

CSI® CONSOLIDATED SYSTEMS, INC. Metal-Dek Group®	STANDARD OPERATING PROCEDURES	DATE September 22, 2009	PROCEDURE SOP 1.19.MDG
		REVISION 0	PAGE 1
		APPROVAL <p style="text-align: right;">Allan Abbata</p>	
SUBJECT: Field Removal and Reinstallation Procedures for Access Covers in Versa-Dek® 3.5 LS Roof Panel			
Recommended Installation Guidelines			

1.0 SCOPE

Versa-Dek® 3.5 LS & Versa-Dek® 3.5 LS Acoustical w/ Access Covers are assemblies in which sections of the bottom flange are removed and covered with specialized access covers. The access areas created by these sections allow MEP trades to use them as chase ways within the deck's depth to store components such as piping, conduit and communication lines. Access covers are designed such that their profiles match the existing bottom flange and provide a smooth, unobstructed ceiling transition. The procedures in this SOP describe the process to effectively and safely remove and reinstall the assembly components in the field.

2.0 RESPONSIBILITIES

The Metal-Dek Group® (MDG) is responsible for manufacturing the **Versa-Dek® 3.5 LS or Versa-Dek® 3.5 LS Acoustical w/ Access Covers** according to the structural roof/finished ceiling and MEP component requirements defined within the project construction documents. The MDG Engineering Group develops field use drawings that provide the product dimensions, layout, attachment and detail requirements. The product is delivered to the jobsite as a complete assembly that includes the deck, acoustical insulation batts and plastic lath (for acoustical profile only), Versa-Strut hanger devices, access cover plates and low profile metal screws. The Deck Erector will be responsible for installing the **Versa-Dek® 3.5 LS or Versa-Dek® 3.5 LS Acoustical w/ Access Covers** and associated accessories as shown on the Final Field Use Drawings. Various subcontractors are responsible for the proper removal and reinstallation of the Access Covers and accessories as required by this SOP. (See Section **7.0 PROCEDURES** for additional responsibilities.)

3.0 REFERENCES

1. SDI Manual of Construction with Steel Deck
2. Steel Deck Institute Design Manual – Latest Publication
3. Metal Dek Group® Final Field Use Drawings
4. Figure 1 – **Versa-Dek® 3.5 LS or LSA w/ Access Covers** Diagram
5. Figure 2 – Descriptive Label

4.0 REQUIREMENTS

The Deck Erector shall have a minimum 2 years experience installing long span metal roof decks and be thoroughly knowledgeable with the *Steel Deck Institute Code of Recommended Standard Practice and Manual of Construction with Steel Deck*. All parties involved, including but not limited to the Architect, Engineer of Record, General Contractor, Steel Fabricator, Steel Erector, Electrical, Plumbing and HVAC Contractors and all related subcontractors should receive and review this SOP for the removal and reinstallation of the **Versa-Dek® 3.5 LS or Versa-Dek® 3.5 LS Acoustical w/ Access Covers**. The ultimate review and execution of this procedure will be the responsibility of the General Contractor.

CSI® CONSOLIDATED SYSTEMS, INC. Metal-Dek Group®	STANDARD OPERATING PROCEDURES	DATE September 22, 2009	PROCEDURE SOP 1.19.MDG
		REVISION 0	PAGE 2
		APPROVAL Allan Abbata	
SUBJECT: Field Removal and Reinstallation Procedures for Access Covers in Versa-Dek® 3.5 LS Roof Panel			
Recommended Installation Guidelines			

5.0 DEFINITIONS

Versa-Strut Accessory: A hanger device used to support various MEP components

6.0 FORMS AND RECORDS

Metal-Dek Group® Final Field Use Dek Drawings

7.0 PROCEDURES

(Manufacturer's Recommended Installation Guidelines)

The following procedures reflect recommended installation guidelines set forth as standards developed by the Metal-Dek Group®. **Versa-Dek® 3.5 LS & Versa-Dek® 3.5 LS Acoustical w/ Access Covers** is supplied as a custom product and shall not be installed without a complete understanding of the supplied Final Field Use Dek Drawings and the following recommended installation procedures.

