



Horry County Schools

Construction Management

PO Box 260005

Conway, SC 29528-6005

(843) 365-9386 Fax (843) 365-9575

Design Checklist

Please acknowledge and reply to the status of all permits listed below that are required and must be obtained before a school project is bid. If you have not yet secured a specified permit, please state the current status and time frame in which it will be secured. **The checklist must be delivered to the Construction Management Office at the same time Construction Documents are delivered for review. All items must be addressed.**

Permit	Date Applied	Status	Date Obtained
OSF Approval			
OCRM			
Corps of Engineers (wetlands)			
Horry County Stormwater Management			
Horry County Planning			
Grand Strand Water and Sewer			
SCDOT			
DHEC			
SCETV Approval			
Horry County Zoning			
County or City Building Permits as Required			

Architect has received updated asbestos reports from the school district and has noted on plans when removal is to take place. Supervision of asbestos removal shall be assigned to the contractor. _____

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In the space provided in front of each item, please indicate the page number where each item is addressed in the drawings or specifications. **All items must be addressed.** Some items pertain to renovation projects only. **If you are not working on a renovation project, please mark NA in the blank provided.**

- _____ 1. Note that constraints are imposed on maximum distances to nearest contractor/subcontractor/supplier offices. **There are no constraints except the fire alarm contractor.**

REQUIRED TRAINING SESSIONS

- _____ 1. Fire alarm, videotaped
_____ 2. Electrical training, videotaped
_____ 3. Mechanical training, videotaped
_____ 4. Plumbing training, videotaped
_____ 5. Irrigation training, videotaped
_____ 6. Kitchen Equipment training, videotaped. Food must be cooked on equipment during training with staff.
_____ 7. Audiovisual equipment training

REQUIRED MAINTENANCE WALK-THROUGHS (AS-BUILTS MUST BE TURNED OVER TO MAINTENANCE DURING THIS WALK-THROUGH)

- _____ 1. Roofing
_____ 2 HVAC (Test and Balance Reports must be turned over during this Walk-Through)
_____ 3. Plumbing
_____ 4. Electrical
_____ 5. Fire Alarm
_____ 6. Kitchen Equipment
_____ 7 Paint
_____ 8. Technology
_____ 9. Doors, Toilet Partitions, Lockers
_____ 10. Hardware
_____ 11. Floor Finishes
_____ 12. Fencing
_____ 13. Irrigation

PLACE MANDATORY PRECONSTRUCTION MEETINGS AT THE FRONT AND AT INDIVIDUAL SECTIONS

- _____ 1. A hardware preconstruction meeting must be held with the contractor, the installer, the supplier, and the hardware representative from the Horry County Schools' Maintenance Department. All keys must be tagged, labeled, and recorded on Horry County Schools' key list. The key list must be signed by Cissy Moorhead and Harry Lyles before turning over to Horry County Schools. Keys must not be left in doors or cabinets. No random keys will be given to staff members until all keys are signed for. A 48 hour notice prior to the meeting must be given.

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- _____ 2. A roofing preconstruction meeting must be held with the contractor, the roofing subcontractor, and the roofing representative from Horry County Schools before roof work begins. A 48 hour notice prior to the meeting must be given.

ROOFS

- _____ 1. Adhere to all design guidelines for roof specifications.
- _____ 2. In a renovation project, tar kettles must be totally fenced in and heavily signed with “**WARNING**” and “**NO TRESPASSING**”.
- _____ 3. In renovation projects, a low fume asphalt, cold tar pitch, or substance must be used to reduce odor.
- _____ 4. In renovation work, a low fume asphalt or substance to reduce tar odor must be used.
- _____ 5. In most cases, the school district recommends the use of a roof consultant.

KITCHENS

- _____ 1. Adhere to all design guidelines for kitchen specifications.
- _____ 2. Adhere to preferred brand names and models of equipment outlined in the Design Guidelines.

PAINT RECOMMENDATIONS

- _____ 1. Adhere to all design guidelines for all paint recommendations.

HVAC

- _____ 1. Adhere to all design guidelines for all HVAC specifications.
- _____ 2. Large HVAC equipment must have a minimum of three or four feet clearance in order to service equipment. Units on the ground must have pads of adequate size and protective fencing.
- _____ 3. Condensate drains must never be above ground. They must run underground and be tied into the storm drainage system. Condensate lines on the roof must be tied in to the storm drainage system also.
- _____ 4. HVAC equipment must have protective fencing or screen walls. Make sure clearance is maintained to service the unit.
- _____ 5. Smaller units above ceiling must have required clearance for service.
- _____ 6. Any duct wrap that becomes wet due to exposure or leaks must be removed and replaced. There are no exceptions to this.
- _____ 7. Refrigerant tubing must be placed into PVC pipes after brick work is complete. The pipe size should be 4 inch pvc using 2 long radius 1/8 bend elbows that are cut to be vertical with the inside and outside walls. This can help prevent damage to insulation on the refrigerant lines. Any damaged insulation shall be replaced. Both ends of the chase pipe must be sealed and fire chalked with a weep rope at the exterior wall end of radius 90. Caulking is necessary for moisture barrier protection.

