SECTION 011400 - WORK RESTRICTIONS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative provisions for Project site work restrictions including, but not limited to, the following:

1. Occupancy requirements.
2. Use of premises.
3. Area available for use.
4. Travel not obstructed.
5. Sequencing.
6. Identification badges.
7. Smoking policy.
8. COVID-19 policy.
9. Product delivery, storage, and handling.

1.3 OCCUPANCY REQUIREMENTS

A. Owner Occupancy: Owner will occupy site and existing building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations.

1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy.

    a. The occupied portion of any school building shall always comply with the minimum requirements necessary to maintain a certificate of occupancy.

2. Obtain a Certificate of Occupancy from authorities having jurisdiction before Owner occupancy.
3. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of building.

1.3 USE OF PREMISES

A. Use of Site: Limit use of premises to work in areas indicated. Confine operations to areas within Contract limits indicated. Do not disturb portions of site beyond areas in which the Work in indicated. No signs or advertising are allowed except as approved by Architect or as required by laws, regulations or the Prime Contractor's protection as persons and property.

1. Limits: Prime Contractors shall comply with Owner occupancy, and phasing requirements if any.

a. Prime Contractors shall limit operations including storage of materials and prefabrication to areas within the Contract Limit Lines unless otherwise permitted by the Architect at the Owner's option.

1) All construction material shall be stored in a safe and secure manner.

b. Prime Contractors shall limit use of the premises for Work and for storage, to allow for:

1) Owner occupancy.
2) Work by other Prime Contractors.

2. Lock automotive-type vehicles such as passenger cars and trucks and other types of mechanized and motorized construction equipment when parked and unattended, to prevent unauthorized use. Do not leave such vehicles unattended, with engine running or ignition key in place.

B. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.

1. Keep all areas free from accumulation of waste material, rubbish, or construction debris on daily basis.
2. Prime Contractors shall provide temporary closures at all openings in outside walls to maintain weather protection and security as directed by Architect.
3. Open fires are not permitted.
4. Prime Contractors shall be responsible for control of chemical fumes, gases, and other contaminates produced by welding, gasoline or diesel engines, roofing, paving, painting, etc. to ensure they do not enter occupied portions of the building or air intakes.
5. Prime Contractors shall be responsible to ensure that activities and materials which result in off-gassing of volatile organic compounds such as glues, paints,

furniture, carpeting, wall covering, drapery, etc., are scheduled, cured, or ventilated in accordance with manufacturers recommendations before a space can be occupied.

6. Large and small asbestos abatement projects as defined by 12NYCRR56 shall not be performed while that area of the building is occupied.
7. Construction and maintenance operations shall not produce noise in excess of 60 dba in occupied spaces or shall be scheduled for times when the building or affected building spaces are not occupied or acoustical abatement measures shall be taken.

C. Prime Contractors shall coordinate the use of premises with the Owner and shall move any stored products under Prime Contractor's control, including excavated material, which interfere with operations of the Owner or separate contractors, at no expense to Owner.

D. Prime Contractors shall assume full responsibility for the protection and safekeeping of products under Contract, stored on the site and shall cooperate with the Owner to ensure security for the Owner's property.

1. Fencing with lockable gates shall surround construction supplies or debris of construction activities.

    a. Gates shall always be locked unless a worker is in attendance to prevent unauthorized entry.

2. During exterior renovation work, overhead protection shall be provided for any sidewalks or areas immediately beneath the work site or such areas shall be fenced off and provided with warning signs to prevent entry.

E. Lockout Tagout Policy: Each Prime Contractor shall follow this policy in addition to requirements of regulating authorities. Prime Contractors shall not circumvent or complicate Lockout Tagout Policy.

1. At progress meetings, each Prime Contractor shall indicate extent of their Work with Owner's representative for the period up to the next progress meeting.

    a. Each Prime Contractor shall identify all valves, disconnect devices or other devices requiring manipulation or turn off/on to District's Superintendent of Buildings and Grounds.
    b. District's maintenance personnel will manipulate devices per Superintendent's directive only.
    c. District's maintenance personnel will use Lockout Tagout procedure on all valves, disconnect devices and other devices.

d. Devices not coordinated during progress meeting shall be coordinated through Architect. Provide 48-hour notice of required action.

F. Protection of Equipment Material: Each Prime Contractor shall assume full and complete responsibility for protection and safekeeping of products and equipment stored and install at Project.

G. Each Prime Contractor shall obtain and pay for the use of additional storage or work areas needed for operations.

1.4 AREA AVAILABLE FOR USE

A. Prime Contractors shall confine operations to those portions of the Owner's property, and to the right-of-ways or easements, temporary or permanent, acquired or designated for the work of the Contract as shown on the Drawings. Private property adjacent the Site shall not be entered upon or used by the Prime Contractors for any purpose without the written consent of the Owner thereof. A copy of such consent shall be filed with the Construction Site Coordinator.

B. Separation of Construction Areas from Occupied Space: Construction areas which are under the control of a contractor and therefor not occupied by Owner shall be separated from occupied areas. Provisions shall be made to prevent the passage of dust and contaminants into occupied parts of the building. Periodic inspection and repairs of the containment barriers must be made to prevent exposure to dust or contaminants. Gypsum board must be used in exit ways or other areas that require fire rated separation. Heavy-duty plastic sheeting may be used only for a vapor, fine dust, or air infiltration barrier, and shall not be used to separate occupied spaces from construction areas.

1. Assign a specific stairwell or elevator for construction worker use during hours of Owner operation. Do not use corridors, stairs or elevators being occupied by Owner.
2. Use enclosed chutes to remove large amounts of debris.
3. Do not move debris though occupied spaces of the building.
4. Do not drop or throw material outside walls of building.

C. Clean all occupied parts of the building at the close of each workday. Maintain required health, safety, and educational capabilities at all times during construction operations in cooperation with the Owner's requirements.

