GSA Contractor Building Policies

The following instructions have been developed in order to assist General Services Administration (GSA) contractors, or those working directly for tenants, conducting work at the Everett McKinley Dirksen U.S. Courthouse (EMD) in Chicago, IL. These instructions attempt to answer questions that contractors may have concerning:

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- *Deliveries*
- *Key Check-Out*
- *Permits*
- *Smoking*
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- *Storage of Material*
- *Accidents/Damage*
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- *ACM*
- *Building Systems Shutdowns*
- *Access to Telephone Closets and NETPOP*
- *Schedule of Work*
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- *Building Automation System (BAS)*
- *Lutron Lighting System*

These instructions may be amended or modified at any time barring any changes in security or building requirements. GSA reserves the right to approve or deny any requests for any reason at any time.

Additional questions may be forwarded to the Dirksen **Property Management Office** at 312.353.6996 or by email at Dirksen.Bldg.Mgmt@gsa.gov. The office is located in suite 200 and is open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Federal holidays.

General Notes on Work Performed in the Building

All Contractors must complete the attached "Chicago Service Center Work/Dock Access Form" (Appendix A) and have it approved by a Property Manager before work begins.

All work performed by contractors must comply with Federal, State, County, and local codes and guidelines, as applicable, and must meet generally accepted industry standards.

The contractor must appropriately protect electrical and other detection devices in the areas where production of dust will occur. The building engineer will need to approve all protection measures.

The Contracting Officer's Representative (COR) or Project Manager (PM) must notify the Property Management Office once the job is complete. At this time, a representative from Property Management and a building engineer will inspect the work completed and address any concerns with the COR, PM and contractor.

A. Security Clearance

In order to conduct contract work in the EMD, a contractor must undergo a background investigation through the Office of Personnel Management (OPM) to obtain a security clearance. This process begins by completing the Requesting Official Contractor Approval List (ROCAL) form and submitting it to your Contracting Officer's Representative (COR). Your COR will submit your ROCAL form to zonec-hspd12@gsa.gov for approval.

Upon approval of your ROCAL, the next step in the process is filling out the sections labeled Contract Employee Information on the "Contractor Information Worksheet." (CIW) *This form will be emailed to the vendor POC from Zone C.* All information on this form must be electronically filled out. It cannot be handwritten. Once complete, the Vendor POC must submit an encrypted CIW electronically to zonec-hspd12@gsa.gov. **Do not submit any forms with PII (personally identifiable information) such as date of birth, address, etc. directly to your GSA contact.**

Within approximately 1- 2 days, Zone C will send an email invitation to complete the clearance application online via e-Qip. The application should be completed as soon as possible, as the contractor will only have thirty days to log on and another thirty days to complete the form. Once complete, the contractor will electronically sign and date the signature pages in e-Qip and upload the OF306 form and GSA 3665 form in e-Qip as well. ***NOTE: Forms OF306 and GSA3665 must be completed electronically, printed out, and hand signed. They shall then be scanned as PDF documents and uploaded through e-Qip.***

You will then receive an email from HSPD12Admin@usaccess.gsa.gov to schedule an appointment for fingerprints, and receive an email from donotreply@opm.gov with the registration code to create the applicants e-qip account. All questions and issues should be directed to zonec-hspd12@gsa.gov or you can call the helpdesk at 312-886-1189. Once all information is processed, the contractor will be notified by email and by the project's Contracting Officer's Representative or Project Manager when clearance is approved.

GSA may determine that a Personal Identification Verification (PIV) card will be issued to contractor personnel. In this case, you will be notified when the PIV card(s) is/are available for pick-up. Each individual to whom a PIV card is issued must pick-up their badge from the Security Clearance Office, Room 212, John C. Kluczynski Federal Building (JCK), 230 S. Dearborn Street. **Security badges must be worn at all times while in the building.**

Important Note: The instructions provided above are for Tier 1 Security Clearance procedures that applies to contractors working in the Dirksen Courthouse for an extended period.
For information regarding shorter term access [SAC or escorted], please contact ZoneC-HSPD12@gas.gov or call the helpdesk at (312) 886-1189.

