

**SECTION 01 52 25**  
**OWNER'S FIELD OFFICE**

**PART 1 - GENERAL:**

**1.01** This SECTION INCLUDES general requirements for the provision of temporary facilities to serve as the Owner's Field Office.

**1.02** Provide facilities and services as required for performance of work and accommodation of personnel at site including Owner's and Designer's personnel. Discontinue and remove temporary support facilities, and make incidental similar use of permanent work of the project, only when and as authorized by Designer; and, if not otherwise indicated, immediately before time of substantial completion. Locate temporary support facilities for convenience of users, and for minimum interference with construction activities.

**PART 2 - PRODUCTS:**

**2.01 OWNER'S FIELD OFFICE**

- A.** Owner field office: Provide separate private office, equipped and furnished as stated below for use by the Owner's Construction Representative.
- 1.** Size: 160 SF minimum, with minimum dimension of 8'0".
  - 2.** Windows: Minimum total area of 10% of floor area, with operable sash and insect screens.
  - 3.** Minimum four 110 volt duplex convenience outlets, one on each wall.
  - 4.** Furnishings
    - a.** One desk 54" x 30" with three drawers.
    - b.** One drafting table 36" x 72", with one equipment drawer and chair.
    - c.** One metal, 2 drawer storage cabinet.
    - d.** Plan rack and sticks of sufficient number to hold contract drawings, shop drawings, and record drawings.
    - e.** One standard 4 drawer legal size metal file cabinet with lock and 2 keys.
    - f.** Twelve linear feet of bookcase.
    - g.** Three chairs.
    - h.** One tackboard 36" x 30".
    - i.** One waste basket per desk and table.
  - 5.** Telephone on separate line.
- B.** Provide and pay for janitorial services for offices and periodic cleaning and maintenance for office and storage areas. Maintain approach walks free of mud, water, and/or snow.

**2.02 SANITARY FACILITIES:** Provide sanitary facilities at project site, separate for male and female personnel, adequate at all stages of Work, and of type acceptable to governing authorities.

**PART 3 - EXECUTION:** not used

**END OF SECTION**