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## Instructions for use Construction Specification 96—Field Office

### 1. Applicability

Construction Specification 96 is applicable when an onsite project field office with the basic facilities for material testing and construction office needs is to be furnished by the contractor.

### 2. Material specifications

No material specifications complement Construction Specification 96.

### 3. Included items

Item to be included in contract specifications and drawings follow:

- a. Type of field office; identify type A, B, or C from table 1. If other equipment than that specified is required or is not necessary, supplement or amend table 1 in section 5 of this specification to provide appropriate requirements.
- b. Identify any exception, deletion, or special needs in the equipment, material, or furnishings, such as blinds, lighting, testing equipment (microwave oven), toilet facilities, typewriter (electric or manual), secure storage for nuclear equipment, computer (minimum features need to be identified), copy machine, FAX machine, telephone with answering equipment, and other related items. It should be determined if NRCS or sponsors are to furnish any required items or if they should be included in the contract for the contractor to provide.

- c. Include the responsibility for providing service during the construction period; such as delivery of bottled water, sanitary facility service, cleaning service, snow removal, maintenance of the field office equipment, and electric service. Include any requirements for inspections by utilities or government authorities, such as electrical safety or fire department inspection.
- d. Show on the drawings the approximate location where facilities are to be placed. When known, show the location of the utility services (electricity, natural gas, telephone, water, sewer) available.

### 4. Items of work and construction details

Starting at the top of page 96-4, prepare and outline job specific "Items of Work and Construction Details" (IWCD) in accordance with these instructions. For ease of utilization, the use of recyclable color paper for the IWCD should be considered.