

DOCUMENT 011000  
SUMMARY & PRODUCT SPECIFICATIONS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Contract Description
- B. Contract Time
- C. Intent of Documents
- D. Work by Owner
- E. Contractor's use of site and premises
- F. Work Sequence
- G. Owner Occupancy

1.2 CONTRACT DESCRIPTION

- A. The Project consists of all the work as described in the related documents necessary for the Second Floor Community Room Renovations for the Josephine-Louise Public Library.
- B. Perform Work of Contract under a stipulated sum contract with the Owner in accordance with the Conditions of Contract.
- C. Work of Contract is identified in the following articles and in the Construction Documents.

**1. GENERAL SCOPE OF WORK**

- a. Building permit, if required, will be provided by the Owner. Contractor shall provide all other associated permits & fees which may be required for their work.
- b. Include coordination with all other trades and the owner for the duration of this scope of work.
- c. Provide protection of adjacent installed work or existing features to remain.
- d. Preparation of shop drawings is a specific requirement of this proposal and bidders are to include in their proposal the provisions for this requirement.
- e. Contractor signage is not permitted on site.
- f. Related specification sections, including but not limited to all Division 0 bidding requirements and Division 1 contract requirements, and General Requirements sections as follows:

- 011000 Summary & Product Specifications
- 012000 Price and Payment Procedures
- 013000 Administrative Requirements
- 014000 Quality Requirements
- 015000 Temporary Facilities
- 016000 Product Requirements
- 017000 Execution Requirements

**2. PROJECT REQUIREMENTS**

- a. A coordination meeting with the Contractor, Owner (Library Director & Board Members) and Architect will be scheduled at least one week prior to the start of work to coordinate schedule and other details.
- b. **Work Sequence:** Coordinate construction schedule and operations with Owner & Architect.

- c. **Protection:** Provide for the protection of installed work. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage. At the end of each work day, Contractor shall be responsible for covering/protection work against weather, vandalism, theft and damage. Protect all furnishings, fixtures, and other objects or adjacent materials and surfaces within work area that are not scheduled to have work completed.
- d. **Clean Up:** Contractor shall remove and legally dispose of all waste products produced during construction. Contractor shall include all required clean up for work, and shall coordinate with Owner if a dumpster is requested.
  - i. Premises to be cleaned up daily, as patrons and staff shall occupy building during construction operations. Contractor shall maintain safe passageways for staff and public. Shared spaces must be vacuumed, cleaned, and all contractor materials, tools, debris, etc. must be removed each day.
  - ii. **Final Cleaning:** The Contractor shall execute final cleaning prior to final project assessment. Clean surfaces exposed to view, remove temporary labels, stains and foreign substances, etc. Polish transparent and glossy surfaces. Wipe down all surfaces. Clean site of any material, debris, rubbish, etc. associated with the work. Remove waste and surplus materials, rubbish and construction facilities from the site.
- e. **Product Substitutions:** Any deviations from the materials listed where allowable, must be specifically noted and meet the standard and quality level of original materials listed as per the contract documents, and be approved by the Architect prior to installation. Architect shall be sole judge of whether an item is equivalent or superior using listed products to establish a quality performance and aesthetic standard which must be met.
- f. **Notification to Owner:** Prior to use of any adhesives, chemicals, sealers, sealants, or other construction products which might produce noxious gases, fumes or odors, provide Owner and Architect with at least three days written notice and copies of appropriate MSDS sheets, even if product is previously approved for usage on this project.
- g. **Cutting / Patching:** For any cutting and patching required, execute work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing. Fit work tight to pipes, sleeves, conduit or other penetrations through surfaces. Maintain integrity of wall, ceiling or floor construction, completely sealing voids. Remove debris caused by cutting/patching work, and patch or replace portions of existing surfaces which are damaged, lifted, discolored or showing other imperfections.
- h. **Quality of Work:** Comply with manufacturer's instructions, including each step in sequence. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes or specified requirements indicate higher standards, or more precise workmanship. Perform work by persons qualified to produce required and specified quality. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement. Promptly and specifically notify the Architect of any discrepancies between field conditions and drawings. Should manufacturer's instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- i. Provide products of qualified manufacturers suitable for intended use. Provide products of each type and/or system by a single manufacturer unless specified otherwise. Do not use materials and equipment removed from existing premises, except as specifically permitted by the drawings.

