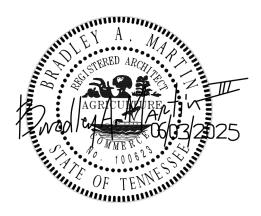
Hickman County High School Consumer Science Classroom Renovation Centerville, Tennessee

Project No. 1402.2

June 3, 2025



Architect: Lyle • Cook • Martin Architects 310 Franklin Street Clarksville, Tennessee 37040 Telephone: (931) 552-4771

Consulting Engineers:

Entech Engineering 2948 Sidco Drive Nashville, TN 37204 (615) 373-2640

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NO RELATED CIVIL WORK IN SCOPE OF WORK

INVITATION TO BID

- PROJECT: Consumer Science Classroom Renovation at Hickman County High School 1645 Bulldog Blvd. CENTERVILLE, TENNESSEE
- ARCHITECT: LYLE · COOK · MARTIN ARCHITECTS 310 FRANKLIN STREET, SUITE B CLARKSVILLE, TENNESSEE 37040 (931) 552-4771
- OWNER: Hickman County Schools CENTERVILLE, TENNESSEE

You are invited to bid on a general contract for construction of the above-mentioned project. The type of bid required is lump sum.

Bidders will be allowed 120 calendar days to complete the project after the date of the Notice to Proceed. Liquidated Damages will be assessed in the amount of five hundred dollars (\$500.00) per calendar day for failure to complete the project on time.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Consumer Science Classroom Renovation at Hickman County High School" by June 26, 2025, 10 AM. Bids will be opened on June 26, 2025, 10:05 AM at HC Board of Education offices located at 115 Murphree Ave., Centerville, TN 37033.

A non-mandatory pre-bid site visit will be made available on June 17th, 2025 at 10:30 AM.

Bid documents with specifications are online at <u>www.hickmank12.org/request-for-proposal</u>. Upon retrieval of documents, please email your intent to bid to the Architect's office; Ellen Scruggs <u>escruggs@lylecookmartin.com</u> to be placed on a list of bidders.

A five percent (5%) Bid Security is required in the form of a Bid Bond or check (certified or cashier's) made payable to Hickman County Board of Education.

Bidders shall be licensed as General Contractors under Tennessee Code annotated 61-601, etc.

The Owner reserves the right to waive informalities at his discretion and to accept any or reject any and all bids. In full consideration of price, the Owner may award the Contract to the bid he deems to be in his best interest.

INSTRUCTIONS TO BIDDERS

Receipt and Opening of Bids:

Hickman County School System, (herein called the Owner) invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Consumer Science Renovation at Hickman County High School" by June 26, 2025 at 10 AM. Bids will be opened on June 26, 2025 at 10:05 AM at Hickman County Board of Education Office, 115 Murphree Avenue, Centerville, TN 37033. Each bid must be accompanied by a 5% Bid Bond. Bids received after this time will not be opened.

The Owner may consider informal any bid not prepared and submitted in accordance with the provision hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 30 days after the actual date of the opening thereof.

Preparation of Bid:

Each bid must be submitted on the Bid Form which can be found bound in the Project Manual. All blank spaces for bid prices, including alternates and unit pricing, must be filled in, in ink or typewritten in both words and figures.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the bidder, his address, his Tennessee Contractor's license number, license expiration date, that part of classification applying to the bid and the name of the project for which the bid is submitted. In addition, the Bid Envelope must list the electrical, plumbing and HVAC subcontractor's license number if these bids exceed \$25,000.00. See attached Subcontractor Form – Section C-00300. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the Form of Bid.

The bid shall be signed by the Owner of the contracting firm or, if a corporation, an officer of the corporation entitled to bind the corporation to the bid; the corporate seal shall be included.

Contract Documents:

Bid documents with specifications are online at <u>www.hickmank12.org/request-for-proposal</u>. Construction Documents are also available via digital format by request from the office of the Architect. You may email Ellen Scruggs at <u>escruggs@lylecookmartin.com</u>. Printed sets will not be issued by the Architect. Upon retrieval of documents, please email your intent to bid to the Architect's office; Ellen Scruggs <u>escruggs@lylecookmartin.com</u> to be placed on a list of bidders.

Check with Architect to determine Addenda that may have been issued prior to bid date.

Subcontracts:

The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the Owner.

Method of Bidding:

The Owner invites the following bid for one prime, lump sum contract for the furnishing of all labor, materials, tools, and equipment.

INSTRUCTIONS TO BIDDERS

Qualifications of Bidder:

Bids shall be accepted from pre-qualified Contractors only. The Owners have undertaken a Pre-Qualified Bidder process. The acceptable bidders have been invited to bid this project.

Time of Completion:

The Contractor shall commence work as called for in these plans and specifications upon his receipt of written notice to proceed form the Architect and, subject to authorized adjustments, Substantial Completion shall be achieved no later than 120 calendar days from and including the date of the Notice to Proceed. It is absolutely essential that the contract be completed within the above allotted time, and time is of the essence in this contract.

Conditions of Work:

Each bidder must inform himself fully of the conditions relating to the construction of the project, the employment of labor thereon and shall be held responsible for examining the Drawings, project Manual and addenda. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of his contract. Insofar as possible the contractor in carrying out his work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.

Addenda and Interpretations:

Interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally or in writing. Every request for written interpretation should be in writing (email) addressed Brad Martin (<u>bmartin@lylecookmartin.com</u>) and Tracy Miller (<u>tmiller@lylecookmartin.com</u>) to be given consideration and must be received at least five (5) days prior to the date fixed for the opening of bids. It is the Contractor's responsibility to assure that all correspondence is received by the Architect within the time frame listed. All supplemental instructions will be in the form of written addenda to the specifications, which if issued, will be emailed to all prospective bidders (at the respective addresses furnished for such purposes) not later than three days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve that bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

Insurance and Security for Faithful Performance:

Simultaneously with his delivery of the executed contract, the Contractor shall furnish a Surety bond (Performance and Payment Bond) in the amount of 100% as security for faithful performance for this contract and for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract, as specified in the General Conditions included herein. The surety on such bond or bonds shall be a duly authorized surety company satisfactory to the Owner, and licensed to practice in the State of Tennessee.

At the same time, the Contractor shall submit certificates of insurance as required on "Owner's Instructions for Bonds and Insurance".

The Contractor shall not commence the work until he has obtained all the insurance required under this contract.

All insurance as required by this Contract to be furnished and paid for by the Contractor; the costs of providing such shall be included in his bid.

Power of Attorney:

INSTRUCTIONS TO BIDDERS

Attorneys-in-fact who sign bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

Laws and Regulations:

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over construction of the project, shall apply to the contract throughout and they will be deemed to be included in the contract the same as though herein written out in full.

Method of Award:

The Owner reserves the right to waive informalities at its discretion and accept any or reject any or all proposals. In full consideration of price, the Owner may award the contract to the bid he deems to be in his best interest.

Obligations of the Bidder:

At the time of opening of bids, each bidder will be presumed to have inspected the site and to have read and be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect of his bid.

The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, and the general and local conditions, particularly those bearing upon the following:

- a. Transportation, disposal, handling and storage of materials.
- b. Roads.
- c. Uncertainties of weather, to include flooding potential work areas.
- d. The conformation and condition of the ground and subsurface nature as described by Geotechnical Report.
- e. The character of equipment and facilities needed prior to and during the prosecution of the Work.
- f. The location and disposition of all underground and overhead utilities either active or not in use.
- g. All other matters which can in any way affect the Work or the cost thereof under this Contract.

Any failure by the contractor to acquaint himself with all the available information will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the Work.

Form of Agreement:

The Agreement and General Conditions shall be written on AIA Document A101 and A201, respectively. Current editions (2017).

Notice to Proceed:

No later than ten (10) days from notice from the Architect to the Contractor to proceed with the Work shall the Contractor be prepared to commence the Work. Failure to do so within the prescribed amount of time shall be cause for rejection of the bid.

BID FORM

TO:	Hickman County Schools Centerville, TN
PROJECT:	Consumer Science Classroom Renovation at Hickman County High School 1645 Bulldog Blvd. Centerville, TN 37033

The undersigned as Bidder acknowledges by his signature that he has visited and examined the site of the proposed construction and has received and examined the documents titled Project Manual for the Construction of "Hickman County High School Consumer Science Classroom Renovation", the Drawings, and other documents dated June 3, 2025, and has included their provisions in his Bid. The Bidder further acknowledges that he has received the following Addenda:

Addendum No.	Dated
Addendum No.	Dated
Addendum No.	Dated

In submitting this Bid, the Bidder agrees:

- To hold open his Bid for 30 days from the date shown above. 1.
- To enter into and execute a Contract, if awarded, on the basis of this Bid, 2. and to furnish the required Bonds and Insurance.
- To accomplish Work in accord with the Contract Documents. 3.
- To complete the Work within 120 calendar days from and including the 4. date of the Notice to Proceed.
- 5. Liquidated Damages will be assessed in the amount of five hundred dollars (\$500.00) per calendar day for failure to complete on time.

BASE BID

The Bidder agrees to construct the Work of the base bid for this project for the lump sum price of (show amount in both words and figures):

dollars \$____

ALTERNATES

No. One

The Bidder agrees to construct the work of Alternate No. One:

Remove existing light fixtures and replace with new light fixtures per electrical drawings. Base bid includes no modifications to lights or ceilings.

dollars \$

No. Two

The Bidder agrees to construct the work of Alternate No. Two:

Remove existing VCT flooring and vinyl base and replace with new flooring and base throughout classroom to transition at existing corridor/classroom entry door. Base bid includes removal and replacement of VCT and vinyl base in kitchen area only at transition as noted on drawings.

dollars \$_____

BID FORM

UNIT PRICES - Not Applicable

The Bidder acknowledges by his signature that he agrees to requirements contained in the Invitation to Bid and the Instructions to Bidders and, that should he fail to execute a Contract with the Owner, should the Owner award said Contact to him, that the Owner may rightfully collect the sum of the Bid Bond.

Company

Date

Authorized Signature

NOTE: If Bidder is a corporation, Bid must be signed by an Officer of the Corporation licensed to bind the Corporation to this Agreement.

Hickman County High School Consumer Science Classroom Renovation

SECTION C-00300

STATE CONTRACTOR LICENSE INFORMATION FORM

Complete applicable portions of this form and attach to the outside of envelope containing the Bid

City, State, Zip:			
If bid amount is \$25,000 or greater, Bidder shall co	omplete Tennessee Contractor License Information:		
icense No.: Expiration Date:			
License Classification:	License Limit:		
Electrical Contractor	Plumbing Contractor		
(should subcontract portion be \$25,000 or greater, Tennessee Contractor License Information shall also be provided) Name:	(should subcontract portion be \$25,000 or greater, Tennessee Contractor License Information shall also be provided) Name:		
License No.:	License No.:		
License Classification:	License Classification:		
License Expiration Date:	License Expiration Date:		
License Limit:			
Heating, Ventilation and Air Conditioning (HVAC)	Vertical Closed Loop Geothermal Heating and Cooling		
Contractor	Contractor		
(should subcontract portion be \$25,000 or greater, Tennessee Contractor License Information shall also be provided) Name:	(should subcontract portion be \$25,000 or greater, Tennessee Contractor License Information shall also be provided) Name:		
Contractor License Information shall also be provided) Name:	Contractor License Information shall also be provided)		
Contractor License Information shall also be provided) Name: License No.: License Classification:	Contractor License Information shall also be provided) Name:		
Contractor License Information shall also be provided) Name: License No.: License Classification:	Contractor License Information shall also be provided) Name: License No.: License Classification:		
Contractor License Information shall also be provided) Name: License No.: License Classification:	Contractor License Information shall also be provided) Name: License No.: License Classification:		
Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit:	Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date:		
Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit:	Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit:		
Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit: Roofing Contractor (should subcontract portion be \$25,000 or greater, Tennessee Contractor License Information shall also be provided)	Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit: Masonry Contractor (should subcontract portion be \$100,000 or greater, Tennessee Contractor License Information shall also be provided)		
Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit: Roofing Contractor (should subcontract portion be \$25,000 or greater, Tennessee Contractor License Information shall also be provided) Name: License No.: License No.: License Classification: License No.:	Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit: Masonry Contractor (should subcontract portion be \$100,000 or greater, Tennessee Contractor License Information shall also be provided) Name:		
Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit:	Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit: Masonry Contractor (should subcontract portion be \$100,000 or greater, Tennessee Contractor License Information shall also be provided) Name: License No.:		
Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit: Roofing Contractor (should subcontract portion be \$25,000 or greater, Tennessee Contractor License Information shall also be provided) Name: License No.: License Classification:	Contractor License Information shall also be provided) Name: License No.: License Classification: License Expiration Date: License Limit: Masonry Contractor (should subcontract portion be \$100,000 or greater, Tennessee Contractor License Information shall also be provided) Name: License No.: License Classification:		

(Signature)

Contractor's Authorized Agent:

(Printed Name)

▲AIA Document A310[™] – 2010

Bid Bond

CONTRACTOR: (*Name, legal status and address*)

SURETY: (Name, legal status and principal place of business)

OWNER: (*Name, legal status and address*)

BOND AMOUNT:

PROJECT:

(Name, location or address, and Project number, if any)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to exceed the bid documents, and the Owner and Contractor shall obtain the Surety's consent for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this

day	of
lay	OI

S	(Contractor as Principal)	(Seal)
(Witness)	(Title)	
	(Surety)	(Seal)
(Witness)	(Title)	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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SECTION 00200 FORM OF PROPOSAL

6. CONFLICT OF INTEREST

CONFLICT OF INTEREST

Hickman County Government

Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association, or individual furnishing any such supplies, materials, equipment or contractual services shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership, or association to whom any contract may be awarded by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date:	Name:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise) or circumstances that you believe could contribute to a conflict of interest:

____I have no conflict of interest to report.

_____I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any business you or your spouse may own.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date:_____ Signature:_____

SECTION 00200 FORM OF PROPOSAL

7. IDENTIFICATION OF SMALL, MINORITY, WOMEN, AND VETERAN OWNED BUSINESS BIDDER/CONTRACTOR, SUBCONTRACTOR, AND MATERIAL SUPPLIER

Utilization of Small, Minority, Women, and Veteran owned contracting and material supplier businesses is encouraged and supported whenever possible on public school projects.

This form should be submitted, along with other documents required within (4 days) of Bid Opening.

Bidder ______is a (circle applicable : SBE, MBE, WBE, VOSB, not applicable)

The following Small, Minority, Women, or Veteran Owned business will be providing subcontracting or supplying materials as part of the bid by ______.

Insert Name of Entity submitting Bid

Business Name	City, State	SBE, MBE, WBE, VOSB, (other)

was being prepared.		Insert Name of Entity submitting Did	
Business Name	City, State	SBE, MBE, WBE, VOSB, (other)	

SECTION 00200 FORM OF PROPOSAL

8. CONTRACTOR/SUBCONTRACTOR CONTACT INFORMATION

Company Name:

Please provide the requested information for each representative of your company responsible for the positions or areas listed below: **This information must be submitted with the bid.**

	CONTRACT ADMINISTRATOR		SITE SUPERINTENDENT
NAME:		NAME:	
ADDRESS	LINE 1	ADDRESS	LINE 1
:	LINE 2	:	LINE 2
	LINE 2		LINE 2
PHONE:		PHONE:	
EMAIL:		EMAIL:	
	CERTIFICATES OF INSURANCE		PROJECT MANAGER
NAME:	CERTIFICATES OF INSURANCE	NAME:	PROJECT MANAGER
ADDRESS	LINE 1	ADDRESS	LINE 1
:		:	
	LINE 2		LINE 2
PHONE:		PHONE:	
EMAIL:		EMAIL:	
	CERTIFIED PAYROLLS		ESTIMATOR /CHANGE ORDER PRICING
NAME:		NAME:	
ADDRESS	LINE 1	ADDRESS	LINE 1
:	LINE 2	:	LINE 2
PHONE:		PHONE:	
EMAIL:		EMAIL:	
	PAY APPLICATIONS		CHANGE ORDER ADMINISTRATOR
NAME:			(IF NOT PROJECT MANAGER)
ADDRESS	LINE 1		
:	LINE 2	NAME:	LINE 1
		ADDRESS	
PHONE:		•	LINE 2
EMAIL:		PHONE:	
		EMAIL:	

SECTION 00200 9. REQUEST FOR TAXPAYER IDENTIFICATION

NUMBE

See

BER	AND CERTIF	CATION		
Depart	W_Q Request for Taxpaver			Give Form to the requester. Do not send to the IRS.
	1 Name (as shown	on your income tax return). Name is required on this line; do not leave this line blank.		
age 3.		isregarded entity name, if different from above the box for federal tax classification of the person whose name is entered on line 1. Chec poxes.	C	Exemptions (codes apply only to ertain entities, not individuals; see
e. ns on page	Individual/sole single-membe		Trust/estate	nstructions on page 3): xempt payee code (if any)
Print or type. ecific Instructions	Note: Check LLC if the LLC another LLC t	y company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnersh he appropriate box in the line above for the tax classification of the single-member owr c is classified as a single-member LLC that is disregarded from the owner unless the own at is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single from the owner should check the appropriate box for the tax classification of its owner tructions) ►	ner. Do not check vner of the LLC is e-member LLC that r.	xemption from FATCA reporting code (if any)
Spe	`		Requester's name and	d address (optional)

7 List account number(s) here (optional)

Taxpayer Identification Number (TIN) art I

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid	Social security number				
backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> . later.					
	or				
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and	Employer identification number				
Number To Give the Requester for guidelines on whose number to enter.	-				
Part II Certification					

Under penalties of perjury, I certify that:

6 City, state, and ZIP code

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

	Signature of U.S. person ►
--	-------------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

Form 1099-INT (interest earned or paid)

· Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

 Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

Form 1099-S (proceeds from real estate transactions)

Date >

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest),
- 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

SECTION 00 70 10 - GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

GENERAL WORK

The General Conditions for the project are those contained in **AIA Document A201 2017 Edition** (number of pages may vary depending on commercial printing or electronic version).

This document is used as a marker in bidding documents as if the entire actual AIA document were included in actual Bidding and Contract Document. Therefore, this document 00 70 10 incorporates its provisions verbatim by reference, the same as if included bodily herein.

End of Section 00 70 10

SECTION 00 80 00 – SUPPLEMENTARY CONDITIONS

MODIFICATIONS TO AIA DOCUMENT A 201 1997 EDITION TO BE APPLIED TO THE 2017 EDITION WHERE APPLICABLE

Article references below were originally created based on the 1997 Edition. Some below article references may have differing numbers, but all items listed below are to be incorporated into the contract.

The following supplements modify, change, delete from or add to the "General Conditions of the Contract for Construction", AIA Document A 201, 2017 Edition. Where any Article of the General Conditions is modified or any Paragraph, Subparagraph of Clause thereof is modified or deleted by these Supplementary Conditions the unaltered provisions of that Article, Paragraph, Subparagraph or Clause shall remain in effect.

Article 1: Contract Documents

Supplement to Article 1.1:

1.1.2. The Form of Agreement shall be AIA Document A101 (2017 Edition), Standard Form of Agreement between Owner and Contractor where the basis of payment is a Stipulated Sum.

Supplement to Article 1.2:

- 1.2.1.1 In case of discrepancies or conflicts between any of the Contractor Documents, the various documents or parts of same shall take precedence in the order listed as follows:
 - 1. The Agreement.
 - 2. The Addenda.
 - 3. The A.I.A General Conditions.
 - 4. The Supplemental General Conditions.
 - 5. The detailed technical specifications.
 - 6. Figured dimensions on the drawings.
 - 7. Large scale details on the drawings over smaller scale details of the same.

All such discrepancies and/or conflicts shall be submitted in writing to the Architect for clarification before the Contractor submits his bid. This should be done at least ten (10) days before bids are opened, so that an addendum may be issued. Should discrepancies and/or conflicts be discovered after the work has started, the Contractor must report the same to the Architect immediately, and no work connected with discrepancies and/or conflicts shall be started; or if started, shall be immediately stopped until the Contractor and the Architect agree on the clarification thereof. In cases of conflicts which are unreported, but must obviously have been observed by the Contractor as he prepared his bid, the more restricting, the more extensive and the more expensive the process or detail shall be assumed to be required.

1.2.1.2 Where on any of the drawings a portion of the work is drawn out and the remainder is indicated in outline, the parts drawn out shall apply also to all other like portions of the work. Where ornament or other detail is indicated by starting only, such detail shall be continued throughout the course or parts in which it occurs and shall also apply to all other similar parts of the work, unless otherwise indicated.

In case of difference between small and large scale drawings, the larger scale drawings shall take precedence.

Article 2: Owner

Supplement to Article 2.1:

2.1.1.1 Owner: As identified in Section 01100 – Summary of the Work.

Supplement to Article 2.2:

2.2.5.1 The number of sets and condition of use are further identified in Division 1 Section – Instructions to Bidders.

Article 3: Contractor

Supplement to Article 3.3:

3.3.4 Coordination: The Contractor shall be responsible for the proper fitting of all work and for the coordination of the operation of all trades, sub-contractors, or material men engaged upon the work. He shall be prepared to guarantee to each of his sub-contractors the dimensions which they may require for the fitting of their work to all surrounding work and shall do, or cause his agents to do, all cutting, fitting, adjusting and patching necessary to make the several parts of the work come together and to fit the work of other contractors.

