

Appendix B

ENGINEERING CONSIDERATIONS AND INSTRUCTIONS FOR FIELD PERSONNEL

1.0. Purpose. The "Engineering Considerations and Instructions for Field Personnel" report is used to transmit special design concepts, assumptions, and instructions on how to construct unique design details to field personnel. The report establishes a basis for communication and coordination between design and construction personnel. The Scope of Work prepared by your COE PM will define whether or not this report is required for your project.

2.0. Report Format and Content. As applicable to your project, include the following information in your report:

- a. Title Page. List Project title, location and date of report.
- b. List of Design Personnel. Provide a list of key design personnel that could be contacted for technical assistance during construction. Include name, design specialty and telephone number.
- c. Special Design Considerations. Provide clear and concise explanation of special design concepts and/or unique features by discipline; Civil, Architectural, Structural, Mechanical, Electrical, etc. such that COE construction personnel can identify and properly inspect these special items of work. Examples of items to discuss include:
 - Step-by-step instruction for constructing complex building features, i.e., this needs to be done before that, etc.
 - Critical tolerances
 - Special testing requirements
 - Critical or unusual product and performance specifications such as high pressure, temperatures or capacities.
 - Situations where manufacturer should oversee equipment installation.
 - Long-lead procurement items.
 - Government-furnished equipment.
 - Special operational constraints, i.e., utility outage periods, aircraft runway closures, phasing of work in occupied buildings or other special construction phasing required.
 - Any permits that must be obtained prior to and during construction.
 - Critical safety precautions required, especially in the areas of asbestos, or other minimum quality assurance testing amount/frequency for critical items.
- d. Shop Drawing Review. Provide a list of items or features of the project where you feel you alone have the expertise to properly review shop drawings involved.
- e. Schedule of Required Site Visits by Design Personnel. If you deem site visits on certain phases of construction are necessary, a site visitation schedule shall be prepared identifying the critical construction stages and the number of days of notification required from the COE.

3.0. Submittal Requirements.

3.1. Early Preliminary/Preliminary Submittal. Provide, in draft form, those items required by paragraph 2.0 above bound as an appendix to the Design Analysis.

3.2. Final Submittal. Provide, in final form, those items required by paragraph 2.0 above. The document shall be bound separately in 8-1/2 x 11 format with cover page with project title and location for ease of identification by field personnel.