- j. **Utility outages and shutdown:** Notify and coordinate with Owner. Provide notice minimum 48 hours prior to any scheduled outages or shutdown.
- k. **Electrical Work:** Electrical equipment and systems shall meet UL Standards and requirements of N.E.C. All equipment and material for which there is a listing service shall bear a UL label. Before final acceptance, perform electrical tests required by local municipality, utility or other governing body, board or agency having jurisdiction.
  - i. Install work so that items both existing and new are operable and serviceable. Provide easy, safe and code mandated clearances at other equipment requiring maintenance and operation.
- l. **Mechanical Work:** Coordinate with building system for capping and removal of radiators / heaters to avoid extensive shut-down of system, if required.
- m. **Coordination:** Coordinate work with other trades and determine exact route or location of each conduit or equipment before fabrication and installation. Coordinate with Contract Documents and with Owner for exact location of all existing equipment in finished area, such as thermostats, fixtures, switches, etc. to remain. If not specifically shown on drawings, request clarification from the Owner/Architect before proceeding. Obtain and coordinate work of the Architectural Reflected Ceiling Plan for arrangement of light fixtures and other items. Do not rough in contract work without reflected ceiling plan locations. Installation of work in a given area shall not proceed until all Contractors agree on the exact arrangements in each area. If a given trade proceeds prior to resolving conflicts, then, if necessary, that trade shall change its work at no extra cost in order to permit others to proceed with a coordinated installation.
- n. **Existing Conditions:** Verify that existing conditions and substrate are acceptable for subsequent work. Beginning new work means acceptance of existing conditions. Verify that substrate is capable of structural support or attachment of new work being applied or attached. Verify that utility services are available, or the correct characteristics and in the correct location. Clean substrate surfaces prior to applying next material or substance. Seal cracks or openings of substrate prior to applying next material or substance.
- o. Instruct designated Library personnel on proper operation and care of system/equipment. Provide operating instructions and maintenance information to Library at the end of the project.

### 3. **SPECIFIC SCOPE OF WORK**

The following specific scope of work items include but are not limited to:

#### **GENERAL REQUIREMENTS**

- a. **Coordination-** Contractor is required to coordinate daily work activity, adjacent work, scheduling, work sequencing, material storage and staging, etc. to maintain an efficient work area and effective work progress. Mechanical and Electrical sub-contractors shall make all rough-in and final connections for their respective scopes of work.
- b. **Final Cleaning-** Provide final cleaning of the addition and renovation space complete. Work to include but limited to, sweeping and polishing of all floors, dusting and surface cleaning of all furniture, desks, chairs, stacks, shelving, cabinets, countertops, etc. adjacent to new work. Contractor is responsible for cleanup of their work. This contract includes final clean of all rooms including areas soiled by other prime contractors. Final clean shall take place after punch list and before Certificate of Occupancy.
- c. **Cleanup & Dumpsters-** Provide dumpsters and cleanup associated with all areas of this scope of work. Cleanup must be performed on a daily basis.

## **DEMOLITION**

Provide all required demolition, removal and disposal of all materials identified by the contract documents, including but not limited to the following:

- a. Flooring - Remove all flooring material within project area. Flooring finishes to be removed as required to expose the original concrete subfloor surface.
- b. Walls – Remove incidental areas of gypsum at project areas as delineated on drawings, to receive new work.
- c. Doors – Remove wood or hollow metal frames, wood doors, and finish hardware in project area to receive new work.
- d. Mechanicals- Remove all radiators, unit heaters and associated piping within project area as noted and as per architectural and mechanical drawings.
- e. Electricals – Remove all lighting fixtures and associated conduit within project area as per architectural and electrical drawings.
- f. Temporary Protection – Include temporary protection of adjacent installed work including doors, frames, windows, trim, walls, floors, ceilings, etc.
- g. Include – Saw cutting, dust control, dumpsters, hoisting, chutes, buggies, temporary lighting for all demolition, etc. Contractor shall layout required cuts.

## **INTERIOR DOORS, FRAMES & HARDWARE**

- A. Interior Wood Doors- Provide interior wood doors, non-fire rated, within project area. Include all cutouts for hardware, closers, door stops, shop finishing and final adjustments.
- B. Interior Hollow Metal Frames – Provide hollow metal frames for new doors.
- C. Barn Door Hardware – Provide barn door hardware for new door at Utility room, as per drawings, and Hardware Schedule.
- D. Hardware- Provide all door hardware, including all hinges, bored locks and latches, closers, exit devices, locks, keying, fasteners, stops and holders, and silencers, gasketing & thresholds, protective plates and trim, as shown or noted on the drawings. See Hardware Schedule at end of Summary.
- E. Finishes- Include priming, painting and/or staining of all door frames and existing doors to be repainted (as noted in contract documents). Provide factory finish at all new wood doors to closely match existing stain at adjacent doors to project area.
- F. Existing – Clean and repair all existing doors, frames and hardware within project area to remain, and as noted in Door Schedule.

## **INTERIOR WALLS & WALL FINISHES**

- a. Framing- Provide minimal wood or metal stud framing including all studs, furring, fasteners, bracing, layout, cuts, headers, and wall blocking for a complete installation at doors to closet areas; and at exterior wall in Utility Closet.
- b. Existing Plaster Walls – Provide minor plaster cracks and corners in areas to remain exposed to view in project area. Install GWB over plaster to cover crumbling plaster window head / jambs as noted in drawings.
- c. Gypsum Wall Board- Provide all new gypsum wall board at new partitions and to match existing adjacent walls, as required at interior wall locations. Field verify once existing doors/frames have been removed.
- d. Taping- Include taping and sanding of all gypsum finish areas to ensure the appearance of a smooth finished surface under daylight and artificial light conditions, from a distance of three feet. Feather to adjacent existing gypsum at new infill area.

