

Subcontractor Project #



Byron G. Rogers (BGR) FOB Modernization Method of Procedure (MOP)

“Scope” No. 1

Purpose:

TEMPLATE

*FINAL MOP REVIEWERS			
Company/ Name	Signature	Date	Comments
*URS: Name (Print):			
*Berg Electric: Name (Print):			
*RK Mechanical Inc.: Name (Print):			
*Rolf Jensen & Associates: Name (Print):			
*BWG: Name (Print):			
*Mortenson: Name (Print):			

Method of Procedure

MOP No. 1

METHOD OF PROCEDURE AUTHORIZATION

Step 1: MOP Description

MOP Title: _____ Date Approved: _____

Name of (Sub) Contractor Performing Work: _____ Phone Number: _____

Name of Person Submitting MOP: _____ Date Submitted: _____

Tentative Start Date:

Tentative Time Frame:

Actual Outage/ Loss of Service Time/ Duration: _____

Step 2: Project Contact List

Medical Emergencies Dial: 911

<u>Name</u>	<u>Company</u>	<u>Position</u>	<u>Phone</u>	<u>Cell/Pager</u>
John Doe				
Jane Doe				

Step 3: General Description of Work:

Describe general overview of your procedure. Details to be described in Step 3:

The intent of this MOP is to remove the existing FOB end of main emergency chilled water bypass and tie-in the FOB emergency chilled water piping to this location (reference contract drawing M3.1.B28). In order to maintain chemical treatment, a temporary 1" bypass will be added to the upstream side of the existing 6" emergency chilled water shut-off valves. (2) 1" hot taps of the existing emergency chilled water lines will be required to install the temporary bypass without affecting the FOB emergency chilled water system.

Systems affected by work (Complete Appendix 'F' within Section 5 of the MOP)

No systems will be affected by this work.

Step 5: Detailed Floor Plans and Description of Temporary Containment:

Provide floor plans showing extent of work areas and temporary containment partitions. Include details for temporary partitions, doors into containment area, and number of exhaust units & routing of exhaust duct.

Step 6: STEP-BY-STEP Activities (Describe each step in detail as follows, including activities time-lines):

Step	Date	Time	Description	Action By:	Completed
1			Detailed description of task		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Detailed Testing Procedures:

Step	Date	Time	Description	Action By:	Completed
1			Detailed description of procedure		

Step 6: Hoisting / Hauling / Storage

Include detailed information for the following:

- 1) Identify routing to space.
- 2) Identify protection of walls/floors.
- 3) Identify weights.
- 4) Identify capacity of elevator if applicable.
- 5) If building structural system is utilized to support object, identify structural component, capacity of structural component, and method of support.

Step 7: Protection Requirements

Include detail information for the following:

- 1) Telecommunication Equipment / Computer / Cable / Fire Alarm.
 - a. Specifically detail protection when work occurs over telecommunications equipment/computer/cable including plywood enclosures and rubber mats. Attach sketch.
- 2) **Protection of Personnel/Tenants: All PPE will be worn during work operations. Gloves, safety glasses, hard hats and proper clothing.**
- 3) Electrical/Mechanical Equipment:
- 4) Miscellaneous Equipment:
- 5) Fire Alarm:

Step 8: Tool Identification

- 1) Identify types of tools that would result in excessive noise, cause vibration in areas outside of the containment, create excessive loading on the floor, or create a condition to control water.
- 2) Include specifics regarding methods of cutting. (Include a detailed description for WET cutting).
 - 3) Include specifics regarding welding/soldering (complete hot work permit).

Step 9: Safety Requirements

- 1) Fire Protection:
- 2) Fire Watch:
- 3) Dust Protection:
- 4) Asbestos Containment:
- 5) Smoke Containment:
- 6) Noise Containment:
- 7) Water Containment:
- 8) Mold Protection:
- 9) **Daily GSA Approved Hot Work Permit:**

Step 10: Weather Protection

Include specific regarding protection from weather. In particular, address water protection, humidity protection, and temperature stability.

Step 11: Special Tenant Needs / Requirements

This section to be completed by User Group / Tenant as applicable.

Step 12: Building Security

Step 13: Contingency Plans

This is an extremely important section, which must be completed in detail. In the event of an unforeseen problem associated with any aspect of the MOP, a contingency plan is to be developed. Identify potential problems which may arise. Include safe stop points. Include back out procedures. Spare parts, materials, etc. shall be identified for contingency plans.

