

CONSTRUCTION STANDARD SPECIFICATION

SECTION 12601

MOVING OF FURNITURE AND EQUIPMENT

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PART 1 - GENERAL

1.01 SUMMARY

- A. Extent of office and laboratory furniture and equipment to be moved is described in this specification and shown on the contract layout drawings and equipment schedules. The scope of work includes the move of all incidental property whether specifically mentioned or not.
- B. Disconnection and reconnection of utilities to the equipment is included as a part of this work inasmuch as it is detailed on the Mechanical and Electrical contract documents.

1.02 SYSTEM DESCRIPTION

- A. All major items to be moved as part of this contract are indicated on the attached layout drawings and equipment lists. The layout drawing indicates the proposed location of furniture and equipment. The equipment list is a schedule of all major items to be moved indicating the existing and proposed locations of the items as well as special handling information and the using organization contact.
- B. Each major item to be moved is assigned a number that appears on the equipment list and the layout drawing. Boxes, waste baskets, and small items such as bench top equipment usually are not assigned a number on these drawings and lists. They will, however, be tagged with the same number as the major items to which they are adjacent or upon which they set (e.g., boxes of desk contents and a waste basket will be tagged with the same number as the associated desk).

1.03 SCHEDULING

- A. Furniture and equipment shall be moved in accordance with the move schedule or phasing provided in the contract documents.
- B. Where no schedule is provided consult with the Sandia Designated Representative (SDR) to see if a specific move sequence is necessary.

PART 2 - PRODUCTS

2.01 EQUIPMENT

Moving equipment shall be suitable in size and purpose to safely relocate the items without injury to the workmen or damage to the building or equipment.

PART 3 - EXECUTION

3.01 PREPARATION

- A. Sandia personnel will be responsible for packing Sandia furnished boxes with all items that can practically be boxed. All contents of desks, workbenches, bookcases, and lab cabinets and the contents in the upper halves of spacesavers and filing cabinets will be removed and boxed by Sandia personnel.
- B. Each item on the equipment list and every box and related piece of equipment to be moved will be tagged by Sandia personnel with a short strip of yellow tape upon which is written the new location and item number as it appears on the equipment list.

3.02 MOVE

- A. Disconnect and reconnect utilities to the equipment as indicated on the mechanical and electrical drawings.
- B. Disassemble and reassemble equipment where necessary to move it to the new location.
- C. Move the furniture and equipment to the new locations as shown on the layout drawings. Take care to prevent damage to doors, walls, and floor when relocating furniture and equipment.

3.03 CLEAN-UP

- A. Repair damage to existing surfaces caused by relocation of furniture and equipment as a part of this contract.
- B. After the furnishings are moved, Sandia personnel will unpack the boxes. The Contractor will remove the boxes and other packing materials from the occupied area on a daily basis until the project is complete.

Deliver the boxes to the nearest dumpster or recycle them as directed by the SDR.

END OF SECTION