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- _____ 8. Mechanical units must be protected from dust at all times. Mechanical units should not be run during installations that create dust such as cabinetry and terrazzo. When mechanical units are turned on and running, filters must be in place and changed on a regular basis by the contractor. Should proper filters not be in place, units should not be turned on. If these conditions are not met, the school district will require cleaning of the units, ductwork, and the coils before accepting the building.
- _____ 9. HVAC filters and coils must be kept clean at all times during construction. Filters must be changed on a regular basis.
- _____ 10. Kiln areas must be equipped with exhaust hoods and provisions for makeup air. See note about this in electrical section.
- _____ 11. ALL DUCT BRANCH CIRCUITS MUST BE R-6 ACOUSTICAL FLEX AND MUST BE FLEXMASTER ACOUSTICAL TYPE 8 OR APPROVED EQUAL. TO AVOID NOISE LEVELS IN CLASSROOMS, IT IS IMPERATIVE TO USE THIS ACOUSTICAL FLEX.
- _____ 12. Heat pumps must be labeled in a clockwise fashion starting at the admin area at the front entrance beginning with HP01, HP02, HP03, etc. All ventilation equipment must be labeled MAU01, MAU02, MAU03, etc.
- _____ 13. All grills and registers shall be constructed of aluminum and shall be painted white. All return grills shall be sized to fit standard 1 inch and 2 inch pleated filters. Steel grills and registers are not acceptable.
- _____ 14. All smoke and fire dampers shall be equipped with end switches. End switches shall be connected to a digital input and monitored by the building automation system.

HVAC UNIT START UP

- _____ 1. A representative from Horry County Schools' Maintenance Department and a representative from the Horry County Schools' Controls Contractor must be present for the factory start up for the DesChamps units. A qualified representative from the factory must be present to start units. A 48 hour notice prior to the meeting must be given.
- _____ 2. Cost of start-up of all units, even if they are different times, are the responsibility of contractor.

PLUMBING

- _____ 1. Recessed soap dispensers are required in all gang toilets and adult bathrooms.
- _____ 2. Fiberglass fuel tanks are not permitted.
- _____ 3. Grease traps need to be 3,500 gallon traps.
- _____ 4. Grease traps must be heavy duty pressure type round manhole frame with C/S bolted lids and must be water, gas, and steam tight.
- _____ 5. In areas where hands free sinks are to be used, specify a commercial ware "Willoughby Aqua Wave" lavatory system.

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- _____ 6. Grades K-2 have tempered water for sink areas.
- _____ 7. Hot water is required in home economics, nurse's stations/sick rooms, kitchens, art rooms, staff toilets, teacher work rooms, media center sinks, and science labs as listed below and any other areas required by DEHEC, OSF and code.
- _____ 8. All water in gang toilets and classrooms must have tempered water or meet code as required by DEHEC and OSF.
- _____ 9. Unless otherwise required by OSF or code, water and gas shall be provided in science labs as follows:

Middle Schools

Teacher Demo Table – hot water, cold water and gas
 Student lab tables – cold water only

High Schools

Teacher Demo Table – hot water, cold water and gas
 Student lab tables – hot water, cold water and gas

- _____ 10. Quick shut off shall be supplied as required by OSF.
- _____ 11. Pinnacle Electric Hand Dryers are to be specified.
- _____ 12. Sink area for gang toilets is must be visible from hallway.
- _____ 13. Recessed soap dispensers are required in all gang toilets and adult bathrooms except those with built in dispenser. Sinks in gang toilets must be visible from the corridor.

ELECTRICAL

- _____ 1. Adhere to all design guidelines for electrical specifications.
- _____ 2. Permanent power can be turned on in the school districts' name once a Certificate of Occupancy is issued. The contractor is responsible for the bill until the district has accepted a Certificate of Occupancy on the building.
- _____ 3. Power and data for media center as required by Technology.
- _____ 4. There must be provisions for exterior and interior lights at the end of each corridor and main entrances of the school.
- _____ 5. The school district requires Pinnacle hand dryers or equal.
- _____ 6. Electrical boxes and conduits in rough-in stages must be covered with tape and protected at all times to prevent debris from getting inside.
- _____ 7. Electrical panels must be labeled appropriately with Horry County Schools' room numbers to correspond with signage.
- _____ 8. All under slab electrical turn-ups shall have rigid elbows and be asphalt coated.
- _____ 9. Security keypad boxes must be located on the inside of the building at all main entry doors. Exterior boxes are not acceptable.
- _____ 10. Exhaust fans in gang toilets are controlled by EMS only – no switches.
- _____ 11. Fans and lights in single hole toilets are switched together.
- _____ 12. Corridor lights are controlled in administration only – no key switches are permitted.
- _____ 13. Single gang boxes and conduit must be provided on the interior wall of all main entry doors for security.