1.5 TRAVEL NOT OBSTRUCTED

A. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

1. Schedule deliveries to minimize use of driveways and entrances.
2. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

B. Each Prime Contractor shall not needlessly hinder or inconvenience travel on any public or private way, nor wholly obstruct a traveled way, and shall provide plain, appropriately worded signs, adequate barricades and lighting announcing such obstruction at the nearest cross streets, and at each end of the obstructed portion, directing traffic to and along an approved detour.

1.6 SEQUENCING

A. Prime Contractors shall assume full responsibility for Project Sequencing requirements. Coordinate with Architect/Construction Manager, and Owner the following:

1. Deliveries.
2. Testing and inspection agency requirements.

B. Notify Architect of Construction Schedule modifications in writing at each progress meeting per Division 1 Section "Project Management and Coordination."

1.7 IDENTIFICATION BADGES

A. General: All construction personnel of the Site shall wear photo-identification badges. Securely attach badge to outer clothing and/or for easy recognition of Site personnel name and company.

B. Each Prime Contractor shall supply to its employees and other retained construction personnel an identification badge. Include company name, Owner's name and provide a number on each badge.

1. Prime Contractor shall maintain a listing of the badge numbers and the associated employee's name to which the corresponding badge number is assigned.

C. Maintain a running list of badges, submitted to the Architect/Construction Manager.

1.8 SMOKING POLICY

A. Use of tobacco related products at all Work sites, job offices, and parking lots and within fifty (50) feet of Owner's property is prohibited by law. Use of tobacco related products will result in removal from Owner's property, and potentially termination of employment on this project.

1. Tobacco related products include electronic cigarettes and similar apparatus.

B. This policy shall apply to all individuals entering a Work site or Owner's property including, but not limited to, part-time personnel, consultants, and employees of other companies or Prime Contractor's employees, sub-consultants, installers, etc., working on Project site.

1.4 COVID-19 POLICY

A. Prime Contractors, shall police all respective personnel on the Owner's properties, including all subcontractors and materialmen, in enforcement of New York State and CDC established guidelines for COVID-19 PPE and protocols at all times.

1. This shall include enforcement of supplemental changes as established by Executive Order(s) issued by the office of the Governor of New York.
2. The Owner reserves the right to impose supplemental guidelines for construction personnel on their property, that may exceed requirements of New York State and CDC.
3. Personnel in violation of established requisites will be removed from the premises by the Owner and/or the Owner's representative(s), and not permitted to return.

PART 2 – PRODUCTS

2.1 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 manufacturers written instructions.

1. Schedule delivery to minimize long-term storage at Project site and to prevent over crowding of construction spaces.
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 instruction for handling, storing, unpacking, protecting, and installing.

4. Prime Contractor to inspect products on delivery to ensure correct products have been delivered and are in compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
5. Store materials in a manner that will not endanger Project structure.
6. Store products to allow for inspection and measurement of quantity or counting of units.
7. Store products that are subject to damage by the elements, under cover in a weather tight enclosure above ground, with ventilation adequate to prevent condensation.
8. Comply with product manufacturer's written instruction for temperature, humidity, ventilation, and weather-protection requirements for storage.

9. Protect stored products from damage.

PART 3 – EXECUTION (Not Used)

END OF SECTION 011400

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SECTION 011410 - NYSED 155.5 UNIFORM SAFETY STANDARDS FOR SCHOOL CONSTRUCTION AND MAINTENANCE PROJECTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies requirements of 8NYCRR155.5, Uniform Safety Standards for School Construction and Maintenance Projects that are required in construction documents. The Contractor shall comply with these requirements in addition to any and all similar requirements in the Contract Documents.

1. Occupied portions of the building.
2. General safety and security standards.
3. Separation of construction areas from occupied spaces.
4. Control of noise.
5. Control of contaminates.
6. Control of volatile organic compounds.
7. Asbestos abatement projects.
8. Lead remediation projects
9. Temporary heat of occupied spaces

B. These are requirements of Section 155.5 of the Commissioner of Education’s regulations to protect the health and safety of occupants of the building during construction. This is not the text of the regulations.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 OCCUPIED PORTIONS OF THE BUILDING

A. The occupied portion of any school building shall always comply with the minimum requirements necessary to maintain a certificate of occupancy. In addition, the following shall be strictly enforced and cooperated with:

1. No smoking is allowed on public school property, including construction areas.
2. During construction, daily inspections of district occupied areas shall be conducted by school district personnel to assure that construction materials, equipment or debris do not block fire exits or emergency egress windows.
3. Proper operation of fire extinguishers, fire alarm, and smoke/fire detection systems shall be maintained throughout the project.

3.2 GENERAL SAFETY AND SECURITY STANDARDS FOR CONSTRUCTION PROJECTS

A. All construction materials shall be stored in a safe and secure manner.

B. Fences around construction supplies or debris shall be maintained.

C. Gates shall always be locked unless a worker is in attendance to prevent unauthorized entry.

D. During exterior renovation work, overhead protection shall be provided for any sidewalks or areas immediately beneath the work site or such areas shall be fenced off and provided with warning signs to prevent entry.

E. Workers shall be required to wear photo-identification badges at all times for identification and security purposes while working at occupied sites."

3.3 SEPARATION OF CONSTRUCTION AREAS FROM OCCUPIED SPACES

A. Separation of construction areas from occupied spaces. Construction areas which are under the control of a contractor and therefore not occupied by district staff or students shall be separated from occupied areas. Provisions shall be made to prevent the passage of dust and contaminants into occupied parts of the building. Periodic inspection and repairs of the containment barriers must be made to prevent exposure to dust or contaminants. Gypsum board must be used in exit ways or other areas that require fire rated separation. Heavy duty plastic sheeting may be used only for a vapor, fine dust, or air infiltration barrier, and shall not be used to separate occupied spaces from construction areas.

1. A specific stairwell and/or elevator should be assigned for construction worker use during work hours. In general, workers may not use corridors, stairs or elevators designated for students or school staff.
2. Large amounts of debris must be removed by using enclosed chutes or a similar sealed system. There shall be no movement of debris through halls of occupied spaces of the building. No material shall be dropped or thrown outside the walls of the building.

