

U.S. Court of Appeals for the Federal Circuit



NCB Contractor Access Requirements

October 2025

Version 1.0

**This document contains sensitive security information.
Distribution is limited to authorized project personnel only.**

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DOCUMENT ACKNOWLEDGMENT

CONTRACTOR CERTIFICATION

I acknowledge receipt of the Markey National Courts Complex Contractor Access Requirements and certify that:

1. I have read and understand all security requirements contained herein
2. I will comply with all provisions of this document
3. I will ensure all personnel under my supervision comply with these requirements
4. I understand that violations may result in immediate removal and potential civil or criminal liability.

Contractor Name: _____

Company: _____

Project: _____

Signature: _____ **Date:** _____

Received by _____

Date: _____

1. Executive Summary

1.1 Critical Deadlines

- **Thursday 2:00 p.m.:** Weekly access request submission deadline (no exceptions)
- **Wednesday 12:00 p.m.:** Three-week look-ahead schedule due
- **Monthly 5th:** Updated project schedule due
- **72 hours advance:** Loading dock scheduling requirement
- **2 weeks advance:** Utility outage and restricted area approvals required

1.2 Essential Requirements

- All work must occur outside business hours (6:00 p.m. - 11:30 p.m. weekdays, 8:30 a.m. - 3:30 p.m. Saturdays/holidays)
- Building must remain fully operational with zero disruption to court operations
- HSPD-12 clearance required or supervised escort mandatory (5:1 ratio maximum)
- All personnel must be pre-approved weekly through formal access request process
- Historic preservation compliance required for all work

1.3 Zero Tolerance Policies

- No access without prior approval
- No work on Thanksgiving, Christmas, or New Year's Day

- No disruption to court operations
- No unauthorized access to restricted areas
- No sharing of security credentials

2. Contact Directory

2.1 Primary Operational Contacts

Role	Contact	Phone	Email	Purpose
Loading Dock	FASS Helpdesk	N/A	FASS_helpdesk@cafc.uscourts.gov	Scheduling deliveries
CSO Scheduling	USMS JSI Tyler Scott	[TBD]	[TBD]	Extended hours/Sunday work
GSA Building Management	[TBD]	[TBD]	[TBD]	Building operations
Court Project Manager	[TBD]	[TBD]	[TBD]	Project coordination

2.2 Emergency Contacts (Available 24/7)

Emergency Type	Primary Contact	Secondary Contact	Response Time
Security Emergency	Court Security Operations	Command and Control Center	Immediate
Building Systems Emergency	GSA Emergency Services	Building Management	Within 30 minutes
After-Hours Access Crisis	Command and Control Center	CSO Supervisor	Within 15 minutes
Life Safety Emergency	911 / Local Emergency Services	Court Security	Immediate

2.3 Communication Protocols

2.3.1 Access Requests: Submit only to designated court emails and GSA project manager

2.3.2 Schedules: Submit to court contact and GSA project manager simultaneously

2.3.3 Emergency Notifications: Contact GSA building management and courts within 2 hours

2.3.4 Routine Communications: Use established project team channels only

3. Quick Reference Guide

3.1 Daily Working Hours

Day	Standard Hours	Entry Point	Badge Required	Special Notes
Monday-Friday	6:00 p.m. - 11:30 p.m.	Garage after 7 p.m.	Daily contractor badge	No chamber floors during court week
Saturday & Most Federal Holidays	8:30 a.m. - 3:30 p.m.	Garage only	Daily contractor badge	Include in look-ahead schedule
Thanksgiving, Christmas, New Year's	NO WORK PERMITTED	N/A	N/A	Includes actual day and legal holiday
Sunday	By special request only	TBD	Daily contractor badge	CSO fees apply, 4-week advance notice

3.2 Weekly Submission Requirements

Item	Due Day	Due Time	Recipient	Consequences for Late Submission
Three-week look-ahead schedule	Wednesday	12:00 p.m.	Court & GSA PM	Work stoppage
Weekly access request	Thursday	2:00 PM	Court emails & GSA PM	Access denied
Monthly project schedule	5th of month	COB	Court & GSA PM	Project review meeting

3.3 Entry Requirements Checklist

- Valid government-issued photo ID or passport
- Name on approved weekly access list
- High-visibility construction vest
- Proper attire (4-inch sleeves, long pants, closed-toe shoes)
- Required PPE for specific work
- Escort if not HSPD-12 cleared

4. Definitions

- **Business Hours / Normal Court Hours:** Monday through Friday, 8:00 A.M. to 5:00 p.m.
- **CAFC:** United States Court of Appeals for the Federal Circuit
- **CFC:** United States Court of Federal Claims
- **Court Week:** One week per month when the CAFC is in session (advance notice provided)
- **CSO (Court Security Officer):** Federal security personnel responsible for building security and contractor oversight
- **Emergency Situation:** Any condition requiring immediate action to prevent injury, property damage, security breach, or operational disruption
- **GSA:** General Services Administration
- **HSPD-12 Personnel:** Workers with Homeland Security Presidential Directive-12 security clearance
- **Immediately:** Within 2 hours of occurrence or discovery
- **JSI:** Judicial Security Inspector
- **PIV Card:** Personal Identity Verification card used for secure federal building access
- **Restricted Court Space:** Any floor, corridor, suite, or room accessed via secure court corridor or elevator, or having controlled access. Includes all chamber floors, judicial offices, and secure conference areas.
- **USMS:** United States Marshals Service

- **Working Hours:** Contractor-approved construction activity periods as defined in Section 8

5. Complex Overview

5.1 Location and Significance

The National Courts Building (NCB) Complex occupies a critical location at 717 Madison Place, NW, Washington, DC, directly facing Lafayette Square and positioned one block north of the White House. This strategic location necessitates enhanced security measures and operational protocols.

