**Technical Requirements for Contractors**

**Performing Design, Construction, and Installation Work at the**

**EEF 2017 Central Venue**

St. Petersburg

2017

**Technical Requirements for Contractors Performing Design, Construction, and Installation Work at the EEF 2017 Central Venue.**

1. Contractors certified for compliance with the ISO 9000 (ISO 9001-2008) international standard may be permitted to perform work at the Central Venue of the Eastern Economic Forum in 2017 (hereinafter the EEF 2017 CV).

In order to carry out work regulated by Order No. 624 of the Russian Ministry of Regional Development dated 30 December 2009, Contractors must demonstrate that they hold a permit for types of work that impact the safety of capital construction projects issued by a self-regulating organization (SRO).

2. The EEF Technical Directorate[[1]](#footnote-1) oversees compliance with the following requirements by Contractors performing assembly, maintenance, and dismantling of temporary rooms and facilities being constructed in buildings and outdoor areas of the EEF 2017 CV:

* The working design;
* Safety Regulations (PTB);
* Regulations for the Operation of Consumer Electrical Installations (PTEEP);
* Regulations for the Design of Electrical Installations (PUE);
* Russian Federation Fire Safety Regulations (PPR in the RF);
* Building Codes (SNiP), Federal Law No. 123-FZ dated 22 July 2008, the “Technical Regulation on Fire Safety Requirements”, and the Code of Regulations (SP);
* Technical Requirements for Contractors Performing Design and Construction Work at the EEF 2017 CV.

3. Pursuant to the Regulations on Work Permits for Contractors Performing Assembly, Dismantling, and Maintenance of Temporary Facilities in Buildings and at Outdoor Areas of the EEF 2017 CV”, in order to obtain a work permit for assembly, dismantling, and maintenance of EEF 2017 temporary facilities, including power supply networks and utility lines, in buildings and at outdoor areas of the EEF 2017 CV, Contractors shall submit the following documentation to the EEF Technical Directorate:

3.1. A working design approved by the customer, including:

* Title page;
* Terms of reference;
* Explanatory note;
* Technical specifications for the performance and support of all types of work based on the “Technical specifications for the construction of buildings and outdoor areas of the EEF 2017 CV”;
* Working drawings and electrical diagrams (including datasheets indicating maximum heat dissipation for each type of electrical equipment);
* Design project;
* Specifications for materials, parts, components, and equipment;
* Technical specifications for all types of work to be carried out;
* A list of fire safety assurance measures (including technical and organizational);
* Calculations of the heat dissipation from electrical equipment and its compression;
* HV (heating and ventilation) and WS (water supply and sewerage) sections.

The working design, including the design project, must be approved by the Customer and submitted to the Roscongress Foundation by the deadlines indicated in the “Regulations on Work Permits for Assembly Companies Performing Assembly, Dismantling, and Maintenance of Temporary Facilities in Buildings and at Outdoor Areas of the Central Venue of the Eastern Economic Forum 2017.

3.2. Package of documents required to obtain a Work Permit.

**All technical documentation must be approved by the Customer and executed in accordance with the Unified System of Design Documentation (USDD).**

4. When developing working designs and performing work, Contractors shall be guided by the “Technical Requirements for Contractors Performing Design, Construction, and Installation Work at the EEF 2017 Central Venue”, the “Technical Specifications for Construction in Buildings and Outdoor Areas at the EEF 2017 Central Venue” and the following requirements in the buildings of the EEF 2017 CV:

* A limit of0.1 kW per 1 sq. m. of structure has been set on the electrical power output for temporary facilities in buildings and outdoor areas of the EEF 2017 CV;
* When installing electrical equipment, electrical wiring, and cables, it is essential to ensure that there is unimpeded access to the equipment, wiring, and cables in order to permit monitoring of any latent abnormal heating;

When developing the working design and installing facilities in the buildings of the FEFU campus, the contractor must not exceed the following maximum admissible floor loads:

* Building А – 250 kg/sq. m.;
* Building В – 250 kg/ sq. m.;
* Building С – 250 kg/ sq. m.;
* Building D – 250 kg/sq. m.;
* Building G – 250 kg/sq. m.;
* Building S – 250 kg/sq. m.;

The maximum permissible height of temporary facilities measured from the finished floor of the building at the highest point is:

* Building А – 3.5 metres;
* Building B – 3.5 metres (on Level 5 – 2.5 m);
* Building C – 3.5 metres (on Level 5 – 2.5 m, on Level 6 – 3 m);
* Building D – 3.5 metres;
* Building G – 3.5 metres;
* Building S – 3.5 metres;
* Outdoor area – 4.5 metres.
* Temporary structures may not be suspended from roof beams in FEFU buildings.
* All facilities must be equipped with air-conditioning systems based on mobile air-conditioners or split systems of wall or cartridge conditioners.