- e. Painting- Provide at all gypsum wall board (or plaster) and hollow metal painting including 1 coat prime and 2 coats paint. If paint is installed with a spray application all walls must be back rolled. Assume level three painting standard; eggshell finish at walls, gypsum/plaster ceilings and soffits, semi-gloss finish at painted wood trim and hollow metal frames / trim.
- f. Caulking- Provide all interior caulking as required in work area.
- g. Protection and Masking- Provide protection of adjacent materials including painters tape at all intersections, covering of adjacent materials, etc.

### **CEILINGS**

- a. Gypsum / Existing Ceilings – Prep existing gypsum / plaster ceilings for paint finish. Repair any cracks or loose material prior to priming and finish paint.

### **ROUGH CARPENTRY**

- a. Blocking- Furnish and install all solid wood blocking, and door bucking, bracing, wood top plates, connections to stud walls, or existing walls, and connections to structural steel members, as required per plans.
- b. Wall Sheathing- Furnish and install all 5/8" gypsum board wall sheathing, installations, staggering, clips, fasteners, bracing and blocking as needed.

### **FINISH CARPENTRY**

- a. Painted Trim- Furnish and install all paint grade trim, base, door trim, window trim, panel trim and any other paint grade trim required at the project area as shown or noted on drawings.
- b. Stain Grade Trim – Provide all stain grade trim, panel trim and any other stain grade trim required at built-in cabinetry and counters.
- c. Existing Doors- Furnish and install any repair or replacement necessary to the surrounding interior door casings, jambs, and sills in project area.
- d. Cabinets and Countertops- Furnish and install all labor and materials for millwork, cabinetry, built-ins, and countertops as per the contract documents.
- e. General-
  - 1. Include all final adjustments of cabinet doors, shelving and drawers.
  - 2. Include screw caps, fast-caps, or install hidden fasteners.
  - 3. Provide all touchup required after installation including painting, staining, patching, removal & reinstallation of damaged panels as required.

### **ARCHITECTURAL WOOD CASEWORK**

- a. General: For fabricated cabinets, countertop, drawers, cabinet doors, and hardware; preparation for installing utilities in cabinets; and shop finishing.
- b. Samples: Provide samples illustrating cabinetry and countertop finish.
- c. Hardwood Lumber: For hardwood lumber for stain finish: AWI grade II, custom grade, maximum moisture content of 6-8% - White Oak, quarter sawn, book matching.
- d. Hardwood Plywood: AWI grade A, custom veneer, with medium density fiberboard core, type of glue recommended for application: White oak, quarter sawn.
- e. Wood particle board: ANSI A208.1 Type 2, composed of wood chips or sawdust, medium density, made with water resistant adhesive, sanded faces.
- f. High density decorative laminate: NEMA LD3 CP50, colors, patterns, and surface textures as selected from manufacturer's full range, by Wilsonart, Formica, or accepted equivalent.
- g. Accessories: Adhesives as recommended by laminate manufacturer to suit application. Fasteners of size and type to suit application. Threaded steel for concealed joint fasteners.
- h. Fasteners: Of size and type to suit application.

- i. Fabrication: Shop assemble casework for delivery to site in units easily handles and to permit passed through existing building openings. Fit exposed edges with matching veneer edging. Use one piece for full length only. Cap exposed high pressure decorative laminate finish edges with hardwood edging to match species on job. When necessary to cut and fit on site, fabricate materials with ample allowances for cutting. Furnish trim for scribing and site cutting. Apply high pressure decorative laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with concealed fasteners. Slightly bevel arises. Apply laminate backing sheet to reverse side of plastic laminate finish surfaces. Fabricate desk and countertops with cutouts for inserts, outlet boxes and grommets. Verify locations of cutouts from on-site dimensions. Seal cut edges.
- j. Shop Finishing: Sand work smooth and set exposed nails. Apply wood filler in exposed nail indentations. On items with transparent finish, use wood filler matching surrounding surfaces and of types recommended for applied finishes. Seal internal surfaces of units with two coats of shellac.
- k. Installation: Set and secure work in place; rigid, plumb and level. Use concealed joint fasteners to align and secure adjoining units and countertops. Carefully scribe work abutting other components, with maximum gaps of 1/32". Secure desk to floor using appropriate angles and anchorages. Countersink anchorage devises at exposed locations. Conceal with solid wood plugs of species to match surrounding wood; finish flush with surrounding surface.
- l. Cleaning: Clean casework, counters, shelves, hardware, fittings and fixtures.