Supplement to Article 3.4:

- 3.4.2.1 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements (Division 1 of the Specifications). By making requests for substitutions, the Contractor:
 - .1 represents that he has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
 - .2 represents that he will provide the same Warranty for the substitute that he would for that specified;
 - .3 certifies that the cost data presented is complete and includes all related costs, and excludes the Architect's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
 - .4 will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.
- 3.4.4 General Contractor shall disclose the existence and extent of financial interests, whether direct or indirect, he has in sub-contractors and material suppliers which he may propose for the project.

Article 4: Administration of the Contract.

Supplement to Article 4.1:

4.1.1.1 The Architect for the Project is Lyle • Cook • Martin Architects, having principal place of business at 310 Franklin Street, Suite B, Clarksville, Tennessee, 37040. The principals of the firm are Mr. Bradley Martin, and Mr. Marshall Duncan, duly licensed in Tennessee, among other jurisdictions.

Article 7: Changes in the Work

Supplement to Article 7.3:

7.3.6 In the first sentence, delete the words "a reasonable allowance for overhead and profit" and substitute "an allowance for overhead and profit in accordance with clauses 7.3.6.1.1 through 7.3.6.1.6 below."

Add the following Subparagraph 7.3.6.1 to 7.3.6.6:

- 7.3.6.1 In Subparagraph 7.3.6: The allowance for the combined overhead and profit included in the total cost to the Owner shall be based on the following schedule:
 - .1 For the Contractor, for Work performed by the Contractor's own forces, 15 percent of the cost.
 - .2 For the Contractor, for Work performed by the Contractor's Sub-contractor, 5 percent of the amount due the Subcontractor.
 - .3 For each Subcontractor or Sub-subcontractor's own forces, 15 percent of the cost.
 - .4 For each Subcontractor, for Work performed by the Subcontractor's Subsubcontractors, 5 percent of the amount due the Sub-subcontractor.
 - .5 Cost to which overhead and profit is to applied shall be determined in accordance with Subparagraph 7.3.6.
 - .6 In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also. In no case will a change involving over \$1,000.00 be approved without such itemization.

Article 8: Time

Supplement to Article 8.3

- 8.3.1.1 Any requests for extensions of time due to adverse weather must be accompanied by complete weather reports from the National Weather Bureau indicating precipitation and temperature reading for the job area and time in question. This data must include reports for the five (5) previous years. The average condition of the previous five years will then be compared to the current or most recent conditions and the differences, if any, shall form the basis of the extension of time.
- 8.3.2 Neither the Owner nor the Designer shall be obligated or liable to the Contractor for any damages, costs, or expenses of any nature which the Contractor, its Subcontractors, or Sub-subcontractors or any other person may incur as a result of any disruption or delay from any cause, regardless of the actual source of the delay, whether avoidable or una-voidable, it being understood and agreed that the Contractor's sole and exclusive remedy in such event shall be an extension of the Contract Time, but only in accordance with the provisions of the Contract Documents.

Article 9: Payments and Completion

Supplement to Article 9.5

Add the following clause.

9.5.3 Any work required by the Architect including excessive site visitation which shall be required by damages to the work, faulty work or neglect, or delay of Contract completion shall be paid to the Architect by the Owner at the Architect's current hourly rates including

reimbursable expenses and costs of consultants. Such payments made by the Owner and attributable to damage or delay of Contract shall be deducted from any amounts owing to the Contractor. The Architect shall advise the Contractor in writing of the occurrence of such charges to the work within seven (7) days of the occurrence of such charges.

Supplement to Article 9.6:

- 9.6.1.1 The Owner shall pay 95 percent of the amount due the Contractor on account of progress payments.
- 9.6.2 Add the following to this paragraph:

Starting with the second Application for Payment, the Contractor shall verify that he has paid all subcontractors and major material suppliers those respective amounts drawn on the previous payments for their respective areas.

Supplement to Article 9.6:

Add the following:

- 9.6.8. Unless the Contractor waives the privilege in writing, upon commencement of the Work, an escrow account shall be established in a financial institution chosen by the Contractor and approved by the Owner.
- 9.6.9 The escrow agreement shall provide that the financial institution will act as escrow agent, will pay interest on funds deposited in such account in accordance with the provisions of the escrow agreement and will disburse funds from the account upon the direction of the Owner as set forth below. Compensation to the escrow agent for establishing and maintaining the escrow account shall be paid from interest accrued in the escrow account.
- 9.6.10 As each progress payment is made, the retainage with respect to that payment shall be deposited by the Owner in the escrow account.
- 9.6.11 The interest earned on funds in the account shall accrue for the benefit of the Contractor until the completion date named in the Construction Contract or the expiration of any authorized extension of such date. Interest earned after such date shall accrue for the benefit of the Owner. Cost of Compensation to the escrow agent paid out of interest earned shall be borne by the Contractor.
- 9.6.12 When the Contractor has fulfilled all of the requirements of the Contract providing for reduction of retained funds, the escrow agent shall release to the Contractor one-half of the accrued funds but none of the interest thereon. When the Work has been fully completed in a satisfactory manner and the Architect has issued a final Certificate for Payment, the escrow agent shall pay to the Contractor the full amount of funds remaining in the account, including net balance of the interest paid to the account, but less any interest that may have accrued for the benefit of the Owner, which shall be paid to the Owner.
- 9.6.13 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor, the escrow agent shall make payment to the Contractor as provided in Subparagraph 9.10.3.

Supplement to Article 9.8:

9.8.5 Add the following sentence:

The payment shall be sufficient to increase the total payments to 98 percent of the Contract

SECTION 00 80 00 – SUPPLEMENTARY CONDITIONS

Sum, less such amounts as the Architect shall determine for incomplete Work and unsettled Claims.

Supplement to Article 9.10.2

9.10.2.1 Prior to Final Payment, submit the following documentation:

- 1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- 2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- 3. Contractor's Affidavit of Release of Liens (AIA Document G706A).
- 4. Evidence of filing of "Notice of Completion" into Public Record as required by state statute.

Supplement to Article 9.10.3

- 9.10.3.1 Final payment will not be approved until all required As-Built Drawings, Operating Manuals, Guarantees, Equipment Warranties, and Bonds have been delivered to the Architect.
- Article 10: Protection of Persons and Property

Supplement to Article 10.2

10.2.4.1 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary, the Contractor shall give the Owner reasonable advance notice.

Add the following clauses:

10.2.7.1 Construction Loads:

Structures are designed to support loads of completed work. No provision has been included for unusual stresses or loads imposed by construction operations or equipment. If Contractor desires to place loads in excess of design loads on part of structure, he shall prepare and submit, drawings and stress calculations prepared by a registered professional structural engineer of new work indicated and substantiating the proposed method for supporting materials, scaffolding, machines, and similar heavy or vibrating pieces.

- 10.2.7.2 The cost of engineering checking and additional inspection, if required of the Architect or his Consultants, and additional labor and materials required to support loads other than those encompassed in the original design shall be included in the Lump Sum Price bid in proposal for entire work. Do not load structures in excess of design loads prior to submission and approval of necessary drawings and calculations.
- 10.2.8 Existing Utility Lines:
- 10.2.8.1 The Contractor shall carefully examine the premises for any visible utility lines, including appurtenances of same, which are not indicated on the drawings, but which, in their present locations and positions, will interfere in any way with any of the work called for on the drawings, and/or specifications. The Contractor shall arrange and pay for, without added cost to the Owner, the removal or rerouting of such lines. Rerouting of lines shall be done so as not to interfere with the work and shall be subject to the Architect's approval.
- 10.2.8.2 In general, the work outlined in this paragraph shall be done by the trade in whose jurisdiction it falls, but each trade shall cooperate fully so that the work involved shall proceed in an orderly manner.

- 10.2.8.3 In doing all work under this Contract, the Contractor shall carefully protect all existing lines, which are to be maintained temporarily in service or which are not to be changed, from any damage or dislocation and shall make good, at his own expense, any damage done to such lines.
- 10.2.8.4 In doing work under this Contract, it is possible that the Contractor may encounter unknown underground utility lines. Such lines may be lines which have been or will be abandoned, inactive lines which may be desired to be preserved for possible future use or active lines which must be preserved and either relocated or replaced.
- 10.2.8.5 Should the Contractor encounter any such unknown lines, he shall at once notify the Architect and Owner's Engineer, who will examine all such lines to determine whether they have been, or may be abandoned or shall be preserved. The Contractor shall assist the Owner's Engineer by making tests or otherwise, as the Architect/Engineer deems necessary, in determining the character of the lines and in the case of lines to be preserved, how best to care for them.
- 10.2.8.6 If the lines are found to have been, or may be abandoned, the Contractor shall remove same to the extent necessary without extra cost to the Owner.
- 10.2.8.7 If it is found desirable or necessary to preserve the lines, they shall be capped off, relocated or otherwise cared for as directed by the Architects. In general, they shall be done by the trade having jurisdiction, but all Contractors shall fully cooperate in such work.

END OF SECTION 00 80 00

OWNER'S INSTRUCTIONS FOR INSURANCE AND BONDS

AIA DOCUMENT G612, PART B

PROJECT: Hickman County High School Consumer Science Classroom

OWNER: Hickman County School System

PROJECT NO: 1402.2

DATE: June 3, 2025

NOTATION TO OWNER—In consultation with your insurance advisor, complete this form, which will provide your instructions regarding your requirements for bonds and insurance for this Project. Please return the completed form, along with any other instructions relating to bonds and insurance, to the Architect.

TO: (ARCHITECT)

Lyle Cook Martin Architects 310 Franklin Street, Suite B Clarksville, Tennessee 37040

Attention: Bradley A. Martin, AIA

You are hereby instructed to include the following information and requirements in appropriate locations in the Bidding Documents and the Contract Documents. These requirements are based on Article 11 of AIA Document A201, General Conditions of the Contract for Construction, 1987 edition (copy attached hereto), and the completion of these instructions is presumed to be based thereon.

A. CONTRACTOR'S LIABILITY INSURANCE

Concerning the insurance described in Paragraph 11.1 of AIA Document A201, 1987 edition, specify the following minimum limits:

1. Workers' Compensation

E State:

- □ Voluntary Compensation (by any exempt entities):
- □ Applicable Federal (e.g., Longshoremen, harbor work, Work at or outside U.S. Boundaries):
- □ Maritime:
- Employer's Liability:

Statutory Same as State Workers Compensation

Statutory \$ /00,000 min \$ 1,000,000 Each accident \$ 1,000,000 Disease, Policy limit \$ 1,000,000 Disease, Each employee As applicable

□ Benefits required by union labor contracts:

- 2. General Liability (including Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):
 - (a) Bodily Injury:
 \$______ Bach Occurrence
 \$______ Aggregate
 (b) Property Damage:
 - \$ 1,000,000 Each Occurence
 - s 2,000,000 Aggregate
 - (c) Products and Completed Operations Insurance shall be maintained for a minimum period of □ 1 ↓ 2 □ ______year(s) after final payment and the Contractor shall continue to provide evidence of such coverage to the Owner on an annual basis during the aforementioned period.

- (d) Property Damage Liability Insurance shall include coverage for the following hazards:
 - X (Explosion)
 - C (Collapse)
 - U (Underground)
- (e) Contractual Liability (Hold Harmless Coverage):
 - Bodily Injury:

 \$ _ (000 00)
 Each Occurrence

 Property Damage:
 \$ _ (000 000)
 Each Occurrence

 \$ _ (000 000)
 Each Occurrence
 \$ _ (000 000)
 Each Occurrence

- (f) Personal Injury (with Employment Exclusion deleted, if applicable):
 - \$_____Aggregate
- (g) If the General Liability policy includes a General Aggregate, such General Aggregate shall be not less than <u>2,000,000</u>...Policy shall be endorsed to have General Aggregate apply to this Project only: U Yes D No
- 3. Umbrella Excess Liability

 \$
 \$
 0.00,000
 Over primary insurance

 \$
 10,000
 Retention

4. Automobile Liability (owned, non-owned, hired):

Bodily Injury:

 \$ ______
 000,000
 Each Person

 \$ ______
 000,000
 Each Accident

 Property Damage:
 \$ _______
 Each Occurrence

 $\bigwedge A$ 5. Aircraft Liability (owned and non-owned) when applicable, as follows: (Select one)

□ With limits' proposed by the Contractor for the Owner's approval.

- □ With the following limits:
- Bodily Injury:

s

\$_

Each Person

_____ Each Occurrence

Property Damage:

Each Occurrence

- 1 6. Watercraft Liability (owned and non-owned) when applicable, as follows: (Select one)
 - □ With limits proposed by the Contractor for the Owner's approval.
 - □ With the following limits:

Bodily Injury:

§_____ Each Person

Each Occurrence

Property Damage:

_____ Each Occurrence

7. Other Insurance: COVERAGE

S

AMOUNT

B. OWNER'S LIABILITY INSURANCE

Concerning the insurance described in Paragraph 11.2 of AIA Document A201, 1987 edition: (Select one)

27The Contractor shall provide this insurance with the following limits:

(1) Bodily Injury:

\$ 1,000,000	Each Occurrence
\$ 2,000,000	Aggregate
(2) Property Damage:	
\$ 1,000,000	Each Occurrence
\$ 2,000,000	Aggregate

C. PROPERTY INSURANCE

Concerning the insurance described in Paragraph 11.3 of AIA Document A201, 1987 edition: (Complete (a), (b) or (c), and then complete (d) and (e).)

(a) □ No modification is required; the Owner will purchase (including coverage for all materials and equipment to be incorporated or used in the Project when stored off the site or when in transit).

(b) \Box The Owner will purchase with the following modifications:

(c) The Contractor shall purchase the following: (Select one)

All-Risk

 \Box Other (specify) _

On the following form: (Select one)

□ Completed Value

□ Reporting

In the names of the Owner, Contractor, Subcontractor and Sub-subcontractors as their interests may appear with limits as follows: (Select one)

□ Amount equal to the Contract Sum for the Work.

 \Box Other (specify)

(NOTE: If coverage for alterations and additions to existing structures is to be included under the Owner's existing coverage, specific instructions should be included under Item D below.)

(d) Boiler and Machinery Insurance.

Concerning the insurance described in Subparagraph 11.3.2 of AIA Document A201, 1987 edition:

(1) The Owner shall provide this insurance with a limit of \$_____

(2) Objects to be insured: (List objects)

(e) Loss of Use Insurance.

Concerning the insurance described in Subparagraph 11.3.3 of AIA Document A201, 1987 edition; (Select one)

No modification is required.

□ The Contractor shall provide this insurance with limits of \$______

D. OTHER INSTRUCTIONS RELATED TO BONDS OR INSURANCE *(If none, please so indicate.)*

E. BONDS

(a) Performance Bond and Payment Bond as described in Paragraph 11.4 of AIA Document A201, 1987 edition, will be:

Required

□ Not required

(b) Required bonds shall be in the amount of (Select one)

Performance Payment		00% of Contract Sum 00% of Contract Sum	□% of Contract Su □% of Contract Su		
(c) Form of bonds sh	all be (S	Select one)		(ai)	
AIA Document	A311	AIA Document A	312		
Other	×				

(Describe and furnish sample copy if available)

(d) Special instructions:

H	ickman	County	Schoo	s
_	John 7			

6-10-25

By

Date

AIA DOCUMENT G612 • OWNER'S INSTRUCTIONS • 1987 EDITION • AIA® • © 1987 • THE AMERI-CAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006

PART 1 - GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Consumer Science Classroom Renovation at Hickman County High School located in Centerville, Tennessee.
 - 1. Project Location: 1645 Bulldog Blvd., Centerville, TN 37033
 - 2. Owner: Hickman County Schools, Centerville, TN.
- B. Architect Identification: The Contract Documents, dated June 3, 2025, were prepared for the project by Lyle · Cook · Martin Architects, 310 Franklin Street, Clarksville, Tennessee 37040.
- C. Briefly, and without force upon the Contract the work is generally as follows:
 - 1. Remodel of an existing Consumer Sciences Classroom in Hickman County High School. Project includes upgraded interior finishes including floors, light fixtures (as an add alternate), cabinets, countertops and all existing demonstration kitchen equipment to be replaced with new appliances utilizing existing mechanical, plumbing and electric utilities. New appliances will include electric stoves/ovens, microwaves, dishwashers, refrigerators, ice machine, etc. Existing stacking clothes washer and dryer to be relocated to exterior wall for venting. This project has received a Letter of No Review from the State Fire Marshal's Office.

1.2 CONTRACT

- A. Project will be constructed under a general construction contract.
 - 1. The form of Contract shall be AIA A101 (2017 Edition), Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Lump Sum.

1.3 <u>USE OF PREMISES</u>

A. General: The Contractor shall have full use of premises for construction operations, including use of Project site, and adjacent parking lot during construction period. The adjacent parking lot is to be protected from damage during construction. The Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

1.4 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "Master Format" numbering system.
 - 1. Section Identification: The Specifications use section numbers and titles to help crossreferencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of sections in the Contract Documents.

SECTION 01 10 00 - SUMMARY

- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
 - 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for alternates.

1.2 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.3 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

SECTION 01 23 00 - ALTERNATES

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. One:

Remove existing light fixtures and replace with new light fixtures per electrical drawings. Base bid includes no modifications to lights or ceilings.

B. Alternate No. Two:

Remove existing VCT flooring and vinyl base and replace with new flooring and base throughout classroom to transition at existing corridor/classroom entry door. Base bid includes removal and replacement of VCT and vinyl base in kitchen area only at transition as noted on drawings.

END OF SECTION 01 23 00

SECTION 01 26 00 - CONTRACT MODIFICATIONS PROCEDURES

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Division 1 Section "Allowances" for procedural requirements for handling and processing allowances.
 - 2. Division 1 Section "Unit Prices" for administrative requirements for using unit prices.
 - 3. Division 1 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.2 MINOR CHANGES IN THE WORK

A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to the Architect.
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

- 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
- 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
- 4. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- 5. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Use AIA Document G709 for Proposal Requests.

1.4 <u>ALLOWANCES</u>

- A. Allowance Adjustment: To adjust allowance amounts, base each Change Order proposal on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
 - 1. Include installation costs in purchase amount only where indicated as part of the allowance.
 - 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
 - 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
 - 4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the Purchase Order amount or Contractor's handling, labor, installation, overhead, and profit. Submit claims within 21 days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. Owner will reject claims submitted later than 21 days after such authorization.
 - 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
 - 2. No change to Contractor's indirect expense is permitted for selection of higher- or lowerpriced materials or systems of the same scope and nature as originally indicated.

1.5 CHANGE ORDER PROCEDURES

A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.6 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

SECTION 01 26 00 - CONTRACT MODIFICATIONS PROCEDURES

- 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
 - 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
- PART 2 PRODUCTS (Not Used)
- PART 3 EXECUTION (Not Used)

END OF SECTION 01 26 00

SECTION 01 29 00 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
 - 1. Division 1 Section "Allowances" for procedural requirements governing handling and processing of allowances.
 - 2. Division 1 Section "Unit Prices" for administrative requirements governing use of unit prices.
 - 3. Division 1 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 4. Division 1 Section "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

1.2 DEFINITIONS

A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.3 <u>SCHEDULE OF VALUES</u>

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
 - 3. Subschedules: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
 - 1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.

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SECTION 01 29 00 - PAYMENT PROCEDURES

- d. Contractor's name and address.
- e. Date of submittal.
- 2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value.
 - 1) Percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
- 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate.
- 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
- 5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. Include evidence of insurance or bonded warehousing if required.
- 6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
- 7. Allowances: Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
- 8. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
- 9. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
 - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.

SECTION 01 29 00 - PAYMENT PROCEDURES

- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 - 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.
 - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 - 1. Submit partial waivers on each item for amount requested, before deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit final or full waivers.
 - 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 4. Waiver Delays: Submit each Application for Payment with Contractor's waiver of mechanic's lien for construction period covered by the application.
 - a. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 - 5. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 - 1. List of subcontractors.
 - 2. Schedule of Values.
 - 3. Contractor's Construction Schedule (preliminary if not final).
 - 4. Products list.
 - 5. Schedule of unit prices.
 - 6. Submittals Schedule (preliminary if not final).
 - 7. List of Contractor's staff assignments.
 - 8. List of Contractor's principal consultants.
 - 9. Copies of building permits.

