minimum temperature of 68 F during the hours occupied.

(3) Provide and maintain an adequate supply of bottled drinking water.

(4) Provide and maintain suitable interior or exterior sanitary facilities conforming to State and local health requirements, in clean and good working condition, and stock with sanitary supplies for the duration of the contract.

(5) Supply a first aid kit in each field office and field laboratory provided under the contract. Ensure the kits are readily accessible to project personnel. Check the contents of each kit at least once each week and replenish expended items. Ensure each kit contains, at a minimum, a supply of latex or nitrile gloves, CPR masks, adhesive tape, pressure and cling bandages, antiseptic wipes, bite/sting swabs, cold packs, and safety goggles.

(6) For situations that may expose the eyes or body of a worker to corrosive or potentially harmful materials, provide emergency use facilities capable of flushing the eyes, or drenching the body of an exposed worker with water for 15 minutes.

(7) Provide at least 4 windows, positioned for cross ventilation, and equipped with required locks and screens. Securely fasten heavy screening over all windows. Use screening made of No. 2 mesh, 14-gauge or heavier, steel wire cloth, zinc coated after weaving.

(8) Equip with a 6-pound or larger fire extinguisher conforming to class A, B, and C of the NFPA Code.

(9) Equip the exterior doors with heavy-duty clasps bolted through the door and jamb with heavy-duty padlocks.

### 642.2.2 Field Office

#### 642.2.2.1 General

***Revise 642.2.2.1 to update contractor-provided telecommunication service and office equipment for department use. This revision incorporates STSP 642-005 Field Facilities and was implemented in ASP 6 effective with the July 2012 letting.***

(1) Provide each field office with two rooms, separated by an interior door with a padlock. Ensure that each room has a separate exterior door and its own air conditioner.

(2) Provide high-speed internet, fax, and voice with long distance communications services for exclusive department use that have the following:

- A dynamic IP address (DHCP).
- Ability to accommodate IPSec based VPN products.
- A modem router with a capacity for 4 or more personal computers.
- A connection speed of 3 Mbps or more with 4 computers operating simultaneously.
- Two programmable touch-tone phones, one of which is cordless. Ensure that phone operations will not interfere with other telecommunications equipment.
- Telephone voice mail service or a telephone answering machine.

(3) Provide and maintain a plain-paper photocopier with fax capability that can accommodate both 8 1/2" x 11" and 11" x 17" paper. Replenish paper, toner cartridges, and other supplies before fully expended.

(4) Equip with a drafting table with a drafter's stool. Except as specified in 642.2.2.4, provide 2 ergonomically correct office chairs in working condition with, at a minimum, the following:

1. Five-legged base with casters.

2. Seat adjustable from 15 inches to 22 inches from the floor with a seamless waterfall, rounded, front edge.
3. High backrest with no arms or adjustable arms.

#### 642.2.2.2 Type B

(1) Under bid item Field Office Type B, furnish a facility with minimum exterior dimensions of 8 feet wide and 20 feet long, excluding hitch; and equipped as specified in 642.2.2.1

#### 642.2.2.3 Type C

(1) Under bid item Field Office Type C, furnish a facility with minimum exterior dimensions of 10 feet wide and 30 feet long or 8 feet wide and 40 feet long, excluding hitch; equipped as specified in 642.2.2.1; and with the following:

1. Two suitable office desks with drawers and locks.
2. Three folding chairs.

#### 642.2.2.4 Type D

(1) Under bid item Field Office Type D, furnish a facility with minimum exterior dimensions of 10 feet wide and 30 feet long, excluding hitch; and equipped as specified in 642.2.2.1; and with the following:

1. Three suitable office desks with drawers and locks.
2. One additional office chair for a total of 3.
3. Two folding tables.
4. Nine folding chairs.

### 642.2.3 Field Laboratory

(1) Under the Field Laboratory bid item, furnish a facility of minimum exterior dimensions of 8 feet wide and 16 feet long, excluding hitch; and equipped as specified in 642.2.2.1 except as follows:

1. Provide a suitable workbench.
2. Provide at least 15 linear feet of shelving, approximately 14 inch wide.
3. Provide an adequate water supply for testing purposes.
4. Only one air conditioner is required.
5. No office chairs are required.

(2) If using the laboratory for HMA pavement work, equip it with a suitable fan with a minimum capacity of 1000 cubic feet per minute, in good working condition. Install the fan in an outside wall above the work bench used for asphalt extraction testing. Enclose the fan inlet and work bench top in a suitable hood or enclosure that allows effective removal of the fumes from the extraction testing.

## 642.3 Construction

(1) Do not combine field offices and field laboratories, or combine them with, or attached them to, any buildings used by the contractor, unless the engineer allows in writing.

(2) Anchor or secure the field offices and field laboratories to prevent them from overturning by high velocity winds. Locate the field office in a dust-reduced and vibration-free environment.

(3) Do not begin construction operations requiring the use of the field office and laboratory by the department, until the required field office and laboratory are furnished, leveled, secured, fully equipped, and made ready for use at the locations the engineer directs.

(4) The field office and laboratory shall remain available for department use until the engineer approves their closure or removal.

(5) These field facilities are for the sole use of the department and upon contract completion remain the contractor's property.

(6) The contractor may furnish, if the contract allows, the field office and field laboratory facilities jointly in cooperation with other contractors on designated projects.

## 642.4 Measurement

(1) The department will measure the Field Office and Field Laboratory bid items as a single unit for each field office and laboratory acceptably completed.

### 642.5 Payment

(1) The department will pay for measured quantities at the contract unit price under the following bid items:

| ITEM NUMBER | DESCRIPTION | UNIT |
|---|---|---|
| 642.5000 - 5999 | Field Office (type) (project) | EACH |
| 642.6000 | Field Laboratory (project) | EACH |

(2) Payment for the Field Office and Field Laboratory bid items is full compensation for providing, equipping, securing, and maintaining the facility; and for providing bottled water, utilities, fuel, ventilation, and toilet facilities as required, either independently or jointly, for the time specified in 642.3.

(3) The department will pay for the cost of toll service or telegrams incurred by department staff.