B. Escort Policy/Building Access

The building is open for business between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, excluding the following Federal holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Birthday	Columbus Day
George Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving
Juneteenth – National Freedom Day	Christmas
Independence Day	

Contractors accessing the building after-hours, on weekends, or on holidays must use the handicap doors on Dearborn Street.

Using a contractor as an escort for other non-cleared contract workers is **prohibited** in the Dirksen Courthouse. Any un-cleared contractors working in the building must be accompanied by a Court Security Officer (cost billed to contractor), GSA Property Manager, GSA Project Manager, or a Tennant Agency Representative. If a job requires additional security guards, for whatever reason, funding for those guards must be provided through the project.

After business hours or on weekends, cleared contractors will need to notify their project's COR or PM of the days, hours, and personnel requested for building access. It is required that these requests be received by Property Management at least 48 hours prior to building access and at least one week prior to tenant space access. If approved, the contractor will have the right to access the building at the pre-determined date and time. Upon arrival, the contractor(s) must check-in with the Marshals at the lobby front desk. All non-cleared contractors will need to show a form of government issued photo identification for security to match with the names provided in the access request. All individuals working in the building will have to be on the list given by Property Management to security each night or weekend. After-hours access will only be allowed if the correct and accurate information was submitted to the Property Management Office. No unauthorized access to the building will be allowed at any time.

C. Deliveries

A contractor with a security clearance must request access to the dock area on behalf of an individual making deliveries. These requests must be made through the project's COR or PM with the following required information:

- Name of driver(s)
- Vehicle make and color
- License plate number and state
- Delivery time and date
- Person accepting the delivery

If approved, the U.S. Marshals will be notified to allow dock access. In order to accept the delivery, the cleared contractor must be present in the building at time of arrival.

Please note that parking and storage space are not available at EMD. Any delivery taking longer than thirty minutes must be scheduled as an after-hours delivery. Delivery trucks must be no more than 12' or shorter in height and no longer than 24' to enter the loading dock. Only the building's freight elevators may be used to transport materials between floors. Pads are required for material that may damage the elevators' walls. Any elevator repair required as a result of damage determined to have been caused by a contractor moving material or equipment shall be made at the contractor's expense.

The freight elevator capacity and dimensions are as follows:

Max Pounds	Cab Dimensions (Depth x Width x Height)	Door Opening
6800	7'-5" x 6'-3" x 8'-0"	4'-10" x 8'-0"

D. Key Check-Out/Utility Closet and Mechanical Space Access

Keys are available at the EMD Property Management Office for use by contractors conducting work in the building. Any contractor requiring a key(s) must make a request through the project's COR or PM. Once approved, the contractor, COR, or PM may report to the EMD Property Management Office to be issued the key(s). The individual must sign a form before taking possession of the key. Loss of keys may result in the re-keying of locks at the
contractor's expense.

Access to the building's utility closets and mechanical space must be arranged 48 hours in advance through the project's COR or PM. The COR or PM will have to fill out the "Cipher Lock Code Application" (Appendix C). The EMD Property Management Office will issue a unique access code for these spaces that will track entry time and dates. The code will expire at the completion date provided. Contractors are not allowed to store any materials in the electrical closets. All tools, carts, etc. must be removed from the closets at the end of each work shift. Any fire stopping disturbed in the electrical closets, must be replaced by the contractor.

E. Permits

Certain aspects of contractor work require permits to be filed with the EMD Property Management Office. If the contractor will require any shutdown of electrical, fire protection, HVAC, lighting, or any other major building system during the course of their work, the contractor will be required to complete the "Dirksen Shutdown Request Form" (Appendix B). This form must be reviewed and approved by the Dirksen Property Management Office **before** work can begin. In addition, any hot work, including burning or welding, will require a GSA Form 1755 "Permit For Welding, Cutting, or Brazing," often referred to as a burn permit. This permit must also be reviewed and approved by Dirksen Property Management **before** work can begin. Either form is available at the Dirksen Property Management Office. All permits applicable to the particular job must be maintained by the contractor supervisor.

