

OSHPD Office of Statewide Health Planning and Development

Hospital Building Safety Board

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**HOSPITAL BUILDING SAFETY BOARD
Education and Outreach Committee**

**Wednesday, July 10, 2019
10:00 a.m. – 4:00 p.m.**

**Office of Statewide Health Planning and Development
2020 West El Camino Avenue, Ste. 930
Sacramento, CA 95833**

and

**Office of Statewide Health Planning and Development
355 South Grand Avenue, Suite 1901
Los Angeles, CA 90071**

Committee Members Present:

Mike Hooper, Chair
Pete Kreuser, Vice-Chair
Louise Belair
Deepak Dandekar
Rami Elhassan
Joe La Brie
Bruce Macpherson
Bruce Rainey

Consulting Members:

John Donelan
Bert Hurlburt
Bill Zellmer

OSHPD Staff:

Robert P. David, OSHPD Director
Paul Coleman, FDD Deputy Director
Hussain Bhatia
Chris Dickey
Gary Dunger
Mickey Fong
Diana Scaturro
Richard Tannahill
Nanci Timmins
Elizabeth Wied, Chief Legal Counsel

HBSB Staff:

Ken Yu, Executive Director

1 **1. Welcome and Introductions**

2 Mike Hooper, Chair, called the meeting to order. The Committee members and OSHPD staff
3 introduced themselves from the Sacramento and Los Angeles locations. A quorum was
4 present.

5 **2. Planning and development of the 2019 Educational Seminar, *Remodel Plus*,**
6 **planned for Wednesday, November 6, 2019, in Sacramento and Thursday,**
7 **November 14, 2019, in Santa Ana**

- 1 • Present and review draft presentation slides
- 2 ○ Modify outline or fill in details
- 3 • Review and discuss scenarios and case studies
- 4 • Delegate tasks and select presenters for seminar topics
- 5 2019 Educational Seminar: *Remodel Plus*
- 6 **Presenter:** Richard Tannahill, OSHPD
- 7 • Remodel Plus
- 8 ○ Clear Paths to Success
- 9 ○ Working with the Unknown
- 10 • Discussion Objectives
- 11 ○ Where to start?
- 12 ▪ Culture, Communications and Processes
- 13 ▪ PINS (Policy Intent Notices), CANs (Code Application Notices), and other OSHPD
- 14 (Office of Statewide Health Planning and Development) resources
- 15 ▪ Introduction to the 2019 CEBC
- 16 ▪ Tips for Success
- 17 • Seminar Agenda
- 18 ○ Project Initiation
- 19 ○ Introduction to Remodel CAN 2-102.6
- 20 ▪ *“Health Facility Remodel Flow Chart”*
- 21 ○ Impacts and Options
- 22 ○ Project Scoping, Design, and Permitting
- 23 ○ Construction
- 24 ○ Concluding Thoughts
- 25 • Part One: Project Initiation
- 26 ○ Key Elements:
- 27 ▪ Defining Project Intent
- 28 - Purpose of the Project – Functional Program Summary Statement
- 29 - Desired Scope and Parameters
- 30 - Expected Budget
- 31 - Expected Timelines and Impacts of the timelines
- 32 ▪ Assessing Existing Conditions
- 33 - As-built Drawings and Record Drawings
- 34 - Historic Facility Documentation and Archives
- 35 - Existing TIO Reports
- 36 - Conditions Assessment, Material Testing, and Surveys
- 37 - Feasibility Studies
- 38 - Identify and Overcome Constraints for Progress
- 39 - Facility Representatives to Assist in Identifying Known Deficiencies
- 40 - Design Team, GC (General Contractor), and Owner survey existing conditions
- 41 together
- 42 - Public Record Request
- 43 - Site Investigation
- 44 - Access to Infrastructure