#### **FLOORING AND ACCESSORIES**

- a. Floor Prep– Prep and clean existing concrete slab on deck for installation of new flooring. Provide level floor as required.
- b. Flooring Installation Only- Install a complete installation for carpet tile, luxury vinyl tile and their adhesives, to be purchased and provided to Contractor by Owner. Include all distribution of material, de-boxing, floor prep, leveling of floors where required, flash patching where required and termination strips.
- c. Base- Furnish and install all resilient base as required.
- d. Floor Finish Removal, Removal of existing flooring materials in scope of work area shall be by contractor.

#### **MECHANICAL & PLUMBING SCOPE OF WORK**

Provide a proposal to include all labor, materials and equipment required to complete all Heating, Ventilating and Air Conditioning Work per the following scope of work and the attached construction documents.

- a. Demolition & Removal- Demolish and remove existing HVAC / Plumbing equipment, miscellaneous piping, etc. as shown or noted on mechanical drawings. Demolition of existing mechanical equipment / systems and selective demolition to facilitate the work. See H-drawings for scope of work.
- b. New Work– Install new condensing units, fan coil units, condensate pump, diffusers, registers and grilles, controls, etc. as shown on mechanical drawings. Refer to architectural reflected ceiling plan or elevations for locations of new work. Coordinate with existing piping for new equipment locations. See H-drawings for scope of work.
- c. Fixtures & Equipment - Refer to H-drawings for fixture and equipment notes, manufacturers, etc.
- d. Plumbing– Provide new sink, faucets in Utility Room, including new hot and cold water piping and waste piping connections to existing systems. See H-drawings for additional notes.



## **ELECTRICAL SCOPE OF WORK & SPECIFICATIONS**

Provide a proposal to include all labor, materials and equipment required to complete all Electrical Work per the following scope of work and the attached construction documents.

- a. Demolition & Removal- Demolish and remove existing light fixtures, lighting controls, and wiring devices in work area, as well as associated wiring and conduit.
- b. New Work– Provide new light fixtures, lighting controls, wiring devices, smoke detectors, and associated wiring and conduit. Match new devices to existing. See A- and E-drawings for layouts.
- c. Fixtures & Equipment - Refer to E-drawings for fixture and equipment notes, manufacturers, devices for power and data, etc.

## **RELATED DRAWINGS**

Provide all labor, materials, equipment and incidentals required to complete all Construction for the project as described in the Drawing Set, as follows:

### **GENERAL**

G100 Title Sheet: General Notes, Abbreviations & Schedule of Drawings

### **ARCHITECTURAL**

AR001 Overall Second Floor Plan - Demolition & Removals  
AR002 Overall Second Floor Reflected Ceiling Plan – Demolition & Removals  
A001 Overall Second Floor Plan – New Work  
A002 Overall Second Floor Reflected Ceiling Plan – New Work  
A100 Enlarged Partial Second Floor Plan – New Work  
A101 Enlarged Partial Second Floor Reflected Ceiling Plan – New Work  
A102 Enlarged Partial Second Floor Finish Plan – New Work  
A200 Elevations  
A201 Elevations  
A300 Cabinetry Details  
A301 Cabinetry Details  
A400 Finish & Door Schedules, Types & Details  
F100 Furniture Layout (For Reference Only)

### **MECHANICAL**

H001 Legend, Symbols, Abbreviations & Specifications  
H002 Schedules  
H003 Details  
HR001 Mechanical Second Floor Removals Plan  
H101 Mechanical Second Floor Installation Plan

### **ELECTRICAL**

E000 Legend  
ER101 Overall Second Floor Removal Plan – Power  
ER201 Overall Second Floor Removal Plan – Lighting + Fire Alarm  
E101 Enlarged Second Floor Plan - Power  
E201 Enlarged Second Floor Plan – Lighting + Fire Alarm

## **1.3 CONTRACT TIME**

- A. Time is of the essence. Work shall commence immediately upon Notice to Proceed. The successful bidder for the Contract shall be prepared to mobilize and start work at the contractor's discretion. Contractor shall coordinate and progress their work to completion in accordance with an approved and updated schedule. Substantial Completion is required no later than May 22, 2022.

- B. The project milestones below are required to meet the overall success of the completion of the Josephine-Louise Public Library's Second Floor Community Room Renovations. Contractor is responsible for meeting their respective milestones as indicated.

