

# Campus Disruption Plan

## CSUSB Campus Disruption Plan

Construction activities, whether by campus or outside contractors, can present challenges to maintaining pedestrian and/or vehicular movement. These disruptions can be either for short durations or longer periods of time. Such construction related activities must be planned so as to minimize the duration and the physical disruption to the surrounding areas and construction site; and to maintain the functionality and safety of the campus community.



A Disruption Plan must be prepared prior to the start of any construction activity and shall be submitted for review and approval to the Capital Planning, Design and Construction (CPDC) team. Where possible, a schedule must be provided indicating when and how long the disruption will be in effect.

The Disruption Plan should include the following:

- Geographical location using the campus base map
- Identify pedestrian paths that will be closed to pedestrians
- Identify vehicular paths to be closed, out of service, or reduction in accessibility
- Construction site access required or planned for use by all construction related traffic
- Construction Site boundary
- Barrier type and location to be in place to ensure safety of campus community and security of the construction activity
- The design and planned installation of temporary walkways, vehicular paths, walkways, etc.
- Provision for notification of the campus community for planned intermittent or isolated periods where disruption is temporary
- Designated alternate paths for pedestrians and vehicles during the disruption period
- Provision for service access, deliveries, and other vendor vehicles to reduce impact to campus operations
- Start and end dates for the planned disruption (closure)

## **Roadways**

Temporary closure of a roadway shall be allowed only after submittal and approval of a “Request for Temporary Use/Closure of Road/Parking Lot/sidewalks or other Paved Area Permit.”

Weekend and night work should be performed whenever possible to minimize disruptions to traffic flow, and ensure noise and light pollution does not impact the neighborhood community.

### **Walkways**

Existing walkways should be maintained in a usable and safe condition at all times, unless changes are approved by the project manager. Temporary closure of a walkway shall be allowed only after submittal and approval of a "Request for Temporary Use/Closure of Road/Parking Lot/sidewalks or other Paved Area Permit". Proposed changes to existing walkways must include a plan for temporary walkways to re-route pedestrians around the affected area.

### **Signage**

Construction signs must be limited to the minimum required to provide adequate direction, warning or instructions to maintain the safety to the pedestrian, motorist, and construction related personnel as affected by the project work.

### **Construction Site Office**

Construction site offices (trailers) should complement the appearance of the campus and each other. The exterior color shall be white, beige, or off-white. Multiple office trailers on a project site must be of a consistent style and color.

### **Temporary Fencing, Barriers and Gates**

A shop drawing indicating the layout of all temporary construction fencing, barriers and gates shall be provided by the contractor to the Project Manager for approval. The placement of construction fencing and gates shall comply throughout the duration of the project, in accordance with the approved layout.

Temporary construction fencing and gates shall be of similar style, and color, and maintained in good order throughout the duration of the project.

Construction sites shall be enclosed with rigid barrier not less than 6 feet high when:

- Excavation, greater than 18 inches is within 6 feet of a roadway
- Within 5 feet of critical equipment as identified by the project manager
- Construction vehicles will be operating within 5 feet of a walkway. The barrier shall be a "jersey barrier" with galvanized chain link fence rigidly attached to the top.

Other construction sites shall be enclosed with a barrier not less than 6 feet high. The barrier shall be galvanized chain link fence with vinyl slats or webbing (to sustain high winds).

The construction site will be secured to prevent unauthorized entry when work is not in progress. Gates will have double padlocks with the contractor controlling one lock and CSUSB (University Police, CPDC) having keys to the other.

## Excavation

Avoid excavating for fence posts above existing underground utilities. Verify as required the location and depth of surrounding utilities prior to excavation.

Fence posts shall be securely fastened to the ground or finished surface. Where fencing must be moved or opened frequently, the project manager may approve the use of portable fencing sections. All other requirements for fencing shall apply to the portable sections.

Posts shall be placed approximately 10 feet on center.

Gates for construction deliveries and construction equipment movement shall be placed to minimize adverse impacts to existing or temporary roadways. Flagmen shall be used when contractors are obstructing existing or temporary roadways, walkways, or parking lots.

## Disruption Plan Procedures

A “proposed” Disruption Plan” and schedule shall be submitted to CPDC for evaluation a minimum of one month prior to the start of the construction activity. The Contractor responsible for the construction project must submit the Disruption Plan proposal to the Facilities Services Project Manager or the CPDC Project Manager. The **Facilities Services Project Manager** and/or the **CPDC Project Manager** must submit a “proposed” Disruption Plan to the CPDC Office Administration for review and approval. ***Approval must be obtained before work is started.***

1. The plan shall be submitted in pdf format.
2. The CPDC Administration shall distribute the “proposed” Disruption Plan to the following campus units for review and comments:
  - Facilities Services
  - Services for Students with Disabilities
  - University Police
  - Parking Services
  - Student Affairs
  - Affected Departments
3. Provision of the approved disruption plan requirements shall be incorporated into the project construction documents and/or Contract Special Conditions prior to bidding. The Implementation schedule with initiation and duration of disruption shall be provided a minimum of one calendar week or 5 working days to allow appropriate notification to the following:
  - Students
  - Services for Students with Disabilities
  - Faculty/Staff

- Service Providers and Vendors
- University Police
- Parking Services
- Event Scheduling

4. CPDC will provide notification of a disruption using the following methods:

- CPDC Website
- Campus Website
- SSD Website
- Campus Email