SECTION 01 29 00 - PAYMENT PROCEDURES

- 10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
- 11. Initial progress report.
- Report of preconstruction conference. 12.
- Certificates of insurance and insurance policies. 13.
- Performance and payment bonds. 14.
- Data needed to acquire Owner's insurance. 15.
- Initial settlement survey and damage report if required. 16.
- Η. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
 - 1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 - This application shall reflect Certificates of Partial Substantial Completion issued 2. previously for Owner occupancy of designated portions of the Work.
- Final Payment Application: Submit final Application for Payment with releases and supporting I. documentation not previously submitted and accepted, including, but not limited, to the following:
 - 1. Evidence of completion of Project closeout requirements.
 - Insurance certificates for products and completed operations where required and proof 2. that taxes, fees, and similar obligations were paid.
 - 3. Updated final statement, accounting for final changes to the Contract Sum.
 - AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims." 4.
 - AIA Document G706A, "Contractor's Affidavit of Release of Liens." AIA Document G707, "Consent of Surety to Final Payment." 5.
 - 6.
 - Evidence that claims have been settled. 7.
 - Final meter readings for utilities, a measured record of stored fuel, and similar data as of 8. date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 - Final, liquidated damages settlement statement. 9.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 29 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Coordination Drawings.
 - 3. Administrative and supervisory personnel.
 - 4. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific contractor.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Construction Progress Documentation" for preparing and submitting the Contractor's Construction Schedule.
 - 2. Division 1 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Division 1 Section "Closeout Procedures" for coordinating Contract closeout.

1.2 <u>COORDINATION</u>

- A. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. If necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's Construction Schedule.

- 2. Preparation of the Schedule of Values.
- 3. Installation and removal of temporary facilities and controls.
- 4. Delivery and processing of submittals.
- 5. Progress meetings.
- 6. Preinstallation conferences.
- 7. Project closeout activities.

1.3 <u>SUBMITTALS</u>

- A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
 - 1. Indicate relationship of components shown on separate Shop Drawings.
 - 2. Indicate required installation sequences.
 - 3. Refer to Division 15 Section and Division 16 Section for specific Coordination Drawing requirements for mechanical and electrical installations, or as noted on the construction drawings.
- B. Staff Names: Within 10 days prior to starting construction operations, submit a list of principal staff assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
 - 1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone.

1.4 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.
 - 1. Include special personnel required for coordination of operations with other contractors.

1.5 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
 - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 - 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 - 3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within 3 days of the meeting.
- B. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 10 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

- 1. Attendees: Authorized representatives of Owner, Owner's Prime Contractor, Architect, and their consultants; Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
- 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing.
 - d. Designation of responsible personnel.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for processing Applications for Payment.
 - g. Distribution of the Contract Documents.
 - h. Submittal procedures.
 - i. Preparation of Record Documents.
 - j. Use of the premises.
 - k. Responsibility for temporary facilities and controls.
 - I. Parking availability.
 - m. Office, work, and storage areas.
 - n. Equipment deliveries and priorities.
 - o. First aid.
 - p. Security.
 - q. Progress cleaning.
 - r. Working hours.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
 - 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related Change Orders.
 - d. Purchases.
 - e. Deliveries.
 - f. Submittals.
 - g. Review of mockups.
 - h. Possible conflicts.
 - i. Compatibility problems.
 - j. Time schedules.
 - k. Weather limitations.
 - I. Manufacturer's written recommendations.
 - m. Warranty requirements.
 - n. Compatibility of materials.
 - o. Acceptability of substrates.
 - p. Temporary facilities and controls.
 - q. Space and access limitations.
 - r. Regulations of authorities having jurisdiction.
 - s. Testing and inspecting requirements.

- t. Required performance results.
- 3. Record significant conference discussions, agreements, and disagreements.
- 4. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Conduct progress meetings at bi-monthly intervals. Coordinate dates of meetings with preparation of payment requests.
 - 1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Change Orders.
 - 14) Documentation of information for payment requests.
 - 3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Preliminary Construction Schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Submittals Schedule.
 - 4. Daily construction reports.
 - 5. Field condition reports.
 - 6. Special reports.
 - 7. Construction photographs.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for submitting the Schedule of Values.
 - 2. Division 1 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
 - 3. Division 1 Section "Submittal Procedures" for submitting schedules and reports.
 - 4. Division 1 Section "Photographic Documentation" for submitting construction photographs.
 - 5. Division 1 Section "Quality Requirements" for submitting a schedule of tests and inspections.
 - 6. Division 1 Section "Closeout Procedures" for submitting photographic negatives as Project Record Documents at Project closeout.

1.2 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - 1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
 - 2. Predecessor activity is an activity that must be completed before a given activity can be started.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- C. Critical Path: The longest continuous chain of activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.

- 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
- 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the following activity.
- 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- F. Fragnet: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- G. Major Area: A story of construction, a separate building, or a similar significant construction element.
- H. Milestone: A key or critical point in time for reference or measurement.
- I. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

1.3 <u>SUBMITTALS</u>

- A. Qualification Data: For firms and persons specified in "Quality Assurance" Article and in-house scheduling personnel to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Submittals Schedule: Submit three copies of schedule. Arrange the following information in a tabular format:
 - 1. Scheduled date for first submittal.
 - 2. Specification Section number and title.
 - 3. Submittal category (action or informational).
 - 4. Name of subcontractor.
 - 5. Description of the Work covered.
 - 6. Scheduled date for Architect's [and Construction Manager's] final release or approval.
- C. Preliminary Construction Schedule: Submit two printed copies; one a single sheet of reproducible media, and one a print.
- D. Preliminary Network Diagram: Submit two printed copies; one a single sheet of reproducible media, and one a print; large enough to show entire network for entire construction period.
- E. Contractor's Construction Schedule: Submit two printed copies of initial schedule, one a reproducible print and one a blue- or black-line print, large enough to show entire schedule for entire construction period.
- F. CPM Reports: Concurrent with CPM schedule, submit two printed copies of each of the following computer-generated reports. Format for each activity in reports shall contain activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float.
 - 1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.

- 2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
- 3. Total Float Report: List of all activities sorted in ascending order of total float.
- G. Construction Photographs Digital Format: Submit two prints of each photographic view taken with monthly progress report.
 - 1. Format: 8-by-10-inch smooth-surface matte digital prints puched for standard 3-ring binder.
 - 2. Identification: On back of each print, provide an applied label or rubber-stamped impression with the following information:
 - a. Name of Project.
 - b. Name and address of photographer.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Date photograph was taken.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - 3. Negatives: Submit a digital file on disk with each monthly submittal in protective envelopes. Identify date photographs where taken.
- H. Daily Construction Reports: Submit two copies at monthly intervals.
- I. Material Location Reports: Submit two copies at monthly intervals.
- J. Field Condition Reports: Submit two copies at time of discovery of differing conditions.
- K. Special Reports: Submit two copies at time of unusual event.

1.4 <u>QUALITY ASSURANCE</u>

- A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting.
- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination." Review methods and procedures related to the Preliminary Construction Schedule and Contractor's Construction Schedule, including, but not limited to, the following:
 - 1. Review software limitations and content and format for reports.
 - 2. Verify availability of qualified personnel needed to develop and update schedule.
 - 3. Discuss constraints, including phasing, work stages, area separations, interim milestones and partial Owner occupancy.
 - 4. Review delivery dates for Owner-furnished products.
 - 5. Review schedule for work of Owner's separate contracts.
 - 6. Review time required for review of submittals and resubmittals.
 - 7. Review requirements for tests and inspections by independent testing and inspecting agencies.
 - 8. Review time required for completion and startup procedures.
 - 9. Review and finalize list of construction activities to be included in schedule.
 - 10. Review submittal requirements and procedures.

11. Review procedures for updating schedule.

1.5 <u>COORDINATION</u>

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
 - 1. Secure time commitments for performing critical elements of the Work from parties involved.
 - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 <u>SUBMITTALS SCHEDULE</u>

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
 - 1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
 - 2. Initial Submittal: Submit concurrently with preliminary bar-chart schedule. Include submittals required during the first 60 days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 - a. At Contractor's option, show submittals on the Preliminary Construction Schedule, instead of tabulating them separately.
 - 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Procedures: Comply with procedures contained in AGC's "Construction Planning & Scheduling."
- B. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Substantial Completion.
 - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:

- 1. Activity Duration: Define activities so no activity is longer than 30 days, unless specifically allowed by Architect.
- 2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
- 3. Submittal Review Time: Include review and resubmittal times indicated in Division 1 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
- 4. Startup and Testing Time: Include not less than 14 days for startup and testing.
- 5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
 - 1. Phasing: Arrange list of activities on schedule by phase.
 - 2. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 - 3. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 1 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 - 4. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Division 1 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 - 5. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Uninterruptible services.
 - c. Use of premises restrictions.
 - d. Seasonal variations.
 - e. Environmental control.
 - 6. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards.
 - b. Submittals.
 - c. Purchases.
 - d. Mockups.
 - e. Fabrication.
 - f. Sample testing.
 - g. Deliveries.
 - h. Installation.
 - i. Tests and inspections.
 - j. Adjusting.
 - k. Curing.
 - I. Startup and placement into final use and operation.
 - 7. Area Separations: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:

- a. Structural completion.
- b. Permanent space enclosure.
- c. Completion of mechanical installation.
- d. Completion of electrical installation.
- e. Substantial Completion.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
- F. Cost Correlation: At the head of schedule, provide a cost correlation line, indicating planned and actual costs. On the line, show dollar volume of the Work performed as of dates used for preparation of payment requests.
 - 1. Refer to Division 1 Section "Payment Procedures" for cost reporting and payment procedures.
- G. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragnets to demonstrate the effect of the proposed change on the overall project schedule.
- H. Computer Software: Prepare schedules using a program that has been developed specifically to manage construction schedules.

2.3 PRELIMINARY CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit preliminary horizontal bar-chart-type construction schedule within seven days of date established for commencement of the Work.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 60 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

2.4 <u>CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)</u>

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within 30 days of date established for commencement of the Work. Base schedule on the Preliminary Construction Schedule and whatever updating and feedback was received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
 - 1. For construction activities that require 3 months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

2.5 <u>REPORTS</u>

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
 - 1. List of subcontractors at Project site.

- 2. List of separate contractors at Project site.
- 3. Approximate count of personnel at Project site.
- 4. High and low temperatures and general weather conditions.
- 5. Accidents.
- 6. Meetings and significant decisions.
- 7. Unusual events (refer to special reports).
- 8. Stoppages, delays, shortages, and losses.
- 9. Emergency procedures.
- 10. Orders and requests of authorities having jurisdiction.
- 11. Change Orders received and implemented.
- 12. Construction Change Directives received.
- 13. Services connected and disconnected.
- 14. Equipment or system tests and startups.
- 15. Partial Completions and occupancies.
- 16. Substantial Completions authorized.
- B. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare a detailed report. Submit with a request for information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.6 <u>SPECIAL REPORTS</u>

- A. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Scheduling Consultant: Engage a consultant to provide planning, evaluation, and reporting using CPM scheduling.
 - 1. In-House Option: Owner may waive the requirement to retain a consultant if Contractor employs skilled personnel with experience in CPM scheduling and reporting techniques. Submit qualifications.
 - 2. Meetings: Scheduling consultant shall attend all meetings related to Project progress, alleged delays, and time impact.
- B. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule two days before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.

- 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
- 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- C. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

3.2 CONSTRUCTION PHOTOGRAPHS

- A. Photograph Medium: Digital Format.
- B. Date Stamp: Unless otherwise indicated, date and time stamp each photograph as it is being taken so stamp is integral to photograph.
- C. Periodic Construction Photographs: Take twelve photographs monthly, coinciding with cutoff date associated with each Application for Payment. Photographer shall select vantage points to best show status of construction and progress since last photographs were taken.
 - 1. Field Office Prints: Retain one set of prints of periodic photographs in field office at Project site, available at all times for reference. Identify photographs the same as for those submitted to Architect.

END OF SECTION 01 32 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for submitting Applications for Payment.
 - 2. Division 1 Section "Project Management and Coordination" for submitting Coordination Drawings.
 - 3. Division 1 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule and construction photographs.
 - 4. Division 1 Section "Photographic Documentation" for submitting periodic construction photographs.
 - 5. Division 1 Section "Quality Requirements" for submitting test and inspection reports and Delegated-Design Submittals and for erecting mockups.
 - 6. Division 1 Section "Closeout Procedures" for submitting warranties Project Record Documents and operation and maintenance manuals.
 - 7. Division 1 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 8. Division 1 Section "Demonstration and Training" for operation and maintenance manual requirements.

1.2 <u>DEFINITIONS</u>

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's approval. Submittals may be rejected for not complying with requirements.

1.3 <u>SUBMITTAL PROCEDURES</u>

- A. General: Electronic copies of CAD Drawings of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals on signing of a waiver form by the submitting party which indemnifies the Architect from any latent errors contained in the processing of CAD files or errors that might otherwise have been detected by procedures that independently developed the information containing the embedded error.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

- a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal.
 - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Concurrent Review: Where concurrent review of submittals by Architect's consultants, Owner, or other parties is required, allow 21 days for initial review of each submittal.
 - 3. Direct Transmittal to Consultant: Where the Contract Documents indicate that submittals may be transmitted directly to Architect's consultants, provide duplicate copy of transmittal to Architect. Submittal will be returned to Architect before being returned to Contractor.
 - 4. If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 5. Allow 15 days for processing each resubmittal.
 - 6. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- E. Identification: Place a permanent label or title block on each submittal for identification.
 - 1. Indicate name of firm or entity that prepared each submittal on label or title block.
 - 2. Provide a space approximately 4 by 5 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 - 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Unique identifier, including revision number.
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Other necessary identification.
- F. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- G. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions of the Contract Documents, initial submittal may serve as final submittal.
 - 1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.

- 2. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from sources other than Contractor.
 - 1. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements of the Contract Documents, including minor variations and limitations. Include the same label information as the related submittal.
 - 2. Include Contractor's certification stating that information submitted complies with requirements of the Contract Documents.
 - 3. Transmittal Form: Use Contractor's standard form.
 - 4. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Submittal and transmittal distribution record.
 - i. Remarks.
 - j. Signature of transmitter.
- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction.

PART 2 - <u>PRODUCTS</u>

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
 - 1. Number of Copies: Submit four copies of each submittal, unless otherwise indicated. Architect will return three copies. Mark up and retain one returned copy as a Project Record Document.
 - 2. Number of Copies: Submit copies of each submittal, as follows, unless otherwise indicated:
 - a. Initial Submittal: Submit a preliminary single copy of each submittal where selection of options, color, pattern, texture, or similar characteristics is required. Architect will return submittal with options selected.
 - b. Final Submittal: Submit four copies, unless copies are required for operation and maintenance manuals. Submit five copies where copies are required for operation

and maintenance manuals. Architect will retain one copy; remainder will be returned. Mark up and retain one returned copy as a Project Record Document.

- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark each copy of each submittal to show which products and options are applicable.
 - 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operating and maintenance manuals.
 - k. Compliance with recognized trade association standards.
 - I. Compliance with recognized testing agency standards.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
 - 1. Preparation: Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - I. Notation of dimensions established by field measurement.
 - 2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 - 3. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 40 inches.
 - 4. Number of Copies: Submit copies of each submittal, as follows:
 - a. Submit one correctable, translucent, reproducible print and one blue- or black-line print of each submittal. Architect will return the reproducible print.
 - b. Initial Submittal: Submit four blue- or black-line prints. Architect will return one print.
 - c. Final Submittal: Submit five blue- or black-line prints, unless prints are required for operation and maintenance manuals. Submit seven prints where prints are

required for operation and maintenance manuals. Architect will retain one print; remainder will be returned. Mark up and retain one returned print as a Project Record Drawing.

- D. Coordination Drawings: Comply with requirements in Division 1 Section "Project Management and Coordination."
- E. Samples: Prepare physical units of materials or products, including the following:
 - 1. Comply with requirements in Division 1 Section "Quality Requirements" for mockups.
 - 2. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - 3. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - 4. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Architect's sample where so indicated. Attach label on unexposed side that includes the following:
 - a. Generic description of Sample.
 - b. Product name or name of manufacturer.
 - c. Sample source.
 - 5. Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, provide the following:
 - a. Size limitations.
 - b. Compliance with recognized standards.
 - c. Availability.
 - d. Delivery time.
 - 6. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
 - a. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least three sets of paired units that show approximate limits of the variations.
 - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
 - 7. Number of Samples for Initial Selection: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 - 8. Number of Samples for Verification: Submit three sets of Samples. Architect] will retain one Sample sets; remainder will be returned.

- a. Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
- 9. Disposition: Maintain sets of approved Samples at Project site, available for qualitycontrol comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
- F. Product Schedule or List: Prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 - 1. Type of product. Include unique identifier for each product.
 - 2. Number and name of room or space.
 - 3. Location within room or space.
- G. Delegated-Design Submittal: Comply with requirements in Division 1 Section "Quality Requirements."
- H. Contractor's Construction Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation" for Construction Manager's action.
- I. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation."
- J. Application for Payment: Comply with requirements in Division 1 Section "Payment Procedures."
- K. Schedule of Values: Comply with requirements in Division 1 Section "Payment Procedures."
- L. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 - 1. Number of Copies: Submit three copies of each submittal, unless otherwise indicated. Architect will return two copies.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

- 3. Test and Inspection Reports: Comply with requirements in Division 1 Section "Quality Requirements."
- B. Contractor's Construction Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation."
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
- E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific Project.
- G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.
- H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
- I. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
- J. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.
- K. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- L. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements.
- M. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- N. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:

- 1. Name of evaluation organization.
- 2. Date of evaluation.
- 3. Time period when report is in effect.
- 4. Product and manufacturers' names.
- 5. Description of product.
- 6. Test procedures and results.
- 7. Limitations of use.
- O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements in Division 1 Section "Closeout Procedures."
- P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
 - 1. Preparation of substrates.
 - 2. Required substrate tolerances.
 - 3. Sequence of installation or erection.
 - 4. Required installation tolerances.
 - 5. Required adjustments.
 - 6. Recommendations for cleaning and protection.
- R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
 - 1. Name, address, and telephone number of factory-authorized service representative making report.
 - 2. Statement on condition of substrates and their acceptability for installation of product.
 - 3. Statement that products at Project site comply with requirements.
 - 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 - 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 - 6. Statement whether conditions, products, and installation will affect warranty.
 - 7. Other required items indicated in individual Specification Sections.
- S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- T. Construction Photographs: Comply with requirements in Division 1 Section "Construction Progress Documentation."
- U. Material Safety Data Sheets: Submit information directly to Owner. If submitted to Architect, Architect will not review this information but will return it with no action taken.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Submittals not required by the Contract Documents will not be reviewed and may be discarded.

END OF SECTION 01 33 00

SECTION 01 42 00 - REFERENCES

PART 1 - GENERAL

1.1 <u>DEFINITIONS</u>

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "approved," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Installer": Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
- J. "Experienced": When used with an entity, "experienced" means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
 - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.
- K. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.2 INDUSTRY STANDARDS

SECTION 01 42 00 - REFERENCES

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
- C. Conflicting Requirements: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.
 - 1. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.
- D. Copies of Standards: Each entity engaged in construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available on request.
- E. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections include the following:
 - 1. Division 1 Section "Allowances" for testing and inspecting allowances.
 - 2. Division 1 Section "Construction Progress Documentation" for developing a schedule of required tests and inspections.
 - 3. Division 1 Section "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities.
 - 4. Divisions 2 through 50 Sections for specific test and inspection requirements.

1.2 <u>DEFINITIONS</u>

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and ensure that proposed construction complies with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that completed construction complies with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Mockups: Full-size, physical example assemblies to illustrate finishes and materials. Mockups are used to verify selections made under Sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. Mockups establish the standard by which the Work will be judged.
- D. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

1.3 <u>DELEGATED DESIGN</u>

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

1.4 REGULATORY REQUIREMENTS

A. Copies of Regulations: Obtain copies of the following regulations and retain at Project site to be available for reference by parties who have a reasonable need:

1.5 <u>SUBMITTALS</u>

- A. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.
- C. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Description of test and inspection.
 - 3. Identification of applicable standards.
 - 4. Identification of test and inspection methods.
 - 5. Number of tests and inspections required.
 - 6. Time schedule or time span for tests and inspections.
 - 7. Entity responsible for performing tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.
- D. Reports: Prepare and submit certified written reports that include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, and telephone number of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.
 - 10. Ambient conditions at time of sample taking and testing and inspecting.
 - 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 - 12. Name and signature of laboratory inspector.
 - 13. Recommendations on retesting and reinspecting.

E. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.6 QUALITY ASSURANCE

- A. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- B. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- C. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- D. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. Specialists: Certain sections of the Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
 - 1. Requirement for specialists shall not supersede building codes and similar regulations governing the Work, nor interfere with local trade-union jurisdictional settlements and similar conventions.
- G. Testing Agency Qualifications: An agency with the experience and capability to conduct testing and inspecting indicated, as documented by ASTM E 548, and that specializes in types of tests and inspections to be performed.
- H. Preconstruction Testing: Testing agency shall perform preconstruction testing for compliance with specified requirements for performance and test methods.
 - 1. Contractor responsibilities include the following:
 - a. Provide test specimens and assemblies representative of proposed materials and construction. Provide sizes and configurations of assemblies to adequately demonstrate capability of product to comply with performance requirements.
 - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - c. Fabricate and install test assemblies using installers who will perform the same tasks for Project.
 - d. When testing is complete, remove assemblies; do not reuse materials on Project.