**PROJECT SCHEDULE**

**Out to Bid: Tuesday, October 11, 2022**

**Pre-Bid Meeting: Wednesday, October 19, 2022**

**Bids Due: Tuesday, November 1, 2022**

**Contract Award: Week of November 14, 2022 (Notice to Proceed)**

**Submittals Received no later than December 30, 2022**

**Site mobilization no later than March 6, 2023**

**Substantial Completion by May 22, 2023**

**Final Completion by June 1, 2023**

**1.4 INTENT OF DOCUMENTS**

- A. Plans and Specifications supplement each other and require the Contractor to provide in their bid:
1. All labor, tools equipment, appurtenances, transportation, related items, etc., for the completion of the Work.
  2. All systems complete and left in excellent and/or specified operating condition.
  3. Any apparatus, appliance, material or Work not shown on Drawings but mentioned in Specifications, or vice versa.
  4. Any accessories, reasonably inferable from Drawings and Specifications and as may be required by the manufacturer of such materials or equipment, necessary to make the work complete and of the best quality.
  5. Coordination with work of the Owner and by other trades.
- B. All sections of these Specifications shall apply in full to the Contractor and their respective subcontractors.
- C. Notes or instructions shown on any one Drawing, apply where applicable, to all other Drawings.
- D. Any deviations from the materials lists (on drawings) where allowable, must be specifically noted and meet the standard and quality level of original materials listed in the contract documents, and be approved by the Architect prior to installation. Architect shall be the sole judge of whether an item is equivalent or superior using listed products to establish a quality permanence and aesthetic standard which must be met.
- E. Install all Work in compliance with Plans and Specifications in excess of requirements of codes and regulations and not contrary to same. Provide work in compliance with:
1. 2020 Building Code of New York State including Existing Building Code
  2. New York State Department of Labor Rules and Regulations
  3. Occupational Safety and Health Administration (OSHA)
  4. National Electrical Code, NFPA 70
  5. New York State Energy Conservation Construction Code
  6. Local Codes and Ordinances
  7. Life Safety Code, NFPA 101
  8. New York Board of Fire Underwriters
  9. Local Power Company and Telephone Company Standards.
  10. Plans and Specifications in excess of code/regulations requirements and not contrary to same.



- F. The Contract Documents contemplate a finished piece of Work of such character and quality as is reasonably inferable from them. The CONTRACTOR acknowledges that the Contract consideration includes sufficient money allowance to make its Work complete, operational, and in compliance with good practice. The Contractor agrees that inadvertent minor discrepancies or omissions, or the failure to show details or to repeat on any part of the Contract Documents the figures or notes given on another document shall not be the cause for additional charges or claims. In the case of conflict between any part or parts thereof, as contrasted to an omission or failure to show details or to repeat on any part of the Contract Documents the figures or notes given on another part thereof, the following shall be given preference, in the order herein set forth, to determine what Work the CONTRACTOR is required to perform:
1. Addenda (later date to take preference over earlier date)
  2. Amendments to Agreement,
  3. Agreement,
  4. Specifications,
  5. Schedules,
  6. Large scale detail Drawings (detail drawings having a scale of 3/4" and over),
  7. Large plan and section Drawing's (plan and section drawings having a scale equal to or larger than that used for the basic floor or site plan as the case may be),
  8. Small scale detail Drawings (detail drawing having a scale less than 3/4"),
  9. Small scale plan and section Drawings (plan and section drawings having a scale less than that used for the basic floor or site plan as the case may be).
  10. In the event of such conflict between and among the parts of the Contract Documents that are entitled to equal preference, the more expensive way of doing the Work, the better the quality or the greater the quantity of material shall govern unless the OWNER or OWNER's AGENT otherwise directs.

#### 1.5 WORK BY OWNER

- A. Unless otherwise noted the Owner will be performing the following items of work via separate contract:
1. Furnishings, Fittings and Equipment purchase and installation of stackable chairs, tilt-top tables and study table, study chairs, lounge seating and laptop tables.
  2. Flooring: Owner shall purchase materials and adhesives for the carpet tile and luxury vinyl tile for the project area. Installation shall be by Contractor.

#### 1.6 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow:
1. **Occupancy of the existing facility at all times by the Owner and the Public.** The Library may be occupied by the staff and patrons during the course of work. The building is a municipal complex shared by other town departments. Contractor operations shall not interfere with access to or egress through and from the building. Work adjacent to entryways / exits and hallways shall be scheduled for hours in which Library is not open and Contractor shall provide suitable protection / enclosure methods to allow continual staff and patron use during regular hours. Regular hours of Library operation are Monday – Thursday 10:00 AM to 7:00 pm, Friday 10:00 AM -5:00 PM, and Saturdays 10:00 AM – 2:00 PM. Contractor may gain access to the project area prior to 10:00 AM with the permission of the Owner/Library.
  2. Work by Owner and Owner's forces.
  3. Use of site and premises by the public.