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- _____ 14. Use wall pack lighting for sidewalk and pedestrian walkway areas. Make sure lighting in these areas is adequate in regard to evening activities.
- _____ 15. Switchgear must be kept dry at all times both before and after roof has been installed.
- _____ 16. Electrical boxes and conduits in rough-in stages must be covered with tape at all times to prevent debris from getting inside.
- _____ 17. All door magnet hold opens shall be provided under specification Section 08710. The General Contractor must closely coordinate rough-ins for these magnets. Lockable interior corridor doors shall be used in areas of the school so that evening activities can take place in public areas and still maintain the ability to secure other areas of the school.
- _____ 18. Two sets of switchgear tools used to set “set points” on electrical switchgear must be specified with the switchgear and provided by the contractor to the Maintenance Department.
- _____ 19. There must be provisions for interior and exterior security lights at the end of each corridor and main entrances to the school that is designed to burn all the time so it can be used to identify objects picked up on security cameras.
- _____ 20. Gang toilet lights must be controlled from the main administrative office or must all be set on motion detectors. Building Administrators need to be able to control corridor and gang toilet lights from inside the main administrative office. Fans must be controlled from the building automation system. Key switches for lights and fans are not permitted.
- _____ 21. Motion detector for lights must be installed on the ceiling and in an area most likely to detect motion.

FIRE ALARM SYSTEM REQUIREMENTS

- _____ 1. Adhere to all requirements in the Design Guidelines.
- _____ 2. Fire alarm panels must be clearly labeled and a map of the system must be provided to the school at the required training and walk-through.
- _____ 3. Fire extinguisher cabinets must be metal with Lexan door.
- _____ 4. Three copies of as built drawings for the fire alarm system must be provided to the school district by the contractor.
- _____ 5. The fire alarm system must meet all NFPA 72 Guidelines for installation and must call for central station monitoring for one year as required by the State Fire Marshall.

GAS

- _____ 1. Above ground LP tanks are to be used. The first fill of fuel shall be included in the contract.
- _____ 2. Ford Propane is the gas supplier for the school district.

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DOOR SPECIFICATIONS

- _____ 1. Adhere to all requirements in the Design Guidelines.
- _____ 2. Doorframes that become damaged during construction must be sanded, re-primed, and repainted.
- _____ 3. Note and adhere to the specification section in the Design Guidelines for FRP doors.
- _____ 4. Doors must be solid core wood doors. Laminate doors are not permitted.

DOOR HARDWARE AND DOORS

- _____ 1. Adhere to design guidelines for hardware specifications. We have asked for many specific items in this section.
- _____ 2. Key cores on exterior doors must be installed on the right hand side of the door.
- _____ 3. Keys must be labeled, tagged, and turned in to the school district in an organized manner. No keys are to be left in any doors, including cabinets.
- _____ 4. Exit devices must be through bolted. Wide style doors must be specified to accommodate this type of hardware.
- _____ 5. **In all areas where there are multiple (more than two) exterior doors, use heavy duty overhead closers instead of floor stops.**
- _____ 6. **For all keyed adult toilets use specialty indicator locks.**
- _____ 7. **IDF and MDF rooms must have keyless entry locks**
- _____ 8. **Doorframes must be sanded, re-primed, and repainted in any damaged or rusted areas.**
- _____ 9. **Doors must be wood doors only. Laminate doors are not permitted.**
- _____ 10. **Storefront installed in areas must never be specified at ground level. There must be a minimum of two courses of block from floor level before installation of storefront begins.**

FIBERGLASS REINFORCED POLYESTER DOORS

- _____ 1. Note that ALL EXTERIOR DOORS must be the FRP Doors described in this section. Adhere to the design guidelines for all FRP doors.

ALUMINUM STILE AND RAIL DOORS AND FRAMING

- _____ 1. Adhere to the design guidelines for specifications.
- _____ 2. Storefront, with the exception of doors, must never be specified at ground level. There must be a minimum of two courses of block before installation of storefront begins.

TOILET PARTICIANS

- _____ 1. Adhere to all design guidelines for specifications.

LOCKERS

- _____ 1. Adhere to all design guidelines for specifications.