- 1 - Technology Tools such as Photography, Scanners, etc.
- 2 - Destructive Demolition
- 3 - Early Demolition
- 4 - Consequences of Prohibiting and Limiting Access
- 5 - Abatement
- 6 - Identify Mission Critical Information Flow Charts and use SWOT (Strength,
- 7 Weaknesses, Opportunities, and Threats
- 8 ▪ Defining Construction Delivery Model
- 9 - Design, Bid, Build
- 10 ▪ Assemble Key Project Team Members
- 11 - Roles and Responsibilities
- 12 - Communication Protocols
- 13 - Processes
- 14 - Culture of Teamwork
- 15 ▪ Fostering Culture of Teamwork
- 16 - Identify Project Constraints and Opportunities
- 17 • Part Two: Introduction to the CAN 2-102.6
- 18 ○ What is a Remodel?
- 19 ○ What is an Alteration?
- 20 ○ When does CAN 2-102.6 apply?
- 21 ▪ Existing Structures
- 22 ▪ Additions, Renovations, Alterations or Repairs, and provide examples
- 23 ▪ Changes in Building Occupancy
- 24 ▪ Change in Function, Change of Occupancy/Use, and Change of Occupant Load,
- 25 and show examples
- 26 ○ 64% of ACD's (Amended Construction Documents) are for remodels.
- 27 ▪ There is more risk of unknown conditions for remodels versus new buildings
- 28 ○ Explain the flow chart for CAN 2-102.6
- 29 ▪ Define the symbols on the flow charts
- 30 ▪ Provide an Expanded Slide Showing Examples of Resources
- 31 • Part Three: Impacts and Options
- 32 ○ A Chart Showing Potential Impacts and How They Affect Design and Construction
- 33 • Part Four: Project Scoping, Design, and Permitting
- 34 ○ Explain how Scoping Decreases as Design Increases
- 35 ○ Key Elements
- 36 ▪ *"Health Facility Remodel Flow Chart"* – Design Phase
- 37 ▪ Applicable PINs and CANs
- 38 ▪ Detailed Architectural M/E/FLS (Mechanical/Electrical/Fire and Life Safety) Flow
- 39 Charts and Provide Examples
- 40 ▪ Accessibility Scoping and Flow Charts
- 41 ▪ Path of Travel Accessibility
- 42 - Examples of Path of Travel
- 43 - Accessibility Hardship Case Study
- 44 - Exceptions
- 45 ▪ Deferred Approvals
- 46 ▪ Change of Use Implications

- 1 ▪ Infection Control and Phasing
- 2 ▪ FLSO Remodel CAN Flow Chart
- 3 ▪ OSHPD 1R Unique Issues
- 4 - Unique Considerations
- 5 ▪ Sample Projects and Scenarios
- 6 ▪ Tips for Success
- 7 - Research
- 8 - Pre-Design Meeting Process
- 9 - eCPR (eComment and Process Review) and AMC (Alternate Method of
- 10 Compliance) Processes
- 11 ○ Questions
- 12 ● Lunch Break Part Five (afternoon session): Construction
- 13 ○ Construction Initiation
- 14 ▪ Preconstruction Meetings
- 15 ▪ TIO Completion
- 16 ▪ IOR and Discovered Conditions That Do Not Match Approved Plans
- 17 ▪ Constructability Issues Missed in Design
- 18 ▪ IOR (Inspector of Record) and/or ACO (Area Compliance Officer)/DSE (District
- 19 Structural Engineer) /FLSO Disagreement with Approved Plans (RAD)
- 20 ▪ Construction Permit Set on site during construction
- 21 - Paper vs. Electronic Plans
- 22 ▪ Reviews during Construction
- 23 ▪ Stamping and Signing
- 24 - Amended Construction Documents, Deferred Approvals, Document Retention
- 25 ○ Overview of the “*Healthy Facility Remodel Flow Chart*”
- 26 ○ Applicable PINs and CANs
- 27 ▪ Define Scope, Apply Flow Charts, Processes
- 28 ○ Compliant Versus Non-Compliant Existing Construction
- 29 ○ FLSO Remodel CAN Flow Charts
- 30 ○ Construction in an Operating Facility
- 31 ○ Discovered Conditions
- 32 ▪ Provide Examples
- 33 ○ Culture
- 34 ▪ Responsibilities
- 35 ▪ Communications
- 36 ▪ Aligning Expectations of all Stakeholders including OSHPD Field Staff
- 37 ▪ Pull more from “Tips from the Experts” presentation
- 38 ○ Processes
- 39 ○ Resources
- 40 ▪ Explain the differences
- 41 ○ Critical Path Expedite
- 42 ○ Gaining Occupancy
- 43 ▪ Define the terms
- 44 ○ Sample Projects and Scenarios
- 45 ○ Tips for Success
- 46 ○ Questions