- B. Access to Site: Maintain clear and unobstructed access to site throughout the course of the work.
  - 1. Library parking is not available. Contractor parking will be street parking, or in the municipal lot about a half block from the library site.
  - 2. The Library may allow space for contractor's storage of materials, tools, etc. within the building. Location to be coordinated with the Owner. The Owner takes no responsibility for security and maintenance of contractor materials, equipment, etc.
  - 3. Restroom facilities are available for Contractor's use during Library's normal hours of operation. Contractor shall, after use, return facilities to a clean state. Contractor to exercise measures to conserve energy and water consumption during construction operations, and shall not damage drains, devices, or finishes to remain.
  - 4. Elevator: Contractor may be allowed use the existing elevator for transporting materials to access to the second floor project space. Use of elevator may be removed at the discretion of the Library / Building Owner.
- C. Construction Operations: Limited specifically to areas noted on drawings.
- D. Emergency Building Exits during Construction. Maintain all existing ingress/egress paths, doors, etc. clear and unobstructed throughout this work. Provide overhead protection as necessary.
- E. Utility Outages and Shutdown: Notify and coordinate with Library / Building Owner. Provide written notice minimum 48 hours prior to any scheduled outages or shutdowns.
- F. Provide temporary enclosure measures to prevent damages to building interior spaces and to patrons utilizing adjacent spaces during construction.
- G. Prior to use of any adhesives, chemicals, sealers, sealants, or other construction products which might produce noxious gases, fumes or odors, provide the Library and Architect with 48-72 hours written notice and copies of appropriate MSDS sheets, even if product is previously approved for use on this project.
- H. Premises must be cleaned daily, since patrons and staff shall occupy the building during construction operations. Contractor shall maintain safe passageways for staff and public. Shared spaces must be vacuumed, cleaned and all contractor materials, tools, debris, etc. must be removed.
- I. Protect all furnishings, light fixtures, and other objects or adjacent materials and surfaces within the work area that are not scheduled for renovations.
- J. Contractor shall removal and legally dispose of all waste materials produced during construction / demolition. Contractor shall include all required dumpsters for work; coordinate with Owner for location.

#### 1.7 OWNER OCCUPANCY

- A. The Owner will occupy the site and Library during the entire period of construction for the conduct of library operations. Contractor operations shall not interfere with access to or egress from the building for staff or patrons. Regular hours of Library operations, for public access, are Monday - Thursday 10:00 am - 7:00 pm; Friday 10:00 am - 5:00 pm; Saturday 10:00 am - 2:00 pm; Closed Sunday. Hours are subject to change.
- B. Contractors shall work normal day shift hours (7:00 AM - 3:30 PM) Monday - Friday. Owner shall have library personnel available at 7:00AM to allow access to the building.
- C. Schedule of work operations shall be discussed at the Pre-construction meeting and agreed upon by the Contractor, Architect and the Owner prior to commencing any work.

## PART 2 – PRODUCTS & SPECIFICATIONS

### 2.1 GYPSUM BOARD ASSEMBLIES

- A. Manufacturer: Product Description: United States Gypsum co. or accepted equivalent.
  - 1. Framing Materials:
    - a. Studs & Tracks: ASTM C645, GA-215 and GA-600, galvanized sheet steel, 20 gauge, C shape, with knurled faces.
    - b. Furring, framing and Accessories: ASTM C645, GA-215 and GA-600.
    - c. Fasteners: ASTM C1002. GA-216.
    - d. Anchorage to substrate: Tie wire, nails, screws, and other metal supports, of type and size to suit application; to rigidly secure materials in place.
  - 2. Gypsum Board Materials:
    - a. Standard Gypsum Board: ASTM C36; 5/8-inch thick, maximum available length in place/ ends square cut, tapered and beveled edges.
  - 3. Accessories:
    - a. Corner Beads: Metal, USG No. 103, 1¼" x 1¼" flange width.
    - b. Edge Trim: Metal, USG No. 200-A, J-shaped channel.
  - 4. Joint Materials:
    - a. For interior applications: ASTM C475; GA-216; reinforcing tape, joint compound, adhesive, and water.
  - 5. Fasteners:
    - a. For Interior applications: ASTM C1002, Type S12 and GA-216.
- B. Metal Stud Installation:
  - 1. Install studs in accordance with ASTM C754, GA-216 and GA-600.
  - 2. Metal Stud Spacing: 16 inches on center.
  - 3. Extend all stud framing through ceiling to structure above, unless otherwise indicated on the drawings. Maintain clearance under structural building members to avoid deflection transfer to studs. Provide extended leg ceiling runners.
  - 4. Door Opening Framing: Install double studs at door frame jambs. Install stud tracks on each side of opening, at frame head height, and between studs and adjacent studs.
  - 5. End wall framing: Install double studs at end of walls at niches (as shown on drawings).
  - 6. Blocking: Screw blocking to studs. Install blocking for support of plumbing fixtures, toilet partitions, wall and base cabinets, casework and counters, framed openings, toilet accessories, hardware, running wood trim and other items requiring mounting on stud partitions.
- C. Gypsum Board Installation:
  - 1. Install gypsum board in accordance with GA-216 and GA-600.
  - 2. Erect single layer gypsum board in most economical direction with ends and edges occurring over firm bearing.
  - 3. Use screws when fastening gypsum board to metal furring or framing.
  - 4. Place corner beads at external corners and as indicated on Drawings. Use longest practical length. Place edge trim where gypsum board abuts dissimilar materials and as indicated on Drawings.
- D. Joint Treatment:
  - 1. Finish in accordance with GA-214.
    - a. Provide Level 4 for all areas.
  - 2. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.
  - 3. Feather coats on to adjoining surfaces so that camber is maximum 1/32 inch.