3. All occupied parts of the building affected by renovation activity shall be cleaned at the close of each workday. School buildings occupied during a construction project shall maintain required health, safety, and educational capabilities; at all times, that classes are in session.

3.4 CONTROL OF NOISE

A. Construction and maintenance operations shall not produce noise in excess of 60 dba in occupied spaces or shall be scheduled for times when the building or affected building spaces are not occupied or acoustical abatement measures shall be taken.

3.5 CONTROL OF CONTAMINATES

A. The contractor shall be responsible for the control of chemical fumes, gases, and other contaminates produced by welding, gasoline or diesel engines, roofing, paving, painting, etc. to ensure they do not enter occupied portions of the building or air intakes.

3.6 CONTROL OF VOLATILE ORGANIC COMPOUNDS

A. The contractor shall be responsible to ensure that activities and materials which result in "off-gassing" of volatile organic compounds such as glues, paints, furniture, carpeting, wall covering, drapery, etc. are scheduled, cured, or ventilated in accordance with manufacturers recommendations before a space can be occupied.

3.7 HAZARDOUS MATERIALS

A. Verify that all school areas to be disturbed during renovation or demolition have been or will be tested for lead and for asbestos. For any project work that disturbs surfaces that contain lead or asbestos, follow the plans and specifications prepared by a certified Lead Risk Assessor or Supervisor which details provisions for occupant protection, worksite preparation, work methods, cleaning, and clearance testing; which are in general accordance with HUD Guidelines.

1. All asbestos abatement projects shall comply with all applicable federal and State laws including but not limited to the New York State Department of Labor industrial code rule 56(12NYCRR56), and the federal Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763 (Code of Federal Regulations, 1998 Edition); available at the Office of Facilities Planning, Education Building Annex, Room 1060, State Education Department, Albany, NY 12234.
2. Any construction or maintenance operations which will disturb lead-based paint will require abatement of those areas pursuant to protocols detailed in the "Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing," June 1995;

U.S. Department of Housing and Urban Development (HUD), Washington, D.C. 20410; available at the Office of Facilities Planning, Education Building Annex, Room 1060, State Education Department, Albany, NY 12234.

B. Asbestos Abatement Projects

1. All school areas to be disturbed during renovation or demolition have been or will be tested for lead and asbestos.
2. Large and small asbestos abatement projects as defined by 12NYCRR56 shall not be performed while the building is occupied." Note: It is our interpretation that the term "building," as referenced in this section, means a wing or major section of a building that can be completely isolated from the rest of the building with sealed non-combustible construction. The isolated portion of the building must contain exits that do not pass through the occupied portion and ventilation systems must be physically separated and sealed at the isolation barrier.
3. Exterior work such as roofing, flashing, siding, or soffit work may be performed on occupied buildings provided proper variances are in place as required and complete isolation of ventilation systems and at windows is provided. Care must be taken to schedule work so that classes are not disrupted by noise or visual distraction.

C. Lead Remediation Projects

1. Surfaces that will be disturbed by reconstruction must have a determination made as to the presence of lead. Projects which disturb surfaces that contain lead shall have in the specifications a plan prepared by a certified Lead Risk Assessor or Supervisor which details provisions for occupant protection, worksite preparation, work methods, cleaning and clearance testing which are in general accordance with the HUD Guidelines.

3.8 EXITING

A. All prime contractors shall prepare and maintain a plan detailing how exiting, required by the applicable building code, shall be maintained during construction.

1. The plan shall indicate temporary construction required to isolate construction equipment, materials, people, dust, fumes, odors, and noise during the construction period.
2. Temporary construction details shall meet code-required fire ratings for separation and corridor enclosure.
3. At a minimum, required exits, temporary stairs, ramps, exit signs, and door hardware shall be provided at all times.
4. The fire exiting plan shall be reviewed and approved by the Architect.

3.9 VENTILATION

A. Prepare a plan detailing how adequate ventilation will be maintained during construction.

1. The plan shall indicate ductwork which must be rerouted, disconnected, or capped in order to prevent contaminants from the construction area from entering the occupied areas of the building.
2. The plan shall also indicate how required ventilation to occupied spaces affected by construction will be maintained during the project.

3.10 HEAT

A. The contractor shall maintain a minimum temperature of 65° in all occupied interior spaces from September 15th to May 31st. Direct fired fuel-burning heating units shall not be used in any space of pupil occupancy.

3.11 PESTICIDE

A. Pesticide applications may only be performed by individuals currently certified by the State Department of Environmental Conservation (DEC) per DEC Part 325.7 as a pesticide applicator or by a certified pesticide technician or an apprentice working under the direct on-site supervision of a certified applicator. It is illegal for any individual other than those noted above to apply any pesticide products in a school building or on school grounds.

END OF SECTION 011410

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SECTION 012100 - ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes administrative and procedural requirements governing allowances.

1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor.

B. Types of allowances include the following:

1. Contingency Allowances

1.3 INFORMATIONAL SUBMITTALS

A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance cost proposal.

B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance cost proposal.

C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.4 COORDINATION

A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.5 ALLOWANCES

A. Use the allowance only as directed by Architect for Owner's purposes and only by change documentation that indicate amounts to be charged against the allowance.

B. Contractor's overhead, administrative expenses, project management, profit, and related costs for labor, products and equipment ordered by Owner under allowances are to be included within the allowance, and thereby included in the Contract Sum.

C. Change Orders authorizing use of allowances will include all related Contractor's costs including but not limited to, procurement, installation, insurance, equipment rental, and similar costs as applicable to the specific allowance.

1.6 ADJUSTMENT OF ALLOWANCES

A. Allowance Adjustment: To adjust allowances, the Architect will prepare a Change Order reflective of approved costs, utilizing Unit Prices if applicable, that will result in Allowance Remaining, if any.