Under no circumstances shall the contractor drill, burn, or fasten anything to any structural steel members or clay tile system without approval from the Property Management Office. The chief engineer may inspect any proposed welding or burning work with the contractor supervisor before work begins. The contractor must have any smoke detectors disabled and provide any fire watches identified by the chief engineer. The contractor shall provide proper ventilation for any activities producing smoke or odors. All welding and burning work shall be performed after hours.

F. Smoking

Smoking is prohibited on the grounds except in areas designated as smoking areas. The designated smoking area for EMD can be found outside on the east side of the building near Quincy Court. Violation of this policy may result in a fine from the Federal Protective Service (FPS).

G. Trash Removal & Clean-up

Contractors are responsible for the removal of their own waste created while onsite. **Placement of dumpsters in the EMD loading dock must be coordinated with the Property Management Office. Dumpsters are to be delivered after 6:00 pm and picked up before 6:00 am the following day. They will not be allowed to park their dumpster at our dock during the day. There is a compactor always parked at the dock. This is not for contractor use!** Only in special circumstances may contractors request the use of onsite dumpsters. Illegal dumping/trash removal will not be tolerated. The cost of these dumpsters should be funded through the project funds.

It is the contractor's responsibility to clean all work areas at the end of each shift. If necessary, common areas on the floors where construction is taking place are to be vacuumed, dusted, mopped, or otherwise cleaned on an ongoing basis as required to keep the area clean. The in-house custodial staff will not be responsible for cleaning dust, debris, etc. generated by the contractor.

H. Storage of Material

Contractors must store all materials within the work area. Contractors are responsible for accepting materials, moving them to the work area and keeping the loading dock clear of materials. No storage of supplies, trash, or construction materials, including demolition debris will be allowed in the loading dock area. The GSA is not responsible for a contractor's tools, materials, deliveries, or personal belongings. Should the contractor suspect something missing, a report can be filed with the FPS through the EMD Property Management Office. Unless prior arrangements have been made, the building does not provide storage. If storage has been provided, the contractor must secure all items within the area provided.

I. Accidents / Damage

In case of any accident or incident, contractors should notify their COR or PM and the Property Management Office. GSA's safety inspector will then be notified, and an incident report will be completed. Any accidental damage to the building must be reported immediately to the Property Management Office and all required repairs will be the responsibility of the contractor and completed to the satisfaction of the Property Manager.

J. Parking

Parking is not permitted in the Dirksen Courthouse garage. Contractors must make arrangements to parking any of their vehicles at other garages in the area. Contractor's may load and unload materials from their vehicles on the loading dock, but vehicles may only remain at the loading dock for no more than twenty minutes. Vehicles must leave the loading dock and garage and park at another location once the contractor is complete with loading or unloading their materials. Access to the loading dock must be approved in advance by the Property Management Office.

K. ACM

Before any work is performed in the ceiling of the Dirksen Courthouse, the contractor's work plan must be reviewed by Property Management. Asbestos Containing Material (ACM) is present in the ceiling of the building on floors seventeen and above. Proper care, including containment and cleanup, must be taken by the contractor when working in areas containing ACM. If the contractor does not have a process in place for working in areas containing ACM, the Property Management Office can provide contact information for an environmental contractor. If ACM is suspected in any other areas where the contractor is working, the contractor will stop all work in the area and notify the Property Management Office.

L. Building Systems Shutdowns

If a shutdown of any building systems is required; including electrical systems, fire protection systems, HVAC systems, etc. the contractor will notify the Property Management Office as soon as possible. The contractor shall complete the "Dirksen Shutdown Request Form" (Appendix B) and turn this in to the COR, PM, and Property Management Office. Please note that due to the nature of these shutdowns and the coordination required, ample notification to the Property Management Office is needed. Electrical shutdowns for example typically require three months notice to properly plan. All shutdowns will be performed only at the direction of the Property Management Office. All costs associated with the shutdown are the Contractor's responsibility.