Changes in the size and layout that might degrade occupant evacuation conditions, limit access to fire extinguishers, fire hydrants, and other firefighting equipment, or reduce the operational zone of automatic fire protection systems (automatic fire alarms, fixed automatic fire extinguishers, smoke control systems, and emergency management and warning systems for evacuation in case of fire) shall not be permitted during the construction and installation of temporary facilities.

Evacuation routes, taking into account the construction of temporary evacuation routes (corridors, passageways, etc.) shall be equipped with a luminescent evacuation system in accordance with the provisions of GOST R 12.2.143-2009 “System of Standards for Workplace Safety. Luminescent Evacuation Systems. Requirements and monitoring”.

Where any temporary ceilings or other constructions which result in the creation of separate new, temporary spaces (rooms, halls, areas, exhibits, etc.) inside the FEFU campus buildings and venues are installed, or cover equipment situated above them, the spaces shall be equipped by automatic fire protection systems according to the requirements of relevant regulations (including: automatic fire alarms and (or) fire extinguishers (including modular type)). Not installing additional automatic fire protection systems shall be permitted if the ceiling and other constructions have a regularly perforated structure with perforations over an area of not less than 40% of the area of the ceiling and other constructions, while the minimum size of each perforation must be no less than 10mm in any direction, and the thickness of the ceiling or other construction must not be more than three times the minimum mesh width of the perforations.

If the distance from the ceiling to the top of temporary walls, partitions, display and other structures is 0.6 m or less, additional fire alarm notification equipment for the automatic fire protection systems shall be installed.

**The preparation and staging of EEF 2017 requires the minimum possible use of combustible construction and finishing materials. Where warranted, when materials are used which are different from non-combustible materials in terms of their properties, the following requirements should be met (in any case, the fire hazard class of materials for finishing rooms and escape routes must not exceed the ratings set in tables 28 and 29 of FZ-123 (depending on the type of escape route and the purpose of the room)).**

Where there is a need to use carpeting for floor coverings in rooms and on evacuation routes, it shall be treated with fire retardant materials certified for compliance with the provisions of FZ-123 to ensure a fire hazard class of materials not lower than V1, D2, T2, and RP1.

Where there is a need to use fabric finishings (drapes), the fabrics shall be subject to fire retardant treatment to ensure that they match the characteristics of flame-resistant fabrics (in accordance with GOST R 50810-95), fabrics with moderate smoke generating capacity D2 (in accordance with GOST 12.1.044-89), fabrics which generate moderate quantities of toxic substances T2 (in accordance with GOST 12.1.044-89), and fabrics which are not considered to be highly flammable (in accordance with GOST R 53294-2009). The use of Kendal fabrics or fabrics made from Trevira CS fibres (or their equivalent) is permitted.

Where decorative finishing materials are used on walls and ceilings, when it is necessary to use combustible materials, they shall be treated with fire retardant materials certified for compliance with the provisions of FZ-123 to ensure a fire hazard class not lower than: G1, V1, D2, T2, or RP1.

For construction of flooring in temporary facilities, sites and exhibits it is not permitted to use materials with a fire hazard class greater than: G1, V1, D2, T2, RP1, or materials which have not undergone fire retardant treatment to ensure the required fire hazard class.

Only non-combustible materials (from group NG) not insulated with combustible materials may be used for soundproofing and heat insulation.

As confirmation of fire retardant treatment, the contractors must provide to the EEF Technical Directorate certificates for the completed fire retardant treatment, while the use of materials subjected to fire retardant treatment earlier and previously used at other events is not permitted (since during storage there are many factors may affect fire retardant qualities, including dampness, temperature, the effect of mechanical or other actions and other storage conditions).

Irrespective of the need for treatment, Contractors shall be obliged to provide EEF Technical Directorate with:

- Fire safety certificates for the construction and finishing materials and equipment (including conductors and cables) used,

- Testing reports for the electrical installations, including:

Insulation resistance testing of electrical wires and cables;

Verification of the ‘zero-phase’ circuit in electrical installations with rated voltage up to 1 kV with the TN system (measurement of impedance of the zero-phase loop with the subsequent detection of short-circuit current);

Testing (checking) of residual current devices (RCDs);

Checking the operation of the circuit breaker releases;

Checking to ensure there is a circuit between the grounded equipment and the grounding switch;

- Certificates of work completed and concealed indicating compliance with the requirements of the standards and regulations in force.

5. Information about organizations that perform different types of work on the territory of the EEF 2017 CV as part of preparing for and holding the event as well as the cost of their services are presented in the EEF 2017 Exhibitor’s Handbook.

