

**At Division 01 under section 01 70 00, add new subsection “01 78 46 Attic Stock” with all new text with hyperlinked subheadings and guide spec as follows:**

## 01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS

### [01 78 46 Attic Stock](#)

#### .01 General Requirements

- A. Summary: Section includes basic guidelines to meet the objective to reduce or eliminate Attic Stock for the following reasons:
  - 1. There is no process in place for verifying that the specified items have been received.
  - 2. Contractors tend to leave behind construction excess in mechanical rooms, causing a safety hazard.
  - 3. Items are often lost or forgotten about in remote locations.
  - 4. These items typically cost much more than direct purchase due to vendor, subcontractor, and contractor markup.
  - 5. Credits for items not received are small fractions of initial value.
- B. Sustainability Goal: It is the Goal of the Office of Physical Plant to reduce the environmental impact of disposal of building/construction materials.
  - 1. Materials which remain at the completion of a construction project will be reviewed with the building representative to remain as attic stock for their owners’ usage or transferred to Salvage and Surplus to be sold; rather than being thrown away, minimizing construction waste.
  - 2. Any pieces and parts which are consumables and unable to be reused will be disposed of by following University standards for their proper disposal.
- C. Attic Stock Requests: Unless specifically requested by the Project Leader, “attic stock” (Additional material and accessories designated in the design specifications, including but not limited to ceiling tile, fire alarm devices, door hardware, etc.) shall not be included in the individual project design specifications. Do not provide a separate attic stock requirement in individual specification sections. All requested attic stock shall be located in this specification section.
  - 1. Any requests for specific attic stock shall come from Entities (i.e. Classroom Committee, Electronics, Environmental Engineering) during Design Development as described below.
  - 2. During Design Development an Entity may request the design documents to provide their unit with attic stock items from the contractor at the completion of the project (i.e. alarms, control boards, equipment pieces and parts) If these items are requested, the requester will take ownership of verifying the items are received and providing location to keep and store these items. They **are not** to be left at the building site.

3. Attic stock material specifically requested by the Project Leader shall be coordinated through OPP Stores at University Park or the Maintenance Supervisors at Commonwealth Campus locations. **Items not inventoried in this manner will not be accepted, and an appropriate credit shall be provided to the owner.**
4. Questions regarding implementation may be directed to the Project Leader.

D. Definitions:

1. Acceptance: The transfer of goods from an outside entity to the owner that has been documented and acknowledged by both parties in writing.
2. Attic Stock: Additional material and accessories designated in the design specifications, including but not limited to ceiling tile, fire alarm devices, door hardware, etc. Requests come from entities i.e.. Classroom Committee, Electronics, Environmental Engineering.
3. Design Manual: Guidelines for use by the design team to develop project designs. Currently available on the OPP design and construction site.
4. Design Specifications: Project Documents issued with the construction documents that detail individual components. Typically developed by the design professional.
5. Entity: Project participant or end user.
6. Spare Parts: Parts or equipment components that are included in the purchase of the original equipment, and are provided by the OEM for use by the owner.

E. Items not considered Attic Stock:

1. Any item not identified in the design specifications in the Attic Stock section.
  - a. Perishable materials i.e.. Paint, adhesives.
  - b. Project leftovers i.e.. pipe, conduit, electrical boxes, floor tile, ceiling tile, carpet.
  - c. Casement items i.e.. cabinets, lab table tops, office components.
2. Spare Parts, included by the OEM with installed equipment.

F. Paint/Perishable Material:

1. Contract documents shall require the painting Contractor to store all left-over paint until final completion. This will allow repairs to be made after the customer move-in while not jeopardizing the safety within the mechanical spaces.
2. After Final Completion is over, the project leader will contact the Area Services Supervisor to decide if perishable items are to be stored or sent to Surplus and Salvage.

G. Mechanical Room storage:

1. Mechanical spaces located in the facilities **are not** to be used by building occupants for storage of any kind.
2. The Area Services Supervisor along with their staff may identify a location within the mechanical space will be marked and used for storage of the accepted attic stock items for the facility.