M. Access to Telephone Closets and NETPOP

If a project involves running new cable or phone lines through the telephone closets on the floors or the basement NETPOP room, the contractor must complete the "Greater Chicagoland Service Center Form" (Appendix A).This form must list a description of the work that needs to be completed, along with the telephone numbers being installed or changed. This form must be turned in to the Property Management Office before access to the closets is granted and work can begin. This form is available at the Dirksen Property Management Office. Please note that all fire stopping disrupted during any project must be replaced by the contractor performing the work.

N. Schedule of Work

Project schedules should be supplied to the EMD Property Management Office by the COR or PM. The schedules should show the various phases of construction, major milestones, and anticipated completion date. Any delay of the completion date will be documented in writing and supplied to the Property Management Office as soon as identified.

All work that creates a distraction for the building's tenants (core drilling, heavy demolition, saw-cutting, etc.) must be performed during non-business hours. Any disruptive work performed during business hours will be halted.

O. Fire / Life Safety Work

Any work affecting the fire alarm or sprinkler system (including draining of sprinkler pipe, shutdown of sprinkler heads, closing of valves, disabling of points) must strictly follow the below guidance:

1. No work on the fire alarm/sprinkler system is allowed during normal business hours.

2. Any drain down, shutdown, or disabling of the sprinkler / fire alarm system must be initiated before 7:00 AM or after 8:00 PM on weekdays.

3. During any drain down or shutdown, the contractor must provide a fire watch. The individual designated as a fire watch must act solely as this watch and cannot perform any other work during this time.

4. Contractors cannot shutdown or drain down the sprinkler system as a precautionary measure for work being performed near the sprinkler system. Contractors must take care when working near sprinkler heads and pipes (including placing cages on sprinkler heads). Contractors should also meet with building engineers before any work near the sprinkler system to ensure they know the location of the nearest shut-off valve.

A Simplex 4100U fire panel and associated equipment is installed at the Dirksen Courthouse. Strict guidance on new project work affecting this fire protection system has been developed and must be adhered to. Please note that any programming changes needed to the fire panel must be made at the main panel in the Fire Command Center in the lobby as well as on the sub-panel located in room 1162. Any renovation projects affecting interior space must be reviewed by the Fire/Life Safety team to account for proper sprinkler coverage and placement of alarm notification devices.

P. Building Automation System (BAS)

Any projects involving changing the layout of a workspace within the Dirksen Courthouse can affect the HVAC design for that space and must be considered before the start of the project. A Tridium-based Niagara Building Automation System (BAS) is installed at the Dirksen Courthouse. Strict guidance on new project work affecting this BAS has been developed and must be adhered to. This guidance, identified as the "Dirksen Federal Building HVAC Design Supplement," should have been included in your solicitation, or can be provided by the Property Management Office. Review of these procedures should be conducted with the project team, Property Management staff and the on-site Operations and Maintenance (O&M) contractor before work begins.

Q. Lutron Lighting System

Any projects involving changing the layout of a workspace within the Dirksen Courthouse can affect the lighting design for that space and must be considered before the start of the project. A Lutron Lighting System is installed at the Dirksen Courthouse. Strict guidance on new project work affecting this lighting system has been developed and must be adhered to. This guidance, identified as the "Dirksen Federal Building Lighting Design Supplement," should have been included in your solicitation, or can be provided by the Property Management Office. Review of these procedures should be conducted with the project team, Property Management staff and the on-site O&M contractor before work begins.

To request electronic copies of the following documents please email

Dirksen.Bldg.Mgmt@gsa.gov

Chicago Service Center
Work/Dock Access Form

Appendix A

THIS FORM MUST BE FILLED OUT 48-72 BUSINESS HOURS IN ADVANCE OF DATE OF ACCESSS.

