

Agenda: Contractor Kick-Off Meeting

This agenda serves as a standardized structure to guide the contractor meeting. The purpose of the contractor meeting is to review and discuss the project drawings issued by project engineers and architect. The meeting should be interactive. Meeting participants should have reviewed the project drawings, cut sheet, construction count down document, and online photograph reference prior to the meeting. All the fore mentioned documents can be found at:

Design Philosophy

Aetna's IT rooms are derived from one of six pre-designed room layouts which are primarily based on the number of employees at the location. The six layouts have been constantly improved over many years with involvement from numerous engineers and architects. No modifications are allowed to the designs in any way unless reviewed and approved by the AIS technical contact. Ask questions.

Project Drawings

Only the TC should use the AIS drawings directly.

F-x drawings – Floor Plans

E-x drawings – Electrical Details

M-x drawings – Mechanical/HVAC/Floor Loading Details

D-x drawings -- Details which are referenced from other drawings.

W-x drawings – Wireless details and antenna locations

Architectural / Finish Schedule

All Aetna IT rooms have a special finish schedule. No deviations from the finish schedule are allowed.

Partition Type: All VDC Room and Wire Closet walls are to be constructed with a one hour fire rating. All walls must be deck to deck, be insulated with R15 fiberglass insulation, and include a vapor barrier. All penetrations are to be sealed with fire stop conduits and sleeves should be sealed with fire stop bean bags is permitted by local code. The walls are to be constructed with ¾" B grade fire rated plywood covered with 5/8" fire rated drywall.

Mechanical Details

Aetna uses exclusively APC Air products. The UPS and Cooling configuration are designed to perfectly match each other and are ordered and supplied by Aetna. Aetna prefers to not have any dependency on land lord chilled water systems and instead installs dedicated DX based cooling systems. Chilled water units may be used in special circumstances when a DX system is just not possible.

If the cooling system requires any ductwork as typical ductwork layout is shown on drawing M1. The engineer should modify the placement and routing of the ducts as needed to integrate into the space in the best way.

Every room will additionally include a High Temperature Evac Fan system and transfer duct. This fan will be controlled by a fan controller (supplied by Aetna)

Condensate Lines – See the condensate line detail on drawing D1

Manufactures cut sheets for all the cooling units can be found @ <https://xtranet.aetna.com/vdc>

Electrical

All VDC Rooms contain a main electrical panel. The size and voltage of the panel is spec'd on drawing E1 and location of the panel within the room is shown on drawing F1. If the project calls for a Large1 or Large2 configuration then the main electrical panel will be substituted for an ATS with integrated distribution panel board.

Conduit runs – specify the 2” from VDC directly to MPOE

Grounding specs are detailed on drawing E2. All grounding conductors are to be green (green phase tape is not acceptable) all lugs are to be hypress double hole lugs. Panduit part numbers for the ground bars and lugs are all shown on drawing E2.

Life Safety / Fire Alarm System / Fire Suppression

All Aetna IT Rooms will include an EPO button. The exact details of the EPO button and control arrangement can be found on drawing E1 as well as the project cut sheet document.

Computer room and wire closet fire suppression to be a standard wet pipe system with high temperature (225F) sprinkler heads. Pre-action systems are not to be used under any circumstances. No shutdown connections beyond a standard EPO button as detailed on drawing E1 are to be made to the UPS. Connections between the fire alarm system and the UPS are not permitted under any circumstances. Any required connections that are needed to shutdown computer room or wire closet cooling systems or fire dampers must be submitted in schematic form showing only the computer room and wire closets for review, comment and approval

Project Plan and Process

A very detailed countdown plan exists (<https://xtranet.aetna.com/vdc/process>) that details when each respective contractor is required to both start and finish their respective tasks. The GC should establish a schedule and make it known to the project team which calendar weeks equate with which week of the countdown.

Once the countdown starts photographs are required to be sent once a week to the project team for review and approval.

Common Mistakes: Use the online photograph reference <https://xtranet.aetna.com/vdc/reference> to better understand the most common mistakes.

Condensate Lines, Grounding, Conduits, and EPO button are the most areas that see rework. The detailed drawings for these are very specific.