- 2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- I. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
 - 1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
 - 2. Notify Architect seven (7) days in advance of dates and times when mockups will be constructed.
 - 3. Demonstrate the proposed range of aesthetic effects and workmanship.
 - 4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
 - 5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 - 6. Demolish and remove mockups when directed, unless otherwise indicated.

1.7 <u>QUALITY CONTROL</u>

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
 - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of the types of testing and inspecting they are engaged to perform.
 - 2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
 - 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Unless otherwise indicated, provide quality-control services specified and required by authorities having jurisdiction.
 - 1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ the same entity engaged by Owner, unless agreed to in writing by Owner.
 - 2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 - 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 - 4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 - 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Special Tests and Inspections: Owner will engage a testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner.

- 1. Testing agency will notify Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
- 2. Testing agency will submit a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
- 3. Testing agency will submit a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
- 4. Testing agency will interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- 5. Testing agency will retest and reinspect corrected work.
- D. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
- E. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that revised or replaced Work that failed to comply with requirements established by the Contract Documents.
- F. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
 - 1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 - 2. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 - 3. Submit a certified written report, in duplicate, of each test, inspection, and similar qualitycontrol service through Contractor.
 - 4. Do not release, revoke, alter, or increase requirements of the Contract Documents or approve or accept any portion of the Work.
 - 5. Do not perform any duties of Contractor.
- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
 - 1. Access to the Work.
 - 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 - 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 - 4. Facilities for storage and field-curing of test samples.
 - 5. Delivery of samples to testing agencies.
 - 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 - 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
 - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.

- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within 30 days of date established for commencement of the Work.
 - 1. Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 <u>ACCEPTABLE TESTING AGENCIES</u>

A. Submit list of firms acceptable to perform designated tests and inspections for Architect's and Owner's approval prior to testing.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
 - 1. Provide materials and comply with installation requirements specified in other Sections of these Specifications. Restore patched areas and extend restoration into adjoining areas in a manner that eliminates evidence of patching.
 - 2. Comply with the Contract Document requirements for Division 1 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 43 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection facilities.
- B. Temporary utilities include, but are not limited to, the following:
 - 1. Sewers and drainage.
 - 2. Water service and distribution.
 - 3. Sanitary facilities, including toilets, wash facilities, and drinking-water facilities.
 - 4. Heating and cooling facilities.
 - 5. Ventilation.
 - 6. Electric power service.
 - 7. Lighting.
 - 8. Telephone service.
- C. Support facilities include, but are not limited to, the following:
 - 1. Temporary roads and paving.
 - 2. Dewatering facilities and drains.
 - 3. Project identification and temporary signs.
 - 4. Waste disposal facilities.
 - 5. Field offices.
 - 6. Storage and fabrication sheds.
 - 7. Lifts and hoists.
 - 8. Construction aids and miscellaneous services and facilities.
- D. Security and protection facilities include, but are not limited to, the following:
 - 1. Environmental protection.
 - 2. Storm water control.
 - 3. Pest control.
 - 4. Security enclosure and lockup.
 - 5. Barricades, warning signs, and lights.
 - 6. Temporary enclosures.
 - 7. Temporary partitions.
 - 8. Fire protection.
- E. Related Sections include the following:
 - 1. Division 1 Section "Submittal Procedures" for procedures for submitting copies of implementation and termination schedule and utility reports.
 - 2. Division 1 Section "Execution Requirements" for progress cleaning requirements.
 - 3. Divisions 2 through 50 for temporary heat, ventilation, and humidity requirements for products in those Sections.

1.2 <u>DEFINITIONS</u>

A. Permanent Enclosure: As determined by Architect, permanent or temporary roofing is complete, insulated, and weather tight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.3 <u>USE CHARGES</u>

- A. General: Cost or use charges for temporary facilities are not chargeable to Owner or Architect and shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, the following:
 - 1. Owner's construction forces.
 - 2. Architect.
 - 3. Testing agencies.
 - 4. Personnel of authorities having jurisdiction.
- B. Sewer Service: Pay sewer service use charges for sewer usage, by all parties engaged in construction, at Project site.
- C. Water Service: Pay water service use charges, whether metered or otherwise, for water used by all entities engaged in construction activities at Project site.
- D. Electric Power Service: Pay electric power service use charges, whether metered or otherwise, for electricity used by all entities engaged in construction activities at Project site.

1.4 QUALITY ASSURANCE

- A. Standards: Comply with ANSI A10.6, NECA's "Temporary Electrical Facilities," and NFPA 241.
 - 1. Trade Jurisdictions: Assigned responsibilities for installation and operation of temporary utilities are not intended to interfere with trade regulations and union jurisdictions.
 - 2. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

- A. Temporary Utilities: At earliest feasible time, when acceptable to Owner, change over from use of temporary service to use of permanent service.
 - 1. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.
- B. Conditions of Use: The following conditions apply to use of temporary services and facilities by all parties engaged in the Work:
 - 1. Keep temporary services and facilities clean and neat.
 - 2. Relocate temporary services and facilities as required by progress of the Work.

PART 2 - PRODUCTS

2.1 <u>MATERIALS</u>

- A. General: Provide new materials. Undamaged, previously used materials in serviceable condition may be used if approved by Architect. Provide materials suitable for use intended.
- B. Chain-Link Fencing: Minimum 2-inch, 0.148-inch- thick, galvanized steel, chain-link fabric fencing; minimum 6 feet high with galvanized steel pipe posts; minimum 2-3/8-inch OD line posts and 2-7/8-inch- OD corner and pull posts.
- C. Lumber and Plywood: Comply with requirements in Division 6 Section Miscellaneous Carpentry."
- D. Tarpaulins: Fire-resistive labeled with flame-spread rating of 15 or less.
- E. Water: Potable.

2.2 <u>EQUIPMENT</u>

- A. General: Provide equipment suitable for use intended.
 - 1. Field Offices: Mobile units with lockable entrances, operable windows, and serviceable finishes; heated and air conditioned; on foundations adequate for normal loading.
- B. Fire Extinguishers: Hand carried, portable, UL rated. Provide class and extinguishing agent as indicated or a combination of extinguishers of NFPA-recommended classes for exposures.
 - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.
- C. Self-Contained Toilet Units: Single-occupant units of chemical, aerated recirculation, or combustion type; vented; fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- D. Heating Equipment: Unless Owner authorizes use of permanent heating system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating Units: Listed and labeled, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use for type of fuel being consumed.
- E. Electrical Outlets: Properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher-voltage outlets; equipped with ground-fault circuit interrupters, reset button, and pilot light.
- F. Power Distribution System Circuits: Where permitted and overhead and exposed for surveillance, wiring circuits, not exceeding 125-V ac, 20-A rating, and lighting circuits may be nonmetallic sheathed cable.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Engage appropriate local utility company to install temporary service or connect to existing service. Where utility company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with utility company recommendations.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
 - 2. Provide adequate capacity at each stage of construction. Before temporary utility is available, provide trucked-in services.
 - 3. Obtain easements to bring temporary utilities to Project site where Owner's easements cannot be used for that purpose.
- B. Sewers and Drainage: If sewers are available, provide temporary connections to remove effluent that can be discharged lawfully. If sewers are not available or cannot be used, provide drainage ditches, dry wells, stabilization ponds, and similar facilities. If neither sewers nor drainage facilities can be lawfully used for discharge of effluent, provide containers to remove and dispose of effluent off-site in a lawful manner.
 - 1. Filter out excessive soil, construction debris, chemicals, oils, and similar contaminants that might clog sewers or pollute waterways before discharge.
 - 2. Connect temporary sewers to municipal system as directed by sewer department officials.
 - 3. Maintain temporary sewers and drainage facilities in a clean, sanitary condition. After heavy use, restore normal conditions promptly.
 - 4. Provide temporary filter beds, settlement tanks, separators, and similar devices to purify effluent to levels acceptable to authorities having jurisdiction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction until permanent water service is in use. Sterilize temporary water piping before use.
 - 1. Provide rubber hoses as necessary to serve Project site.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities.
 - 1. Disposable Supplies: Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Maintain adequate supply. Provide covered waste containers for disposal of used material.

- 2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Provide separate facilities for male and female personnel.
- E. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed.
 - 1. Maintain a minimum temperature of 50 deg F in permanently enclosed portions of building for normal construction activities, and 65 deg F for finishing activities and areas where finished Work has been installed.
- F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- G. Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnecting means, automatic ground-fault interrupters, and main distribution switchgear.
 - 1. Install power distribution wiring overhead and rise vertically where least exposed to damage.
- H. Electric Distribution: Provide receptacle outlets adequate for connection of power tools and equipment.
 - 1. Provide waterproof connectors to connect separate lengths of electrical power cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.
 - 2. Provide warning signs at power outlets other than 110 to 120 V.
- I. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- J. Telephone Service: Provide temporary telephone service throughout construction period for common-use facilities used by all personnel engaged in construction activities. Install separate telephone line for each field office and first-aid station.
 - 1. At each telephone, post a list of important telephone numbers.
 - a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Architect's office.
 - e. Engineers' offices.
 - f. Owner's office.
 - g. Principal subcontractors' field and home offices.

- 2. Provide an answering machine, voice-mail service or messaging service on superintendent's telephone.
- 3. Furnish superintendent with electronic paging device, "Nextel" or portable two-way radio for use when away from field office.
- 4. Provide a portable cellular telephone for superintendent's use in making and receiving telephone calls when away from field office.
- 5. Install a coin-operated telephone station at a convenient grade-level location for convenience of personnel.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
 - 1. Locate field offices, storage sheds, sanitary facilities, and other temporary construction and support facilities for easy access.
 - 2. Provide incombustible construction for offices, shops, and sheds located within construction area or within 30 feet of building lines. Comply with NFPA 241.
 - 3. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate to support loads and to withstand exposure to traffic during construction period. Locate temporary roads and paved areas within construction limits indicated on Drawings.
 - 1. Provide a reasonably level, graded, well-drained sub-grade of satisfactory soil material, compacted to not less than 95 percent of maximum dry density in the top 6 inches.
 - 2. Provide gravel-paving course of sub-base material not less than 3 inches thick; roller compacted to a level, smooth, dense surface.
 - 3. Provide dust-control treatment that is nonpolluting and non-tracking. Reapply treatment as required to minimize dust.
- C. Traffic Controls: Provide temporary traffic controls at junction of temporary roads with public roads. Include warning signs for public traffic and "STOP" signs for entrance onto public roads. Comply with requirements of authorities having jurisdiction.
- D. Dewatering Facilities and Drains: Comply with requirements in applicable Division 2 Sections for temporary drainage and dewatering facilities and operations not directly associated with construction activities included in individual Sections. Where feasible, use same facilities. Maintain Project site, excavations, and construction free of water.
 - 1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining property nor endanger permanent Work or temporary facilities.
 - 2. Before connection and operation of permanent drainage piping system, provide temporary drainage where roofing or similar waterproof deck construction is completed.
 - 3. Remove snow and ice as required to minimize accumulations.
- E. Project Identification and Temporary Signs: Prepare Project identification and other signs in sizes indicated. Install signs where indicated to inform public and persons seeking entrance to Project. Do not permit installation of unauthorized signs.
 - 1. Engage an experienced sign painter to apply graphics for a 4 foot by 8 foot Project Identification Sign. Copy will be provided by the Architect.

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

- 2. Prepare temporary signs as needed to provide directional information to construction personnel and visitors.
- 3. Construct signs of exterior-type Grade B-B high-density concrete form overlay plywood in sizes and thicknesses indicated. Support on posts or framing of preservative-treated wood or steel.
- 4. Paint sign panel and applied graphics with exterior-grade alkyd gloss enamel over exterior primer.
- F. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Containerize and clearly label hazardous, dangerous, or unsanitary waste materials separately from other waste. Comply with Division 1 Section "Execution Requirements" for progress cleaning requirements.
 - 1. If required by authorities having jurisdiction, provide separate containers, clearly labeled, for each type of waste material to be deposited.
- G. Common-Use Field Office: Provide an insulated, weather tight, air-conditioned field office for use as a common facility by all personnel engaged in construction activities; of sufficient size to accommodate required office personnel and meetings of 16 persons at Project site. Keep office clean and orderly.
 - 1. Furnish and equip offices as follows:
 - a. Desk and four chairs, four-drawer file cabinet, a plan table, a plan rack, and bookcase.
 - b. Provide a room of not less than 240 sq. ft. for Project meetings. Furnish room with conference table, 12 folding chairs, and 4-foot-square tack board.
- H. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment involved, including temporary utility services. Sheds may be open shelters or fully enclosed spaces within building or elsewhere on-site.
- I. Lifts and Hoists: Provide facilities for hoisting materials and personnel. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- J. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate. Cover finished, permanent stairs with protective covering of plywood or similar material so finishes will be undamaged at time of acceptance.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects. Avoid using tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near Project site.
- B. Storm water Control: Provide earthen embankments and similar barriers in and around excavations and sub-grade construction, sufficient to prevent flooding by runoff of stormwater from heavy rains.

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

- C. Pest Control: Before deep foundation work has been completed, retain a local exterminator or pest-control company to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests. Engage this pest-control service to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Obtain extended warranty for Owner. Perform control operations lawfully, using environmentally safe materials.
- D. Site Enclosure Fencing and Gates: Contractor's option.
- E. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- F. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erecting structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and public of possible hazard. Where appropriate and needed, provide lighting, including flashing red or amber lights.
 - 1. For safety barriers, sidewalk bridges, and similar uses, provide minimum 5/8-inch- thick exterior plywood.
- G. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weather tight enclosure for building exterior.
 - 1. Where heating or cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
 - 2. Vertical Openings: Close openings of 25 sq. ft. or less with plywood or similar materials.
 - 3. Horizontal Openings: Close openings in floor or roof decks and horizontal surfaces with load-bearing, wood-framed construction.
 - 4. Install tarpaulins securely using fire-retardant-treated wood framing and other materials.
- H. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.
 - 1. Provide fire extinguishers, installed on walls on mounting brackets, visible and accessible from space being served, with sign mounted above.
 - a. Field Offices: Class A stored-pressure water-type extinguishers.
 - b. Other Locations: Class ABC dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for exposures.
 - c. Locate fire extinguishers where convenient and effective for their intended purpose; provide not less than one extinguisher on each floor at or near each usable stairwell.
 - 2. Store combustible materials in containers in fire-safe locations.
 - 3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fireprotection facilities, stairways, and other access routes for firefighting. Prohibit smoking in hazardous fire-exposure areas.
 - 4. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition.

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

- 5. Permanent Fire Protection: At earliest feasible date in each area of Project, complete installation of permanent fire-protection facility, including connected services, and place into operation and use. Instruct key personnel on use of facilities.
- 6. Develop and supervise an overall fire-prevention and first-aid fire-protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
- 7. Provide hoses for fire protection of sufficient length to reach construction areas. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage caused by freezing temperatures and similar elements.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
 - 2. Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- C. Temporary Facility Changeover: Except for using permanent fire protection as soon as available, do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are the property of Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 - 3. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements in Division 1 Section "Closeout Procedures."

END OF SECTION 01 50 00

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes the following administrative and procedural requirements: selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.
- B. Related Sections include the following:

1. Division 1 Section "Allowances" for products selected under an allowance.

- 2. Division 1 Section "References" for applicable industry standards for products specified.
- 3. Division 1 Section "Closeout Procedures" for submitting warranties for contract closeout.
- 4. Divisions 2 through 50 Sections for specific requirements for warranties on products and installations specified to be warranted.

1.2 <u>DEFINITIONS</u>

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.
- D. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
- E. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.

SECTION 01 60 00 - PRODUCT REQUIREMENTS

1.3 <u>SUBMITTALS</u>

- A. Product List: Submit a list, in tabular from, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.
 - 1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
 - 2. Form: Tabulate information for each product under the following column headings:
 - a. Specification Section number and title.
 - b. Generic name used in the Contract Documents.
 - c. Proprietary name, model number, and similar designations.
 - d. Manufacturer's name and address.
 - e. Supplier's name and address.
 - f. Installer's name and address.
 - g. Projected delivery date or time span of delivery period.
 - h. Identification of items that require early submittal approval for scheduled delivery date.
 - 3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 3 copies of initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 - a. At Contractor's option, initial submittal may be limited to product selections and designations that must be established early in Contract period.
 - 4. Completed List: Within 60 days after date of commencement of the Work, submit 3 copies of completed product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 - 5. Architect's Action: Architect will respond in writing to Contractor within 15 days of receipt of completed product list. Architect's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Architect's response, or lack of response, does not constitute a waiver of requirement that products comply with the Contract Documents.
- B. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use CSI Form 13.1A.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified material or product cannot be provided.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.

- e. Samples, where applicable or requested.
- f. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
- g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
- h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
- i. Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
- j. Cost information, including a proposal of change, if any, in the Contract Sum.
- k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
- I. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- 3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Acceptance: Change Order.
 - b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.
- C. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 1 Section "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.
 - 1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 - 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.

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- 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
- 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
- 5. Store products to allow for inspection and measurement of quantity or counting of units.
- 6. Store materials in a manner that will not endanger Project structure.
- 7. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
- 8. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
- 9. Protect stored products from damage.

1.6 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.
 - 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 - 2. Specified Form: Forms are included with the Specifications. Prepare a written document using appropriate form properly executed.
 - 3. Refer to Divisions 2 through 16 Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Division 1 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT OPTIONS

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged, and unless otherwise indicated, that are new at time of installation.
 - 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 - 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 - 3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 - 4. Where products are accompanied by the term "as selected," Architect will make selection.

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- 5. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
- 6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
- 7. Or Equal: Where products are specified by name and accompanied by the term "or equal" or "or approved equal" or "or approved," comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.
- B. Product Selection Procedures: Procedures for product selection include the following:
 - 1. Product: Where Specification paragraphs or subparagraphs titled "Product" name a single product and manufacturer, provide the product named.
 - a. Substitutions may be considered, unless otherwise indicated.
 - 2. Manufacturer/Source: Where Specification paragraphs or subparagraphs titled "Manufacturer" or "Source" name single manufacturers or sources, provide a product by the manufacturer or from the source named that complies with requirements.
 - a. Substitutions may be considered, unless otherwise indicated.
 - 3. Products: Where Specification paragraphs or subparagraphs titled "Products" introduce a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.
 - a. Substitutions may be considered, unless otherwise indicated.
 - 4. Manufacturers: Where Specification paragraphs or subparagraphs titled "Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.
 - a. Substitutions may be considered, unless otherwise indicated.
 - 5. Available Products: Where Specification paragraphs or subparagraphs titled "Available Products" introduce a list of names of both products and manufacturers, provide one of the products listed or another product that complies with requirements. Comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.
 - 6. Available Manufacturers: Where Specification paragraphs or subparagraphs titled "Available Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed or another manufacturer that complies with requirements. Comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.
 - 7. Product Options: Where Specification paragraphs titled "Product Options" indicate that size, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide either the specific product or system indicated or a comparable product or system by another manufacturer. Comply with provisions in "Product Substitutions" Article.
 - 8. Basis-of-Design Products: Where Specification paragraphs or subparagraphs titled "Basis-of-Design Product" are included and also introduce or refer to a list of manufacturers' names, provide either the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named.

Comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.

- a. Substitutions may be considered, unless otherwise indicated.
- 9. Visual Matching Specification: Where Specifications require matching an established Sample, select a product (and manufacturer) that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches satisfactorily.
 - a. If no product available within specified category matches satisfactorily and complies with other specified requirements, comply with provisions of the Contract Documents on "substitutions" for selection of a matching product.
- 10. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product (and manufacturer) that complies with other specified requirements.
 - a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, or texture from manufacturer's product line that does not include premium items.
 - b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, or texture from manufacturer's product line that includes both standard and premium items.
- 11. Allowances: Refer to individual Specification Sections and "Allowance" provisions in Division 1 for allowances that control product selection and for procedures required for processing such selections.

2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Architect will consider requests for substitution if received within 60 days after commencement of the Work. Requests received after that time may be considered or rejected at discretion of Architect.
- B. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - 1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - 2. Requested substitution does not require extensive revisions to the Contract Documents.
 - 3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - 4. Substitution request is fully documented and properly submitted.
 - 5. Requested substitution will not adversely affect Contractor's Construction Schedule.
 - 6. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - 7. Requested substitution is compatible with other portions of the Work.
 - 8. Requested substitution has been coordinated with other portions of the Work.

SECTION 01 60 00 - PRODUCT REQUIREMENTS

- 9. Requested substitution provides specified warranty.
- 10. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

2.3 <u>COMPARABLE PRODUCTS</u>

- A. Where products or manufacturers are specified by name, submit the following, in addition to other required submittals, to obtain approval of an unnamed product:
 - 1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 - 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - 3. Evidence that proposed product provides specified warranty.
 - 4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 - 5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. Field engineering and surveying.
 - 3. General installation of products.
 - 4. Coordination of Owner-installed products.
 - 5. Progress cleaning.
 - 6. Starting and adjusting.
 - 7. Protection of installed construction.
 - 8. Correction of the Work.
- B. Related Sections include the following:
 - 1. Division 1 Section "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.
 - 2. Division 1 Section "Submittal Procedures" for submitting surveys.
 - 3. Division 1 Section "Cutting and Patching" for procedural requirements for cutting and patching necessary for the installation or performance of other components of the Work.
 - 4. Division 1 Section "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.2 <u>SUBMITTALS</u>

- A. Qualification Data: For professional engineer to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.
- PART 2 PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
 - 1. Before construction, verify the location and points of connection of utility services.