1. Contractor shall include installation costs in purchase amount only where indicated as part of the proposal request.
2. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
3. At Project closeout, credit unused amounts remaining in the allowance to Owner by deductive credit Change Order.

B. Contractor shall 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 work.

1. Contractor shall not include Contractor's or subcontractors' indirect expense in the cost proposal 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 lower-priced materials or systems of the same scope and nature as originally indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALLOWANCES:

A. Contingency Allowances to include in the base bid allowances in the amount listed below for all scope pertaining to Sitework.

1. For Contract HAZ-01:

a. **Allowance No. HAZ-01-001 –** Hazardous Materials Contingency Allowance for work at all buildings in the amount of **$40,000.00 Lump Sum**.

2. For Contract GC-02:

a. **Allowance No. GC-02-001 –** General Construction Contingency Allowance for work at all buildings in the amount of **$115,000.00 Lump Sum**.

3. For Contract MPC-03:

a. **Allowance No. MPC-03-001 –** Mechanical Plumbing Construction Contingency Allowance for work at all buildings in the amount of **$25,000.00 Lump Sum**.

4. For Contract EC-04:

a. **Allowance No. EC-04-001 –** Electrical Construction Contingency Allowance for work at all buildings in the amount of **$75,000.00 Lump Sum**.

END OF SECTION 012100

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SECTION 012200 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for unit prices.

1.3 DEFINITIONS

A. Unit price is an amount proposed by bidders, stated on the Bid Form, as a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

A. Unit price shall be used when and if required by Owner through Architect for all additions and deletions to the Contract quantities and shall be inclusive of furnishing and installing all necessary material, plus costs for delivery, insurance, labor, overhead, profit, equipment, hoisting, scaffolding, trucking, handling, submissions, layout, permits, coordination, hangers, inserts, couplings, testing, delivery, supervision, etc. as per change orders, and shall remain installed in quantities and locations as approved by the Architect/Construction Manager.

B. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.

C. List of Unit Prices: A list of unit prices is included in the Bid Form. Specification Sections contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 LIST OF UNIT PRICES

A. For Contract HAZ-01:

1. **Unit Price No. HAZ-01-001 –** Provide abatement and removal of additional resilient tile flooring and mastic while under previously erected containment, in addition to what is scheduled in the Contract Documents:

    1) Provide Unit Price on Bid Form for respective Contract.

B. For Contract GC-02:

1. **Unit Price No. GC-02-001 –** Provide additional resilient tile flooring and mastic installations, in addition to what is scheduled in the Contract Documents:

    1) Provide Unit Price on Bid Form for respective Contract.

2. **Unit Price No. GC-02-002 –** Provide additional metal stud framing, gypsum board installations, and finish painting for walls and ceilings, in addition to what is scheduled in the Contract Documents:

    1) Provide Unit Price on Bid Form for respective Contract.

3. **Unit Price No. GC-02-003 –** Provide additional ACT ceiling tile and grid demolition, in addition to what is scheduled in the Contract Documents:

    1) Provide Unit Price on Bid Form for respective Contract.

4. **Unit Price No. GC-02-004 –** Provide additional ACT ceiling tile and grid installations, in addition to what is scheduled in the Contract Documents:

    1) Provide Unit Price on Bid Form for respective Contract.

5. **Unit Price No. GC-02-005 –** Provide additional on-site rock removal and disposal, in addition to what is scheduled in the Contract Documents:

    1) Provide Unit Price on Bid Form for respective Contract.

6. **Unit Price No. GC-02-006 –** Provide additional railing post removals and repairs per typical details, in addition to what is scheduled in the Contract Documents:

    1) Provide Unit Price on Bid Form for respective Contract.

C. For Contract MPC-03: None

D. For Contract EC-04: None

END OF SECTION 012200

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SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes administrative and procedural requirements for alternates.

1.3 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.

1.4 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 indicated as part of alternate or not.

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

3.1 SCHEDULE OF ALTERNATES

1. For Contract HAZ-01:

   a. **ADD Alternate No. HAZ-01-001-ES –** In addition to the Base Bid scope, provide additional floor tile and mastic abatement at First Floor Area 'E' and Second Floor Area 'E' of Highland Elementary School, where noted in drawings. Refer to drawings for additional information.

   b. **ADD Alternate No. HAZ-01-002-HS –** In addition to the Base Bid scope, provide additional abatement of lockers and associated partition materials at First Floor Area 'A' Highland High School, where noted in drawings. Refer to drawings for additional information.

2. For Contract GC-02:

   a. **ADD Alternate No. GC-02-001-ES –** In addition to the Base Bid scope, provide additional door & hardware removals and replacements, additional floor tile replacements, additional painting, and additional ceiling removals and replacements at First Floor Area 'E' and Second Floor Area 'E' of Highland Elementary School, where noted in drawings. Refer to drawings for additional information.

   b. **ADD Alternate No. GC-02-002-HS –** In addition to the Base Bid scope, provide additional partition material patching associated with lockers at First Floor Area 'A' Highland High School, where noted in drawings. Refer to drawings for additional information.

3. For Contract MPC-03: None

4. For Contract EC-04:

   a. **ADD Alternate No. EC-04-001-ES –** In lieu of the Base Bid scope of installing new 24" x 48" light fixtures in existing 24" x 48" ceilings, where noted in the drawings at First Floor Area 'E' and Second Floor Area 'E' of Highland Elementary School, provide new 24" x 24" light fixtures in new 24" x 24" ceilings. Refer to drawings for additional information.

END OF SECTION 012300

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SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

1. Provisions of this section apply to each Prime Contract.

1.3 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" or CSArch Change in Condition (CIC) form "Clarification".

B. Architect will issue instructions directing Minor Changes in the Work, that will affect adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions" or CSArch Change in Condition (CIC) form "Proceed".

1.4 PROPOSAL REQUESTS

A. Owner/Architect-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, on AIA G709, "Work Changes Proposal Request" or CSArch Change In Condition (CIC) form "For Pricing". If necessary, the description will include supplemental Sketches, revised Drawings and/or Specifications.