5.2 Complex Components

The integrated complex consists of four interconnected buildings:

- **Howard T. Markey National Courts Building** (717 Madison Place NW): Primary facility
- **Dolley Madison House** (1520 H Street NW): Historic residence
- **Benjamin Ogle Tayloe House** (721 Madison Place NW): Historic residence
- **Cosmos Club Building** (725 Madison Place NW): Historic commercial building

The complex houses two federal courts: the United States Court of Appeals for the Federal Circuit (CAFC) and the United States Court of Federal Claims (CFC).

5.3 Building Specifications and Construction Requirements

5.3.1 Markey National Courts Building (Primary Structure)

- **Construction:** 1963 (occupied 1965)
- **Size:** 224,751 square feet

- **Configuration:** Nine stories above grade, basement office level, sub-basement parking
- **Occupancy Classification:** Mixed use (Group B Business, Group A-3 Assembly, Group S-2 Storage)
- **Construction Type:** 1B per International Building Code
- **Fire Rating:** 2-hour fire-rated construction (roof excepted)
- **Special Features:** Three-story southwest wing with entrance arcade and law library
- **Contractor Impact:** 2-hour fire rating affects welding, cutting, and system modification requirements

5.3.2 Dolley Madison House (Historic Structure)

- **Construction:** 1820 (additions 1851, 1887, 1893)
- **Historic Status:** Individual National Register listing, Lafayette Park Historic District
- **Size:** 15,158 square feet
- **Configuration:** Three stories above grade, basement, attic
- **Occupancy Classification:** Group B (Business)
- **Construction Type:** 2B per International Building Code
- **Fire Rating:** 1-hour fire-rated construction
- **Connection:** Internal connection to Markey Building
- **Contractor Impact:** Historic preservation requirements apply to all work

5.3.3 Tayloe House (Historic Structure)

- **Construction:** 1828 (stair addition 1893)
- **Historic Status:** Individual National Register listing, Lafayette Park Historic District
- **Size:** 12,554 square feet
- **Configuration:** Three stories above grade, basement, attic
- **Occupancy Classification:** Group A-2 (Assembly)
- **Construction Type:** 3B per International Building Code
- **Fire Rating:** 1-hour fire-rated construction
- **Connections:** Internal connections to Cosmos Club and Markey Building
- **Contractor Impact:** Assembly use classification affects occupancy limits during work

5.3.4 Cosmos Club Building (Historic Structure)

- **Construction:** 1909-1910
- **Historic Status:** Individual National Register listing, Lafayette Park Historic District
- **Size:** 14,972 square feet
- **Configuration:** Five stories above raised basement
- **Occupancy Classification:** Group B (Business)
- **Construction Type:** 3B per International Building Code
- **Fire Rating:** 1-hour fire-rated construction

- **Connections:** Internal connections to Dolley Madison House and Tayloe House
- **Contractor Impact:** Oldest structure requires enhanced protection measures

5.4 Internal Building Navigation System

- 5.4.1** All historic buildings connect internally to the main Markey building through secure corridors
- 5.4.2** Internal connections allow inter-building movement without exterior access
- 5.4.3** Some connection points are restricted and require special authorization
- 5.4.4** Contractors must understand navigation routes for efficient material transport
- 5.4.5** Emergency egress routes must remain unobstructed at all times

6. Schedule Requirements

6.1 Master Project Schedule

- 6.1.1** Submit comprehensive project schedule 10 business days before construction commencement
- 6.1.2** Schedule must identify all phases affecting court operations
- 6.1.3** Court review meeting required before schedule approval
- 6.1.4** Schedule must account for court weeks and holiday restrictions

6.2 Monthly Schedule Updates

- 6.2.1** Submit updated complete project schedule by 5th of each month

6.2.2 Include actual progress against planned schedule

6.2.3 Identify any changes affecting court operations

6.2.4 Highlight upcoming critical milestones

6.3 Weekly Look-Ahead Schedule (Critical Requirement)

Submit detailed three-week look-ahead schedule every Wednesday by 12:00 p.m. including:

6.3.1 Work Areas: Specific rooms, floors, or zones to be occupied

6.3.2 Daily Schedule: Start and stop times for each day

6.3.3 Crew Information: Expected number of workers each day

6.3.4 Work Description: Detailed scope of work for each area

6.3.5 Approval Requirements: Upcoming submittals or approvals needed

6.3.6 Inspections: Required walk-throughs with 2-week advance notice

6.3.7 Coordination: Interface with other contractors or building operations

6.4 Pre-Construction Requirements

6.4.1 Conduct comprehensive pre-construction survey identifying all building systems

6.4.2 Submit survey results with initial project schedule

6.4.3 Identify potential conflicts with existing utilities and building operations

6.4.4 Coordinate survey findings with GSA building management

6.4.5 Develop contingency plans for discovered conflicts

6.5 Schedule Compliance Standards

6.5.1 Immediate week schedule cannot be modified without prior approval

6.5.2 Work area, timing, or crew size changes require 24-hour advance notice

6.5.3 Emergency schedule changes must be reported within 2 hours

6.5.4 All schedule deviations must include justification and recovery plan

6.6 Non-Compliance Consequences

6.6.1 Late schedule submission results in immediate work suspension

6.6.2 Repeated schedule violations may result in project termination

6.6.3 No schedule extensions granted for preventable delays

6.6.4 Contractor responsible for all costs associated with schedule failures

7. Access Request Process

7.1 Weekly Access Request Submission (Mandatory)

7.1.1 Submit personnel access requests every Thursday by 2:00 p.m. sharp

7.1.2 Covers work period from following Monday through Saturday

7.1.3 Use only GSA-provided spreadsheet format

7.1.4 Late submissions will result in access denial for entire week

7.2 Submission Content Requirements

7.2.1 Worker Information: Full name, company, role, daily schedule

7.2.2 Security Status: Clearly identify all HSPD-12 badge holders

7.2.3 Daily Breakdown: Customize work assignments for each day

7.2.4 Escort Arrangements: Identify escort personnel and ratios

7.2.5 Special Requirements: Note any restricted area access needs

7.3 Submission Protocol

- 7.3.1** Send only to designated court email addresses listed on form
- 7.3.2** Copy GSA project manager on all submissions
- 7.3.3** Include only necessary project team members
- 7.3.4** Do not copy additional court staff or security personnel
- 7.3.5** Use subject line format: "Weekly Access Request - [Date Range]"

7.4 Approval Process and Timeline

- 7.4.1** Court reviews all requests within 24 hours of submission
- 7.4.2** Approved requests returned to contractor and forwarded to security
- 7.4.3** Denied requests include specific reasons and resubmission requirements
- 7.4.4** No partial approvals - entire list approved or denied

7.5 Access Request Restrictions

- 7.5.1** Generic "all possible workers" lists will be rejected
- 7.5.2** Each worker must be matched to specific daily work assignments
- 7.5.3** Workers not on approved list will be denied entry
- 7.5.4** Substitutions require new access request submission

7.6 Emergency Access Protocol

For urgent access needs arising after Thursday 2:00 p.m. deadline:

- 7.6.1** Contact GSA project manager immediately with detailed justification
- 7.6.2** Emergency access limited to critical safety or security issues
- 7.6.3** Additional CSO fees may apply for emergency processing

7.6.4 No guarantee of approval - plan accordingly

7.6.5 Emergency access valid for single day only

7.7 Access Violations and Consequences

7.7.1 Unauthorized personnel will be removed from premises immediately

7.7.2 Repeated violations result in 48-hour access suspension

7.7.3 Court staff cannot grant after-hours exceptions under any circumstances

7.7.4 Access violations may result in permanent project removal

8. Working Hours

8.1 Standard Working Hours Schedule

Period	Days	Hours	Entry Point	Security Level	Special Restrictions
Weeknight	Monday-Friday	6:00 p.m. - 11:30 p.m.	Garage after 7 p.m.	Full screening	No chamber floors during court week
Weekend	Saturday	8:30 a.m. - 3:30 p.m.	Garage only	Full screening	Include in look-ahead schedule
Federal Holidays	Most holidays	8:30 a.m. - 3:30 p.m.	Garage only	Full screening	Same as Saturday protocol
Major Holidays	Thanksgiving, Christmas, New Year's	NO WORK PERMITTED	N/A	N/A	Actual day AND legal holiday
Special Request	Sunday	By request only	TBD	Enhanced screening	4-week advance notice, CSO fees

8.2 Extended Hours Request Process

8.2.1 Submit requests to USMS JSI Tyler Scott minimum 4 weeks in advance

8.2.2 Contractor pays all additional CSO costs

8.2.3 Extended hours subject to court operational requirements

8.2.4 Maximum extension to 1:00 a.m. on weeknights

8.2.5 Do not contact Walden Security directly for any requests

8.3 Business Hours Work (Exceptional Circumstances Only)

Work during business hours requires special approval and is subject to:

8.3.1 Pre-approval: Minimum 2-week advance request required

8.3.2 Chamber Floor Restriction: No work permitted on 8th or 9th floors

8.3.3 Noise Limitations: No loud equipment or disruptive activities

8.3.4 Odor Control: No work producing fumes, dust, or chemical odors

8.3.5 Immediate Cessation: Work stops immediately if disruptive to court operations

8.4 Court Week Additional Restrictions

8.4.1 Court week occurs one week per month for CAFC (advance notice provided)

8.4.2 CFC court sessions occur frequently and may affect daily operations

8.4.3 Additional restrictions apply based on work location and nature

8.4.4 Chamber floors (8th and 9th) completely off-limits during CAFC court week

8.4.5 Coordination meeting required before each court week

8.5 Holiday Work Restrictions

8.5.1 No work permitted on Thanksgiving Day

8.5.2 No work permitted on Christmas Day

8.5.3 No work permitted on New Year's Day

8.5.4 Restrictions apply to both actual date and legal holiday when different

8.5.5 All other federal holidays follow Saturday schedule

9. Building Access Points

9.1 Early Morning Access (6:00 a.m. - 7:00 a.m.)

9.1.1 Entry Point: Garage access only

9.1.2 Check-in Location: Command and Control Center Window on garage entry drive ramp

9.1.3 Process: Security screening, sign-in, contractor badge issuance

9.1.4 Requirements: Be on approved access list, valid ID, proper attire

9.2 Business Hours Access (7:00 a.m. - 7:00 p.m.)

9.2.1 Entry Points: H Street breezeway or Madison Street gates

9.2.2 Check-in Location: Main public lobby

9.2.3 Process: Security screening, sign-in, contractor badge issuance

9.2.4 Peak Times: Allow extra time during morning and evening rush hours

9.3 Evening Access (7:00 p.m. - 11:30 p.m.)

9.3.1 Entry Point: Garage access only

9.3.2 Check-in Location: Command and Control Center Window on garage entry drive ramp

9.3.3 Exit Requirement: All personnel must exit by 11:30 p.m. for security sweeps

9.3.4 Late Exit Protocol: Notify security if delayed past 11:15 p.m.

9.4 Saturday and Holiday Access (8:00 a.m. - 4:00 p.m.)

9.4.1 Entry Point: Garage access only

9.4.2 Check-in Location: Command and Control Center Window

9.4.3 Process: Enhanced security screening, sign-in, contractor badge issuance

9.4.4 Exit Window: Allow 15 minutes for checkout process before 4:00 p.m.

9.5 Access Point Security Procedures

9.5.1 All contractors subject to metal detection and bag inspection

9.5.2 Vehicle inspections required for garage access

9.5.3 Prohibited items list available at security checkpoint

9.5.4 Photography and recording devices require special authorization

10. Security Requirements

10.1 Personnel Security Clearance Options

Contractors must use one of two security approaches:

10.1.1 Option A: Staff project entirely with HSPD-12 cleared workers

10.1.2 Option B: Provide HSPD-12 cleared supervisors to escort non-cleared workers

10.2 Identification Requirements (Mandatory)

All workers must carry and present valid identification:

10.2.1 Acceptable ID Types: US state-issued driver's license, US government-issued ID, valid passport

10.2.2 ID Condition: Current, undamaged, readable photograph

10.2.3 Possession Rule: ID must remain in worker's physical possession at all times

10.2.4 Verification Process: ID verified against approved access list daily

10.3 Daily Security Process

10.3.1 Arrival: Security screening and metal detection

10.3.2 Badge Issuance: Temporary daily contractor badge (non-transferable)

10.3.3 Badge Display: Worn visibly above waist, below neck at all times

10.3.4 Access Verification: Name checked against approved daily list

10.3.5 Departure: Sign-out and mandatory badge return

10.4 Escort Requirements (Critical Security Protocol)

Non-HSPD-12 personnel must be escorted at all times with these requirements:

10.4.1 Ratio Limit: Maximum 5 contractor employees per escort

10.4.2 Supervision Standard: Escort must remain with and visually monitor employees constantly

10.4.3 Coverage Areas: Escort required in all areas including loading dock

10.4.4 Escort Qualifications: Only HSPD-12 cleared contractor supervisors

10.4.5 Arrival Coordination: Escort must be on-site before crew arrival

10.4.6 Continuous Coverage: Additional escorts required for restroom breaks

10.4.7 Departure Coordination: Escort ensures complete crew departure

10.5 Sign-in and Badge Procedures

10.5.1 Mandatory sign-in/sign-out for all facility entries and exits

10.5.2 Badge must be visible and readable at all times while in facility

10.5.3 Daily contractor badge return required upon departure

10.5.4 Lost badges must be reported immediately to security personnel

10.5.5 Failure to return badge may result in future access denial

10.5.6 Badge tampering or alteration results in immediate removal

10.6 Access to Restricted Areas (Enhanced Security Protocol)

10.6.1 Public Areas: After-hours work may proceed as scheduled

10.6.2 Restricted Area Definition: Secure corridors, elevators, or controlled access spaces

10.6.3 Advance Request: Email request required minimum 1 week in advance

10.6.4 Chamber Floor Restriction: No access to 8th and 9th floors during court week

10.6.5 Business Hours Escort: Pre-approved restricted access requires GSA building management or Security escort

10.6.6 After Hours Without Security: Absolutely no access to restricted spaces when security not on-site

10.6.7 Scheduling Mandate: All restricted court space work must be scheduled when security is on-site

10.6.8 Violation Response: Immediate removal from building complex

10.7 Security Violations (Zero Tolerance)

The following violations result in immediate removal and potential permanent banning:

10.7.1 Unauthorized Area Access: Presence in restricted areas without approval

10.7.2 Credential Sharing: Sharing door codes, PIV cards, or access credentials

10.7.3 Escort Non-Compliance: Failure to maintain required escort protocols

10.7.4 Professional Conduct: Disrespectful behavior toward court staff or security

10.7.5 Security Bypass: Attempting to circumvent entry/exit security procedures

10.7.6 Unauthorized Communication: Engaging court staff in casual conversation or project discussions

10.8 Security Monitoring and Enforcement

10.8.1 Random security sweeps conducted throughout facility

10.8.2 Surveillance monitoring of all contractor activities

10.8.3 Immediate reporting required for any security irregularities

10.8.4 Security violations documented in contractor performance record

11. Building Operations

11.1 Operational Continuity (Prime Directive)

11.1.1 Building must remain fully operational throughout entire project duration

11.1.2 Zero tolerance for disruption to court proceedings or administrative functions

11.1.3 Normal building services must continue uninterrupted

11.1.4 Public access to court facilities must be maintained

11.2 Cleanliness and Housekeeping Standards

11.2.1 Daily Cleaning: All work areas cleaned thoroughly at end of each workday

11.2.2 Corridor Maintenance: Keep all corridors, hallways, and adjacent spaces clean

11.2.3 Debris Management: Remove dirt, trash, and construction debris daily

11.2.4 Protective Measures: Maintain dust protection in neat, clean condition

11.2.5 Safety Hazards: Repair tears, ripples, or tripping hazards immediately

11.3 Dust Control and Floor Protection

11.3.1 Dust Control Systems: Employ adequate dust containment for all dust-generating activities

11.3.2 Material Transport Protection: Protect building flooring during all material movement

11.3.3 Temporary Protection: Public space floor protection installed after 6:00 p.m., removed same night

11.3.4 Permanent Protection: Long-term protection only in non-public spaces with court coordination

11.3.5 Quality Standards: All protection maintained in smooth, safe condition

11.4 Tool and Material Management

11.4.1 Constant Supervision: Tools and materials must be attended at all times

11.4.2 Proper Storage: Use carts or tool belts; never place tools on building furniture

11.4.3 Sharp Tool Security: Unattended sharp tools may be confiscated by CSOs

11.4.4 Tool Retrieval: Confiscated tools available for pickup from CSO offices

11.4.5 Damage Responsibility: Repair furniture damage immediately to court's satisfaction

11.5 Property Restoration and Cost Recovery

11.5.1 Restoration Standard: Return all displaced, altered, or damaged government property to original condition

11.5.2 Cost Responsibility: All restoration at no cost to government

11.5.3 Immediate Response: Execute repairs immediately when notified by court

11.5.4 Approval Process: Submit repair plans for court approval before beginning work

11.5.5 Default Consequences: Government may execute repairs if contractor fails to respond

11.5.6 Cost Recovery: Contractor charged full repair cost plus administrative expenses for contractor-caused damage

11.6 Building Systems Protection

11.6.1 Protect all HVAC, electrical, and plumbing systems during work

11.6.2 Coordinate with building management before affecting any building systems

11.6.3 Report any accidental system damage immediately

11.6.4 Maintain adequate clearances around all building equipment

12. Loading Dock Operations

12.1 Scheduling and Coordination

12.1.1 Advance Scheduling: Reserve loading dock with CAFC at FASS_helpdesk@cafc.uscourts.gov minimum 72 hours in advance

12.1.2 Request Documentation: Use official loading dock request form (provided by court)

12.1.3 Lead Time Recommendation: Schedule with maximum possible advance notice

12.1.4 Flexibility Requirement: Be prepared for schedule adjustments based on court priorities

12.2 Operating Hours and Priority System

12.2.1 Operating Hours: 6:00 a.m. to 6:00 p.m. weekdays only

12.2.2 Priority System: Court deliveries take absolute precedence over contractor deliveries

12.2.3 Scheduling Method: First come, first served basis for contractor requests

12.2.4 No Weekend Access: Loading dock closed weekends and holidays

12.3 Vehicle and Access Restrictions

12.3.1 Size Limitation: Maximum 20-foot truck length for alley access

12.3.2 Oversized Vehicles: Trucks over 20 feet must unload at street level

12.3.3 Maneuverability: Limited turnaround space for small trucks only

12.3.4 Driver Skills: Drivers must be capable of backing into and out of confined spaces

12.3.5 Height Restriction: Coordinate with building management for height clearances

12.4 Staging, Storage, and Coordination

12.4.1 Temporary Staging: Small staging area may be available with 72-hour advance request

12.4.2 Garage Storage Prohibition: No garage staging without express written GSA permission

12.4.3 Disposal Warning: Items left in garage may be disposed of without notice

12.4.4 No Assistance Policy: Court and GSA employees will not assist with loading/unloading

12.4.5 Shared Alley Usage: Alley used by adjacent buildings and may become congested

12.4.6 No Parking Rule: Vehicles cannot be parked in alley; immediate removal required after loading

12.4.7 Flexibility Requirement: Contractors must maintain schedule flexibility for access coordination

12.5 Safety and Security Requirements

12.5.1 All delivery personnel subject to security screening

12.5.2 Delivery manifests must be provided in advance when requested

12.5.3 Hazardous materials require special coordination and approval

12.5.4 Loading dock must remain clear and accessible for emergency vehicles

13. Parking

13.1 Parking Availability and Requests

13.1.1 Limited Availability: After-hours parking may be available but is not guaranteed

13.1.2 Request Process: Contact appropriate court representative to inquire about availability

13.1.3 Pass Distribution: Parking passes provided only if spaces are available

13.1.4 Priority System: Court business takes precedence over contractor parking

13.2 Parking Requirements and Restrictions

