

CONSTRUCTION
Instructions for Interhouse Parties
2022

To launch and complete a successful construction project, please follow this process:

1. An event registration must be submitted to the ORE through the event registration protocol outlined at <https://ore.caltech.edu/event-reg>.
2. Students must complete a one-hour construction or tool training before they are allowed to work on party construction. To set up a training, please contact Erica Crawford at: ecrawfor@caltech.edu.
3. As part of the event registration, a construction coordinator must be identified – this person must attend all future construction meetings.
4. Construction coordinators are responsible for the following:
 - Keeping the construction area clean and safe while the event is under construction.
 - Ensuring that all tools are be put away/stored when work is not actively being done on the construction project.
 - Checking to make sure all electrical cords are unplugged when not in use.
 - Confirming that nails, screws, sawdust, and other debris are swept/picked up daily during construction.
 - Making sure all wood beams, planks, and scraps are stacked neatly and not obstruct any walkways and that tarps should be available to cover the construction site in case of any inclement weather.
 - Preventing issues with painting by taking the appropriate steps to avoid spills/damage to the house/courtyard. Paint and painting supplies should be sealed and stored when work is not being done on the project. Any paint damage will be charged to the house.

Failure to maintain a safe and clean construction site will result in fees based on the labor required to clear the area. The House will face delays if the construction area is not clean and safe.

5. A diagram of the project needs to be submitted and approved by Facilities prior to the start of the building. A copy of the approved project outline must be added to the event registration on file.
6. A meeting of all the relevant construction approvers, including ORE, Facilities, Safety and Housing, must take place before houses can begin their projects. To set up this meeting and all subsequent meetings, please email ecrawfor@caltech.edu. The construction coordinator must also attend this meeting.
7. After the initial approval meeting – the construction coordinator and all relevant parties must meet again mid-way through the project and again near the end of the work, but in advance of the party for two final approvals.
8. If the event falls on a weekend, the construction must be cleared by the first business day following the one-week grace period. A second week extension can also be granted by contacting John (JF) Bonovich at bonovich@caltech.edu. If the clean-up is not complete, the Caltech Housing office will charge the group for the cost of the work.
9. These building guidelines are general in nature and not intended for permanent construction.
 - All raised platforms will be no more than 4' in height from the lowest ground level.

- Platforms shall be supported by 2X4's and/or 4X4's no more than 4' on center.
- Platforms shall have a continuous 2X4 supports running along the entire perimeter of each section.
- Platforms shall have cross bracing of a "X" style on no less than 2 sides of each section.
- Decking shall be 3/4" plywood or OSB board.
- OSB board shall be replaced every 3 years or if it gets wet.
- Exterior Plywood shall be replaced every 5 years.
- All exposed surfaces shall be painted.
- All platforms shall be inspected before any sections are covered or hidden from view.
- Decorative Wall boards may be added along the perimeter as desired.
- Wall boards must have approved supports.
- All finished structures shall be inspected before use.

10. Tips from students and staff:

- Book your meetings asap and make sure your house, RA/RLC, ORE and others are able to attend
- Do not block entrances or exits
- Do not leave materials or tools in the rain
- Sawdust can get in drains and cause problems and clog pipes, which can be expensive for the house
- Be sure to get trained before using tools, building, etc. Injuries can happen.
- There are formal inspections and informal ones all the time so clean up the area each night.
- Music during construction is fine – but watch the quiet hours
- Wear safety goggles & Closed-toe shoes
- Keep your RA and RLC updated on progress and needs
- Nails and other sharp items cannot be left out – students walk around barefoot and in flipflops and this has caused injuries
- Have a clean-up plan ready to go to avoid fines