1. Proposal Requests issued by Architect are for information only. They shall not be considered instructions either to stop work in progress or to execute the proposed change, until subsequently authorized to do so.
2. Within ten (10) days 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. Itemize applicable delivery charges, specialized equipment rental (for that not typically required to perform the trades' scope of Work), consumables, and amounts of trade and/or volume discounts.
c. Include costs of labor and supplemental supervision (additional Superintendent/Foreman) directly attributable to the change.
d. 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 Proposal/Potential Change Order (PCO): 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. Itemize applicable delivery charges, specialized equipment rental (for that not typically required to perform the trades' scope of Work), consumables, and amounts of trade and/or volume discounts.
4. Include costs of labor and supplemental supervision (additional Superintendent/Foreman) directly attributable to the change.
5. 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.
6. Comply with requirements in Division 01 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

1.5 CHANGE ORDER PROCEDURES

A. Upon Owner/Architect's approval of a cost submitted for consideration, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701 "Change Order", or equivalent form produced by Architect's project management software.

1. All quotations shall be accompanied by a complete itemization of costs, including labor (type, quantity and unit cost per hour), materials (type, quantity and unit cost) and copies of written quotations from subcontractors and suppliers itemized in the same manner.
    a. Overhead shall be understood to include the cost of Contractor's insurance, office operations, project management, administration, financing of materials, and similar contracting requirements.
    b. Itemize applicable delivery charges, specialized equipment rental (for that not typically required to perform the trades' scope of Work), consumables, and amounts of trade and/or volume discounts.
    c. Do not include costs for Superintendent's vehicle, hand tools/small tools (ie: saws, battery powered drills, layout equipment, wrenches, electric cords, etc.) that are typically required to perform the trades' Work, or per respective Specification requirements.
2. The combined overhead and profit included in the total cost to the Owner shall not exceed fifteen percent (15%), and be based on the following schedule:
    a. *When Work is performed by Prime Contractor:* Work performed solely by the Prime Contractor's own forces shall not exceed a total combined markup of fifteen percent (15%) for OH&P.
        1) *example:* Prime Contractor L/M + 15% = Total amount of Change.
    b. *When Work is performed by Prime Contractor's Subcontractor:* Work performed by the Subcontractor's own forces shall not exceed a markup of ten percent (10%) for OH&P. The Prime Contractor shall be allowed to markup five percent (5%) on the Subcontractor's amount for their OH&P.
        1) *example:* Subcontractor L/M + 10% = Subcontractor Amount,
        then: Subcontractor Amount + Prime Contractor 5% = Total amount of Change.
    c. *When Work is performed by Sub-subcontractor:* Work performed by the Sub-subcontractor's own forces shall not exceed a markup of five percent (5%) for OH&P. The Subcontractor shall be allowed to markup five percent (5%) on the Sub-subcontractor's amount for their OH&P. The Prime Contractor shall be allowed to markup five percent (5%) on the Subcontractor's amount for their OH&P.
        1) *example:* Sub-subcontractor's L/M + 5% = Sub-Subcontractor's Amount,
        then: Sub-subcontractor's Amount + Subcontractor 5% = Subcontractor's Amount,
        then: Subcontractor's Amount + Prime Contractor 5% = Total amount of Change.
3. Performance and Payment Bond Adjustments: Do not itemize increased bond premiums for each individual cost proposal per General Conditions of the Contract, Article 11.

a. Claims for adjustment in bond premium shall be calculated at Final Completion of the Project, based on original Contract premium vs. adjusted Contract premium, demonstrated by underwriter invoicing.
b. Overhead & Profit shall not be allowed on Bond premium adjustments.

1.6 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Change Directive: In the absence of an agreement to proceed with specific Work, the Architect may issue a Construction Change Directive in accordance with Conditions of the Contract. Construction Change Directive directs Contractor to proceed with a change in the Work without delay.

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, Prime Contract shall submit an itemized account and supporting data necessary to substantiate and cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.3 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.

1.4 SCHEDULE OF VALUES

A. Use the approved Schedule of Values form for each Application for Payment.

1.5 APPLICATIONS FOR PAYMENT

A. Submit Applications for Payment only after Schedule of Values have been approved.

B. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:

1. Approved Schedule of Values.
2. List of Contractor's staff assignments and contact information.
3. List of subcontractors.
4. Contractor's 60-Day Construction Schedule.
5. Schedule of submittals/data input into web-based submittal software.
6. Certificates of insurance and insurance policies.
7. Procurement of Performance and Payment bonds.
8. Initial settlement survey and damage report if required.

C. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect as to the actual value of the Work, which is completed by the end of the covered period, and being 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.

D. Application for Payment Times: By default, the date for each Application for Payment is the last calendar day of each month.

1. This date is a basis of cycle time, and shall be confirmed and/or adjusted at the Pre-Construction Conference, based on the Owner's requirements for processing Applications for Payment. The owner reserves the right to adjust this cycle if necessary, with payments executed "net 30 days."

E. DRAFT ("pencil") copies shall be submitted to the Construction Site Representative, copied to the Architect, by the same day of each month, for the duration of the project. This day shall be established at the Pre-Construction Conference, based on the owner's requirements for processing Applications for Payment. This day may be modified from time to time to accommodate the owner's schedule of making payments.

1. Reflect an accurate accounting of the Work completed and material stored at the time of the pencil copy submission. Projections of work anticipated to be completed or to be stored is not allowed.
2. Based on review communication between the Construction Site Representative and Architect, the Architect will notify the Prime Contractor of requested markups or adjustments within three (3) business days.
3. Failure to comply with routine administrative requirements including but not limited to, submission of Contractor's Daily Reports, Weekly Toolbox Safety Talk Reports, monthly updating of Record Documents, or submitting T&M documentation within ten (10) days of occurrence, shall be grounds for refusal to review DRAFT Applications for Payment, until outstanding items are made current, to the satisfaction of the Construction Site Representative and/or Architect.
    a. Refer to specification Sections 012600, 013100, 013150, 013200, and 017839 for related information.
    b. Any delays in review and processing of Applications for Payment for aforementioned reasons are the absolute responsibility of the Prime Contract. The Architect and Owner shall not be burdened with additional/special efforts on behalf of the Prime Contractor's failure to follow protocols, and may be required to submit the following month if window of opportunity is lost.