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OPERABLE WALL

- _____ 1. Adhere to all design guidelines for specifications.

CEILING TILE

1. (Administration) USG Interiors, Inc. Astro #8221 (2'x2'x5/8") lay-in panels with square edge, color: white. Donn DX26HD Grid and Donn M20SM 2" wall molding. Thirty year warranty must be provided. ASTM D3273 must be provided and show 0% growth of mold and mildew.

(Staff toilets, janitor, water heater room, corridors, classrooms, bookrooms, storage rooms, media center) USG Interiors, Inc. Radar Climaplus #2410 (2'x4'x5/8") lay-in panels with square edge, color: white. Use Donn DX 26 Grid and Donn M20SM 2" wall molding. Tile to have antimicrobial treatment. OR Armstrong Fine Fissured #1729 with Prelude XL heavy-duty grid #7301.

(Gang Toilets) USG Interiors, Inc. Radar Climaplus #2210 (2'x2'x5/8") lay-in panels with square edge, color: white. Use DonnDX 26 Grid and Donn M20SM 2" wall molding. Tile to have antimicrobial treatment. OR Armstrong Fine Fissured #1729 with Prelude XL heavy-duty grid #7301.

(Kitchen and Showers) USG Interiors, Inc. Ceramic Climaplus #56644 (2'x2'x5/8"). Use Donn ZXLA26 HD Grid with minimum G60 Classification and Donn M20SM 2" wall molding. Tile to have antimicrobial treatment. OR Armstrong Fine Fissured Ceramaguard #607 with Prelude Plus XL heavy-duty grid HD #8200.

ACCORDIAN WALL SPECIFICATIONS

- _____ 1. Adhere to design guidelines for accordion wall specifications.

CARPET AND RUBBER WALL BASE

- _____ 1. Adhere to design guidelines for carpet and rubber wall base specifications.
- _____ 2. The owner will not accept carpet that has been wet or damaged. The owner will also not accept carpet that has been cleaned in any manner other than vacuuming.
- _____ 3. Carpet must only be installed in administrative offices and media center areas.
- _____ 4. The owner has frequently used and has a preference for either Mohawk Woven Carpet or Lees Carpet with Unibond backing system and Duracolor.

FENCING

- _____ 1. Adhere to the design guidelines for the fencing specifications.

FLOOR FINISHES

- _____ 1. Adhere to the design guidelines for specifications for all finish flooring.
- _____ 2. All VCT used must have the color all the way through the tile.
- _____ 3. Epoxy floors in kitchens and gang toilets must have a minimum of two sealer coats.
- _____ 4. The contractor is responsible for installing **four** coats of wax on all VCT floors installed.
- _____ 5. **Carpet should not be installed until finishes have been completed. The owner will not accept carpet that has been steam cleaned, dry cleaned, or cleaned in any other method than vacuuming. Any carpet that has been saturated due to leaks, cleaning, etc., must be replaced. Due to problems with mold and mildew, carpet that has been wet is considered damaged and cannot be accepted by the owner.**
- _____ 6. **VCT shall be specified for all classrooms. VCT shall also be specified for all corridors in the BASE BID. Architect shall specify a four color pattern.**
- _____ 7. **The school district cleaners follow the contractor cleaners with waxing of VCT. The contractor shall supply the district with the waxing schedule as soon as floor waxing starts.**
- _____ 8. **Owner prefers multipurpose flooring to be installed after furniture delivery when building is complete and multipurpose room is no longer needed for staging.**
- _____ 9. **Only administrative offices and media centers shall have carpet.**
- _____ 10. **Architect shall provide Owner with carpet specifications and vendor.**
- _____ 11. **Epoxy floors in kitchens, gang toilets, and any miscellaneous areas must have a minimum of two sealer coats. Where synthetic flooring is called for in multipurpose rooms, make sure a district approved brand is specified.**

CABINETRY

- _____ 1. Adhere to all the design guidelines for cabinetry specifications.
- _____ 2. Note the different types of cabinets required for various grade levels and also the different heights for the cabinets as required by OSF.
- _____ 3. **TV's in classrooms for new schools are to be placed on teacher cabinets with a chase behind the cabinet to accommodate the data, power, and electrical wiring. Corner cabinets are preferred, if possible. Cabinets shall be no taller than 6'6". See the Technology specs for T.V. height and locations in other areas. Note that general purpose areas still require brackets (i.e. computer labs, gyms, commons, auditorium, etc.). Refer to Technology specs for more information.**

MULTI PURPOSE WALLS

- _____ 1. Adhere to the design guidelines for multi-purpose wall specifications.