- B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; and underground electrical services.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- C. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - a. Description of the Work.
 - b. List of detrimental conditions, including substrates.
 - c. List of unacceptable installation tolerances.
 - d. Recommended corrections.
 - 2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 - 3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 5. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 <u>PREPARATION</u>

- A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
 - 1. Notify Architect not less than two days in advance of proposed utility interruptions.
 - 2. Do not proceed with utility interruptions without Architect's and Owner's written permission.
- C. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- D. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

E. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents. Submit requests on CSI Form 13.2A, "Request for Interpretation."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.
- B. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and invert elevations.
- C. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- D. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
 - 1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
 - 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
 - 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 - 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 - 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.

3.5 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 - 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
 - 4. Maintain minimum headroom clearance of 8 feet in spaces without a suspended ceiling.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 - 2. Allow for building movement, including thermal expansion and contraction.
- G. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- H. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.6 OWNER-INSTALLED PRODUCTS

- A. Site Access: Provide access to Project site for Owner's construction forces.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction forces.
 - 1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 - 2. Preinstallation Conferences: Include Owner's construction forces at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction forces if portions of the Work depend on Owner's construction.

3.7 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Cutting and Patching: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.
 - 1. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.
- H. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- I. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- J. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- K. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.8 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 1 Section "Quality Requirements."

3.9 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.10 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 1 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01 70 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:

1. Division 7 Section "Through-Penetration Firestop Systems" for patching fire-rated construction.

- 2. Divisions 2 through 50 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
 - a. Requirements in this Section apply to mechanical and electrical installations. Refer to Divisions 15 and 16 Sections and/or the construction drawings for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

1.2 DEFINITIONS

- A. Cutting: Removal of existing construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.3 <u>SUBMITTALS</u>

- A. Cutting and Patching Proposal: Submit a proposal describing procedures at least 10 days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
 - 1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
 - 2. Changes to Existing Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
 - 3. Products: List products to be used and firms or entities that will perform the Work.
 - 4. Dates: Indicate when cutting and patching will be performed.
 - 5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out of service. Indicate how long service will be disrupted.
 - 6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
 - 7. Architect's Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

1.4 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch the following operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
 - 1. Primary operational systems and equipment.
 - 2. Air or smoke barriers.
 - 3. Fire-protection systems.
 - 4. Control systems.
 - 5. Communication systems.
 - 6. Conveying systems.
 - 7. Electrical wiring systems.
 - 8. Operating systems of special construction in Division 13 Sections.
- C. Miscellaneous Elements: Do not cut and patch the following elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
 - 1. Water, moisture, or vapor barriers.
 - 2. Membranes and flashings.
 - 3. Equipment supports.
 - 4. Piping, ductwork, vessels, and equipment.
 - 5. Noise- and vibration-control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
 - 1. If possible, retain original Installer or fabricator to cut and patch exposed Work listed below. If it is impossible to engage original Installer or fabricator, engage another recognized, experienced, and specialized firm.
 - a. Processed concrete finishes.
 - b. Stonework and stone masonry.
 - c. Ornamental metal.
 - d. Matched-veneer woodwork.
 - e. Preformed metal panels.
 - f. Roofing.
 - g. Firestopping.
 - h. Stucco and ornamental plaster.
 - i. Terrazzo.
 - j. Finished wood flooring.
 - k. Fluid-applied flooring.
 - I. Wall covering.
 - m. HVAC enclosures, cabinets, or covers.

E. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.5 <u>WARRANTY</u>

A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 <u>MATERIALS</u>

- A. General: Comply with requirements specified in other Sections of these Specifications.
- B. Existing Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of existing materials.

PART 3 - EXECUTION

3.1 <u>EXAMINATION</u>

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 <u>PREPARATION</u>

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 <u>PERFORMANCE</u>

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.
 - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 6. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
 - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 - 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
 - 4. Ceilings: Patch, repair, or re-hang existing ceilings as necessary to provide an evenplane surface of uniform appearance.
 - 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weather tight condition.

END OF SECTION 01 73 10

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Project Record Documents.
 - 3. Operation and maintenance manuals.
 - 4. Warranties.
 - 5. Instruction of Owner's personnel.
 - 6. Final cleaning.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
 - 2. Division 1 Section "Construction Progress Documentation" for submitting Final Completion construction photographs and negatives.
 - 3. Division 1 Section "Execution Requirements" for progress cleaning of Project site.
 - 4. Divisions 2 through 50 Sections for specific closeout and special cleaning requirements for products of those Sections.

1.2 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Advise Owner of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, and similar final record information.
 - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 - 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 8. Complete startup testing of systems.
 - 9. Submit test/adjust/balance records.
 - 10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 11. Advise Owner of changeover in heat and other utilities.

SECTION 01 77 00 - CLOSEOUT PROCEDURES

- 12. Submit changeover information related o Owner's occupancy, use, operation and maintenance.
- 13. Complete final cleaning requirements, including touchup painting.
- 14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
 - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 - 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.3 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
 - 1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures."
 - 2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 - 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - 4. Submit pest-control final inspection report and warranty.
 - 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
 - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.4 <u>LIST OF INCOMPLETE ITEMS (PUNCH LIST)</u>

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
 - 1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment and building systems.
 - 3. Include the following information at the top of each page:

- a. Project name.
- b. Date.
- c. Name of Architect.
- d. Name of Contractor.
- e. Page number.

1.5 PROJECT RECORD DOCUMENTS

- A. General: Do not use Project Record Documents for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.
- B. Record Drawings: Maintain and submit one set of blue- or black-line white prints of Contract Drawings and Shop Drawings.
 - 1. Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that cannot be readily identified and recorded later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
 - d. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings.
 - 2. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
 - 3. Mark important additional information that was either shown schematically or omitted from original Drawings.
 - 4. Note Construction Change Directive numbers, Change Order numbers, alternate numbers, and similar identification where applicable.
 - 5. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Organize into manageable sets; bind each set with durable paper cover sheets. Include identification on cover sheets.
- C. Record Specifications: Submit one copy of Project's Specifications, including addenda and contract modifications. Mark copy to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 - 3. Note related Change Orders, Record Drawings, and Product Data, where applicable.
- D. Record Product Data: Submit one copy of each Product Data submittal. Mark one set to indicate the actual product installation where installation varies substantially from that indicated in Product Data.

SECTION 01 77 00 - CLOSEOUT PROCEDURES

- 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
- 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
- 3. Note related Change Orders, Record Drawings, and Record Specifications, where applicable.
- E. Miscellaneous Record Submittals: Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

1.6 OPERATION AND MAINTENANCE MANUALS

- A. Assemble a complete set of operation and maintenance data indicating the operation and maintenance of each system, subsystem, and piece of equipment not part of a system. Include operation and maintenance data required in individual Specification Sections and as follows:
 - 1. Operation Data:
 - a. Emergency instructions and procedures.
 - b. System, subsystem, and equipment descriptions, including operating standards.
 - c. Operating procedures, including startup, shutdown, seasonal, and weekend operations.
 - d. Description of controls and sequence of operations.
 - e. Piping diagrams.
 - 2. Maintenance Data:
 - a. Manufacturer's information, including list of spare parts.
 - b. Name, address, and telephone number of Installer or supplier.
 - c. Maintenance procedures.
 - d. Maintenance and service schedules for preventive and routine maintenance.
 - e. Maintenance record forms.
 - f. Sources of spare parts and maintenance materials.
 - g. Copies of maintenance service agreements.
 - h. Copies of warranties and bonds.
- B. Organize operation and maintenance manuals into suitable sets of manageable size. Bind and index data in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, with pocket inside the covers to receive folded oversized sheets. Identify each binder on front and spine with the printed title "OPERATION AND MAINTENANCE MANUAL," Project name, and subject matter of contents.

1.7 <u>WARRANTIES</u>

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. On advice of Owner's legal counsel, revise paragraph below to suit Project. Sometimes, extended warranties may be necessary.

SECTION 01 77 00 - CLOSEOUT PROCEDURES

- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
 - 1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - <u>PRODUCTS</u>

2.1 <u>MATERIALS</u>

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 DEMONSTRATION AND TRAINING

- A. Instruction: Instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Provide instructors experienced in operation and maintenance procedures.
 - 2. Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at the start of each season.
 - 3. Schedule training with Owner, through Architect, with at least seven days' advance notice.
 - 4. Coordinate instructors, including providing notification of dates, times, length of instruction, and course content.
- B. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections. For each training module, develop a learning objective and teaching outline. Include instruction for the following:
 - 1. System design and operational philosophy.
 - 2. Review of documentation.
 - 3. Operations.
 - 4. Adjustments.
 - 5. Troubleshooting.
 - 6. Maintenance.
 - 7. Repair.

3.2 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - I. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - m. Wipe surfaces of mechanical and electrical equipment, elevator equipment and similar equipment. Remove excess lubrication, paint and mortar droppings and other foreign substances.
 - n. Replace parts subject to unusual operating conditions
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers and grills.
 - q. Clean ducts, blowers and coils if units were operated without filters during construction.

- r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters to comply with requirements for new fixtures.
- s. Leave Project clean and ready for occupancy.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.
- D. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects and other pests. Prepare a report.

END OF SECTION 01 77 00

01 79 21 – DEMONSTRATION AND TRAINING

PART 1 – GENERAL

1.01 DEMONSTRATION AND TRAINING

- A. Coordinate a schedule of demonstration and training with Designer and Owner's personnel for all installed equipment and systems.
- B. Conduct demonstration and instruction as soon as practicable upon installations, and prior to Substantial Completion inspection. Substantial Completion shall not be certified, nor shall Owner be required to assume responsibility for operating, maintaining, or insuring system, prior to complete demonstration and instruction.
- C. If conditions (such as season of year) do not allow for a complete demonstration or training of equipment and systems operation during one meeting session prior to Substantial Completion; then coordinate a schedule that shall provide a sufficient number of sessions within the warranty period.
- D. Demonstrate operation of installed equipment and systems to Designer and to Owner's representative. All dependent systems must be demonstrated as being operationally coordinated, e.g. energy management controls coordinated with mechanical equipment.
- E. Demonstrations shall be complete and detailed; referencing manufacturer's printed O&M instructions and evidencing all required design specifications.
- F. All training shall be specific to the actual installed equipment and systems, and be performed by persons approved by equipment manufacturer(s) and/or approved by the Designer to conduct such training.
- G. Instruct Owner's personnel with overall equipment and systems assembly and function; using assembly drawings and diagrams which are specific to the actual installed equipment and systems.
- H. Instruct Owner's personnel in operation, adjustment, and maintenance of equipment and systems; using the manufacturer's printed operating and maintenance data that is specific to the installed equipment and systems as the basis of instruction.
- I. Verify that Owner's personnel have received all spare materials and parts required to be furnished, and provide instruction in replacement procedures.
- J. Make lists of persons witnessing equipment and systems demonstration, and persons receiving operating instruction, using a format similar to the form included in section 01 79 25 with project, subject, trainer, session information, and attendees identified. Include copy of lists in the Operating and Maintenance Data Binders.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes the following:
 - 1. Wood blocking and nailers.
 - 2. Plywood backing panels.
- B. Related Sections include the following:
 - 1. Division 6 Section "Interior Architectural Woodwork" for interior woodwork not specified in this Section.

1.2 DEFINITIONS

- A. Lumber grading agencies, and the abbreviations used to reference them, include the following:
 - 1. NELMA Northeastern Lumber Manufacturers Association.
 - 2. NLGA National Lumber Grades Authority.
 - 3. SPIB Southern Pine Inspection Bureau.
 - 4. WCLIB West Coast Lumber Inspection Bureau.
 - 5. WWPA Western Wood Products Association.

1.3 <u>SUBMITTALS</u>

- A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.
 - 1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used, net amount of preservative retained, and chemical treatment manufacturer's written instructions for handling, storing, installing, and finishing treated material.
 - 2. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Include physical properties of treated materials, both before and after exposure to elevated temperatures when tested according to ASTM D 5516 and ASTM D 5664.
 - 3. For products receiving a waterborne treatment, include statement that moisture content of treated materials was reduced to levels specified before shipment to Project site.
 - 4. Include copies of warranties from chemical treatment manufacturers for each type of treatment.
- B. Research/Evaluation Reports: For the following, showing compliance with building code in effect for Project:
 - 1. Preservative-treated wood.
 - 2. Fire-retardant-treated wood.
 - 3. Metal framing anchors.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Stack lumber, plywood, and other panels; place spacers between each bundle to provide air circulation. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of lumber grading agencies certified by the American Lumber Standards Committee Board of Review.
 - 1. Factory mark each piece of lumber with grade stamp of grading agency.
 - 2. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
 - 3. Provide dressed lumber, S4S, unless otherwise indicated.
 - 4. Provide dry lumber with 19 percent maximum moisture content at time of dressing for 2inch nominal thickness or less, unless otherwise indicated.
- B. Wood Structural Panels:
 - 1. Plywood: Either DOC PS 1 or DOC PS 2, unless otherwise indicated.
 - 2. Oriented Strand Board: DOC PS 2.
 - 3. Thickness: As needed to comply with requirements specified but not less than thickness indicated.
 - 4. Comply with "Code Plus" provisions in APA Form No. E30K, "APA Design/Construction Guide: Residential & Commercial."
 - 5. Factory mark panels according to indicated standard.

2.2 WOOD-PRESERVATIVE-TREATED MATERIALS

- A. Preservative Treatment by Pressure Process: AWPA C2 (lumber), except that lumber that is not in contact with the ground and is continuously protected from liquid water may be treated according to AWPA C31 with inorganic boron (SBX).
 - 1. Preservative Chemicals: Acceptable to authorities having jurisdiction and one of the following:
 - a. Ammoniacal Copper Quat (ACQ).
 - b. Copper Azole ($\dot{CBA}/CA \dot{B}$).
 - c. Ammoniacal Copper Zinc Arsenate (ACZA).
- B. Kiln-dry material after treatment to a maximum moisture content of 19 percent for lumber. Do not use material that is warped or does not comply with requirements for untreated material.
- C. Mark each treated item with the treatment quality mark of an inspection agency approved by the American Lumber Standards Committee Board of Review.
- D. Application: Treat items indicated on Drawings, and the following:

- 1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.
- 2. Wood sills, sleepers, blocking, furring, stripping, and similar concealed members in contact with exterior masonry or concrete on grade.
- 3. Wood framing members less than 18 inches above grade.
- 4. Wood floor plates that are installed over concrete slabs directly in contact with earth.

2.3 <u>MISCELLANEOUS LUMBER</u>

- A. General: Provide lumber for support or attachment of other construction, including the following:
 - 1. Rooftop equipment bases and support curbs.
 - 2. Blocking.
 - 3. Cants.
 - 4. Nailers.
 - 5. Furring.
 - 6. Grounds.
- B. For items of dimension lumber size, provide Construction, Stud, or No. 2 Standard, Stud, or No. 3 grade lumber with 15-19 percent maximum moisture content and any of the following species:
 - 1. Mixed southern pine; SPIB.
 - 2. Hem-fir or Hem-fir (north); NLGA, WCLIB, or WWPA.
 - 3. Spruce-pine-fir (south) or Spruce-pine-fir; NELMA, NLGA, WCLIB, or WWPA.
 - 4. Eastern softwoods; NELMA.
 - 5. Northern species; NLGA.
 - 6. Western woods; WCLIB or WWPA.

2.4 PANEL PRODUCTS

A. Telephone and Electrical Equipment Backing Panels: DOC PS 1, Exposure 1, C-D Plugged, fire-retardant treated, in thickness indicated or, if not indicated, not less than 5/8 inch thick.

2.5 <u>FASTENERS</u>

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacture.
 - 1. Where carpentry is exposed to weather, in ground contact, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.
 - 2. Where fasteners are used in contact with treated wood other than CCA, use stainless steel type 304 or 316.
- B. Nails, Wire, Brads, and Staples: FS FF-N-105.
- C. Power-Driven Fasteners: CABO NER-272.
- D. Wood Screws: ASME B18.6.1.

- E. Screws for Fastening to Cold-Formed Metal Framing: Self-tapping stainless steel "tec" screws with wafer heads and reamer wings, length and size as recommended by screw manufacturer for material being fastened.
- F. Lag Bolts: ASME B18.2.1. (ASME B18.2.3.8M).
- G. Bolts: Steel bolts complying with ASTM A 307, Grade A (ASTM F 568M, Property Class 4.6); with ASTM A 563 (ASTM A 563M) hex nuts and, where indicated, flat washers.
- H. Expansion Anchors: Anchor bolt and sleeve assembly of material indicated below with capability to sustain, without failure, a load equal to 6 times the load imposed when installed in unit masonry assemblies and equal to 4 times the load imposed when installed in concrete as determined by testing per ASTM E 488 conducted by a qualified independent testing and inspecting agency.
 - 1. Material: Carbon-steel components, zinc plated to comply with ASTM B 633, Class Fe/Zn 5.
 - 2. Material: Stainless steel with bolts and nuts complying with ASTM F 593 and ASTM F 594, Alloy Group 1 or 2 (ASTM F 738M and ASTM F 836M, Grade A1 or A4).

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Discard units of material with defects that impair quality of carpentry and that are too small to use with minimum number of joints or optimum joint arrangement.
- B. Set carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit carpentry to other construction; scribe and cope as needed for accurate fit. Locate [furring,] nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.
- C. Apply field treatment complying with AWPA M4 to cut surfaces of preservative-treated lumber and plywood.
- D. Securely attach carpentry work as indicated and according to applicable codes and recognized standards.
- E. Countersink fastener heads on exposed carpentry work and fill holes with wood filler.
- F. Use fasteners of appropriate type and length. Predrill members when necessary to avoid splitting wood.

3.2 WOOD BLOCKING, AND NAILER INSTALLATION

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces, unless otherwise indicated.

END OF SECTION 06 10 50

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes the following:
 - 1. Plastic laminate cabinets Custom shop fabricated.
 - 2. Plastic laminate countertops For cabinets above.
- B. Related Sections include the following:
 - 1. Division 6 Section "Miscellaneous Carpentry" for wood furring, framing, blocking, shims, and hanging strips required for installing woodwork and concealed within other construction before woodwork installation.

1.2 DEFINITIONS

A. Interior architectural woodwork includes wood furring, framing, blocking, shims, and hanging strips for installing woodwork items, unless concealed within other construction before woodwork installation.

1.3 <u>SUBMITTALS</u>

- A. Product Data: For each type of product indicated, including cabinet hardware and accessories, and finishing materials and processes.
- B. Product Data: For hardboard, medium-density fiberboard, particleboard, plywood, highpressure decorative laminate, adhesive for bonding plastic laminate, thermoset decorative overlay, solid-surfacing material, fire-retardant-treated materials, cabinet hardware and accessories and finishing materials and processes.
- C. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.
 - 1. Show details full size.
 - 2. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
 - 3. Show locations and sizes of cutouts and holes for plumbing fixtures, faucets, soap dispensers, and other items installed in architectural woodwork.
 - 4. Show veneer leaves with dimensions, grain direction, exposed face, and identification numbers indicating the flitch and sequence within the flitch for each leaf.
 - 5. Apply WIC-certified compliance label to first page of Shop Drawings.
- D. Samples for Initial Selection: Manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available for each type of material indicated.
 - 1. Plastic laminates.
 - 2. Thermoset decorative overlays.

- E. Product Certificates: Signed by manufacturers of woodwork certifying that products furnished comply with requirements.
- F. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced installer who has completed architectural woodwork similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.
- B. Fabricator Qualifications: A firm experienced in producing architectural woodwork similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards" for grades of interior architectural woodwork, construction, finishes, and other requirements.
 - 1. Provide AWI Quality Certification Program labels certificate indicating that woodwork complies with requirements of grades specified.
- D. Mockups: Before fabricating and installing interior architectural woodwork, build mockups for each form of construction and finish required to verify selections made under sample Submittals and to demonstrate aesthetic effects and qualities of materials and execution. Build mockups to comply with the following requirements, using materials indicated for the completed Work:
 - 1. Build mockups in the location and of the size indicated or, if not indicated, as directed by Architect.
 - 2. Notify Architect seven days in advance of dates and times when mockups will be fabricated and installed.
 - 3. Demonstrate the proposed range of aesthetic effects and workmanship.
 - 4. Obtain Architect's approval of mockups before starting interior architectural woodwork fabrication.
 - 5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 - 6. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
- E. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Meetings."