F. Final copies, inclusive of requested adjustments and any related backup information, shall be submitted to Architect's office by the (TBD) day of the month.

1. Provided that a fully executed and complete Application for Payment is submitted on the (TBD) day of each month, the Owner will receive Applications certified by the Architect by the (TBD) day of the next month.
2. Payment by the Owner will be made by the end of following month, "net 30 days."

G. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of the Prime Contract. Architect will return incomplete applications without action.

1. Entries shall match data of the approved Schedule of Values.
2. Provide updated Prime Contractor Construction Schedule with each application, or as otherwise required per the Construction Documents.
3. Include only amounts of fully executed Change Orders issued before last day of construction period covered by application.

H. Transmission: Submit two (2) signed and notarized original copies of each Application for Payment to the Architect by a method ensuring receipt within 24 hours.

1. All substantiating data and attachments required by the Contract Documents shall accompany each Application for Payment upon submission in a format required by the Architect.
2. Transmit Application for Payment under cover of a transmittal, listing attachments and recording appropriate information related to the application in an acceptable manner discussed with Architect.

I. Certified Payroll Reports: With each Application for Payment, submit certified payrolls for the Prime Contractor's own forces and subcontractors, for the construction period covered by the previous application.

J. OSHA 10-hour training certification: Correlating with Certified Payroll Reports, with each Application for Payment, submit copies of authentic OSHA 10-hour certification cards for required training, for every one of the Prime Contractor's own forces and subcontractors, for the construction period covered by the previous application.

K. Partial Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the previous month's Application for Payment.

1. Submit partial waivers of lien on each item for amount requested in previous application, after deduction for retainage, on each item.

2. When an application shows completion of an item, submit final/full waivers.
3. Owner reserves the right to designate which entities involved in the Work must submit partial waivers.
4. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to the Architect and Owner.
    a. Forms are to represent the period covered by the previous month's Application for Payment, and are to be submitted with every application through and including the latest period prior to the date of Application for Payment submission.
5. When Architect requires additional substantiating data, Prime Contractor shall promptly submit suitable information, to avoid delays in processing.

L. 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.
2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

M. Final Application for Payment: Submit final Application for Payment with executed Waivers and supporting documentation not previously submitted and accepted, including, but not limited, to the following:

1. Evidence of completion of Project closeout requirements.
2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
6. AIA Document G707, "Consent of Surety to Final Payment."
7. Evidence that any claims have been settled.

N. Full and Final Payment will not be made until the following have been supplied, approved and accepted by the Owner and Architect.

1. The required number of copies of all written guarantees, warranties, bonds, operating and maintenance manuals, and test results.
2. Documentation that all verbal and written instructions and training sessions required by the Contract have been completed.
3. The required number of copies of all Project Record ("as-built") Documents have been administered and/or received.

4. All materials and equipment required as stock is delivered.
5. Any other requirement of the Contract Documents which remains outstanding.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

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SECTION 012973 - SCHEDULE OF VALUES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for the Schedule of Values.

B. Provide a summary for all scheduled values as approved by the Architect.

1.3 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.

1.4 FORMS

A. Use the following forms:

1. Schedule of Values: Provide an authentic licensed AIA document G703 – Continuation Sheet, 1992 edition.
2. Schedule of Values cover sheet: Provide an authentic licensed AIA document G732 – Application and Certificate for Payment, as cover sheet, 2019 edition.

PART 2 - PRODUCTS (Not Used)

2.1 AIA DOCUMENTS

A. Authentic AIA documents are available for download at https://documentsondemand.aia.org

PART 3 - EXECUTION

3.1 SCHEDULE OF VALUES

A. Coordination: Each Prime Contract shall coordinate preparation of its Schedule of Values for its portion of the Work.

1. Correlate line-items in the Schedule of Value with other required administrative forms and schedules, including but not limited to the following:
    a. Application and Certificate for Payment forms with Continuation Sheets.
    b. Schedule of submittals/web-based information exchange for Submittals.
    c. Material/Equipment procurement and status reports.
    d. Contractor's Construction Schedule.

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 applicable Section, including but not limited to, those identified as Prime Contracts' responsibility to provide.
1. Provide a breakdown of the Contract Sum in enough detail and as follows, to facilitate continued evaluation of Applications for Payment and progress reports.
    a. *Example:* Structural steel, that will have separate lines items for; Anchor Bolts, Leveling Plates, Columns & Beams, Engineered Joists, Roof or Floor Deck, etc.
    b. *Example:* UG Domestic or Storm Water system, that will have separate lines for; Pipe, Fittings, Structures, Frames and Grates, Thrust blocks, Hydrants, etc.
2. Include all fields of information on G732 and G703 forms.
3. In Projects of multiple buildings, <u>each building must be broken out separately</u> and include respective building identification (SED Control No. if a NYS public school).
    a. New Construction and Renovation must be separately identified and tallied within each building.
4. Each element, including individual Alternates, shall be broken down into separate labor and material sub-items.
5. Amounts shall be rounded to the nearest whole dollar; total shall equal the Contract Sum.
    a. Total costs shall include respective overhead and profit.
    b. Percentage of total Contract Sum shall equal 100 percent.
6. Provide multiple line-items for principal subcontract amounts, where appropriate and as indicated.
    a. Where line-items are subcontracted or materials furnished by a major material vendor, include such entities' proper name in italics, parenthesis, or other unique identification method, as required by the Architect.
    b. Subcontracted line items may remain lump sum, however only invoicing for installed Work will be allowed. Invoicing for Stored Materials will be rejected.
7. Schedule a separate lump sum line-item in Schedule of Values for each part of the work related to General Requirements for the entire Contract as follows, or as otherwise agreed upon with CSArch:
        1) Performance and Payment Bonds (provide documentation).
        2) Mobilization: No greater than 0.5% of Contract sum.
        3) Demobilization: No less than 0.25% of Contract sum.
        4) Temporary facilities: No less than 0.5% of Contract sum.