1. Install Versa-Dek® 3.5 LS or Versa-Dek® 3.5 LS Acoustical w/ Access Covers in accordance with the *SDI Manual of Construction with Steel Deck* and the Metal-Dek Group® Final Field Use Dek Drawings. Deck units that contain Access Covers are installed at specific locations. The Final Field Use Dek Drawings denotes these locations by use of a label designation. All Versa-Dek® 3.5 LS & Versa-Dek® 3.5 LS Acoustical w/ Access Covers assemblies are identified with a label as shown in Figure 2.
2. After the deck has been installed as shown on the Final Field Use Dek Drawings, the MEP subcontractors will be required to remove the Access Covers to install their components. MDG recommends using a minimum of two workers to perform this task to minimize any damage to the Access Covers and/or deck components.
3. All subcontractors are to obey OSHA Standards for maintaining safe field construction practices. Access Cover components may contain sharp edges, and proper field precautions should be used.
4. Extreme care shall be used to protect Access Covers, insulation batts, plastic lath and metal screws from damage after removal from the Versa-Dek® 3.5 LS or Versa-Dek® 3.5 LS Acoustical assemblies.
5. Access Covers are numerically keyed to deck units. Corresponding numbers are placed on both the interior of deck and the interior of Access Covers. Access Covers **MUST** be reinstalled in the exact location from which they were removed.

5a. Recommended Steps to Remove Access Covers:

- Remove all Phillips head screws, working from one end of cover to the other.
- Provide continuous support at the free end of Access Cover during removal.
- Remove Access Cover with extreme care to minimize any damage to attached finished surface and overall shape (i.e., bending, creasing, scratching, etc.).
- Attach cover to adjacent panel using a minimum of six (6) screws (one screw per corner and two along the middle edge of panel). Remove with extreme care and store acoustical insulation batts, plastic lath and screws.

CSI® CONSOLIDATED SYSTEMS, INC. Metal-Dek Group®	STANDARD OPERATING PROCEDURES	DATE September 22, 2009	PROCEDURE SOP 1.19.MDG
		REVISION 0	PAGE 3
		APPROVAL Allan Abbata	
SUBJECT: Field Removal and Reinstallation Procedures for Access Covers in Versa-Dek® 3.5 LS Roof Panel			
Recommended Installation Guidelines			

6. Versa-Strut hanger devices shall be installed by the trades as required at intervals required by the Engineer of Record. All locations of Versa-Strut units shall be identified and approved by the Engineer of Record prior to installation.

6a. Recommended Steps to Install Versa-Strut Hanger Accessory:

- Place Versa-Strut unit at the required location in the deck. The Versa-Strut horizontal elements should rest on the deck's top flanges (upper dovetail sections).
- Install two (2) #10 hex screws, not supplied by CSI, as shown on Figure 1.
- Refer to the factory installed Versa-Strut unit as a guide for field installation.

7. Locations of openings in the Access Covers shall be the responsibility of the trades requiring them. These openings shall be field cut and reinforced as required by the Engineer of Record. Holes shall be cut with Access Covers removed. Penetrations shall be cut in such a manner as to present a neat appearance without burrs or sharp edges.

8. During reassembly of Access Covers, care must be exercised to ensure that the insulation batts and plastic lath are replaced in the order in which they were removed. The assembly components should be reinstalled in the following order:

- Reinstall insulation batts.
- Reinstall Plastic Lath. Ensure that plastic lath and insulation is centered within the access opening.
- Reinstall Access Covers. The predrilled holes in the deck's bottom flange must line up with the holes in Access Covers. It is the deck manufacturer's recommendation that a minimum of two persons perform this task.

9. Extreme care shall be used to protect the Access Covers, insulation batts, plastic lath and metal screws from being damaged prior to, during and after deck installation.

10. Suspended ceilings, light fixtures, duct works and/or other utilities are permitted and can be suspended from the Versa-Dek® 3.5 LS & Versa-Dek® 3.5 LS Acoustical assemblies. The Engineer of Record is responsible for the design and location of all hanging loads from the deck. The Metal-Dek Group® Engineering Group can provide technical assistance and guidelines for the proper design for hanging loads.

12. For any field installation situation that is not covered by this SOP, contact the Metal-Dek Group® Project Services Group. The Metal-Dek Group® Project Services Group will provide guidance to help resolve any issue before proceeding.

The Metal-Dek Group® offers this SOP as a recommendation for proper product installation and reinstallation of Access Covers. It is not intended as a guarantee or as a requirement. However, successful installation and/or reinstallation can be achieved by following these procedures. The General Contractor and all subcontractors are responsible for appropriate quality installation and/or reinstallation procedures and safe working practices. The Metal-Dek Group® is available to answer questions or concerns associated with this SOP.