1.5 DELIVERY, STORAGE, AND HANDLING

A. Do not deliver woodwork until painting and similar operations that could damage woodwork have been completed in installation areas. If woodwork must be stored in other than installation areas, store only in areas where environmental conditions comply with requirements specified in "Project Conditions" Article.

1.6 PROJECT CONDITIONS

- A. Environmental Limitations: Do not deliver or install woodwork until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature and relative humidity at occupancy levels during the remainder of the construction period.
- B. Environmental Limitations: Do not deliver or install woodwork until building is enclosed, wet work is complete, and HVAC system is operating and will maintaining temperature between 60 and 90 deg F (16 and 32 deg C) and relative humidity between 25 and 55 percent during the remainder of the construction period.
- C. Field Measurements: Where woodwork is indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
 - 1. Locate concealed framing, blocking, and reinforcements that support woodwork by field measurements before being enclosed and indicate measurements on Shop Drawings.
 - 2. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating woodwork without field measurements. Provide allowance for trimming at site, and coordinate construction to ensure that actual dimensions correspond to established dimensions.

1.7 <u>COORDINATION</u>

- A. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work specified in other Sections to ensure that interior architectural woodwork can be supported and installed as indicated.
- B. Hardware Coordination: Distribute copies of approved hardware schedule specified in Division 8 Section "Door Hardware (Scheduled by Naming Products)" to fabricator of architectural woodwork; coordinate Shop Drawings and fabrication with hardware requirements.

PART 2 - PRODUCTS

2.1 <u>MATERIALS</u>

- A. General: Provide materials that comply with requirements of the AWI quality standard for each type of woodwork and quality grade specified, unless otherwise indicated.
- B. General: Provide materials that comply with requirements of the WIC quality standard for each type of woodwork and quality grade specified, unless otherwise indicated.
- C. Thermoset Decorative Overlay: Particleboard complying with ANSI A208.1, Grade M-2, or medium-density fiberboard complying with ANSI A208.2, Grade MD, with surface of thermally fused, melamine-impregnated decorative paper complying with LMA SAT-1.
- D. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated, or if not indicated, as required by woodwork quality standard.

- 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering high-pressure decorative laminates that may be incorporated into the Work include, but are not limited to, the following:
 - a. Formica Corporation.
 - b. International Paper; Decorative Products Div.
 - c. Laminart.
 - d. Pioneer Plastics Corp.
 - e. Westinghouse Electric Corp.; Specialty Products Div.
 - f. Wilsonart International; Div. of Premark International, Inc.

2.2 CABINET HARDWARE AND ACCESSORIES

- A. General: Provide cabinet hardware and accessory materials associated with architectural cabinets, except for items specified in Division 8 Section "Door Hardware (Scheduled by Describing Products)."
- B. Hardware Standard: Comply with BHMA A156.9 for items indicated by referencing BHMA numbers or items referenced to this standard.
- C. Frameless Concealed Hinges (European Type): BHMA A156.9, B01602, 100 135 170 degrees of opening, self-closing.
- D. Back-Mounted Pulls: BHMA A156.9, B02011.
- E. Wire Pulls: Back mounted, 4 inches long, 5/16 inches in diameter 5 inches long, 2-1/2 inches deep, and 5/16 inches in diameter.
- F. Adjustable Shelf Standards and Supports: BHMA A156.9, B04071; with shelf rests, B04081 BHMA A156.9, B04102; with shelf brackets, B04112.
- G. Shelf Rests: BHMA A156.9, B04013.
- H. Drawer Slides: Side-mounted, full-extension, zinc-plated steel drawer slides with steel ball bearings, BHMA A156.9, B05091, and rated for the following loads:
 - 1. Box Drawer Slides: 75 lbf 100 lbf .
 - 2. Pencil Drawer Slides: 45 lbf.
- I. Door Locks: BHMA A156.11, E07121.
- J. Drawer Locks: BHMA A156.11, E07041.
- K. Grommets for Cable Passage through Countertops: 1-1/4-inch 2-inch 1 1/4" size OD, black or grey, molded-plastic grommets and matching plastic caps with slot for wire passage.
 - 1. Product: Subject to compliance with requirements, provide "OG series" by Doug Mockett and Co., Inc.
- L. Exposed Hardware Finishes: For exposed hardware, provide finish that complies with BHMA A156.18 for BHMA finish number indicated.
 - 1. Chromium Plated, Satin: BHMA 626 for bronze base; BHMA 652 for steel base; match Architect's sample.

M. For concealed hardware, provide manufacturer's standard finish that complies with product class requirements in BHMA A156.9.

2.3 INSTALLATION MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln-dried to less than 15 percent moisture content.
- B. Furring, Blocking, Shims, and Hanging Strips: Fire-retardant-treated softwood lumber, kiln-dried to less than 15 percent moisture content.
- C. Anchors: Select material, type, size, and finish required for each substrate for secure anchorage. Provide nonferrous-metal or hot-dip galvanized anchors and inserts on inside face of exterior walls and elsewhere as required for corrosion resistance. Provide toothed-steel or lead expansion sleeves for drilled-in-place anchors.

2.4 FABRICATION, GENERAL

- A. Interior Woodwork Grade: Provide Custom grade interior woodwork complying with the referenced quality standard.
- B. Wood Moisture Content: Comply with requirements of referenced quality standard for wood moisture content in relation to ambient relative humidity during fabrication and in installation areas.
- C. Sand fire-retardant-treated wood lightly to remove raised grain on exposed surfaces before fabrication.
- D. Fabricate woodwork to dimensions, profiles, and details indicated. Ease edges to radius indicated for the following:
 - 1. Corners of Cabinets and Edges of Solid-Wood (Lumber) Members and Rails: 1/16 inch.
- E. Complete fabrication, including assembly, finishing, and hardware application, to maximum extent possible, before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
 - 1. Notify Architect seven days in advance of the dates and times woodwork fabrication will be complete.
 - 2. Trial fit assemblies at fabrication shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements indicated on Shop Drawings before disassembling for shipment.
- F. Shop cut openings, to maximum extent possible, to receive hardware, appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
 - 1. Seal edges of openings in countertops with a coat of varnish.

2.5 PLASTIC-LAMINATE CABINETS

- A. Quality Standard: Comply with AWI Section 400 requirements for laminate cabinets.
- B. Grade: Custom.
- C. AWI Type of Cabinet Construction: Reveal overlay.
- D. Reveal Dimension: 1/2 inch .
- E. Laminate Cladding for Exposed Surfaces: High-pressure decorative laminate complying with the following requirements:
 - 1. Horizontal Surfaces Other Than Tops: HGS.
 - 2. Vertical Surfaces: HGS.
 - 3. Edges: HGS.
- F. Materials for Semiexposed Surfaces: Provide surface materials indicated below:
 - 1. Surfaces Other Than Drawer Bodies: Thermoset decorative overlay.
 - 2. Drawer Sides and Backs: Thermoset decorative overlay.
 - 3. Drawer Bottoms: Thermoset decorative overlay.
- G. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. Provide Architect's selections from laminate manufacturer's full range of colors and finishes in the following categories:
 - a. Solid colors.
 - b. Wood grains.
 - c. Patterns.

2.6 PLASTIC-LAMINATE COUNTERTOPS

- A. Quality Standard: Comply with AWI Section 400 requirements for high-pressure decorative laminate countertops.
- B. Grade: Custom.
- C. High-Pressure Decorative Laminate Grade: HGS.
- D. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. Provide Architect's selections from manufacturer's full range of colors and finishes in the following categories:
 - a. Solid colors.
 - b. Wood grains.
 - c. Patterns.
- E. Grain Direction: Parallel to cabinet fronts.
- F. Edge Treatment: As indicated.

- G. Core Material: Medium-density fiberboard.
- H. Core Material at Sinks: medium-density fiberboard made with exterior glue, or exterior-grade plywood.

PART 3 - EXECUTION

3.1 <u>PREPARATION</u>

- A. Condition woodwork to average prevailing humidity conditions in installation areas before installation.
- B. Before installing architectural woodwork, examine shop-fabricated work for completion and complete work as required, including removal of packing and backpriming.

3.2 INSTALLATION

- A. Quality Standard: Install woodwork to comply with AWI Section 1700 for the same grade specified in Part 2 of this Section for type of woodwork involved.
- B. Install woodwork level, plumb, true, and straight. Shim as required with concealed shims. Install level and plumb (including tops) to a tolerance of 1/8 inch in 96 inches.
- C. Scribe and cut woodwork to fit adjoining work, and refinish cut surfaces and repair damaged finish at cuts.
- D. Anchor woodwork to anchors or blocking built in or directly attached to substrates. Secure with countersunk, concealed fasteners and blind nailing as required for complete installation. Use fine finishing nails or finishing screws for exposed fastening, countersunk and filled flush with woodwork and matching final finish if transparent finish is indicated.
- E. Cabinets: Install without distortion so doors and drawers fit openings properly and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete installation of hardware and accessory items as indicated.
 - 1. Install cabinets with no more than 1/8 inch in 96-inch sag, bow, or other variation from a straight line.
 - 2. Maintain veneer sequence matching of cabinets with transparent finish.
 - 3. Fasten wall cabinets through back, near top and bottom, at ends and not more than 16 inches o.c. with No. 10 wafer-head screws sized for 1-inch (penetration into wood framing, blocking, or hanging strips.
- F. Countertops: Anchor securely by screwing through corner blocks of base cabinets or other supports into underside of countertop.
 - 1. Align adjacent solid-surfacing-material countertops and form seams to comply with manufacturer's written recommendations using adhesive in color to match countertop. Carefully dress joints smooth, remove surface scratches, and clean entire surface.
 - 2. Install countertops with no more than 1/8 inch in 96-inch (3 mm in 2400-mm) sag, bow, or other variation from a straight line.
 - 3. Secure backsplashes to tops with concealed metal brackets at 16 inches o.c. and to walls with adhesive.

- 4. Calk space between backsplash and wall with sealant specified in Division 7 Section "Joint Sealants."
- G. Complete the finishing work specified in this Section to extent not completed at shop or before installation of woodwork. Fill nail holes with matching filler where exposed. Apply specified finish coats, including stains and paste fillers if any, to exposed surfaces where only sealer/prime coats were applied in shop.

3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective woodwork, where possible, to eliminate functional and visual defects; where not possible to repair, replace woodwork. Adjust joinery for uniform appearance.
- B. Clean, lubricate, and adjust hardware.
- C. Clean woodwork on exposed and semiexposed surfaces. Touch up shop-applied finishes to restore damaged or soiled areas.

END OF SECTION 06 40 23

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes sealants for the following applications, including those specified by reference to this Section:
- B. This Section includes sealants for the following applications:
 - 1. Exterior joints in the following vertical surfaces and nontraffic horizontal surfaces:
 - a. Control and expansion joints in masonry vertical surfaces.
 - b. Perimeter joints between materials listed above and frames of doors and windows.
 - c. Other joints as indicated.
 - 2. Interior joints in the following vertical surfaces and horizontal nontraffic surfaces:
 - a. Control and expansion joints on exposed interior surfaces of exterior walls.
 - b. Perimeter joints of exterior openings where indicated.
 - c. Vertical control joints on exposed surfaces of interior unit masonry and cast stone where indicated.
 - d. Perimeter joints between interior wall surfaces and frames of interior doors, windows, and elevator entrances.
 - e. Joints between plumbing fixtures and adjoining walls, floors, and counters.
 - f. Expansion joints in tile and concrete floors.
 - g. Other joints as indicated.
- C. Related Sections include the following:
 - 1. Division 4 Section "Unit Masonry" for masonry control and expansion joint fillers and gaskets.
 - 2. Division 8 Section "Glazing" for glazing sealants.
 - 3. Division 9 Section "Gypsum Board Assemblies" for sealing perimeter joints of gypsum board partitions to reduce sound transmission if required.

1.2 PERFORMANCE REQUIREMENTS

- A. Provide elastomeric joint sealants that establish and maintain watertight and airtight continuous joint seals without staining or deteriorating joint substrates.
- B. Provide joint sealants for interior applications that establish and maintain airtight and waterresistant continuous joint seals without staining or deteriorating joint substrates.

1.3 <u>SUBMITTALS</u>

- A. Product Data: For each joint-sealant product indicated.
- B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.

- C. Samples for Verification: For each type and color of joint sealant required. Install joint sealants in 1/2-inch- wide joints formed between two 6-inch- long strips of material matching the appearance of exposed surfaces adjacent to joint sealants.
- D. Product Certificates: Signed by manufacturers of joint sealants certifying that products furnished comply with requirements and are suitable for the use indicated.
- E. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced installer who has specialized in installing joint sealants similar in material, design, and extent to those indicated for this Project and whose work has resulted in joint-sealant installations with a record of successful in-service performance.
- B. Source Limitations: Obtain each type of joint sealant through one source from a single manufacturer.
- C. Mockups: Before installing joint sealants, apply elastomeric sealants as follows to verify selections made under sample Submittals and to demonstrate aesthetic effects and qualities of materials and execution:
 - 1. Joints in mockups of assemblies specified in other Sections that are indicated to receive elastomeric joint sealants, which are specified by reference to this Section.
- D. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Meetings."

1.5 PROJECT CONDITIONS

- A. Environmental Limitations: Do not proceed with installation of joint sealants under the following conditions:
 - 1. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer.
 - 2. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer or are below 40 deg F.
 - 3. When joint substrates are wet.
- B. Joint-Width Conditions: Do not proceed with installation of joint sealants where joint widths are less than those allowed by joint sealant manufacturer for applications indicated.
- C. Joint-Substrate Conditions: Do not proceed with installation of joint sealants until contaminants capable of interfering with adhesion are removed from joint substrates.

PART 2 - PRODUCTS

2.1 PRODUCTS AND MANUFACTURERS

- A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the products specified in the sealant schedules at the end of Part 3.
- B. Products: Subject to compliance with requirements, provide one of the products indicated for each type in the sealant schedules at the end of Part 3.

2.2 <u>MATERIALS, GENERAL</u>

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
- B. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range for this characteristic.

2.3 ELASTOMERIC JOINT SEALANTS

- A. Elastomeric Sealant Standard: Comply with ASTM C 920 and other requirements indicated for each liquid-applied chemically curing sealant in the Elastomeric Joint-Sealant Schedule at the end of Part 3, including those referencing ASTM C 920 classifications for type, grade, class, and uses.
- B. Additional Movement Capability: Where additional movement capability is specified in the Elastomeric Joint-Sealant Schedule, provide products with the capability, when tested for adhesion and cohesion under maximum cyclic movement per ASTM C 719, to withstand the specified percentage change in the joint width existing at the time of installation and remain in compliance with other requirements of ASTM C 920 for uses indicated.
- C. Stain-Test-Response Characteristics: Where elastomeric sealants are specified in the Elastomeric Joint-Sealant Schedule to be nonstaining to porous substrates, provide products that have undergone testing according to ASTM C 1248 and have not stained porous joint substrates indicated for Project.

2.4 <u>SOLVENT-RELEASE JOINT SEALANTS</u>

- A. Acrylic-Based Solvent-Release Joint-Sealant Standard: Comply with ASTM C 1311 for each product of this description indicated in the Solvent-Release Joint-Sealant Schedule at the end of Part 3.
- B. Acrylic-Based Solvent-Release Joint-Sealant Standard: Comply with FS TT-S-00230 for each product of this description indicated in the Solvent-Release Joint-Sealant Schedule at the end of Part 3.
- C. Butyl-Rubber-Based Solvent-Release Joint-Sealant Standard: Comply with ASTM C 1085 for each product of this description indicated in the Solvent-Release Joint-Sealant Schedule at the end of Part 3.
- D. Pigmented Narrow Joint Sealant: For each product of this description indicated in the Solvent-Release Joint-Sealant Schedule at the end of Part 3 provide manufacturer's standard, solventrelease-curing, pigmented, synthetic-rubber sealant complying with AAMA 803.3 and formulated for sealing joints 3/16 inch or smaller in width.

2.5 LATEX JOINT SEALANTS

A. Latex Sealant Standard: Comply with ASTM C 834 for each product of this description indicated in the Latex Joint-Sealant Schedule at the end of Part 3.

2.6 JOINT-SEALANT BACKING

- A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C 1330, of type indicated below and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance:
 - 1. Type C: Closed-cell material with a surface skin.
 - 2. Type O: Open-cell material.
 - 3. Type B: Bicellular material with a surface skin.
 - 4. Type: Any material indicated above.
- C. Elastomeric Tubing Sealant Backings: Neoprene, butyl, EPDM, or silicone tubing complying with ASTM D 1056, nonabsorbent to water and gas, and capable of remaining resilient at temperatures down to minus 26 deg F. Provide products with low compression set and of size and shape to provide a secondary seal, to control sealant depth, and otherwise contribute to optimum sealant performance.
- D. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.7 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants with joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 <u>PREPARATION</u>

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint sealant manufacturer's written instructions and the following requirements:
 - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 - 2. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining from above cleaning operations by vacuuming or blowing out joints with oil-free compressed air. Porous joint surfaces include the following:
 - a. Concrete.
 - b. Masonry.
 - c. Unglazed surfaces of ceramic tile.
 - 3. Remove laitance and form-release agents from concrete.
 - 4. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
 - a. Metal.
 - b. Glass.
 - c. Porcelain enamel.
 - d. Glazed surfaces of ceramic tile.
- B. Joint Priming: Prime joint substrates where recommended in writing by joint sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations of ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Acoustical Sealant Application Standard: Comply with recommendations of ASTM C 919 for use of joint sealants in acoustical applications as applicable to materials, applications, and conditions indicated.

- D. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - 1. Do not leave gaps between ends of sealant backings.
 - 2. Do not stretch, twist, puncture, or tear sealant backings.
 - 3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- E. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and back of joints.
- F. Install sealants by proven techniques to comply with the following and at the same time backings are installed:
 - 1. Place sealants so they directly contact and fully wet joint substrates.
 - 2. Completely fill recesses provided for each joint configuration.
 - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- G. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealants from surfaces adjacent to joint.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.
 - 4. Provide flush joint configuration, per Figure 5B in ASTM C 1193, where indicated.
 - 5. Provide recessed joint configuration, per Figure 5C in ASTM C 1193, of recess depth and at locations indicated.
 - a. Use masking tape to protect adjacent surfaces of recessed tooled joints.

3.4 <u>CLEANING</u>

A. Clean off excess sealants or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.5 <u>PROTECTION</u>

A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from the original work.

3.6 ELASTOMERIC JOINT-SEALANT SCHEDULE

- A. Sealants
 - 1. Exterior Building Elements:
 - a. One-Part, Nonsag Silicone Sealant: Type S, Grade NS, Class 25, and as follows:
 - 1. Uses NT, M, G, A, and O and interior traffic bearing joints in stone, concrete and tile.
 - 2. Products: Equal to UltraPruf II by GE.
 - 2. Interior Building Elements:
 - a. Inside jambs and heads of exterior door frames, inside perimeters of windows. Same as exterior sealant.
 - b. Inside adjacent to painted metal, gypsum board:
 - 1. Acrylic-Emulsion Sealant: One-part, nonsag, mildew-resistant, paintable, acrylic-emulsion sealant complying with ASTM C 834.
 - 2. Products:
 - a. Trademate Paintable by Dow Corning.
 - b. Acrylic Latex 834 by Tremco.
- B. Interior Joints Formed By:
 - 1. Countertops and backsplash to wall.
 - 2. Sinks and lavatories to coutertops.
 - 3. Sealant:
 - a. Dow Corning 786.
 - b. General Electric Sanitary 1700.
- C. Joints in tile and concrete:
 - 1. Multi or Single component pourable urethane sealant.
 - a. Vulkem 245

END OF SECTION 07 92 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes the following:
 - 1. Interior gypsum wallboard Patching of existing surfaces if required.
 - 2. Exterior glass-faced gypsum sheathing.
 - 3. Steel stud partition framing.
 - 4. Suspended ceilings and soffits Patching and Repairs of existing conditions, due to construction activity, if required.
 - 5. Sound attenuation insulation.
- B. Related Sections include the following:
 - 1. Division 7 Section "Building Insulation" for insulation installed in gypsum board assemblies.

1.2 DEFINITIONS

A. Gypsum Board Terminology: Refer to ASTM C 11 for definitions of terms for gypsum board assemblies not defined in this Section or in other referenced standards.

1.3 <u>SUBMITTALS</u>

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Show locations, fabrication, and installation of control and expansion joints including plans, elevations, sections, details of components, and attachments to other units of Work.
- C. Samples: For the following products:
 - 1. Trim Accessories: Full-size sample in 12-inch- long length for each trim accessory indicated.

1.4 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: For gypsum board assemblies with fire-resistance ratings, provide materials and construction identical to those tested in assembly indicated according to ASTM E 119 by an independent testing and inspecting agency acceptable to authorities having jurisdiction.
 - 1. Fire-Resistance-Rated Assemblies: Indicated by design designations from UL's "Fire Resistance Directory."

