# Please also refer to “Part IV – REGULATORY REQUIREMENTS” for additional requirements.

**Housing and Dining Facilities (HDS) has adopted amendments for all HDS facilities. Confirm applicable standards with Project Representative on a per Project basis.**

**Housing and Dining Services takes the following exceptions highlighted in Gray.**

**DIVISION 01 – GENERAL REQUIREMENTS**

D. HDS: Any references to Facilities Project Manager or University representative pertains to Housing and Dining Facilities representative.

**01 31 00 – PROJECT COORDINATION**

A. Building Keys

1. HDS: The Key Desk at Housing Services Center is the only source of keys for Housing and Dining buildings.

2. HDS: Keys will be issued only when a completed Key Request form is signed by Housing Facilities Project Manager and a background check has been completed.

3. HDS: Master keys must be approved by the Access Control Manager.

4. HDS: The Contractor is solely responsible for obtaining access to all restricted areas, including access for warranty work following occupancy by the University.

a. Time for verification and checking out keys will not be accepted as the basis for extension of contract time or claim for delay.

b. The contractor shall be responsible for obtaining verification of the correct key for a specific lock well in advance of need.

c. CSU Housing and Dining Facilities staff will not unlock doors for contractors and vendors.

5. HDS: Contractors and vendors are financially responsible for replacement of lost or missing access devices.

a. Loss of a Master Key will require replacement of all Housing and Dining building locks.

# 01 51 33 – TEMPORARY TELECOMMUNICATIONS

1. Telephones:

3. HDS: Housing Technology Services will provide up to five network connections to the contractor for use during the project.

1. University Keys:

4. HDS: The Key Desk at Housing Services Center is the only source of keys for Housing and Dining buildings.

a. HDS: Keys will be issued only when a completed Key Request Form is signed by the Housing Facilities Project Manager and a background check has been completed.

b. HDS: Master keys must be approved by Access Control Manager.

c. HDS: Loss of a Master Key will require replacement of all Housing and Dining building locks.

# END OF DIVISION