5) Field supervision (Superintendent): No less than 0.75% of Contract sum.
6) Submittals & Shop Drawings: No less than 0.75% of Contract sum.
7) Coordination Drawings (New constr. bldg. areas): 0.5% of New subtotal(s).
8) Project management/Meeting attendance: No less than 0.5% of Contract sum.
9) Survey/Layout: (New constr. bldg. areas): 0.25% of New subtotal(s).
10) Survey/Layout: (Site work): No greater than 0.25% of Contract sum.
11) Clean-up: No less than 0.5% of Contract sum.
12) Punch list: No less than 0.75% of Contract sum (or prorated per building to = .75%).
13) Testing/Balancing: No less than 0.5% of Contract sum (as applicable).
14) Systems Commissioning: No less than 0.5% of Contract sum (as applicable).
15) Allowances: Provide a separate line-item for each Allowance.

8. After review and comment by CSArch, revise and resubmit Schedule of Values as required, and as many times as necessary, until approval by the Architect is received.

C. Schedule of Value timeframes:

1. Within three (3) days of receipt of bids, the apparent low bidder shall submit to the Architect, a DRAFT Schedule of Values (cost breakdown), illustrating that the Work of the Contract is adequately accounted for in the Bid.
2. Within ten (10) days of Contract award, or prior to the Pre-construction conference (whichever occurs first), each Prime Contract shall submit to the Architect, a fully outlined and detailed Schedule of Values in required format.
   a. Based on the Architect's review and comment, revise and resubmit the final approved Schedule of Values at least ten (10) days prior to the first application for payment.
   b. General Requirements shall be prorated for the duration of the Work with an equal percent invoiced monthly, unless otherwise agreed upon in advance by CSArch.

END OF SECTION 012973

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SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes administrative provisions for coordinating construction operations on the Project including but not limited to, the following:

1. General coordination procedures.
2. Requests for Information (RFIs).
3. Web-based information exchange system, for Project Management.
4. Project meetings.

B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

1.3 DEFINITIONS

A. Request for Information (RFI): Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

A. 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.

B. Key Personnel Names: At the Pre-Construction Conference, or within 15 days prior to starting construction operations, whichever occurs first, submit a list of key personnel assignments, including superintendent and other personnel anticipated to be in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. For Project Site Superintendents, submit resume for review and acceptance.
    a. Superintendent shall be an individual with minimum of five (5) years' experience in this role.
    b. Superintendent shall have minimum of three (3) years' experience with the Prime Contract's firm.

1.5 GENERAL COORDINATION PROCEDURES

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, which 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 to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

B. 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, which 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 performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

C. 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.

D. 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. Pre-installation/Pre-work conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.

E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

1.6 REQUESTS FOR INFORMATION (RFI’s)

A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.

1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:

1. Project name.
2. Project number.
3. Date.
4. Name of Contractor.
5. Name of Architect.
6. RFI number, numbered sequentially.
7. RFI subject.
8. Specification Section number and title and related paragraphs, as appropriate.
9. Drawing number and detail references, as appropriate.
10. Field dimensions and conditions, as appropriate.
11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
12. Contractor's signature.
13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
    a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.

C. RFI Forms: Form bound in Project Manual, and/or embedded for use in information exchange system.

1. Attachments shall be electronic files in PDF format.

D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.

1. The following Contractor-generated RFIs will be returned without action:
    a. Requests for approval of submittals.
    b. Requests for approval of substitutions.
    c. Requests for approval of Contractor's means and methods.
    d. Requests for coordination information already indicated in the Contract Documents.
    e. Requests for adjustments in the Contract Time or the Contract Sum.
    f. Requests for interpretation of Architect's actions on submittals.
    g. Incomplete RFIs or inaccurately prepared RFIs.
2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."

a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.

E. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.

1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.7 PROJECT ON-LINE WEB-BASED INFORMATION EXCHANGE

A. Use the Project on-line information exchange site for purposes of hosting, managing and distributing project communication and documentation until Final Completion. Project information exchange site shall include the following functions:

1. Project directory.
2. Meeting minutes.
3. Contract modifications, Changes In Condition (CIC's).
4. Cost Proposals.
5. RFI's.
6. Photo documentation.
7. Construction Schedule.
8. Submittals, including Submittal Schedule.
9. Payment applications.
10. Field Reports.
11. Daily Reports.
12. Non-Compliance Notices.
13. Inspection Reports.
14. Punch lists.
15. Closeout Submittals including O&M manuals.
16. MSDS.
17. Change Orders.
18. Bid Documents.
19. Reminder and tracking functions.

B. On completion of Project, two complete archive copies of Project On-Line site files will be provided to Owner and to Architect in a digital storage format acceptable to Architect.

C. Utilize the following Project information exchange site:

1. Web-based information exchange system, provided by *Submittal Exchange* **www.submittalexchange.com**.
2. This service is administered by the Architect, provided at no cost to the contractor(s).
3. Each Prime Contractor will require internet access.
4. Web-based training and tech support (1-800-714-0024), will be provided by *Submittal Exchange* free of charge.

1.8 PROJECT MEETINGS

A. General: Construction Site Representative will 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: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, Construction Site representative, Architect and Prime Contractors.

B. Pre-Construction Conference: CSArch will schedule and conduct a preconstruction conference before starting construction, at a time mutually acceptable to Owner, Architect and Prime Contracts.

