

SECTION 759 FIELD OFFICE

759.01 Description. This work consists of furnishing, erecting, equipping, maintaining, and removing a field office of Type I, II, or III for the exclusive use of Department engineers and inspectors at a location to be approved by the Engineer.

759.02 Construction and Equipment. The field office shall be erected by the Contractor, be fully operational when work first commences on the Project, shall be available throughout the duration of the Project, and shall be removed upon completion of the Project as defined in [Subsection 101.16](#), or as directed by the Engineer. The field office shall be new or in a like-new condition, of weather-proof construction, tightly floored and roofed, constructed with an air space above the ceiling for ventilation, and shall be supported above the ground. The width of the field office shall be not less than 8N (2.4 m), and the floor-to-ceiling height shall be not less than 7N- 6O (2.3 m); however, in the event a trailer type field office is provided, the width shall be not less than 7N - 6O (2.3 m), and the floor-to-ceiling height shall be not less than 6N - 6O (2.0 m). The inside walls and ceiling shall be constructed of plywood, masonite, gypsum board, or other suitable materials. Exterior walls, ceiling, and floor shall be insulated. The field office structure shall be free of hazardous materials. The field office shall contain at least three windows, each having an area of not less than 540 in² (0.35 m²), and all of which shall be capable of being easily opened and secured from the inside only. All windows shall have horizontal mini-blinds covering the entire glass area. Two of the required windows must be on opposite walls. Types I and II field offices, shall have at least two exterior passage doors. Type III field offices shall have at least one exterior passage door. Door dimensions shall be not less than 30O (0.76 m) in width and 78O (2.0 m) in height. Window and door screens shall be provided. The exterior passage door(s) shall be equipped with lock(s), and at least two keys which operate the door lock(s) shall be furnished to the Engineer or inspector.

The field office shall have satisfactory lighting, electrical outlets, heating equipment, exhaust fan, and air-conditioner, all connected to an operational power source. At least one of the light fixtures shall be a fluorescent light situated over the plan and drawing table. Electrical current and any necessary fuel for heating equipment shall be furnished by the Contractor.

The Contractor shall furnish and maintain one fire extinguisher for each required exterior passage door. Fire extinguisher(s) may be chemical or dry powder and shall be UL Classification 10-B:C (minimum), suitable for Types A:B:C fires.

The Contractor shall furnish and maintain an adequate supply of cold potable water.

The Contractor shall construct and maintain a stable and unyielding all-weather parking area adjacent to the office and of sufficient size to hold four vehicles.

A suitable indoor or outdoor toilet, conforming to the requirements of the State and Local Boards of Health or of other bodies having jurisdiction in the area, shall be provided. When separate facilities for men and women are not available, a sign with the wording **REST ROOM** (letter heights of 1O (25 mm) minimum) shall be placed on the door and an adequate positive locking system shall be provided on the inside of the door to ensure privacy.

Maintenance of the field office shall be performed weekly. Maintenance shall include sweeping and mopping floors, emptying waste baskets, cleaning sanitary facilities, and replenishing supplies of paper towels, toilet paper, and drinking cups.

Except for telephone service, the Contractor shall be responsible for performing or for making necessary arrangements for all necessary utility connections, for maintenance of utilities, for payment of all utility service fees and bills, and for final disconnection of utilities. The Department will arrange for installation of direct

telephone services for the official and exclusive use of the Engineer and other representatives of the Department.

Field offices will be designated in the Contract bid proposal as Type I, Type II, or Type III. In addition to the general requirements stated herein, the specified field office shall be equipped and maintained with the following:

Type I field office shall have a minimum floor space of 400 ft² (37 m²).

No. Item

- 1 Double pedestal desk [approximately 60 by 340 (1.5 by 0.86 m)], 2000 in²(1.3 m²) minimum
- 2 Work tables [approximately 60 by 340 (1.5 by 0.86 m)], 2000 in² (1.3 m²) minimum
- 1 Plan and drawing table [approximately 30 by 960 (0.76 by 2.4 m)] with adjustable stool
- 1 Printing calculator with paper, which will add, subtract, multiply, and divide
- 1 Dry erase board with eraser and markers, 24 by 480 (600 by 1200 mm)
- 1 Bulletin board, 24 by 360 (600 by 900 mm)
- 1 Built-in plan rack with 12 holders
- 2 Metal four-drawer file cabinet [150 (380 mm) drawer width] with lock
- 1 Four-drawer fire protection file, legal size, UL rating of "Class 350" minimum, with lock
- 8 Chairs
- 4 Waste baskets
- 1 Pencil sharpener
- 1 First-aid kit, Zee Medical, Model 0155, three-shelf filled metal cabinet or equal

Type II field office shall have a minimum floor space of 200 ft² (19 m²).

No. Item

- 1 Double pedestal desk [approximately 60 by 340 (1.5 by 0.86 m)], 2000 in² (1.3 m²) minimum
- 1 Plan and drawing table [approximately 30 by 720 (0.76 by 1.8 m)] with adjustable stool
- 1 Printing calculator with paper, which will add, subtract, multiply, and divide
- 1 Dry erase board with eraser and markers, 24 by 480 (600 by 1200 mm)
- 1 Bulletin board, 24 by 360 (600 by 900 mm)
- 1 Built-in plan rack with six holders
- 1 Metal four-drawer field cabinet [150 (380 mm) drawer width] with lock
- 1 Four-Drawer fire protection file, legal size, UL rating of "Class 350" minimum, with lock
- 6 Chairs
- 2 Waste basket
- 1 Pencil sharpener
- 1 First-aid kit, same as for Type I field office

Type III field office shall have a minimum floor space of 120 ft² (11 m²).

No. Item

- 1 Double pedestal desk [approximately 42 by 300 (1.07 by 0.76 m)], 1250 in² (0.81 m²) minimum
- 1 Plan and drawing table [approximately 30 by 720 (0.76 by 1.8 m)] with adjustable stool
- 1 Printing calculator with paper, which will add, subtract, multiply, and divide
- 1 Metal four-drawer file cabinet [150 (380 mm) drawer width] with lock
- 1 Four-drawer fire protection file, legal size, UL rating of "Class 350" minimum, with lock
- 3 Chairs
- 1 Waste basket

- 1 Pencil sharpener
- 1 First-aid kit, same as for Type I field office

759.03 Method of Measurement. The field office will not be measured.

759.04 Basis of Payment. The field office will be paid for on a monthly basis for the actual number of months that the office is acceptably provided by the Contractor. Partial months will be paid for at 0.033 month per day. Price and payment will constitute full compensation for performing the work specified and for furnishing all materials, labor, tools, equipment, utilities, and incidentals required to erect, maintain, and remove the field office and restore the parking and field office area to its original condition.

The Contractor shall reimburse the Department for all telephone installation charges, but monthly charges for telephone service will be paid by the Department.

The field office and equipment shall remain the property of the Contractor.