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MEDIA CENTER SPECIFICATIONS

- _____ 1. Adhere to all design guidelines for media center specifications. Note the PVC conduit that is required between studio and production areas.
- _____ 2. A 4" PVC conduit is required at ground level between MDF and location for video distribution system rack.

STORMWATER DRAINAGE MAINTENANCE

- _____ 1. Adhere to all design guidelines for stormwater drainage maintenance.

FLASHING

- _____ 1. Through wall flashing must be **SANDELL COATED COPPER** consisting of a full sheet of copper weighing 3 oz. per square foot coated on both sides with a special rubberized asphalt compound weighing not less than 6 oz. per square foot or approved equal. Manufacturer's specifications for application and installation must be followed. Please note: through wall flashing must be as stated above except in locations where a roof terminates at a masonry wall. In these locations the wall shall have a 16 oz. copper through wall flashing. The flashing shall turn up a minimum height of 8 inches inside the wall, come through the exterior brick or block and turn down a minimum of 1 ½ inches on the face of the masonry wall.
- _____ 2. Through wall flashing must be **SANDELL COATED COPPER** consisting of a full sheet of copper weighing 3 oz. per square foot coated on both sides with a special rubberized asphalt compound weighing not less than 6 oz. per square foot or approved equal. Manufacturer's specifications for application and installation must be followed. Please note: through wall flashing must be as stated above except in locations where a roof terminates at a masonry wall. In these locations the wall shall have a 16 oz. copper through wall flashing. The flashing shall turn up a minimum height of 8 inches inside the wall, come through the exterior brick or block and turn down a minimum of 1 ½ inches on the face of the masonry wall.

CLEANING SPECIFICATIONS

- _____ 1. The architect is required to provide a detailed cleaning specification for the entire building and all finishes. The contractor must use professional cleaners to clean and prepare the building for turnover. The school district will not accept haphazard cleaning.

SITE NOTES

- _____ 1. Lay down areas must be designated and shown on plans.
- _____ 2. It has been observed that projects move forward more quickly when the contractor has installed a service road around the entire building pad at the beginning of construction. This allows all weather access and the owner highly recommends it.

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- _____ 3. Curbing should only be provided for bus loading areas related to covered walkways and parent drop off drive areas.
- _____ 4. Any drains under parking lots, asphalt drive areas, or concrete areas must be concrete or RCP pipe.
- _____ 5. The school district requires a clean job site at all times, both interior and exterior. A dirty building inside creates safety concerns. A dirty exterior creates not only safety concerns but concerns with blowing trash and complaints from neighbors. A note for cleanliness must be included on the plans.
- _____ 6. OCRM monitors our projects on a regular basis. Silt fencing must be in place and in good condition at all times.
- _____ 7. Lay down areas for all materials must be identified and indicated on plans and in specs on all renovation projects.
- _____ 8. **Curbing should only be provided** for bus loading areas related to covered walkways and at parent drop off drives.

RENOVATION PROJECT NOTES

- _____ 1. Safety is the most important concern to the Horry County School District on a renovation project.
- _____ 2. Contract phasing and scheduling is very important.
- _____ 3. In renovation projects, the contractor is responsible for removing, protecting, and relocating all furniture in areas they are renovating. This must be clearly spelled out on the plans.
- _____ 4. Smoking and eating can only be performed in designated areas.

TECHNOLOGY

- _____ 1. **Architects and engineers must strictly adhere to Horry County Schools Technology specifications in all areas.**
- _____ 2. **In the media center, two sets of four power and four data must be located on the half wall between studio and production areas under the glass that divides the two rooms. A 5" PVC conduit must be provided in the bottom block closest to the floor level under the window to allow for the transfer of wiring from one room to another. Wiring must be on the studio side of the glass that looks into production.**
- _____ 3. Horry County Schools' Technology Specifications are included in the spec book and printed on the plans.
- _____ 4. Square footage for IDF and MDF rooms are adhered to. (MDF = 12 ft x 10 ft. . IDF = 8 ft x 10 ft)
- _____ 5. Conditioned air is provided in all IDF and MDF rooms.
- _____ 6. All offices show TV locations at 18" from the floor with no bracket. (Horry County Schools will position office TVs on furniture.)
- _____ 7. Classrooms show TV's located above teacher corner cabinet. (No bracket).
- _____ 8. In large gathering spaces, TV's are indicated at a minimum of 66" with a bracket (i.e. cafeteria, multi-purpose room, auditorium, lobby, etc.).
- _____ 9. In large gathering spaces, wall-mounted phones are indicated at 48" (i.e., cafeteria, multi-purpose room, auditorium, lobby, etc.).