1.5 PROJECT CONDITIONS

A. Environmental Limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer's written recommendations, whichever are more stringent.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Steel Framing and Furring:
 - a. Clark Dietrich Building Systems
 - b. Consolidated Systems, Inc.
 - c. Dale Industries, Inc. Dale/Incor.
 - d. National Gypsum Company.
 - e.
 - 2. Gypsum Board and Related Products:
 - a. American Gypsum Co.
 - b. G-P Gypsum Corp.
 - c. National Gypsum Company.
 - d. United States Gypsum Co.

2.2 STEEL SUSPENDED CEILING AND SOFFIT FRAMING

- A. Components, General: Comply with ASTM C 754 for conditions indicated.
- B. Tie Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.0625-inch- diameter wire, or double strand of 0.0475-inch- diameter wire.
- C. Hanger Attachments to Concrete: As follows:
 - 1. Anchors: Fabricated from corrosion-resistant materials with holes or loops for attaching hanger wires and capable of sustaining, without failure, a load equal to 5 times that imposed by construction as determined by testing according to ASTM E 488 by a qualified independent testing agency.
 - a. Type: Postinstalled, expansion anchor.
 - 2. Powder-Actuated Fasteners: Suitable for application indicated, fabricated from corrosionresistant materials, with clips or other devices for attaching hangers of type indicated, and capable of sustaining, without failure, a load equal to 10 times that imposed by construction as determined by testing according to ASTM E 1190 by a qualified independent testing agency.
- D. Hangers: As follows:
 - 1. Wire Hangers: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.162-inch diameter.

- E. Carrying Channels: Cold-rolled, commercial-steel sheet with a base metal thickness of 0.0538 inch, a minimum 1/2-inch- wide flange, manufacturer's standard corrosion-resistant zinc coating.
 - 1. Depth: 1-1/2 inches.
- F. Furring Channels (Furring Members): Commercial-steel sheet with manufacturer's standard corrosion-resistant zinc coating.
 - 1. Cold Rolled Channels: 0.0538-inch bare steel thickness, with minimum 1/2-inch- wide flange, 7/8 inch deep.
 - 2. Steel Studs: ASTM C 645.
 - a. Minimum Base Metal Thickness: 0.0179 inch.
 - b. Depth: As required for spans between supports.
 - 3. Hat-Shaped, Rigid Furring Channels: ASTM C 645, 7/8 inch deep.
 - a. Minimum Base Metal Thickness: 0.0179 inch.
 - b. Spacing per requirements stipulated per cladding material manufacturer.

2.3 INTERIOR GYPSUM WALLBOARD

- A. Panel Size: Provide in maximum lengths and widths available that will minimize joints in each area and correspond with support system indicated.
- B. Gypsum Wallboard: ASTM C 36.
 - 1. Type X:
 - a. Thickness: 5/8 inch.
 - b. Long Edges: Tapered and featured (rounded or beveled) for prefilling.

2.4 EXTERIOR GYPSUM SHEATHING

A. Glass – Mat Gypsum Wall Sheathing equal to Dens Glass Gold – G-P Gypsum Corporation or approved equal.

Type X - 5/8" thicknessSize: 48 X 120 inches

2.5 CAVITY SHAFT WALL SYSTEMS

A. Drywall Cavity Shaft Systems by Gypsum Corporation or approved equal. Provide system described below for Elevator Shaft Ceilings (1 Hour), Elevator Machine Room Ceiling (1 Hour) and Boiler Room Ceiling (1 Hour).

One (1) Hour rated Elevator Shaft Ceiling, Machine Room Ceiling and Boiler Room Ceilings as follows:

- 1. One layer, 1" thick Sheetrock brand gypsum liner panels 24 inches wide at top layer.
- 2. Two and one half inch wide, min. No.25 gauge USG Steel "J" floor/ceiling runner

mechanically fastened to support walls @ 24" o.c. - assigned working load of 200 lbs.

3. Min. No.25 gauge USG Steel C-H stud (8" high joist).

- One layer, 5/8" Sheetrock brand Firecode C Core gypsum panel at bottom side of stud/joists.
- 5. Seal all edge joints with approved rated fire caulking.
- 6. Follow USG Corporation requirements and instructions for proper installation of system.

2.6 TRIM ACCESSORIES

- A. Interior Trim: ASTM C 1047.
 - 1. Material: Galvanized or aluminum-coated steel sheet, rolled zinc, plastic, or paper-faced galvanized steel sheet.
 - 2. Shapes:
 - a. Cornerbead: Use at outside corners[, unless otherwise indicated].
 - b. LC-Bead: J-shaped; exposed long flange receives joint compound; use [at exposed panel edges] <Insert requirements>.
 - c. L-Bead: Use at abutting dissimilar materials.
 - d. Expansion (Control) Joint: Use where indicated.
- B. Exterior Trim:
 - 1. Extruded aluminum sections as indicated on drawings.
 - 2. Finish: Manufacturer's standard coating. Color to be selected from standard colors.

2.7 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C 475.
- B. Joint Tape:
 - 1. Interior Gypsum Wallboard: Paper.
- C. Joint Compound for Interior Gypsum Wallboard: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.
 - 1. Prefilling: At open joints, rounded or beveled panel edges, and damaged surface areas, use setting-type taping compound.
 - 2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use drying-type, all-purpose compound.
 - a. Use setting-type compound for installing paper-faced metal trim accessories.
 - 3. Fill Coat: For second coat, use drying-type, all-purpose compound.
 - 4. Finish Coat: For third coat, use drying-type, all-purpose compound.
 - 5. Skim Coat: For final coat of Level 5 finish, use drying-type, all-purpose compound.

2.8 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.
- B. Laminating Adhesive: Adhesive or joint compound recommended for directly adhering gypsum panels to continuous substrate.

- C. Steel Drill Screws: ASTM C 1002, unless otherwise indicated.
 - 1. Use screws complying with ASTM C 954 for fastening panels to steel members from 0.033 to 0.112 inch thick.
- D. Sound Attenuation Blankets: ASTM C 665, Type I (blankets without membrane facing) produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool, or rock wool.
 - 1. Fire-Resistance-Rated Assemblies: Comply with mineral-fiber requirements of assembly.

E. Thermal Insulation: As specified in Division 7 Section "Building Insulation."

PART 3 - EXECUTION

3.1 <u>EXAMINATION</u>

A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames, cast-in anchors, and structural framing, for compliance with requirements and other conditions affecting performance. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 <u>PREPARATION</u>

- A. Suspended Ceilings (Patching and Repairs of existing conditions, due to construction activity, if required): Coordinate installation of ceiling suspension systems with installation of overhead structure to ensure that inserts and other provisions for anchorages to building structure have been installed to receive ceiling hangers at spacing required to support ceilings and that hangers will develop their full strength.
 - 1. Furnish concrete inserts and other devises indicated to other trades for installation in advance of time needed for coordination and construction.

3.3 INSTALLING STEEL FRAMING, GENERAL

- A. Installation Standards: ASTM C 754, and ASTM C 840 requirements that apply to framing installation.
- B. Install supplementary framing, blocking, and bracing at terminations in gypsum board assemblies to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction. Comply with details indicated and with gypsum board manufacturer's written recommendations or, if none available, with United States Gypsum's "Gypsum Construction Handbook."
- C. Isolate steel framing from building structure at locations indicated to prevent transfer of loading imposed by structural movement.
 - 1. Isolate ceiling assemblies where they abut or are penetrated by building structure.
 - 2. Isolate partition framing and wall furring where it abuts structure, except at floor. Install slip-type joints at head of assemblies that avoid axial loading of assembly and laterally support assembly.

3.4 APPLYING AND FINISHING PANELS, GENERAL

- A. Gypsum Board Application and Finishing Standards: ASTM C 840 and GA-216.
- B. Install sound attenuation blankets before installing gypsum panels, unless blankets are readily installed after panels have been installed on one side.
- C. Install ceiling board panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in the central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
- D. Install gypsum panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.
- E. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.
- F. Attach gypsum panels to steel studs so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.
- G. Attach gypsum panels to framing provided at openings and cutouts.
- H. Form control and expansion joints with space between edges of adjoining gypsum panels.
- I. Cover both faces of steel stud partition framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
 - 1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
 - 2. Fit gypsum panels around ducts, pipes, and conduits.
 - 3. Where partitions intersect open concrete coffers, concrete joists, and other structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by coffers, joists, and other structural members; allow 1/4- to 3/8-inchwide joints to install sealant.
- J. STC-Rated Assemblies: Seal construction at perimeters, behind control and expansion joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and manufacturer's written recommendations for locating edge trim and closing off sound-flanking paths around or through gypsum board assemblies, including sealing partitions above acoustical ceilings.
- K. Space fasteners in gypsum panels according to referenced gypsum board application and finishing standard and manufacturer's written recommendations.
 - 1. Space screws a maximum of 12 inches o.c. for vertical applications.

3.5 PANEL APPLICATION METHODS

A. Single-Layer Application:

- 1. On ceilings, apply gypsum panels before wall/partition board application to the greatest extent possible and at right angles to framing, unless otherwise indicated.
- 2. On partitions/walls, apply gypsum panels horizontally (perpendicular to framing), unless otherwise indicated or required by fire-resistance-rated assembly, and minimize end joints.
 - a. Stagger abutting end joints not less than one framing member in alternate courses of board.
 - b. At stairwells and other high walls, install panels horizontally, unless otherwise indicated or required by fire-resistance-rated assembly.
- B. Single-Layer Fastening Methods: Apply gypsum panels to supports with steel drill screws.
- C. Laminating to Substrate: Where gypsum panels are indicated as directly adhered to a substrate (other than studs, joists, furring members, or base layer of gypsum board), comply with gypsum board manufacturer's written recommendations and temporarily brace or fasten gypsum panels until fastening adhesive has set.

3.6 INSTALLING TRIM ACCESSORIES

- A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
- B. Control Joints: Install control joints according to ASTM C 840 and in specific locations approved by Architect for visual effect.

3.7 FINISHING GYPSUM BOARD ASSEMBLIES

- A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Pre-fill open joints, rounded or beveled edges, and damaged surface areas.
- C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- D. Gypsum Board Finish Levels: Finish panels to levels indicated below, according to ASTM C 840, for locations indicated:
 - 1. Level 1: Embed tape at joints in ceiling plenum areas, concealed areas, and where indicated, unless a higher level of finish is required for fire-resistance-rated assemblies and sound-rated assemblies.
 - 2. Level 4: Embed tape and apply separate first, fill, and finish coats of joint compound to tape, fasteners, and trim flanges where flat paint finish or wall coverings are indicated.
 - 3. Level 5: Embed tape and apply separate first, fill, and finish coats of joint compound to tape, fasteners, and trim flanges, and apply skim coat of joint compound over entire surface where gloss or semi-gloss painted finish is indicated.

END OF SECTION 09 26 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes the following:
 - 1. Vinyl composition tile (VCT).
 - 2. Resilient wall base and accessories (CB).
- B. Related Sections include the following:

1.2 <u>SUBMITTALS</u>

- A. Product Data: For each type of product indicated.
- B. Samples for Initial Selection: For each type of product indicated.
- C. Samples for Verification: Full-size units of each color and pattern of resilient floor tile required.
 - 1. Resilient Wall Base and Accessories: Manufacturer's standard-size Samples, but not less than 12 inches long, of each resilient product color and pattern required.
- D. Maintenance Data: For resilient products to include in maintenance manuals.

1.3 QUALITY ASSURANCE

A. Fire-Test-Response Characteristics: Provide products identical to those tested for fire-exposure behavior per test method indicated by a testing and inspecting agency acceptable to authorities having jurisdiction.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than 50 deg F or more than 90 deg F. Store tiles on flat surfaces.

1.5 PROJECT CONDITIONS

- A. Maintain temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F, in spaces to receive floor tile during the following time periods:
 - 1. 48 hours before installation.
 - 2. During installation.
 - 3. 48 hours after installation.
- B. After postinstallation period, maintain temperatures within range recommended by manufacturer, but not less than 55 deg F or more than 95 deg F.

- C. Close spaces to traffic during floor covering installation.
- D. Close spaces to traffic for 48 hours after floor covering installation.
- E. Install resilient products after other finishing operations, including painting, have been completed.

1.6 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Resilient Wall Base and Accessories: Furnish not less than 10 linear feet for every 500 linear feet or fraction thereof, of each type, color, pattern, and size of resilient product installed.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the products listed in other Part 2 articles.
- B. Products: Subject to compliance with requirements, provide products equal to those listed in other Part 2 articles.

2.2 COLORS AND PATTERNS

A. Colors and Patterns: As selected by Architect from manufacturer's full range.

2.3 VINYL COMPOSITION TILE - VCT

- A. Vinyl Composition Tile (VCT): ASTM F 1066.
 - 1. Armstrong World Industries, Inc.
 - 2. Congoleum Corporation
 - 3. Tarkett Inc.
 - 4. AHF Contract
- B. Class: 2 (through-pattern tile).
- C. Wearing Surface: Smooth.
- D. Thickness: 0.125 inch.
- E. Size: 12 by 12 inches.
- F. Fire-Test-Response Characteristics:

1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm per ASTM E 648.

2.4 RESILIENT WALL BASE - RCB

- A. Wall Base: ASTM F 1861.
 - 1. Johnsonite
 - 2. Marley Flexco (USA), Inc.
 - 3. Mondo Rubber International, Inc.
 - 4. Musson, R. C. Rubber Co.
 - 5. Nora Rubber Flooring, Freudenberg Building Systems, Inc.
 - 6. Roppe Corporation
- B. Type (Material Requirement): Vinyl.
- C. Group (Manufacturing Method): I (solid, homogeneous) or II (layered).
- D. Style: Cove (with top-set toe).
- E. Minimum Thickness: 0.125 inch.
- F. Height: 4 inches.
- G. Lengths: Cut lengths 48 inches long or coils in manufacturer's standard length.
- H. Outside Corners: Premolded.
- I. Inside Corners: Job formed.
- J. Surface: Smooth.

2.5 RESILIENT MOLDING ACCESSORY

- A. Description: Carpet bar carpet edge for glue-down applications. Reducer strip for resilient floor covering. Joiner for tile and carpet.
 - 1. Burke Mercer Flooring Products
 - 2. Johnsonite
 - 3. Marley Flexco (USA), Inc.
 - 4. Roppe Corporation
- B. Material: Rubber.

C. Profile and Dimensions: As selected from manufacturer's full line for conditions required.

2.6 INSTALLATION MATERIALS

A. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic cement based formulation provided or approved by resilient product manufacturer for applications indicated.

B. Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.

PART 3 - EXECUTION

3.1 <u>EXAMINATION</u>

- A. Examine substrates, with Installer present, for compliance with requirements for installation tolerances, moisture content, and other conditions affecting performance.
 - 1. Verify that finishes of substrates comply with tolerances and other requirements specified in other Sections and that substrates are free of cracks, ridges, depressions, scale, and foreign deposits that might interfere with adhesion of resilient products.
 - 2. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 <u>PREPARATION</u>

- A. Prepare substrates according to manufacturer's written recommendations to ensure adhesion of resilient products.
- B. Concrete Substrates: Prepare according to ASTM F 710.
 - 1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
 - 2. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
 - 3. Moisture Testing:
 - a. Perform anhydrous calcium chloride test, ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24 hours.
 - b. Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
- C. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
- D. Access Flooring Panels: Remove protective film of oil or other coating using method recommended by access flooring manufacturer.
- E. Use trowelable leveling and patching compound to fill cracks, holes, and depressions in substrates.
- F. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
 - 1. Do not install resilient products until they are same temperature as space where they are to be installed.
- G. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation. After cleaning, examine substrates for moisture, alkaline salts, carbonation, and dust. Proceed with installation only after unsatisfactory conditions have been corrected.

3.3 <u>TILE INSTALLATION</u>

- A. Lay out tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths that equal less than one-half tile at perimeter.
 - 1. Lay tiles square with room axis.
- B. Match tiles for color and pattern by selecting tiles from cartons in the same sequence as manufactured and packaged, if so numbered. Discard broken, cracked, chipped, or deformed tiles.
 - 1. Lay tiles with grain direction alternating in adjacent tiles (basket-weave pattern).
- C. Scribe, cut, and fit tiles to butt neatly and tightly to vertical surfaces and permanent fixtures including built-in furniture, cabinets, pipes, outlets, edgings, door frames, thresholds, and nosings.
- D. Extend tiles into toe spaces, door reveals, closets, and similar openings.
- E. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on floor tiles as marked on substrates. Use chalk or other nonpermanent, nonstaining marking device.
- F. Install tiles on covers for telephone and electrical ducts and similar items in finished floor areas. Maintain overall continuity of color and pattern with pieces of tile installed on covers. Tightly adhere tile edges to substrates that abut covers and to cover perimeters.
- G. Adhere tiles to flooring substrates using a full spread of adhesive applied to substrate to produce a completed installation without open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, and other surface imperfections.

3.4 RESILIENT WALL BASE INSTALLATION

- A. Apply wall base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
- B. Install wall base in lengths as long as practicable without gaps at seams and with tops of adjacent pieces aligned.
- C. Tightly adhere wall base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- D. Do not stretch wall base during installation.
- E. On masonry surfaces or other similar irregular substrates, fill voids along top edge of wall base with manufacturer's recommended adhesive filler material.
- F. Premolded Corners: Install premolded corners before installing straight pieces.
- G. Job-Formed Corners:
 - 1. Outside Corners: Use straight pieces of maximum lengths possible. Form without producing discoloration (whitening) at bends. Shave back of base at points where bends

occur and remove strips perpendicular to length of base that are only deep enough to produce a snug fit without removing more than half the wall base thickness.

2. Inside Corners: Use straight pieces of maximum lengths possible. Form by cutting an inverted V-shaped notch in toe of wall base at the point where corner is formed. Shave back of base where necessary to produce a snug fit to substrate.

3.5 RESILIENT ACCESSORY INSTALLATION

A. Resilient Molding Accessories: Butt to adjacent materials and tightly adhere to substrates throughout length of each piece. Install reducer strips at edges of floor coverings that would otherwise be exposed.

3.6 CLEANING AND PROTECTION

- A. Perform the following operations immediately after completing resilient product installation:
 - 1. Remove adhesive and other blemishes from exposed surfaces.
 - 2. Sweep and vacuum surfaces thoroughly.
 - 3. Damp-mop surfaces to remove marks and soil.
 - a. Do not wash surfaces until after time period recommended by manufacturer.
- B. Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period. Use protection methods recommended in writing by manufacturer.
 - 1. Apply protective floor polish to horizontal surfaces that are free from soil, visible adhesive, and surface blemishes if recommended in writing by manufacturer.
 - a. Owner will apply wax finish.
 - 2. Cover products installed on horizontal surfaces with undyed, untreated building paper until Substantial Completion.
 - 3. Do not move heavy and sharp objects directly over surfaces. Place hardboard or plywood panels over flooring and under objects while they are being moved. Slide or roll objects over panels without moving panels.

END OF SECTION 09 65 00

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes surface preparation and field painting of exposed exterior and interior items and surfaces.
 - 1. Surface preparation, priming, and finish coats specified in this Section are in addition to shop priming and surface treatment specified in other Sections.
- B. Paint exposed surfaces, except where these Specifications indicate that the surface or material is not to be painted or is to remain natural. If an item or a surface is not specifically mentioned, paint the item or surface the same as similar adjacent materials or surfaces. If a color of finish is not indicated, Architect will select from standard colors and finishes available.
 - 1. Painting includes field painting of exposed bare and covered pipes and ducts (including color coding), hangers, exposed steel and iron supports, and surfaces of mechanical and electrical equipment that do not have a factory-applied final finish.
- C. Do not paint prefinished items, concealed surfaces, finished metal surfaces, operating parts, and labels.
 - 1. Labels: Do not paint over UL, FMG, or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.

1.2 DEFINITIONS

- A. General: Standard coating terms defined in ASTM D 16 apply to this Section.
 - 1. Flat refers to a lusterless or matte finish with a gloss range below 15 when measured at an 85-degree meter.
 - 2. Eggshell refers to low-sheen finish with a gloss range between 20 and 35 when measured at a 60-degree meter.
 - 3. Semigloss refers to medium-sheen finish with a gloss range between 35 and 70 when measured at a 60-degree meter.
 - 4. Full gloss refers to high-sheen finish with a gloss range more than 70 when measured at a 60-degree meter.

1.3 <u>SUBMITTALS</u>

- A. Product Data: For each paint system indicated. Include block fillers and primers.
 - 1. Material List: An inclusive list of required coating materials. Indicate each material and cross-reference specific coating, finish system, and application. Identify each material by manufacturer's catalog number and general classification.
 - 2. Manufacturer's Information: Manufacturer's technical information, including label analysis and instructions for handling, storing, and applying each coating material.
- B. Samples for Initial Selection: For each type of finish-coat material indicated.