Potential Problem:

Contingency Plans:

Backout:

Step 14: M.O.P Signature Sheet

- 1) If work procedure does not affect party identified, signature is not required. **If you are required or need** to be contacted if contingencies are implemented, **mark the yes/ no box** below accordingly.
- 2) Procedure for obtaining signatures shall be as follows:
 - a. Signatures shall be in the order indicated.
 - b. Email processing shall be an acceptable method of confirmation of concurrence of the MOP
 - c. Originator of the MOP shall indicate N/A adjacent to individuals who are not involved and/or affected by the MOP.

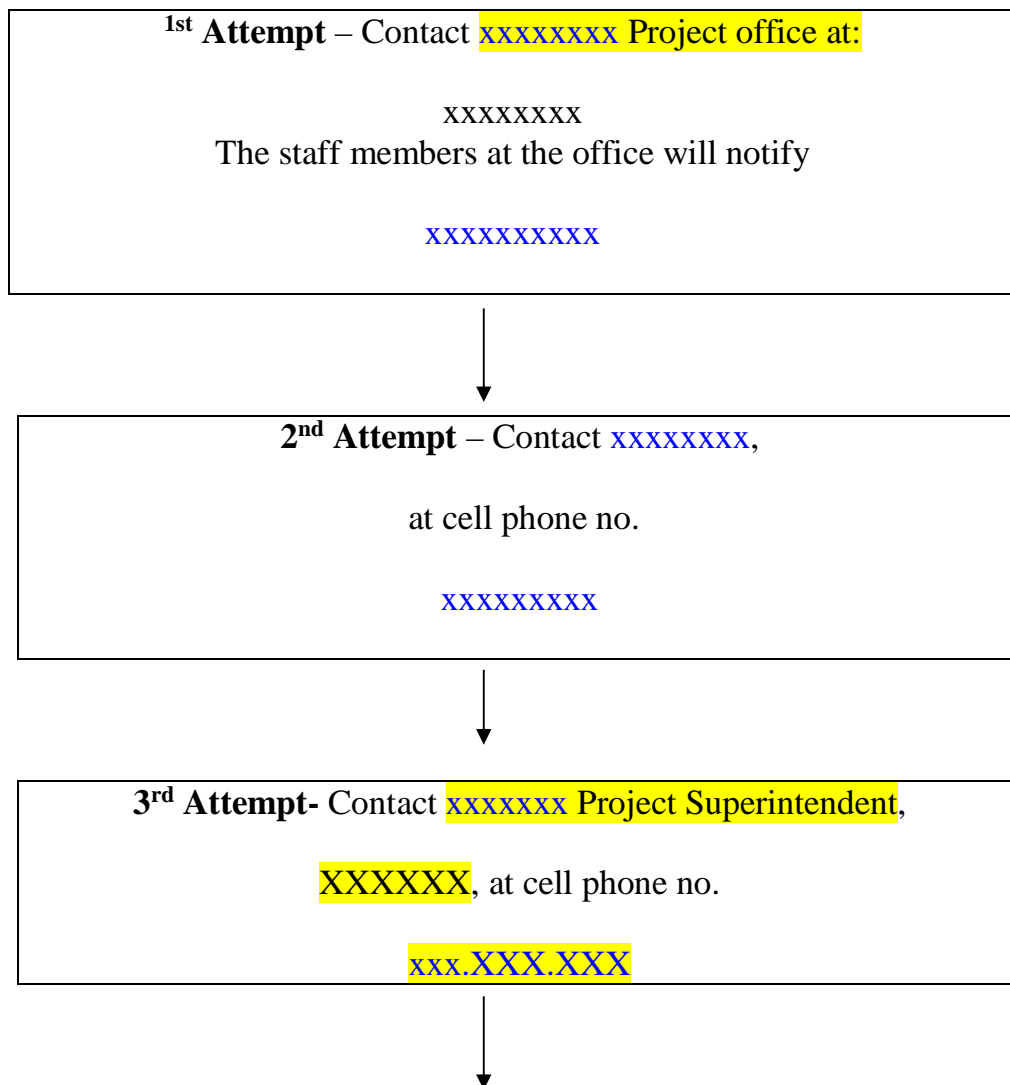
NAME	Emergency Contact		Emergency Phone #	Date	Signature
	Yes	No			
	Yes	No			
	Yes	No			
	Yes	No			
	Yes	No			
	Yes	No			
	Yes	No			
	Yes	No			
Other	Yes	No			

EMERGENCY CONTACT LIST

(EMERGENCY CALLS FLOWCHART)

In the event that the **Byron G. Rogers FOB Project** or **Mortenson** needs to contact **Subcontractor** the following conditions shall be considered and steps implemented.

Normal Working Hours and Off Time Hours



Byron G. Rogers Federal Office Building Modernization Project

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Comments:

Other:

END OF MOP