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- _____ 10. Adhere to technology specifications for ceiling mounted projectors in designated spaces.
- _____ 11. If permanent demonstration tables are used in science labs, power and data is supplied with the demonstration desk.
- _____ 12. Phones are now a device on the network; therefore, traditional phones are not used or noted on plans except in large gathering areas. (HCS uses IP telephone system that allows a Cat6 cable to be used.)
- _____ 13. Typical classroom contains pathway for data and power per technology specifications.
- _____ 14. Typical computer lab contains pathway for data and power per technology specifications.
- _____ 15. Typical office contains pathway for data and power per technology specifications.
- _____ 16. **NO FLOOR JACKS!!!**
- _____ 17. Exterior speakers are shown on plans.
- _____ 18. Interior speakers are shown on plans.
- _____ 19. Pathway is provided above ceiling for every two classrooms as indicated in technology specifications. Additional pathways are indicated in other large gathering spaces. (Used for Wireless Access Points, IP Clocks, etc.)
- _____ 20. Direct pathway from POS terminals to cafeteria office is provided per technology specifications. Also pathway to nearest MDF/IDF.
- _____ 21. As required by technology specifications, data location and pathway is provided from HVAC controls location to MDF/IDF.
- _____ 22. As required by technology specifications, location for interior security cameras are noted.
- _____ 23. As required by technology specifications, location for exterior security cameras are noted.
- _____ 24. Electrical Contractor is responsible for all conduits per technology specs.

SIGNAGE NOTES

- _____ 1. Standard signage is required for both renovations and new schools. Signage shall include interior and exterior signage. Exterior signage should consist of brick or block base per plan. School name lettering shall be of contrasting color and of size to be clearly visible. A marquis with transparent lockable door should be included. The marquis should be large enough to accommodate a short message such as "PTA meeting tonight at 7:00 p.m." (4 lines of 8" tall changeable letters in locking case). Ground lighting must be included for all signage.
- _____ 2. Exterior signage for directing buses, students, staff, visitors, etc., must be specified.
- _____ 3. Visitor and handicapped parking must be indicated on pavement.
- _____ 4. The contractor must provide and confirm a signage schedule with the architect and contractor.
- _____ 5. Room numbers for operational purposes will be assigned by the district and the Architects should use the room numbers assigned them. The Architect should provide a CAD drawing showing

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attributes that the district can place room numbers into the plans. The district will provide a list of room numbers and names. Any rooms unaccounted for on the district list shall maintain the same number as used on the Architect's plans. If there is a question, call your representative from the school district. The actual school room numbers that are used for signage are to be used for labeling for data, phone, T.V., electrical panels, fire alarms, and building automation controls.

DRAINAGE NOTES

- _____ 1. Any drains under parking lots, asphalt drive areas, or concrete areas must be concrete or RCP pipe.

LANDSCAPING NOTES

- _____ 1. Landscaping must consist of trees and shrubs that are native to the area and approved. Centipede sod is required for sodded areas. Straw must be used for mulching. Pine bark is not acceptable.
- _____ 2. An irrigation plan must be submitted to the owner upon completion.

PAINT NOTES

- _____ 1. Take note of district guidelines for painting in renovated areas. In renovated areas specify wall prep as needed to get paint to adhere.
- _____ 2. Follow guidelines for new construction and renovations.

ARCHITECT AND CONTRACTOR NOTES

- _____ 1. Security key pad boxes must be located inside. There should be a box at the front entrance, the loading dock for the kitchen, and all exterior corridor areas.
- _____ 2. Room numbers on the plans must be the true operational room numbers. See item #19 and item #68 in the district points of concern area of the design guide.
- _____ 3. Decorative ceiling tiles are not permitted. Standard ceiling tiles and sizes are required. See item #66 in the school district's Points of Concern for specifics on ceiling tile requirements.
- _____ 4. The contractor must be advised that the school district will have Clemson Extension perform random inspections on termite treatment. There must be a note or comment in the specifications to this effect.
- _____ 5. The products included in this document are intended to establish minimum requirements for quality. The owner must be notified prior to approval of a substitute product.
- _____ 6. **No** drugs, alcohol, knives, firearms or other weapons on the worksite whether or not there is an existing occupied building.
- _____ 7. From observation by the School District of buildings now near completion, it is noted that projects have moved forward more quickly when the contractor has installed the service road around the building

pad at the very beginning of construction. This allows all weather access and the owner highly recommends it.

