

**SECTION 01 35 00**  
**METHODS OF PROCEDURE**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings, Agreement, Part 0, Special Conditions and Forms, and Division 01 Specifications Sections, apply to this Section.
- B. Related Sections include the following:
  - 1. Special Conditions and Forms: MOP for Protection of Equipment and Personnel.
  - 2. Section 01 32 00, Construction Progress Documentation
  - 3. Section 01 50 00, Temporary Facilities and Controls

**1.2 SUMMARY**

- A. Section includes: Requirements for developing and implementing a Method of Procedure (MOP) during the construction of this Project.

**1.3 DEFINITIONS**

- A. Method of Procedure: Method of Procedure (MOP) is a written plan which describes the activities and procedures to safeguard the building's occupants, network equipment, and contents and to interface with the building's management, operations, and security.

**1.4 REQUIREMENTS**

- A. An MOP is required when a construction activity may affect the safety or routine operation of the occupants, network equipment, or valuable contents; or essentially affects the building's management, operations, security, or exterior integrity, and/or when requested or deemed necessary by Owner.
- B. Development:
  - 1. Contractor shall develop the MOP.
  - 2. Contractor shall develop the MOP within the constraints of the approved Construction Schedule. Refer to subsequent Sections for detail of the requirements and time allowed for Owner's Representative approval. Additional time shall be provided for Architect / Engineer review.
- C. Form: Each MOP shall be written document in narrative, descriptive or outline form supplemented with drawings, diagrams and schedules as necessary. The detailed format shall be as approved by the Owner's Representative.
- D. Review and Approval: Contractor shall submit (via e-mail) each MOP to the Owner's Representative, Architect / Engineer and Owner's designated on-site technicians for review. All MOPs require Owner's Representative approval. Review and approval durations vary based on the nature of the work to be completed. Contractor to plan accordingly.
- E. Implementation: Contractor shall implement the MOP when approved by the Owner's Representative in writing. No construction activity which requires an MOP shall proceed until the MOP is approved. Construction may proceed forty-eight (48) hours after approval has been obtained from the Owner's Representative.

- F. Compliance: Contractor shall comply with the approved MOP. Owner reserves the right to stop the Work for non-compliance with the MOP. Any cost or time delay resulting from the Work stoppage shall be borne by the Contractor.
- G. Successful completion of the Project may require detailed MOPs to be developed by the contractor. An anticipated MOP list will be required at the preconstruction meeting. The Architect / Engineer and Owner's Representative will review the MOP list and subsequent MOPs to determine which will require additional review by the Owner. Ten (10) working days (minimum) are required for MOP development and approval by the Owner's Representative. An additional five (5) working days will be required for any critical power cutovers that will require Power and Grounding Review. The connection of the portable diesel generator, refeeding of existing AC panels and HVAC units to new distribution system, refeeding of branch circuits from existing panels and energization and testing of new service and standby plant will require review by Power and Grounding, as indicated. An MOP walk-through and list must occur prior to the Work. MOP walk through to be coordinated through designated Owner's Representative. All General Contractors are required to have active e-mail systems to conduct this process.
- H. All MOPs shall be completed, reviewed, and signed-off, prior to performing that particular task. Owner, Owner's Representative, and Architect / Engineer will review all MOPs and offer assistance for their development. However, the contractor shall be responsible for development, sign-off, and implementation of all MOPs.
- I. In addition, the Owner and the Architect / Engineer shall be notified prior to starting any MOP Work.
- J. MOPs are required for all facets of the Work that affect Owner equipment or Owner's personnel. An MOP may be required when:
  - 1. Construction activity may impact the safety of occupants.
  - 2. Construction activity may impact "live" network operation or DC power systems.
  - 3. Construction activity may impact any system that supports these types of systems, including AC power, HVAC, fire alarm, security, etc.
  - 4. Any activity that may generate building or system alarms.
  - 5. Any activity deemed necessary by the Architect / Engineer or Owner's Representative.
  - 6. All AC power and HVAC cutovers may require an MOP if network equipment and DC power equipment is energized.
  - 7. All fire alarm and FM-200 Work will require an MOP if network equipment and DC power equipment is energized.
  - 8. All core drilling and trenching will require an MOP if near energized AC power, DC power and network equipment.
  - 9. AC power, generator, HVAC, security, fire alarm and FM-200 testing may require an MOP if network equipment and DC power equipment is energized.
  - 10. Installation of dust and equipment protection may require an MOP.
  - 11. In portions of the building that are designated as early turn over rooms for Owner equipment installation and Contractor's work is not complete per milestone schedules.
- K. The Contractor's bid shall include development and completion of all MOPs and associated Work.

## **1.5 CONSIDERATIONS**

- A. General: The following are some considerations:
  - 1. Identify the construction area and its boundaries.
  - 2. Identify access of trades and materials to location.
  - 3. Identify the sequence of Work and impact on occupants and equipment in the area.

4. Identify impact or possible impact on central building systems including HVAC, chilled water, electricity, alarms, etc.
5. Identify the protection and separation required for access to Work and Work area.
6. Determine the exact amount of materials required and availability at time of Work.
7. Determine the duration of the Work.
8. Request temporary facilities for occupants and office equipment if necessary.
9. Notify occupants via Owner's Representative in pre-established time frame.
10. Require the presence of Owner technical personnel for some additional procedures in sensitive areas.
11. Develop together with Owner technical personnel for some additional procedures in sensitive areas.

B. Specific Construction Activity: The following are some considerations:

1. Desired date of the activity.
2. Desired time of the activity.
3. Location of the activity.
4. Brief description of the activity.
5. The length of the activity.
6. Step-by-step procedure of the activity.
7. A contingency plan to retreat from the activity and place facility and equipment back in normal operating configuration.
8. List the name of persons, companies, and telephone numbers of contact in case of emergency.

**PART 2 - PRODUCTS (NOT USED)**

**PART 3 - EXECUTION (NOT USED)**

**END OF SECTION**