13.2.1 Vehicle Inspections: All vehicles subject to security search upon entry and exit

13.2.2 Parking Orientation: Vehicles must be backed into spaces and left unlocked

13.2.3 Key Procedures: Parking pass and keys must be left visible on dashboard

13.2.4 Height Restriction: Garage clearance limited to vehicles under 82 inches height

13.2.5 Vehicle Condition: Clean vehicles only; no excessive mud, debris, or damage

13.3 Parking Privileges and Violations

13.3.1 Privilege Status: On-site parking is a privilege that may be revoked immediately

13.3.2 Violation Consequences: Parking violations result in immediate pass revocation

13.3.3 Overnight Restrictions: No overnight parking without special permission

13.3.4 Emergency Access: Vehicles must allow immediate emergency access if required

14. Waste Management

14.1 Waste Disposal Restrictions (Strictly Enforced)

14.1.1 No Dumpster Access: Contractors prohibited from using on-site dumpster

14.1.2 No Temporary Dumpster: No space available for contractor project dumpster on-site

14.1.3 Daily Removal Requirement: All construction materials and waste must be removed at end of each shift

14.1.4 Building Receptacle Prohibition: Strictly forbidden to use building dumpsters or trash receptacles

14.2 Waste Management Planning

14.2.1 Disposal Planning: Include waste removal costs and logistics in project planning

14.2.2 Environmental Compliance: Ensure all waste disposal meets environmental regulations

14.2.3 Hazardous Materials: Special procedures required for hazardous waste disposal

14.2.4 Documentation: Maintain disposal receipts and documentation as required

15. Facilities and Conduct

15.1 Restroom Access

15.1.1 Designated Facility: Loading dock restroom only unless special arrangements approved

15.1.2 Alternative Arrangements: Other restroom access requires advance coordination with court

15.1.3 Maintenance Responsibility: Keep designated restroom clean and stocked

15.2 Break Areas and Workspace Usage

15.2.1 Prohibited Areas: No use of lobbies, hallways, or public seating areas for breaks

15.2.2 Off-site Breaks: Take meal and rest breaks off-site when possible

15.2.3 Project Space Breaks: Use project areas only if not visible to staff or public

15.2.4 Unauthorized Space: No use of unoccupied offices, conference rooms, or court spaces

15.2.5 Removal Consequence: Unauthorized space use results in immediate premises removal

15.3 Smoking and Tobacco Policy

15.3.1 Complete Prohibition: No smoking or tobacco use anywhere in building

15.3.2 Grounds Prohibition: No tobacco use on any National Courts Building Complex grounds

15.3.3 Off-site Requirement: Smoke breaks must be taken completely off court property

15.4 Dress Code and Safety Equipment

Required attire for all workers:

15.4.1 Sleeve Requirement: Shirts with minimum 4-inch sleeves (no tank tops)

15.4.2 Leg Coverage: Long pants required (no shorts)

15.4.3 Footwear: Closed-toe shoes with socks required

15.4.4 Safety Footwear: Steel-toe boots when required for specific work

15.4.5 High-Visibility Gear: Construction vests or shirts required at all times

15.4.6 PPE Compliance: Proper personal protective equipment for all tasks

15.5 Professional Conduct Standards

15.5.1 Respectful Behavior: Maintain professional demeanor or face immediate removal

15.5.2 Staff Interaction Restrictions: No casual conversation with court staff during work hours

15.5.3 Information Control: Do not provide project updates in response to casual inquiries

15.5.4 Communication Channels: Direct all communications through designated project team and court project managers

15.5.5 Professional Standards: Maintain behavior consistent with federal courthouse environment

15.6 Court Staff Interaction Protocols

15.6.1 Minimal Interaction: Limit interaction to essential work-related communication only

15.6.2 Greeting Standards: Polite acknowledgment acceptable; extended conversation prohibited

15.6.3 Information Security: Do not discuss project details, schedules, or challenges with court staff

15.6.4 Emergency Exceptions: Communication permitted for safety or emergency situations only

16. Transportation

16.1 Service Elevator Requirements (Mandatory for Vertical Transport)

16.1.1 Exclusive Use: Use service elevator (Markey building) for all vertical transport from loading dock

16.1.2 Passenger Elevator Prohibition: Passenger elevators reserved exclusively for building tenants

16.1.3 Dimensional Specifications: 7'-0" wide × 4'-0" deep × 8'-0"/10'-0" high (ceiling height varies by location)

16.1.4 Field Verification: Contractor must field-verify dimensions before transport

16.1.5 Safety Verification: Ensure all items fit safely within elevator without damage risk

16.1.6 Protection Requirement: Protect elevator walls, floors, and ceiling during use

16.2 Material Transport Procedures

16.2.1 Route Planning: Plan material routes to minimize building impact

16.2.2 Protection Installation: Install temporary protection along transport routes

16.2.3 Size Limitations: Break down oversized items for elevator transport

16.2.4 Scheduling: Coordinate material transport with building operations

16.3 Equipment Movement Restrictions

16.3.1 Stair Usage: No equipment transport via public stairs

16.3.2 Dollies and Carts: Use pneumatic tires to minimize noise and floor damage

16.3.3 Weight Limits: Observe all elevator and floor weight restrictions

16.3.4 Damage Prevention: Ensure all equipment movement prevents building damage

17. Permits and Notifications

17.1 Immediate Notification Requirements (Within 2 Hours)

Notify court immediately for:

17.1.1 Schedule Deviations: Any work outside submitted schedule

17.1.2 System Outages: Unexpected electrical, water, HVAC, or communication outages

17.1.3 Property Damage: Any damage to building or government property

17.1.4 Schedule Impacts: Events affecting project timeline

17.1.5 Cost Impacts: Situations affecting project costs

17.1.6 Safety Incidents: Any injury, near-miss, or safety concern

17.2 Required Permits and Documentation

Provide court with copies of all applicable permits:

17.2.1 Welding/Cutting Permits: Required for all hot work activities

17.2.2 Public Space Permits: Required for any work affecting public areas

17.2.3 Specialty Permits: Federal, state, or local jurisdiction permits as required

17.2.4 Permit Costs: Include documentation of all fees, fines, or penalties

17.3 Utility Outage Management

17.3.1 GSA Coordination: Schedule all planned outages through GSA per their procedures

17.3.2 Court Approval: Submit outage requests to court 2 weeks in advance

17.3.3 Alternative Scheduling: Be prepared to accommodate court schedule requirements

17.3.4 Emergency Restoration: Restore all unscheduled outages immediately

17.3.5 Reporting Protocol: Report all outages to GSA building management and courts within 15 minutes

17.3.6 Security Notification: GSA must immediately notify Facilities Security Committee of any unscheduled outages

17.3.7 Prevention Survey: Conduct thorough pre-construction survey to minimize outage risks

17.4 Fire Protection and Life Safety System Management

17.4.1 GSA Coordination: Submit all fire system impairment notifications to GSA building manager

17.4.2 Regulatory Compliance: Follow all GSA regulations for fire protection system work

17.4.3 Advance Notice: Notify court minimum 72 hours before any fire/life safety system work

17.4.4 System Testing: Coordinate all alarm testing with building management and court

17.5 Permit Violation Consequences

17.5.1 Work Stoppage: Unpermitted work results in immediate cessation of all activities

17.5.2 Cost Recovery: Contractor responsible for all fines and penalties

17.5.3 Compliance Verification: Provide evidence of permit compliance before work resumption

18. Submittals

18.1 Design Document Requirements

18.1.1 Complete Documentation: Court must receive copies of all design drawings and specifications at every project stage

18.1.2 Planning Participation: Include court in planning process to provide relevant operational input

18.1.3 Impact Assessment: Identify how proposed work affects court operations

18.1.4 Revision Control: Provide updated drawings for all design changes

18.2 Shop Drawings and Product Data Submissions

18.2.1 Review Requirement: Submit all shop drawings and product data to court for review before approval

18.2.2 Court Concurrence: Obtain court concurrence before fabrication and installation

18.2.3 System Coverage: Includes all systems and materials as requested by court

18.2.4 Quality Standards: Submissions must meet professional architectural standards

18.3 Specific Submittal Requirements

18.3.1 Millwork Submissions: Show all dimensions and include all visible elevations

18.3.2 Finish Materials: Submit data for approval of all finishes and included accessories

18.3.3 Historic Compatibility: Include historic preservation compliance documentation

18.3.4 Review Timeline: Allow adequate time for court review process

18.4 Submittal Process Management

18.4.1 Submission Schedule: Include submittal schedule in project timeline

18.4.2 Review Tracking: Maintain log of all submissions and approvals

18.4.3 Resubmission Protocol: Address all court comments in resubmissions

18.4.4 Final Approval: Obtain final written approval before proceeding

19. Construction Inspections

19.1 Inspection Coordination Requirements

19.1.1 Chamber Coordination: All inspections will be scheduled with appropriate court chambers – indicate in access request

19.1.2 Department Coordination: All inspections will be scheduled with appropriate departments – indicate in access request