- _____ 8. Water/sewer, DHEC, and lift station approvals have usually taken more time than anticipated; therefore, the owner expects these items to be addressed early on. Permits required at the state and local level such as, but not limited to, land disturbance permits, wetland permits, etc., must be obtained as the guidelines require before the project goes out for bid.
- _____ 9. Irrigation and landscape topics also sod, trees, and bushes should not be installed until irrigation system is installed and operational.
- _____ 10. It is recommended that curing compound be used in all areas where directed by architect.
- _____ 11. Mortar joints in concrete block should be uniform, not irregular. Block work shall be faced to corridor side. Many times we approve a sample wall and continued work does not have the same quality of the sample approved. We expect a job consistent with the sample wall that is approved.
- _____ 12. Through wall flashing must be installed in all areas directed on plans as work progresses and not after the fact.
- _____ 13. Through wall flashing needs to be protected. Any torn flashing must be repaired or replaced at the time it is damaged.
- _____ 14. Make sure there is adequate water proofing on cavity side of wall.
- _____ 15. Structural rebar must be placed in wall before wall is pumped.
- _____ 16. Room numbers for operational purposes will be assigned by the district and the Architects should use the room numbers assigned them. The Architect should provide a CAD drawing showing attributes that the district can place room numbers into the plans. The district will provide a list of room numbers and names. Any rooms unaccounted for on the district list shall maintain the same number as used on the Architect's plans. If there is a question, call your representative from the school district. The actual school room numbers that are used for signage are to be used for labeling for data, phone, T.V., electrical panels, fire alarms, and building automation controls.
- _____ 17. The fire alarm must be operational and keys turned over to owner. The contractor should notify owner in order to have phone lines for fire alarm activated. The security personnel from the district will be responsible for installing the security panel and making the connection from the panel to the dial out. Our security personnel must be notified well in advance of OSF inspections.
- _____ 18. Permanent power and water must be requested through the maintenance department for reasons such as rate schedule and billing address, etc. The contractor is responsible for the bill and all related peak demand charges until the district has a Certificate of Occupancy and has accepted the building. All propane and fuel tanks shall be refilled at time of Certificate of Occupancy. Please notify owner two weeks before water and power are needed.
- _____ 19. Lay down areas for all materials must be identified and indicated on plans and in specs on all renovation projects.

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- _____ 20. The school district requires a clean jobsite, both interior and exterior. We have noted on past projects that those kept clean and free from debris were much safer, more organized, and had smoother completions.
- _____ 21. Safety is the most important factor on school renovation projects when school is in session. Construction barriers and warning signage must be installed before construction begins and must be maintained at all times. Students must not have access to the construction site. Any safety fencing that is damaged or down must be replaced immediately. Emergency exits must be maintained with appropriate signage. Emergency exits must never be blocked. A clear exit pathway must be maintained at all times from every exit door during construction. If it is absolutely necessary to block these areas in order to do specific work, this work must be performed before or after school hours. Any work that will cause excessive noise, vibration to the building, or distraction must be done before or after school hours as well.
- _____ 22. **THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION OF ALL UTILITY LINES, BOTH PUBLIC AND PRIVATE, RELATED TO THE PROJECT.** Horry County Schools will not be responsible for the location of any utility lines.
- _____ 23. OCRM monitors our projects on a regular basis. It is essential that the silt fence be in place and in good shape at all times.
- _____ 24. Smoking is not allowed in school buildings or on school property in view of staff and students. This is very important on renovation projects. The contractor shall be required to establish a break area out of sight of students and faculty where workers can eat and smoke. It is extremely important not to smoke and eat on other areas of school property.
- _____ 25. The discovery period is extremely important for renovation projects. It is very important to take note of illegal penetrations above ceiling, code issues that include missing or broken exit lights, missing egress signs, and other items that may be missing or not functioning. IDF and MDF rooms may be too full for additional equipment or locations of these closets may have moved from their original locations. There may not be adequate power and data for the amount of computers that are currently being used in classrooms. Provisions should be made to restore power, phone and data to walls that are being demolished. Drawings should show items to be removed and where these items should be restored. In renovation projects where the administration area is being renovated, strong consideration needs to be given to the effect renovations will have on the fire alarm system, the security system, phones, bells, and speakers. Some older classrooms do not currently have overhead speakers but will need them after renovations. Wiring for these speakers must be provided on plans. All existing mechanical, electrical, and plumbing issues must be looked at closely during the discovery period. Verbal interviews with staff and managers will be very important to gather information. These are merely examples of items that contractors have overlooked in the bid process previously. In these instances both the owner and the contractor had added costs. It is important to get as much input as

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possible up front. It is important to relay all discovery items in writing to the owner. The owner's representative will accompany architects and engineers during discovery.