(1) Date of Request:	(2) Dates & Times of Access:	(3) GSA Clearance: ☐ **Yes** ☐ **No**

Contact Info

(4) GSA Office:	(5) POC:	(6) Telephone Number:
Dirksen - GSA Property Manaagement	Property Manager	312-353-6996
(7) Contractor/ Company Name:	(8) POC/ Technician Name:	(9) Telephone Number:
(10) Agency:	(11) POC:	(12) Telephone Number:

Project Info

(13) Building(s):

☐ **JCK** ☐ **EMD** ☐ **RHM** ☐ **536** ☐ **610**

☐ **Other**

(14) Type of Access:

☐ Building ☐ Dock

☐ Other

(15) Vehicle Information (Dock) Access:

Make:

Model:

Plate:

(16) Description of Work to be Completed:

(17) Type of Work:

☐ New Installation ☐ Maint/ Repair ☐ Other

(18) Closet Access:

☐ Mechanical ☐ Electrical ☐ Telecom

Specific Locations

(19) Name(s) Allowed Access:

(20) Special Instructions:

Authorization (to be completed by PM Staff)

(21) Key(s)/ Access Codes Assigned (if applicable):

(22) Return/ Expiration Date (if applicable):

(23) Additional Information:

(24) GSA Property Management Approval Signature:

Chicago Service Center
Access Form (Instructions)

Appendix A

(1) **Date:** self explanatory
(2) **Dates and Times of Access:** self explanatory
(3) **GSA Clearance:** Has the vendor's technician received a favorable or final adjudication letter from OPM and received his/her GSA contractor badge? (i.e. HSPD-12 compliance)
(4) **GSA Office:** GSA Field Office Approving Access
(5) **GSA POC:** name of GSA office POC
(6) **GSA POC Telephone Number:** self explanatory
(7) **Contractor/ Company Name:** name of contractor doing the work
(8) **Contractor/ Company Name POC/ Technician Name:** self explanatory
(9) **Contractor/ Company Name POC/ Technician Telephone Number:** self explanatory
(10) **Agency:** name of Agency requesting work
(11) **Agency POC:** self explanatory
(12) **Agency POC Telephone Number:** self explanatory
(13) **Building(s):** Please check the box corresponding to the place of performance.
(14) **Type of Access:** Please check the box corresponding to the type of work or access required.
(15) **Vehicle Information:** Please provide Make Model & Plate.
(16) **Description of Work to be completed:** Provide specific overview of the work to be performed.
(17) **Type of Work:** Please check the box corresponding to the work requested. (Use "other" for items such as site surveys)
(18) **Closet Access:** Provide specific floor or closet locations. (NETPOP access requires additional approvals.
(19) **Names Allowed Access:** Provide a list of all badged or escorted personnel. Submit a spate sheet if necessary.
(20) **Special Instructions:** Any additional details that may be required; i.e.; Fire Alarm, System shutdowns, etc.
(21) **Key(s)/ Access Codes Assigned:** to be completed by Property Manager Office.
(22) **Return/ Expiration Date:** to be completed by Property Manager Office.
(23) **Tenant Notifications:** to be completed when access is given by Property Manager Office.
(24) **GSA Property Management Approval Signature:** to be completed by Property Manager Office.

Appendix B

DIRKSEN PROPERTY SHUTDOWN REQUEST FORM		1A. NAME OF EMERGENCY CONTACT Contractor Contact	1B. TELEPHONE NUMBER Contractor Contact
		2. OFFICE ISSUING PERMIT GSA Contact Office	
3. LOCATION FOR PERMIT	A. BUILDING NAME Building Office	B. SPECIFIC LOCATION WITHIN BUILDING Floor/Room Number/Area	
4A. DATE OF WORK	5. DESCRIPTION OF SHUTDOWN: Example) Request to turn off the points at the fire alarm panel for the restrooms and duct detectors outside the restrooms on the 27th floor to allow soldering pipe connections together		
4B. START TIME a.m. p.m.	Request to shut down low rise electrical switchgear at 8 PM on Friday until 12 AM Saturday		
4C. STOP TIME a.m. p.m.			