## 2.2 PAINTS AND COATINGS

- A. Manufacturers: Benjamin Moore & Company, or accepted equivalent.
  - 1. Coatings: Ready Mixed. Prepared coatings.
    - a. Verify surfaces & Substrate conditions are ready to receive Work as instructed by product manufacture.
    - b. Examine surfaces scheduled to be finished prior to commencement of work. Report conditions capable of affecting proper application.
- B. Preparation:
  - 1. Surface Appurtenances: Remove or mask electrical plates, hardware, light fixture trim, escutcheons, and fittings prior to preparing surfaces or finishing.
  - 2. Surfaces: Correct defects and clean surfaces capable of affecting work of this section. Remove or repair existing coatings exhibiting surface defects.
  - 3. Marks: Seal with shellac those which may bleed through surface finishes.
  - 4. Impervious Surfaces: Remove mildew by scrubbing with solution of tri-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
  - 5. Gypsum Board Surfaces: Fill minor defects with filler compound. Spot prime defects after repair.
  - 6. Shop Primed Steel Surfaces: Sand and scrape to remove loose primer and rust. Feather edges to make touch-up patches inconspicuous. Clean surfaces with solvent. Prime bare steel surfaces. Prime metal items including shop primed items.
  - 7. Interior Wood Items Scheduled to Receive Paint Finish: Wipe off dust and grit prior to priming. Seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after primer has dried; sand between coats.
  - 8. Interior Wood Items Scheduled to Receive Transparent Finish: Wipe off dust and grit prior to sealing, seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after sealer has dried; sand lightly between coats.
- C. Application:
  - 1. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
  - 2. Apply each coat to uniform appearance. Apply each coat of paint slightly darker than preceding coat unless specified otherwise.
  - 3. Sand wood and metal surfaces lightly between coats to achieve required finish.
  - 4. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
  - 5. Where clear finishes are required, tint fillers to match wood. Work fillers into grain before set. Wipe excess from surface.
  - 6. Prime concealed surfaces of interior woodwork with primer paint.
  - 7. Prime concealed surfaces of interior wood surfaces scheduled to receive stain or varnish finish with gloss varnish reduced 25 percent with thinner.
  - 8. Do not paint over or obscure piping, equipment markers and identifications, and fire rating labels.
- D. Schedule of Interior Finishes
  - 1. Wood – Painted
    - a. One coat of latex prime sealer.
    - b. Two coats of latex enamel, semi-gloss.
  - 2. Steel – Primed:
    - a. Touch-up with latex primer.
    - b. Two coats of latex enamel, semi-gloss.
  - 3. Gypsum Board / Plaster Walls:
    - a. One coat of latex primer sealer.
    - b. Two coats of latex enamel, eggshell.

4. Gypsum Board / Plaster Ceilings:
  - a. One coat of latex primer sealer.
  - b. Two coats of latex enamel, eggshell.
5. Schedule of Colors: To be provided by Architect during submittal process.

## 2.3 DOORS & FRAMES

- A. Wood Doors: Product Description: The Maiman Co. or accepted equivalent.
  1. French Style, 2-Lite, Stile and Rail Wood Doors, non-rated, raised/flat wood panel design; factory pre-fit and shop finished.
  2. Interior Doors: 1-3/4 inches thick; veneer and lumber stile and rail construction.
    - a. Veneer faced Core (non-rated): AWI Section 1400 Type: SCL Structural composite Lumber.
    - b. Interior Door Veneer Facing: AWI Custom quality wood, plain sliced with book mated grain for transparent finish.
      - 1) Wood: Select White Maple
    - c. Solid Stock Lumber for Interior Doors: AWI Custom quality wood, plain sliced, transparent finish.
      - 1) Wood: Select White Maple.
    - d. 5/8" Flat Panel and 0375" square sticking.
    - e. Match factory finish to existing wood door stain color.
- B. Door Frames: Product Description: Curries Company, Model M, or accepted equivalent.
  1. Standard shop fabricated steel door frames, non-rated types.
    - a. Frames: To suit ANSI A250.8 Grade and Model of door specified herein.
    - b. Interior frames: Level 3 for Door Model 3, nominal 16 gauge / 0.053 inch thick material, base metal thickness.
      - 1) Face: Steel sheet in accordance with ANSI A250.
      - 2) End closure: Channel, 0.04 inches (1.1 mm), thick, flush.
      - 3) Primer: ANSI A250.10 rust inhibitive type. Shop finished.
      - 4) Fabricate frames as face welded unit.
      - 5) Prepare frames for silences. Three single silences for single doors on strike side.