- 1. After color selection, Architect will furnish color chips for surfaces to be coated.
- C. Samples for Verification: For each color and material to be applied, with texture to simulate actual conditions, on representative Samples of the actual substrate.
 - 1. Provide a list of materials and applications for each coat of each Sample. Label each Sample for location and application.
 - 2. Submit 2 Samples on the following substrates for Architect's review of color and texture only:
 - a. Concrete: 4-by-6-inch Samples for each color and finish.
 - b. Concrete Unit Masonry: 4-by-8-inch Samples of masonry, with mortar joint in the center, for each finish and color.
 - c. Painted Wood: 4-by-6 inch square Samples for each color and material on hardboard.
 - d. Stained or Natural Wood: 4-by-6 inch Samples of natural- or stained-wood finish on representative surfaces.
 - e. Ferrous Metal: 4-by-6 inch square Samples of flat metal.
- D. Qualification Data: For Applicator.

1.4 QUALITY ASSURANCE

- A. Applicator Qualifications: A firm or individual experienced in applying paints and coatings similar in material, design, and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance.
- B. Source Limitations: Obtain block fillers and primers for each coating system from the same manufacturer as the finish coats.
- C. Benchmark Samples (Mockups): Provide a full-coat benchmark finish sample for each type of coating and substrate required. Comply with procedures specified in PDCA P5. Duplicate finish of approved sample Submittals.
 - 1. Architect will select one room or surface to represent surfaces and conditions for application of each type of coating and substrate.
 - a. Wall Surfaces: Provide samples on at least 100 sq. ft.
 - b. Small Areas and Items: Architect will designate items or areas required.
 - 2. Apply benchmark samples, according to requirements for the completed Work, after permanent lighting and other environmental services have been activated. Provide required sheen, color, and texture on each surface.
 - a. After finishes are accepted, Architect will use the room or surface to evaluate coating systems of a similar nature.
 - 3. Final approval of colors will be from benchmark samples.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Deliver materials to Project site in manufacturer's original, unopened packages and containers bearing manufacturer's name:

- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F. Maintain storage containers in a clean condition, free of foreign materials and residue.
 - 1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily.

1.6 PROJECT CONDITIONS

- A. Apply waterborne paints only when temperatures of surfaces to be painted and surrounding air are between 50 and 90 deg F.
- B. Apply solvent-thinned paints only when temperatures of surfaces to be painted and surrounding air are between 45 and 95 deg F.
- C. Do not apply paint in snow, rain, fog, or mist; or when relative humidity exceeds 85 percent; or at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.
 - 1. Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by manufacturer during application and drying periods.

1.7 EXTRA MATERIALS

- A. Furnish extra paint materials from the same production run as the materials applied and in the quantities described below. Package with protective covering for storage and identify with labels describing contents. Deliver extra materials to Owner.
 - 1. Quantity: Furnish Owner with one unopened gallon of extra paint materials of each color used.

PART 2 - PRODUCTS

2.1 <u>MANUFACTURERS</u>

- A. Products: Subject to compliance with requirements, products of manufacturers that may be incorporated into the Work include the following, others may be considered according to submittal of requests for substitution per Division 1 requirements. Only paints incorporated into the State of Tennessee's contract buying program are eligible for consideration for this project.
 - 1. Benjamin Moore & Co.
 - 2. Sherwin-Williams Co.
 - 3. Porter Paints
- B. Products indicated are those of the Benjamin Moore company. Other equal products of the above listed manufacturers are approved.

2.2 PAINT MATERIALS, GENERAL

- A. Material Compatibility: Provide block fillers, primers, and finish-coat materials that are compatible with one another and with the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
- B. Material Quality: Provide manufacturer's best-quality paint material of the various coating types specified that are factory formulated and recommended by manufacturer for application indicated. Paint-material containers not displaying manufacturer's product identification will not be acceptable.
 - 1. Proprietary Names: Use of manufacturer's proprietary product names to designate colors or materials is not intended to imply that products named are required to be used to the exclusion of equivalent products of other manufacturers. Furnish manufacturer's material data and certificates of performance for proposed substitutions.
- C. Colors: As selected by Architect from manufacturer's full range.

2.3 EXTERIOR PRIMERS

- A. Exterior Primer for Acrylic Latex Flat Paint:
 - 1. Benjamin Moore; Fresh start Multi-Purpose Latex Primer (NO23).
- B. Exterior Ferrous-Metal Primer: Factory formulated rust-inhibitive metal primer for exterior application.
 - 1. Benjamin Moore; Super Spec Alkyd Metal Primer (P06): Applied at a dry film thickness of not less than 2.0 mils.
- C. Exterior Galvanized Metal Primer: Factory-formulated galvanized metal primer for exterior application.
 - 1. Benjamin Moore; Ultra Spec HP Acrylic Metal Primer (HP04): Applied at a dry film thickness of not less than 2.0 mils.
- D. Interior Cement Masonry Primer; Factory Formulated latex-based primer for interior applications.
 - 1. Benjamin Moore; Ultra Spec Hi-Build Masonry Block Filler Flat (571).

2.4 INTERIOR PRIMERS

- A. Interior Gypsum Board Primer: Factory-formulated latex-based primer for interior application.
 - 1. Benjamin Moore; Fresh Start Alkyd Enamel Underbody (217): Applied at a dry film thickness of not less than 1.2 mils.
- B. Interior Plaster Primer: Factory-formulated quick-drying rust-inhibitive alkyd-based metal primer.
 - 1. Benjamin Moore; Fresh Start Alkyd Enamel Underbody (217).: Applied at a dry film thickness of not less than 2.0 mils.
- C. Interior Ferrous Metal Primer: Factory-formulated quick-drying rust-inhibitive alkyd-based metal primer.

1. Benjamin Moore; Super Spec Alkyd Metal Primer (P06): Applied at a dry film thickness of not less than 2.0 mils.

2.5 EXTERIOR FINISH COATS

- A. Exterior Flat Acrylic Paint: Factory-formulated flat acrylic-emulsion latex paint for exterior application.
 - 1. Benjamin Moore; Ultra Spec EXT Flat (447): Applied at a dry film thickness of not less than 1.2 mils.
- B. Exterior Full-Gloss Alkyd Enamel: Factory-formulated full-gloss alkyd enamel for exterior application.
 - 1. Benjamin Moore; Super Spec HP Urethane Alkyd Glass Enamel P22: Applied at a dry film thickness of not less than 2.0 mils.

2.6 INTERIOR FINISH COATS

- A. Interior Eggshell Acrylic Paint for drywall if required: Factory-formulated flat acrylic-emulsion latex paint for interior application.
 - 1. Benjamin Moore; Ultra Spec 500 Eggshell: Applied at a dry film thickness of not less than 1.2 mils.
- B. Interior Satin Acrylic Enamel for CMU: Factory-formulated semigloss acrylic-latex enamel for interior application Note: test, verify and match finish (satin, Semi-gloss, etc.) of existing classroom walls.
 - 1. Benjamin Moore; Ultra Spec 500 Semi-Gloss (539): Applied at a dry film thickness of not less than 1.2 mils.
- C. Interior Full-Gloss Alkyd Enamel for Wood and Metal Surfaces: Factory-formulated full-gloss alkyd interior enamel.
 - 1. Benjamin Moore; Super Spec HP Urethane Alkyd Gloss Enamel P22 Applied at a dry film thickness of not less than 2.0 mils.
- D. Interior Dry-Fall Flat Latex: Formulated for interior use direct to primed or galvanized metal spray application and one-coat coverage without primer.
 - 1. Benjamin Moore: Super Kote 5000 Dry Fall Coating Latex Flat (N110) for not less than 2.0 mils. Dry Fiber thickness.

PART 3 - EXECUTION

3.1 <u>EXAMINATION</u>

A. Examine substrates, areas, and conditions, with Applicator present, for compliance with requirements for paint application. Comply with procedures specified in PDCA P4.

- 1. Proceed with paint application only after unsatisfactory conditions have been corrected and surfaces receiving paint are thoroughly dry.
- 2. Start of painting will be construed as Applicator's acceptance of surfaces and conditions within a particular area.
- B. Coordination of Work: Review other Sections in which primers are provided to ensure compatibility of the total system for various substrates. On request, furnish information on characteristics of finish materials to ensure use of compatible primers.
 - 1. Notify Architect about anticipated problems when using the materials specified over substrates primed by others.

3.2 PREPARATION

- A. General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted. If removal is impractical or impossible because of size or weight of the item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations in each space or area, reinstall items removed using workers skilled in the trades involved.
- B. Cleaning: Before applying paint or other surface treatments, clean substrates of substances that could impair bond of the various coatings. Remove oil and grease before cleaning.
 - 1. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- C. Surface Preparation: Clean and prepare surfaces to be painted according to manufacturer's written instructions for each particular substrate condition and as specified.
 - 1. Provide barrier coats over incompatible primers or remove and reprime.
 - Cementitious Materials: Prepare concrete, concrete unit masonry, cement plaster, and mineral-fiber-reinforced cement panel surfaces to be painted. Remove efflorescence, chalk, dust, dirt, grease, oils, and release agents. Roughen as required to remove glaze. If hardeners or sealers have been used to improve curing, use mechanical methods of surface preparation.
 - a. Use abrasive blast-cleaning methods if recommended by paint manufacturer.
 - b. Determine alkalinity and moisture content of surfaces by performing appropriate tests. If surfaces are sufficiently alkaline to cause the finish paint to blister and burn, correct this condition before application. Do not paint surfaces if moisture content exceeds that permitted in manufacturer's written instructions.
 - c. Clean concrete floors to be painted with a 5 percent solution of muriatic acid or other etching cleaner. Flush the floor with clean water to remove acid, neutralize with ammonia, rinse, allow to dry, and vacuum before painting.
 - 3. Ferrous Metals: Clean ungalvanized ferrous-metal surfaces that have not been shop coated; remove oil, grease, dirt, loose mill scale, and other foreign substances. Use solvent or mechanical cleaning methods that comply with SSPC's recommendations.
 - a. Touch up bare areas and shop-applied prime coats that have been damaged. Wire-brush, clean with solvents recommended by paint manufacturer, and touch up with same primer as the shop coat.

- 4. Galvanized Surfaces: Clean galvanized surfaces with nonpetroleum-based solvents so surface is free of oil and surface contaminants. Remove pretreatment from galvanized sheet metal fabricated from coil stock by mechanical methods.
- D. Material Preparation: Mix and prepare paint materials according to manufacturer's written instructions.
 - 1. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue.
 - 2. Stir material before application to produce a mixture of uniform density. Stir as required during application. Do not stir surface film into material. If necessary, remove surface film and strain material before using.
 - 3. Use only thinners approved by paint manufacturer and only within recommended limits.
- E. Tinting: Tint each undercoat a lighter shade to simplify identification of each coat when multiple coats of same material are applied. Tint undercoats to match the color of the finish coat, but provide sufficient differences in shade of undercoats to distinguish each separate coat.

3.3 <u>APPLICATION</u>

- A. General: Apply paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
 - 1. Paint colors, surface treatments, and finishes are indicated in the paint schedules.
 - 2. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 - 3. Provide finish coats that are compatible with primers used.
 - 4. The term "exposed surfaces" includes areas visible when permanent or built-in fixtures, grilles, convector covers, covers for finned-tube radiation, and similar components are in place. Extend coatings in these areas, as required, to maintain system integrity and provide desired protection.
 - 5. Paint surfaces behind movable equipment and furniture the same as similar exposed surfaces. Before final installation of equipment, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
 - 6. Paint interior surfaces of ducts with a flat, nonspecular black paint where visible through registers or grilles.
 - 7. Paint back sides of access panels and removable or hinged covers to match exposed surfaces.
 - 8. Finish exterior doors on tops, bottoms, and side edges the same as exterior faces.
 - 9. Finish interior of wall and base cabinets and similar field-finished casework to match exterior.
 - 10. Sand lightly between each succeeding enamel or varnish coat.
- B. Scheduling Painting: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
 - 1. The number of coats and film thickness required are the same regardless of application method. Do not apply succeeding coats until previous coat has cured as recommended by manufacturer. If sanding is required to produce a smooth, even surface according to manufacturer's written instructions, sand between applications.
 - 2. Omit primer over metal surfaces that have been shop primed and touchup painted.
 - 3. If undercoats, stains, or other conditions show through final coat of paint, apply additional coats until paint film is of uniform finish, color, and appearance. Give special attention to

ensure that edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.

- 4. Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until paint has dried to where it feels firm, and does not deform or feel sticky under moderate thumb pressure, and until application of another coat of paint does not cause undercoat to lift or lose adhesion.
- C. Application Procedures: Apply paints and coatings by brush, roller, spray, or other applicators according to manufacturer's written instructions.
 - 1. Brushes: Use brushes best suited for type of material applied. Use brush of appropriate size for surface or item being painted.
 - 2. Rollers: Use rollers of carpet, velvet-back, or high-pile sheep's wool as recommended by manufacturer for material and texture required.
 - 3. Spray Equipment: Use airless spray equipment with orifice size as recommended by manufacturer for material and texture required.
- D. Minimum Coating Thickness: Apply paint materials no thinner than manufacturer's recommended spreading rate to achieve dry film thickness indicated. Provide total dry film thickness of the entire system as recommended by manufacturer.
- E. Mechanical and Electrical Work: Painting of mechanical and electrical work is limited to items exposed in equipment rooms and occupied spaces.
- F. Mechanical items other than galvanized or non corrosive finished to be painted include, but are not limited to, the following:
 - 1. Uninsulated metal piping.
 - 2. Pipe hangers and supports.
 - 3. Tanks that do not have factory-applied final finishes.
- G. Block Fillers: Apply block fillers to concrete masonry block at a rate to ensure complete coverage with pores filled.
- H. Prime Coats: Before applying finish coats, apply a prime coat, as recommended by manufacturer, to material that is required to be painted or finished and that has not been prime coated by others. Recoat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to ensure a finish coat with no burn-through or other defects due to insufficient sealing.
- I. Pigmented (Opaque) Finishes: Completely cover surfaces as necessary to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
- J. Transparent (Clear) Finishes: Use multiple coats to produce a glass-smooth surface film of even luster. Provide a finish free of laps, runs, cloudiness, color irregularity, brush marks, orange peel, nail holes, or other surface imperfections.
 - 1. Provide satin finish for final coats.
- K. Stipple Enamel Finish: Roll and redistribute paint to an even and fine texture. Leave no evidence of rolling, such as laps, irregularity in texture, skid marks, or other surface imperfections.

L. Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with requirements.

3.4 FIELD QUALITY CONTROL

- A. Owner reserves the right to invoke the following test procedure at any time and as often as Owner deems necessary during the period when paint is being applied:
 - 1. Owner will engage a qualified independent testing agency to sample paint material being used. Samples of material delivered to Project will be taken, identified, sealed, and certified in the presence of Contractor.
 - 2. Testing agency will perform appropriate tests for the following characteristics as required by Owner:
 - 3. Owner may direct Contractor to stop painting if test results show material being used does not comply with specified requirements. Contractor shall remove noncomplying paint from Project site, pay for testing, and repaint surfaces previously coated with the noncomplying paint. If necessary, Contractor may be required to remove noncomplying paint from previously painted surfaces if, on repainting with specified paint, the two coatings are incompatible.

3.5 CLEANING

- A. Cleanup: At the end of each workday, remove empty cans, rags, rubbish, and other discarded paint materials from Project site.
 - 1. After completing painting, clean glass and paint-spattered surfaces. Remove spattered paint by washing and scraping without scratching or damaging adjacent finished surfaces.

3.6 <u>PROTECTION</u>

- A. Protect work of other trades, whether being painted or not, against damage from painting. Correct damage by cleaning, repairing or replacing, and repainting, as approved by Architect.
- B. Provide "Wet Paint" signs to protect newly painted finishes. After completing painting operations, remove temporary protective wrappings provided by others to protect their work.
 - 1. After work of other trades is complete, touch up and restore damaged or defaced painted surfaces. Comply with procedures specified in PDCA P1.

3.7 PAINT SCHEDULE

A. Schedules on drawings generally indicate types of systems and locations the Architect reserves the right to modify components of these systems regarding finishes for miscellaneous items such as trim that may not be indicated.

3.8 EXTERIOR PAINT SCHEDULE

A. Ferrous Metal: Provide the following finish systems over exterior ferrous metal. Primer is not required on shop-primed items.

1. Full-Gloss Alkyd-Enamel Finish: Two finish coats over a rust-inhibitive primer.

a. Primer: Exterior ferrous-metal primer.

b. Finish Coats: Exterior full-gloss urethane alkyd enamel.

3.9 INTERIOR PAINT SCHEDULE

- A. Concrete Unit Masonry: Provide the following paint systems over interior concrete masonry substrates:
 - 1. Satin (Sheen) Acrylic-Latex Enamel Finish: Two finish coats over a primer.
 - a. Primer: Interior block filler primer.
 - b. Finish Coats: Interior semi-gloss latex acrylic enamel.
- B. Gypsum Board: Provide the following finish systems over interior gypsum board surfaces:
 - 1. Eggshell (Sheen) Acrylic Finish: Two finish coats over a primer.
 - a. Primer: Interior gypsum board primer.
 - b. Finish Coats: Interior eggshell acrylic paint.
 - 2. Semigloss Latex-Acrylic Enamel Finish: Two finish coats over a primer.

a. Primer: Interior gypsum board primer. b. Finish Coats: Interior semigloss latex-acrylic enamel.

- C. Ferrous Metal: Provide the following finish systems over ferrous metal:
 - 1. Full-Gloss Alkyd-Enamel Finish: Two finish coats over a primer.
 - a. Primer: Interior ferrous-metal primer.
 - b. Finish Coats: Interior full-gloss alkyd enamel for wood and metal surfaces.
 - 2. Flat Latex Dry-Fall Spray Finish: For non-accessible ceiling cavity steel deck and structural steel. One finish coat (no primer required).
 - Prime Coat: Verify suitability of galvanized or primed surface for application without primer.

b. Finish Coat: Dry-Fall Spray Latex.

END OF SECTION 09 91 00

SECTION 11 31 00 - RESIDENTIAL APPLIANCES

PART 1 - GENERAL

1.1 <u>SUMMARY</u>

- A. This Section includes the following:
 - 1. Icemaker
 - 2. Refrigerator
 - 3. Undercounter Dishwasher
 - 4. Countertop Microwave
 - 5. Over-The-Range Microwave (with outside vertical top exhaust vent)
 - 6. Electric Range

1.2 <u>SUBMITTALS</u>

- A. Product Data: For each type of product indicated.
- B. Maintenance data.

1.3 <u>QUALITY ASSURANCE</u>

- A. Installer Qualifications: An employer of workers trained and approved by manufacturer for installation and maintenance of units required for this Project.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- C. Residential Appliances: Comply with NAECA standards.
- D. Energy Ratings: Provide appliances that qualify for the EPA/DOE ENERGY STAR product labeling program.

1.4 WARRANTY

A. Warranty: Manufacturer's standard form in which manufacturer of each appliance specified agrees to repair or replace residential appliances or components that fail in materials or workmanship within specified warranty period.

PART 2 - PRODUCTS

2.1 <u>MANUFACTURERS</u>

A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:

SECTION 11 31 00 - RESIDENTIAL APPLIANCES

- 1. Basis-of-Design Product: The design for each residential appliance is based on the product named. Subject to compliance with requirements, provide a comparable product per Section 01600 requirements.
- 2. Other manufacturer's offering products that may be incorporated into the work include but are not limited to;
 - a. Whirlpool.
 - b. Amana.
 - c. Hoshizaki.

2.2 <u>APPLIANCES</u>

- A. Products (Provide Basis of Design Product or Equal as specified on drawings. All residential appliances of same/matching manufacturer).
 - 1. Ice Maker: Self-Contained Cuber with Storage (Free-Standing, Not Undercounter)
 - a. Scotsman CU50 PA-1, with built-in pump to expel drain water. Includes 10' drain tube. Finish: Stainless Steel (all exposed sides to be finished panels)
 - b. Qty. 1
 - 2. Refrigerator: 20.5 Cu. Ft. Top Freezer Refrigerator
 - a. Frigidaire FRTD2021AS. Finish: Stainless Steel
 - b. Qty. 2
 - Undercounter Dishwasher: 24" Built-In Dishwasher
 a. Frigidaire FFCD2413US. Finish: Stainless Steel
 - b. Qty. 2
 - 4. Countertop Microwave: 0.9 Cu. Ft. Countertop Microwave
 - a. Frigidaire EMW959-C. Finish: Stainless Steel
 - b. Qty. 1
 - 5. Over-The-Range Microwave: 1.7 Cu. Ft. Over-The-Range Microwave
 - a. Frigidaire FMOS1746BS with outside vertical top exhaust vent. Finish: Stainless Steel
 - b. Qty. 3
 - 6. Electric Range: 30" Freestanding Electric Range
 - a. Frigidaire FCRE3052BS. Finish: Stainless Steel
 - b. Qty. 3

SECTION 11 31 00 - RESIDENTIAL APPLIANCES

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Built-in Equipment: Securely anchor units to supporting cabinets or countertops with concealed fasteners. Verify that clearances are adequate for proper functioning and rough openings are completely concealed.
- B. Freestanding Equipment: Place units in final locations after finishes have been completed in each area. Verify that clearances are adequate to properly operate equipment.
- C. Utilities: Refer to plumbing and electrical drawings for requirements.

END OF SECTION 11 31 00