- _____ 26. It is also important in renovations to gain important information from the principal with regard to testing dates and activities held at the school so that these items can be addressed in planning and in specifications. Note on specs and plans that the contractor is responsible for planning his work schedule around the school instructional day. It is essential that work be done after school hours, weekends, holidays, and breaks when construction work may interfere with state testing. Interruption of the instructional day will not be permitted.
- _____ 27. All contractors and subcontractors must wear identification tags. Workers without tags will not be permitted in the building or on school grounds.
- _____ 28. Contractors need to be informed that the district will have Clemson Extension perform random inspections on termite treatment.
- _____ 29. The district expects to see a detailed cleaning spec for all areas of the building in the specifications. The contractor will be responsible for additional coats of wax over and above what was used in the past. Classrooms will require three heavy coats and hallways will require five coats of wax. Cleaning in all areas must be very detailed and performed by a professional cleaning crew and also must be coordinated with furniture deliveries and installations.
- _____ 30. In renovation projects, the CONTRACTOR is responsible for removing and protecting all furniture and boxed items from rooms being renovated. The CONTRACTOR is also responsible for replacing these items in an orderly fashion after renovations are complete. Items must be stored and protected in a manner that avoids all damage. When doing partial work in an occupied classroom, the contractor is responsible for covering any and all items that are subject to dust or damage. This must be noted on drawings and in specifications.
- _____ 31. As-built drawings for the lift station must be done by a certified engineer and must include the engineer's stamp.
- _____ 32. Any sheetrock that becomes wet due to lack of protection during construction must be replaced. The entire area from floor to ceiling must be replaced and the insulation behind it must be replaced also. There are no exceptions to this.
- _____ 33. Expansion joint covers must be specified for block walls.
- _____ 34. No wall clocks are to be installed in classrooms.
- _____ 35. No pencil blocks are to be installed in classrooms.
- _____ 36. Sanitary napkin dispensers must be provided in all female gang toilets in elementary, middle, and high schools. Napkin disposals must also be provided in female gang toilets in each stall at the elementary, middle and high schools.
- _____ 37. Recessed soap dispensers are required in all gang toilets and adult bathrooms except those with built in dispenser. Sinks in gang toilets must be visible from the corridor.

- _____ 38. Covered walks should consist of a single walk to the parent drop off area and a covered walk from the school to the bus drop off. The termination point of the bus drop off should be in a T-shape and approximately 30' long adjacent to the bus drive. Light fixtures shall be installed under all canopy areas. (The T-shape canopy shall be used depending on site layout. In renovations, an L-shape may have to be used.)
- _____ 39. No schools will have outside basketball courts.
- _____ 40. **Curbing should only be provided** for bus loading areas related to covered walkways and at parent drop off drives.
- _____ 41. Elementary schools shall have two assistant principals' offices. Middle schools shall have three assistant principals' offices. High Schools shall have five assistant principals' offices. When possible, for monitoring purposes, these offices shall have glass looking out to hallways. There are no private toilets in these offices.
- _____ 42. Each classroom will have 16' of marker board and 8' of tack board.
- _____ 43. Fire extinguisher cabinets must be metal with Lexan door. Plastic bubble type cabinets are not permitted.
- _____ 44. Sky lights are not permitted in any ceilings.
- _____ 45. As stated previously, the numbers for rooms on the plans must be the true room numbers. To avoid confusion, the architect's room numbers and the true school numbers must be one in the same. The Energy Manager will assist architects in numbering rooms correctly in advance. Electrical panels must be numbered to the true school signage numbers and all phone and data must be labeled with true school's signage room numbers. The fire alarm program and all smoke detectors must be labeled with the true school signage numbers. Room numbers and names for signage must be submitted to the owner for approval. It will be less confusing for everyone to have only one set of numbers.
- _____ 46. Products included in this document are intended to establish minimum requirements for quality. **THE OWNER MUST BE NOTIFIED PRIOR TO APPROVAL OF A SUBSTITUTE PRODUCT.**
- _____ 47. A copy of shop drawings should be sent to the Owner's Project Supervisor at the same time it is sent to the architect for approval.
- _____ 48. Through wall flashing must be **SANDELL COATED COPPER** consisting of a full sheet of copper weighing 3 oz. per square foot coated on both sides with a special rubberized asphalt compound weighing not less than 6 oz. per square foot or approved equal. Manufacturer's specifications for application and installation must be followed. Please note: through wall flashing must be as stated above except in locations where a roof terminates at a masonry wall. In these locations the wall shall have a 16 oz. copper through wall flashing. The flashing shall turn up a minimum height of 8 inches inside the wall, come through the exterior brick or block and turn down a minimum of 1 ½ inches on the face of the masonry wall.
- _____ 49. **ALL ARCHITECTS/ENGINEERS PUNCH LIST FOR ALL ITEMS INCLUDING MEP ITEMS MUST BE COMPLETE AND ITEMIZED. ANY AND ALL ITEMS IN THE BUILDING INCLUDED ON PLANS AND SPECIFICATIONS MUST BE NOTED AND CLEARLY ADDRESSED.**

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