## 2.4 DOOR HARDWARE

- A. HARDWARE SUBMITTALS
  1. Schedules And Product Data: Schedules to be in vertical format, listing each door opening, and organized into "hardware sets" indicating complete designations of every item required for each door opening to function as intended. Note any special mounting instructions or requirements with the hardware schedule. Schedules to include the following information:
    - a. Location of each hardware set cross-referenced to indications on drawings, both on floor plans and in door and frame schedule.
    - b. Handing and degree of swing of each door.
    - c. Door and frame sizes and materials.
    - d. Keying information.
    - e. Type, style, function, size, and finish of each hardware item.
    - f. Name and manufacturer of each hardware item.
    - g. Fastenings and other pertinent information.
    - h. Explanation of all abbreviations, symbols and codes contained in schedule
    - i. Mounting locations for hardware when varies from standard.

2. Submit catalog cuts and/or product data sheets for all scheduled finish hardware.
3. Templates: Furnish a complete list and suitable templates, together with finish hardware schedule to contractor, for distribution to necessary trades supplying materials to be prepped for finish hardware.

**B. HARDWARE INSTALLATION NOTES**

2. Mount hardware units at heights indicated in the following applicable publications, except as specifically indicated or required to comply with the governing regulations.
  - a. "Recommended Locations for Builders Hardware for Standard Steel Doors and Frames" by the Door and Hardware Institute (DHI.)
  - b. NWWDA Industry Standard I.S.1.7, "Hardware Locations for Wood Flush Doors."
3. All hardware shall be applied and installed in accordance with best trade practice by an experienced hardware installer. Care shall be exercised not to mar or damage adjacent work.
4. Install each hardware item in compliance with the manufacturer's instructions and recommendations. Where cutting and fitting is required to install hardware onto or into surfaces that are later to be painted or finished in another way, coordinate removal, storage, and reinstallation or application of surface protection with finishing work. Do not install surface-mounted items until finishes have been completed on the substrates involved.

**C. HARDWARE ADJUSTING, CLEANING AND DEMONSTRATION**

1. Adjust hardware for smooth operation. Adjust and check each operating item of hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate freely and smoothly or as intended for the application made.
2. Clean operating items as necessary to restore to proper function and finish of hardware and doors. Adjust door control devices to compensate for final operation of heating and ventilating equipment.
3. Instruct owner's personnel in the proper adjustment and maintenance of door hardware and hardware finishes and usage of any electronic devices.

**D. HARDWARE WARRANTY**

1. All items shall be warranted in writing by the manufacturer against failure due to defective materials and workmanship for a minimum period of one (1) year commencing on the date of final completion and acceptance. In the event of product failure, promptly repair or replace item with no additional cost to the owner.



D. HARDWARE SCHEDULE

1. The following schedule is furnished for assistance it may afford the Contractor; do not consider it as entirely inclusive. Should any particular door or item be omitted in any scheduled hardware heading, provide door or item with hardware same as required for similar purposes. Hardware supplier is responsible for handing and sizing all products as listed in the hardware heading.

**Set #1 ENTRY, 01** 1 Single door 3'-0" x 7'-0" - WD DR

- 1 **Rolling Barn Door Hardware Kit:** Rockler 59651 Stainless Steel to include (2) Roller strap hanging brackets (For wood doors), (1) track, (4) wall brackets, (2) end stops, (1) floor-mounted center guide and tool set, mounting hardware and installation instructions. Or accepted equivalent.

**Set #2 STORE ROOM 02, 04** 1 Single door 3'-0" x 7'-0" - WD DR x HM FR

- |   |                       |   |     |
|---|-----------------------|---|-----|
| 3 | Standard Hinge<br>652 | Ives 5BB1 4 1/2" x 4 1/2" x 652 x NRP           |     |
| 1 | Storage Lockset       | Falcon T581BD D 626 (Less SFIC)                 | 626 |
| 1 | Cylinder              | Schlage 80-037 x 626 (coord w/owner for keying) |     |
| 3 | Door Silencer         | Ives SR64 GRY                                   | GRY |

**Set #3 STORE ROOM, PAIR 03** 1 Double Door 3'-0", 3'-0" x 7'-0" - WD DR x HM FR

- |   |                       |  |       |
|---|-----------------------|--|-------|
| 6 | Standard Hinge<br>652 | Ives 5BB1 4 1/2" x 4 1/2" x 652 x NRP            |       |
| 2 | Flush Bolt            | Ives FB358 US26D                                 | US26D |
| 1 | Storage Lockset       | Falcon T581BD D 626 (Less SFIC)                  | 626   |
| 1 | Cylinder              | Schlage 80-037 x 626 (coord. w/owner for keying) |       |
| 1 | Miscellaneous Item    | Ives DP2 US26D                                   | US26D |

PART 3 EXECUTION – NOT USED

END OF SECTION 011000