3. Properly identifying and marking locations for attic stock is necessary so as not to encroach into working areas of the mechanical room and to comply with safety regulations to allow assured clear distance for working on equipment. These locations will be approved by safety office for such compliance.
- H. Area Maintenance Supervisor/Project Leader Walk Through Process:
1. Provides a process for accountability and end of project notification for the Area Supervisor
    - a. Entities will be responsible for storage of requested stock.
    - b. Area Maintenance Supervisor and Project Leader to decide what materials should stay.
    - c. Contractor accountable for leftover items.
    - d. No materials shall be trashed.
  2. Material Acceptance and Ownership:
    - a. Building materials remaining which would be considered attic stock will be reviewed with the Area Supervisor who will be maintaining the facility; they will take ownership of items to be kept in a documented storage location.
    - b. The Area Supervisor will own these items, until such time they deem it necessary to transfer ownership to Salvage and Surplus.
    - c. Any items not accepted by the Area Supervisor during the walk-thru review will be removed from the facility by the contractor being retained by them or taken to Salvage and Surplus.

**.02 Guide Specifications:**

- A. Design Professional shall carefully review and edit the guideline specifications below, adapting them as needed to achieve application-specific, fully developed specifications for each project.
- B. These shall be edited using the process described in the instructions contained at the beginning of the document. Proposed modifications shall be reviewed with OPP staff.
- C. Finalized version shall be included in the project contract documents. Use of other specifications is not acceptable.

Document	Version Date	Description
<a href="#">[add hyperlink] 017846 - Attic Stock Guidespec</a>	Dec. 6, 2012	This guide specification is intended to provide general OPP minimum specification requirements for Attic Stock.

**END of revision**

**Update Commentary:**

Section was added primarily for the following reasons:

- 1) *To add new section to define requirements for coordinating and specifying attic stock.*

*General Notes:*

1. *This guide specification is intended to provide the Design Professional with a basic guideline of minimum requirements for Attic Stock (surplus construction material).*
2. *The guide specification shall be carefully reviewed and edited with respect to application-specific project requirements. Proposed modifications shall be reviewed with OPP Staff.*
3. *Finalized version shall be included in the project contract documents.*

*Editing Notes*

1. *This OPP Guide specification must only be altered by notation (i.e. deleted text with strikethrough and additional text with double underline). This shall be accomplished by using Tools /Track Changes / Highlight Changes, and select "Track changes while editing" in MS Word or equivalent.*
2. *The Review Submittal Specification section shall be provided in electronic form for OPP Review.*
3. *Leave the following Note ("For Construction Document Review, Design Submittal") as part of the Review Submittal, to aid any Reviewer to understand WHY there are strikeouts and underlines. Also, leave any "DESIGNER NOTE" placed in this Guide Spec.*
4. *AFTER comments are received from PSU and incorporated, the strikeouts and underlines shall be removed, and the REVIEWER NOTES deleted, before the spec is issued for Bidding.*

SECTION 017846 – ATTIC STOCK

Revise this Section by deleting and inserting text to meet Project-specific requirements.

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

Retain or delete this article in all Sections of Project Manual.

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of the project manual are directly applicable to this specification section. Should a conflict arise between specification sections or between specifications and drawings and/or code requirements, the contractor shall notify the Architect/Engineer of the conflict in writing. If direction is not provided prior to the submission of the bid, the contractor shall price the more extensive system.

1.2 SUMMARY

- A. Section Includes:
  1. Attic Stock
  2. Spare Parts

### 1.3 DEFINITIONS

Retain definition(s) remaining after this Section has been edited.

