Design Guideline 013100
Coordination

Scope

All work in ceiling spaces, mechanical rooms, reflected ceiling plans, etc. shall be coordinated to provide maximum accessibility. Consider additional drawing sections or extraordinary construction measures to assure this. Pay particular attention to this when the user and/or other design staff have consciously decided to install mechanical equipment in marginally accessible locations.

Ladders, Catwalks and Platforms

Ladders, stairs, catwalks and platforms should be provided to areas where access is required for inspection or maintenance. Access to fans, balancing and flow control dampers, steam traps, sanitary clean outs, and sensors located high above suspended ceilings are particularly important. Do not rely on walking across duct work to reach these components.

Catwalks and/or platforms should be provided in accessible shafts and plenums for inspection maintenance and/ or future modifications.

In Mechanical rooms arrange ceiling suspended fans with clearance below to allow access from a jack stand.

Drawing Requirements

The A/E must place notes on the drawings, as appropriate, directing the Contractors to coordinate all work to allow free access to mechanical and electrical equipment for servicing. Particular attention must be given to assure access to panels, doors, service entrances, etc.

The removal of other components such as light fixtures in order to service any equipment shall be discouraged. Access routes should not encourage abuse (i.e., stepping on ductwork). The specifications should require that coordination drawings be submitted by the General Contractor for major renovation and new construction projects. These drawings shall clearly show the priority by trade required to assure access to the equipment and devices in the ceiling cavity. Of particular importance is the free access to all variable volume boxes, reheat coils and their controls -- including free and easy removal of the entire box. Nothing shall be located beneath these devices. (Fire protection or other piping is to be offset around the device footprint, etc.) The A/E must witness the construction to assure that the required accessibility is achieved.

Design Professional shall mark access panel locations on plans to promote coordination.