6. Wireless access networks (WiFi) and other radio transmission equipment (hereinafter RTE) shall be used on the territory of the EEF 2017 CV in accordance with the **“Regulation on the Use of Wireless Access Networks (WiFi) and Other Radio Transmission Equipment on the Territory of the Forum and Exhibition”**.

The list of the types of RTE that do not require a permit, the list of the types of RTE that are prohibited to be used at the Event without obtaining a permit for the use of radio frequencies, and the application form for using RTE are presented in Appendices No. 1, 2, and 3 to this Regulation.

**Regulation on the Use of Wireless Access Networks (WiFi) and Other Radio Transmission Equipment on the Territory of the Forum and Exhibition**

The use of a company’s own equipment that provides Wi-Fi coverage shall only be permitted subject to compliance with the rules and the receipt of a permit to use radio transmission equipment (hereinafter RTE) as prescribed by this Regulation.

The procedure for obtaining a permit to use RTE during the EEF (hereinafter the Event) applies to all radio transmission equipment, including equipment that requires licensed frequencies (two-way radio, wireless network access points, etc.).

Contractors’ employees who will be located at the Event site due to operational necessity as well as organizations and their employees who are taking part in the Event (hereinafter RTE Users) shall appoint an individual responsible for obtaining a permit to use radio frequencies during the Event and notify the Roscongress Foundation’s IT Department about this.

**Procedure for obtaining a permit to use radio frequencies:**

**Step 1.** The RTE User must complete an application (Appendix No. 3) to use RTE during the Event and send it to the email address: rte@roscongress.org.

**Step 2.** Once the IT Department verifies that the application was correctly completed, an order shall be placed for a radio frequency assignment and sent to the Russian Federal Protective Service (the Regulator) to grant a temporary permit to use RTE during the Event at the central venue.

**Step 3.** The RTE User receives a message about the status of its radio frequency application at the email given by the User.

**Step 4.** After receiving a temporary permit, the RTE User must review the terms of use of the radio frequency and reprogram its RTE for the assigned radio frequencies prior to arriving at the site of the Event.

Attention! The radio frequency resource is limited and the RTE User must submit an application to obtain a permit for the requested radio frequencies and radio frequency channels no later than 15 (fifteen) business days prior to the start of the Event. The preparation of a conclusion based on a radio frequency application takes at least 10 (ten) business days.

**Registering RTE if you have a permit to use radio frequencies is not required! Operating RTE without a permit to use radio frequencies on the territory of the Event’s central venue is prohibited!** If the Contractor uses its own Wi-Fi coverage equipment, the Customer may dismantle the unauthorized equipment and fine the Contractor RUB 100,000 (one hundred thousand roubles) for each violation identified.

**Appendix No. 1**

**LIST**

**of the types of radio transmission equipment that may be used at the Event without obtaining a permit to use radio frequencies**

1. Subscriber devices (USB-modems) for wireless access radio technologies GSM, IMT-MC, UMTS, Wi-Fi, WiMax, LTE, embedded, or included in other devices.

**The use of subscriber devices is only allowed for personal purposes. Creating a wireless network to ensure the operation of devices or groups of personnel without a permit is prohibited!**

1. Subscriber phones using GSM, IMT-MC, UMTS cellular communications standards, including embedded equipment, or equipment that is part of other devices.
2. User earth terminals using INMARSAT, Globalstar, Thuraya, or Iridium mobile satellite communication.
3. Devices for the remote control of vehicle security alarm systems.
4. Bluetooth radio electronic technology equipment, including embedded equipment, or equipment that is part of other devices.
5. Radio electronic equipment for the detection and rescue of natural disaster victims.
6. User receivers of GPS/Glonass navigation satellite systems, including embedded equipment, or equipment that is part of other devices.
7. Medical implants and other medical products implanted in the human body.
8. Hearing aids for people with hearing impairments.
9. Remote control devices for camera shutters and flash bulbs.

**Appendix No. 2**

**LIST**

**of the types of radio transmission equipment that may not be used at the Event without obtaining a permit to use radio frequencies**

1. Wi-Fi hotspots
2. portable radio stations and walkie-talkies

**Appendix No. 3**

**Application form to use radio transmission equipment**

|  |  |
| --- | --- |
| **Official organization name** |  |
| **Contact person at organization** |  |
| **Email of contact person at organization** |  |
| **Contact telephone number** |  |
| **Type of equipment requiring a permit for use** |  |
| **Equipment manufacturer and model** |  |
| **Equipment quantity** |  |
| **Location of equipment use** |  |
| **Description of tasks requiring use of radio transmission equipment** |  |
| **Comments** |  |

Signature of person authorized

to submit this application seal here

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1. Here and hereinafter for the purposes of the ‘Far East Street’ Exhibition (hereinafter FES), the Technical Directorate is the FES Technical Directorate [↑](#footnote-ref-1)