1 **Discussion and public input**

2 Mr. Hurlburt requested that Mr. Coleman give an update on the recent earthquakes that had
3 been happening in the state of California. Mr. Coleman announced that a discussion was to
4 take place at the upcoming Structural and Non-Structural Regulations Committee meeting.

5 Mr. Tannahill articulated that the focus for the Committee was to add additional content to the
6 construction portion of the seminar. Mr. Hooper requested that Mr. Tannahill point out during
7 the presentation where OSHPD staff needed help with content.

8 Mr. Coleman mentioned that the GC may not be involved during the assessing the existing
9 conditions stage. Mr. Tannahill stated it was to be encouraged to be a standard practice to
10 involve the GC early in the project.

11 Mr. Hurlburt requested how long it took OSHPD to return a requested material. Ms. Wied
12 answered that it depended on where the records were kept but it could take up to 6months. The
13 preferred method was to scan the public record that was being requested and email it to the
14 requester. Mr. Coleman added that there was a scanner to use for copies at the warehouse,
15 but some people preferred a hard copy of the documents that they were requesting.

16 Mr. Rainey suggested emphasizing that communication was a key component in terms of
17 project team members. The project should be well documented.

18 Ms. Scaturro reminded the Committee that OSHPD staff was rewriting the Remodel CAN and
19 the Accessibility CAN and requested feedback on both those rewrites. Mr. Zellmer stated that
20 the definition of alternation did not include changes of use. Ms. Tannahill announced that it was
21 later in the presentation.

22 Mr. Macpherson asked what the intent was to include the data slide on Remodel ACDs. Mr.
23 Tannahill summarized that with remodels there was more risk for changes and unknown
24 conditions; the data slide supported that assumption. Ms. Scaturro noted that there normally
25 were few contractor-requested changes in a remodel project but there were more owner
26 requested changes. Mr. Rainey explained that many architects did not sign their name on a
27 request for change order and so the data may not be accurate. Mr. Coleman announced that
28 through the seminar, owners will learn that it is important to track and document who made and
29 authorized what changes. Mr. Macpherson announced that an emphasis should be made to the
30 owner of doing their diligence up front in order to reduce the number of ACDs; which will then
31 help the owner maintain the budget and schedule better.

32 Mr. Macpherson voiced to apply emphasis on accessibility and that there was no way to get
33 around it unless the work was exempted. Mr. Tannahill concurred that it will be included in the
34 seminar for accessibility and path of travel. In terms of parking, Mr. Zellmer suggested adding a
35 note referencing the CAN called OSHPD's Jurisdiction.

36 Mr. Rainey asked what the process was between the local AHJ (Authority Having Jurisdiction)
37 and OSHPH in terms of fire exits. Ms. Timmins explained that prior to construction, AHJ and
38 OSHPD had to approve any temporary exits. Mr. Rainey declared that it can be difficult to
39 involve the local AHJ. Mr. Donelan announced that the local AHJ could not be excluded
40 because they were responsible for an event that could occur. Ms. Timmins added that there

1 was a form that was sent to the local AHJ during plan review that gave them a heads up on
2 what was needed to be done.

3 Mr. Zellmer requested that case studies be scattered throughout the slides so that examples
4 could be presented in order to provide clarity.

5 Mr. Fong stated the focus for the construction portion should be that good planning done in the
6 beginning would result in the construction phase being easier. Mr. Rainey expressed that many
7 GCs did not want to be involved during pre-construction meetings. Ms. Scaturro advised that
8 the seminar should explain the right way to do a pre-construction meeting and what to avoid.

