

PART III – CSU FACILITIES PLANNING, DESIGN AND CONSTRUCTION STANDARDS

DIVISION 01 – GENERAL REQUIREMENTS Updated 2021 – May – Modified for HDS

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

A. Telephones:

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

A. 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