6. EQUIPMENT AFFECTED BY SHUTDOWN: Example) 27th floor smoke detectors Low rise switchgear, tenant data rooms, etc.

7. LIST OF PROTECTIVE CLOTHING AND EQUIPMENT REQUIRED FOR WORK *(Include personal protection and public production)* Description of PPE – Example) Face shield with safety glasses, gloves, Cal Suit

8. NAME OF PERSON PERFORMING WORK	9. NAME OF FIRE WATCH AT SITE
Contractor Contact	Contractor Contact

10. EMERGENCY PRECAUTIONS *(Include type of required fire extinguisher)* Description of Precautions – Example) 2-hour fire watch, ABC fire extinguisher, cover/remove combustibles, cover penetrations. The contractor must have approved permit available on site. Property Manager can cease work if no permit or not in compliance with emergency precautions. Qualified electricians on stand-by, approved safety and job hazard analysis plan approved by GSA Safety team

11. PREWORK SITE INSPECTOR

11A. SIGNATURE Contractor Contact	11B. NAME AND TITLE Contractor Contact	11C. DATE

12. PERMIT ISSUED BY

12A. SIGNATURE GSA Property Manager	12B. NAME AND TITLE GSA Property Manager	12C. DATE

13. POST WORK CHECK-UP INSPECTOR

13A. SIGNATURE OF POST-WORK CHECKUP INSPECTOR Contractor Contact	13B. DATE

Appendix B

Submit this form to the Property Management Office [Room 200] or email to Dirksen.Bldg.Mgmt@gsa.gov

DIRKSEN COURTHOUSE PROP SHUT DOWN REQUEST FORM	1A. NAME OF EMERGENCY CONTACT	1B. TELEPHONE NUMBER
	2. OFFICE ISSUING PERMIT	

3. LOCATION FOR PERMIT	3A. BUILDING NAME	3B. SPECIFIC LOCATION WITHIN BUILDING

4A. DATE OF WORK	5. DESCRIPTION OF SHUTDOWN:
4B. START TIME ☐ a.m. ☐ p.m.	
4C. STOP TIME ☐ a.m. ☐ p.m.	

6. EQUIPMENT AFFECTED BY SHUTDOWN:

7. LIST OF PROTECTIVE CLOTHING AND EQUIPMENT REQUIRED FOR WORK *(Include personal protection and public production)*

8. NAME OF PERSON PERFORMING WORK	9. NAME OF FIRE WATCH AT SITE

10. EMERGENCY PRECAUTIONS *(Include type of required fire extinguisher)*

11. PREWORK SITE INSPECTOR

11A. SIGNATURE	11B. NAME AND TITLE	11C. DATE

12. PERMIT ISSUED BY

12A. SIGNATURE	12B. NAME AND TITLE	12C. DATE

13. POST-WORK CHECKUP INSPECTOR

13A. SIGNATURE	13B. NAME AND TITLE	13C. DATE

Appendix C

Cipher Lock Code Application

Applicant Information

Name _____ _____ _____
Last First M.I

Agency/Division/Branch or Company _____

Work Address _____

Work Phone Number _____

Federal Employee ☐ Contractor ☐

Access requested:

Telecom Closets ☐ Mechanical Space ☐

Electric Closets ☐

Please specify the location of the closet(s) you require access to:

_____

_____

_____

I, _____, understand that this cipher lock code is used to track access to the building's mechanical spaces and utility closets. I am responsible for having this code in my possession at all times. I will not provide this code to others or use it to permit entry to others. I will obtain approval from GSA at least 48 hours in advance of installing new equipment in the closets or mechanical spaces.

Applicant's Signature _____ Date _____

Authorized Agency Approver Information

Name _____ Title _____

I, _____, authorize the requested access for the applicant. I will notify the Dirksen Property Management Office immediately at 312.353.6996 if the applicant separates from this agency so that their access can be terminated.

Signature _____ Date _____

GSA Property Management Approval

Name _____ Title _____

Signature _____ Date _____

****

Cipher code issued to: _____

Acceptance Signature _____ Date _____

Government ID checked and cipher code issued by: _____

Signature _____ Date _____