9 Ms. Scaturro asked if methods of procedure were included. Mr. Tannahill announced that was
10 discussed and it was deemed to be dropped from the presentation. Several members voiced to
11 add it back in.

12 Mr. Fong suggested adding in a slide discussing the topic of maintaining hospital services
13 during construction. Mr. Tokas announced that that topic was usually discussed during design.

14 Mr. Hooper asked who would make the determination for non-compliant existing conditions. Mr.
15 Tannahill clarified that it was the design professional. Mr. Coleman agreed that the IOR needed
16 to understand what their role was and was not in terms of non-compliant existing conditions.

17 Mr. Fong suggested that maybe non-compliant existing conditions be determined as a separate
18 project from the first project.

19 **Informational and Action Item**

- 20 • Add additional process language onto the slide discussing public records requests (slide 11)
- 21 • Recognize that there is a designer component that is separate but under the design-build
22 entity, not under the owner
- 23 • Change subcontractor on the Defining Construction Delivery Model slides to GC
- 24 • Include only one slide that lists all the available Construction Delivery Models and have the
25 owner select the one that is best suited for their project
 - 26 ○ Include several sentences explaining what each Construction Delivery Model is.
- 27 • Identifying Project Constraints and Opportunities (slide 30):
 - 28 ○ Include “scheduling” under Constraints
 - 29 ○ Change “incoherent” to a different word
- 30 • Define the word “minor” for the CAN 2-102.6 (slide 35)
- 31 • Include data on the remodel ACD slide that showed the average of what a remodel saw in
32 terms of ACDs and the costs of those ACDs
 - 33 ○ Owner involvement was important
 - 34 ○ Upfront investigations and so forth were important to eliminate discovered conditions
 - 35 ○ Show impacts, workload, and dollar values resulting from owners and upfront
36 investigations
- 37 • Include M/E/FLSO Flow charts
- 38 • All requirements need to be defined as reasonable
- 39 • Define a public telephone (slide 60)
- 40 • Show the “hardship form”
 - 41 ○ Explain how to fill it out

- 1 ○ Include examples or hardships and how they may apply to a project
- 2 ● Condense the Team and Contract Type slides
- 3 ● Change the language in terms of additions and adjacent existing buildings
- 4 ● OSHPD 1R:
 - 5 ○ Vacated space left behind
 - 6 ○ SPC2 allowances
 - 7 ○ Change and use of occupancy
- 8 ● Bring case studies; what went well, what went wrong and gray-area projects to the next
- 9 meeting – all Committee Members
- 10 ● Include a structural slide for construction
- 11 ● Include a slide stating the issues that take place during the review period
- 12 ● Include a start of construction slide
 - 13 ○ Include time limitations
- 14 ● Add “all new elements on construction need to comply” to the fire code for construction
- 15 ● Include a slide in construction to clarify what OSHPD’s role is and CDPH’s (California
- 16 Department of Public Health) role is
- 17 ● Include a slide between Resources and Critical Path Expedite that talks about emergency
- 18 repairs and the processes (slide 123)
- 19 ● Include a slide discussing what to do with recommendations in a field report
- 20 ● Send additional comments to Evett Torres – all Committee Members
- 21 ● Presenters
 - 22 ○ Mr. Macpherson - accessibility and path of travel
 - 23 ○ Mr. Hooper - IOR roles and responsibilities, type of reporting, the timing of reports, how
 - 24 IORs interact with OSHPD
 - 25 ○ Ms. Timmins – Fire and Life Safety
 - 26 ○ Mr. Kreuser – construction site and case studies

27

28 **3. Comments from the Public/Board Members on issues not on this agenda**

29 Mr. Kreuser announced that at the Administrative Process, Code Changes, and Standard
30 Details Committee requested that the Education and Outreach Committee discuss a potential
31 webinar on out-of-state and out-of-the-country special inspections.

32 **4. Adjournment**

33 Mr. Mike Hooper, Chair, adjourned the meeting at approximately 12:28 p.m.