19.1.3 Advance Notice: Provide minimum 2-week notice for all inspection requests

19.1.4 Professional Standards: Ensure all work ready for inspection before scheduling

19.2 Inspection Process Management

19.2.1 Preparation Standards: Complete all prep work before inspection date

19.2.2 Documentation: Provide all required documentation at time of inspection

19.2.3 Correction Protocol: Address all inspection comments promptly

19.2.4 Re-inspection Process: Schedule follow-up inspections as required

20. Historic Preservation Requirements

20.1 Historic Building Designations and Significance

20.1.1 Markey Building: Eligible for National Register of Historic Places listing

20.1.2 Dolley Madison House: Individual National Register listing and Lafayette Park Historic District resource

20.1.3 Tayloe House: Individual National Register listing and Lafayette Park Historic District resource

20.1.4 Cosmos Club Building: Individual National Register listing and Lafayette Park Historic District resource

20.2 Federal Historic Preservation Compliance

20.2.1 Section 106 Compliance: All work must comply with National Historic Preservation Act Section 106

20.2.2 Federal Standards: Follow Secretary of Interior's Standards for Historic Preservation

20.2.3 GSA Coordination: Coordinate with GSA Historic Preservation Officer and court as required

20.2.4 Documentation Requirements: Maintain detailed documentation of all historic preservation measures

20.3 Historic Fabric Protection Requirements

20.3.1 Alteration Approval: No alterations to historic fabric without prior GSA and court approval

20.3.2 Feature Protection: Protect all existing historic features, finishes, and architectural elements

20.3.3 Reversible Methods: Use reversible installation methods when possible for temporary work

20.3.4 Condition Documentation: Document existing conditions with photography before work begins

20.3.5 Character-Defining Features: Minimize impact to character-defining architectural features

20.4 Material and Method Restrictions

20.4.1 Surface Protection: No drilling, nailing, or permanent attachment to historic surfaces without specific approval

20.4.2 Element Protection: Protect historic millwork, plaster, and decorative elements during all construction

20.4.3 Compatible Materials: Use materials and methods compatible with historic construction techniques

20.4.4 Damage Prevention: Employ enhanced protection measures for oldest structures

20.5 Specialized Approval Process

20.5.1 Impact Assessment: Submit historic preservation impact assessment for any work affecting historic elements

20.5.2 Extended Review: Allow additional review time for historic preservation approvals

20.5.3 SHPO Consultation: Some work may require State Historic Preservation Office consultation

20.5.4 Professional Standards: Engage qualified historic preservation professionals as needed

20.6 Enforcement and Monitoring

20.6.1 Compliance Monitoring: Regular inspections to ensure historic preservation compliance

20.6.2 Violation Consequences: Historic preservation violations may result in work stoppage

20.6.3 Professional Development: Ensure contractor personnel understand historic preservation requirements

21. Indoor Air Quality Management

21.1 IAQ Protection Requirements

Implement comprehensive indoor air quality protection including:

21.1.1 SMACNA Compliance: Follow SMACNA "IAQ Guidelines for Occupied Buildings under Construction"

21.1.2 GSA Standards: Meet all additional GSA indoor air quality requirements

21.1.3 Court Operations: Address court-specific operational air quality needs

21.1.4 Sensitive Areas: Enhanced protection for courtrooms and judicial chambers

21.2 Dust Control and Containment

21.2.1 Physical Separation: Install dust barriers between work areas and occupied spaces

21.2.2 HVAC Protection: Protect building HVAC systems from construction contamination

21.2.3 Negative Pressure: Maintain negative air pressure in work areas when required

21.2.4 Air Filtration: Use appropriate air filtration systems for dust-generating activities

21.3 Chemical and Odor Management

21.3.1 Low-Emission Materials: Use low-VOC and low-emission construction materials

21.3.2 Ventilation Management: Coordinate with building management for ventilation requirements

21.3.3 Curing Time: Allow adequate curing time before occupied area exposure

21.3.4 Air Quality Testing: Conduct air quality testing as required

22. Coordination of Work

22.1 Multi-Contractor Coordination Protocol

22.1.1 Communication Systems: Establish formal communication protocols with other contractors

22.1.2 Schedule Integration: Integrate schedules to prevent conflicts and maximize efficiency

22.1.3 Resource Sharing: Coordinate shared resources including elevators, loading dock, and staging areas

22.1.4 Safety Coordination: Maintain coordinated safety protocols across all contractors

22.2 Conflict Resolution Process

22.2.1 Direct Resolution: Attempt direct resolution of conflicts between contractors

22.2.2 GSA Mediation: Escalate unresolved conflicts to GSA project manager

22.2.3 Court Coordination: Include court representatives in resolution when operations are affected

22.2.4 Schedule Maintenance: Maintain project schedules despite coordination requirements

22.3 Information Sharing Requirements

22.3.1 Schedule Sharing: Share relevant schedule information with other contractors

22.3.2 Safety Alerts: Communicate safety concerns and incidents to all contractors

22.3.3 System Impacts: Coordinate work affecting shared building systems

22.3.4 Access Coordination: Coordinate access requirements and restrictions

23. Enforcement and Consequences

23.1 Progressive Enforcement Protocol

23.1.1 First Violation: Written warning with mandatory corrective action plan and timeline

23.1.2 Second Violation: 24-48 hour access suspension with performance review

23.1.3 Third Violation: Extended suspension with project team meeting

23.1.4 Repeated Violations: Permanent removal from project with contractor replacement

23.1.5 Security Violations: Immediate removal and potential permanent banning regardless of violation history

23.2 Violation Documentation and Appeals

23.2.1 Documentation Standards: All violations documented in writing with specific details

23.2.2 Appeal Process: Contractors may appeal violations through GSA project manager within 24 hours

23.2.3 Review Timeline: Appeals reviewed within 48 hours of submission

23.2.4 Final Authority: Court maintains final authority on all access and operational decisions

23.3 Performance Standards and Consequences

23.3.1 Schedule Compliance: No extensions granted for preventable compliance failures

23.3.2 Personnel Standards: No schedule relief for failure to provide properly credentialed personnel

23.3.3 Cost Recovery: Contractor responsible for all costs resulting from non-compliance

23.3.4 Project Completion: Maintain project timeline regardless of enforcement actions

23.4 Emergency Response and Immediate Actions

23.4.1 Safety Violations: Immediate work stoppage for any safety violations

23.4.2 Security Breaches: Immediate facility lockdown and investigation for security violations

23.4.3 Emergency Procedures: Follow established emergency procedures for all incidents

23.4.4 Notification Requirements: Immediate notification to all relevant parties for any emergency

24. Document Effectiveness and Acknowledgment

24.1 Effective Date

This document is effective immediately upon distribution and supersedes all previous versions.

24.2 Contractor Acknowledgment

All contractors must acknowledge receipt and understanding of these requirements in writing before beginning work.

24.3 Compliance Verification

Contractor supervisors must verify daily compliance with all requirements.

24.4 Regular Updates

This document subject to updates based on security requirements, operational changes, and lessons learned.

24.5 Questions and Clarifications

Direct all questions regarding these requirements to designated court project manager and GSA project manager.