- A. Acceptance: The transfer of goods from an outside entity to the owner that has been documented and acknowledged by both parties in writing.
- B. Appropriate Credit: Amount of compensation agreed to by both parties. This value should be the vendor documented purchase price of the material, including tax, shipping, and contractor markup.
- C. Attic Stock: Additional material and accessories designated in the design specifications, including but not limited to ceiling tile, fire alarm devices, door hardware, etc.
- D. OEM: Original Equipment Manufacturer
- E. OPP: Office of Physical Plant
- F. Perishable Items: Items such as paint, adhesives, and other items with a finite shelf life.
- G. PSU: The Pennsylvania State University
- H. Spare Parts: Parts or equipment components that are included in the purchase of the original equipment, and are provided by the OEM for use by the owner.

### 1.4 ACTION SUBMITTALS

- A. Product Data: For each item provided.

### 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Prepare items for storage as follows:
  - 1. Items shall be delivered in undamaged, original packing.
  - 2. Item description and quantity shall be clearly marked on a visible surface of the packaging.
  - 3. Include item technical documentation.

## PART 2 - PRODUCTS

### 2.1 ATTIC STOCK

Unless specifically requested by the Project Leader, “attic stock” (**Additional material and accessories designated in the design specifications, including but not limited to ceiling tile, fire alarm devices, door hardware, etc.**) shall not be included in **the individual** project design specifications. **Do not**

provide a separate attic stock requirement in individual specification sections. All attic stock shall be located in this specification section.

A. **[Insert Attic Stock Item Name]**

1. **[Item Description]**
2. **[Reference Specification Section]**
3. **<Quantity> <Units>**
4. Requesting Entity
  - a. **<Department>**
  - b. **<Name>**
  - c. **<Phone Number>**

2.2 SPARE PARTS

1. The PSU Area Supervisor at University Park or the Maintenance Supervisor at Commonwealth Campus locations is responsible for the acceptance and storage of spare parts. The supervisor has final authority in determining if an item should be accepted.
2. Items included with the purchase of materials or equipment that are considered spare or replacement parts are the property of PSU, and shall be submitted to the area for acceptance and storage.
3. Installation aids, transportation tools and all items that are not deemed as spare parts shall be disposed of per the University waste disposal guideline, or may be retained by the contractor.

PART 3 - EXECUTION

3.1 OWNER DOCUMENTATION REQUIREMENTS

- A. Attic Stock additional material requested by the Project Leader shall be coordinated through OPP Stores at University Park or the Maintenance Supervisors at Commonwealth Campus locations. **Items not inventoried in this manner will not be accepted, and an appropriate credit shall be provided to the owner.**
1. Specific information required for acceptance of Attic Stock include:
    - a. Storeroom location.
    - b. Item description.
    - c. Item technical information and specification.
    - d. Suggested supplier.
    - e. Quantity.
    - f. Bin location, if known.
    - g. Re-order quantity.
      - 1) At what on-hand quantity should the item be re-ordered?
      - 2) What is the re-order quantity?

h. Cost of the item, if known.

B. OPP Stores Information

1. Office

- a. Physical Plant Stores  
Penn State University  
159A Physical Plant Building  
University Park, PA 16802  
Phone: 814-865-1701  
Fax: 814-865-2920  
<http://www.opp.psu.edu/about-opp/divisions/afs/mopps>
- b. Hours: 7:00 a.m. – 4:30 p.m., Monday –Friday

2. Stockroom

- a. 159A Physical Plant Building  
University Park, PA 16802  
Phone: 814-863-8952  
Fax: 814-865-2930
- b. Hours: 6:00 a.m. – 4:30 p.m., Monday –Friday

3.2 DELIVERY

- A. Material shall be delivered directly to an approved, designated storage area, confirmed prior to delivery. Material acceptance must be verified in writing by the requesting party, typically the Area Supervisor.

3.3 STORAGE

- A. Mechanical rooms, electrical rooms, telecom, and other service areas are not to be used as storage or staging areas unless prior written approval is obtained from the Area Supervisor and Environmental Health and Safety.
- B. Designated storage areas in mechanical spaces must be clearly identified prior to delivery.

END OF SECTION 017846