1. Conduct the conference to review responsibilities and personnel assignments.
2. Attendees: Authorized representatives of Owner, Construction Site representative, Architect, and their consultants; Prime Contractors and their respective Superintendent shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect progress, including the following:
    a. Tentative construction schedule.
    b. Phasing or construction sequencing.
    c. Critical work and long-lead items.
    d. Designation of key personnel and their duties.
    e. Lines of communications.
    f. Procedures for processing field decisions and Change Orders.
    g. Procedures for RFIs.

h. Procedures for testing and inspecting.
i. Procedures for processing Applications for Payment.
j. Distribution of the Contract Documents.
k. Submittal procedures.
l. Preparation of record documents.
m. Use of the premises and existing building.
n. Work restrictions.
o. Working hours.
p. Owner's occupancy requirements.
q. Responsibility for temporary facilities and controls.
r. Procedures for moisture and mold control.
s. Procedures for disruptions and shutdowns.
t. Construction waste management and recycling.
u. Parking availability.
v. Office, work, and storage areas.
w. Equipment deliveries and priorities.
x. First aid.
y. Security.
z. Progress cleaning.

C. Pre-installation/Pre-work Conferences: Conduct pre-installation/pre-work conference(s) 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, Construction Site representative 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 RFIs.
   d. Related Change Orders.
   e. Purchases.
   f. Deliveries.
   g. Submittals.
   h. Review of mockups.
   i. Possible conflicts.
   j. Compatibility requirements.
   k. Time schedules.
   l. Weather limitations.

m. Manufacturer's written instructions.
n. Warranty requirements.
o. Compatibility of materials.
p. Acceptability of substrates.
q. Temporary facilities and controls.
r. Space and access limitations.
s. Regulations of authorities having jurisdiction.
t. Testing and inspecting requirements.
u. Installation procedures.
v. Coordination with other work.
w. Required performance results.
x. Protection of adjacent work.
y. Protection of construction and personnel.

3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
5. 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. Project Closeout Conference: Construction Site Representative will schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 60 days prior to the scheduled date of Substantial Completion.

1. Conduct the conference to review requirements and responsibilities related to Project closeout.
2. Attendees: Authorized representatives of Owner, Construction Site representative, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
   a. Procedures for administering Record Documents.
   b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
   c. Submittal of written warranties.
   d. Requirements for preparing operations and maintenance data.
   e. Requirements for delivery of material samples, attic stock, and spare parts.
   f. Requirements for demonstration and training.
   g. Preparation of Contractor's punch list.

h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
i. Submittal procedures.
j. Coordination of separate contracts.
k. Owner's partial occupancy requirements.
l. Installation of Owner's furniture, fixtures, and equipment.
m. Responsibility for removing temporary facilities and controls.

E. Construction Progress Meetings: Construction Site Representative will conduct progress meetings at bi-weekly intervals.

1. Coordinate dates of meetings with preparation of payment requests.
2. Attendees: In addition to representatives of Owner, Construction Site representative, and Architect, each Prime Contractor, 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 meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. 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. Review schedule for next period, and 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) Progress cleaning.
        10) Quality and work standards.
        11) Status of correction of deficient items.
        12) Field observations.
        13) Status of RFI’s.

14) Status of proposal requests.
15) Pending changes.
16) Status of Change Orders.
17) Pending claims and disputes.
18) Documentation of information for payment requests.

4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
   a. Schedule Updating: Revised Contractor's Construction Schedule shall be updated and distributed after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

F. Superintendent Coordination Meetings: Construction Site Representative will conduct Superintendent Coordination meetings at weekly intervals. Coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and pre-installation conferences.

1. Attendees: Construction Site Representative, each Prime 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 meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
3. Two-week look ahead schedules by each Prime Contractor will be utilized for basis of discussion related to coordinated efforts.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013150 - SAFETY AND HEALTH

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 PROJECT SITE SAFETY

A. The Prime Contractor, not the Architect, or the entity recognized as Construction Site Representative, is responsible for Project site safety.

1.3 SAFETY AND HEALTH REGULATIONS

A. The Prime Contractor, and any entity working for the Prime Contractor, shall comply with the U.S. Department of Labor Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act of 1970 (PL 91-54), latest revisions and with the latest requirements of the "Right to Know" laws and the New York State Labor Law.

B. In order to protect the general public and the lives and health of his/her employees under the Contract, the Prime Contractor shall comply with all pertinent provisions of the latest issues of the Federal Register, Bureau of Labor Standards, Safety and Health Regulations; New York State Industrial Code Rule 30 pertaining to Tunneling Operations; New York State Industrial Code Rule 23 pertaining to Trenching Operations; and the "Manual of Accident Prevention in Construction" issued by the Associated General Contractors of America, Inc., and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work under this Contract. In case of a conflict between the above noted authorities, the most stringent shall prevail.

C. The Prime Contractor shall have on the project site at all times while work is in progress, an individual recognized as a "Competent Person", who is skilled in safety and health procedures and familiar with State and Federal safety and health regulations whose responsibility shall be to observe methods and procedures. This person shall have the duty and authority to stop and correct all unsafe and unhealthy conditions.

D. Toxic, noxious, or otherwise hazardous fumes, gases, or dusts, etc. from welding, cadwelding, painting, grinding, sawing, sweeping or any other operations shall be kept

to the absolute minimum and shall be vented directly to the outside by the Contractor, and only used when authorized by the Architect.

E. The Prime Contractor to submit to the owner via the Architect, prior to first payment application approval, a copy of Material Safety and Data Sheets (MSDS) for all material used on site. The Prime Contractor shall also keep one (1) complete set of Material Safety and Data Sheets (MSDS) onsite at all times.

1. These reference materials shall be updated continuously throughout the Project, as additional materials are added to/brought to the Project site.

1.4 SAFETY AND FIRST AID

A. The Prime Contractor shall at all times exercise caution of his/her operations and shall be responsible for the safety and protection of all persons on or about the site arising out of or relating to his/her Work. All hazards shall be avoided or guarded in accordance with the provisions of the Manual of Accident Prevention in Construction of the AGCA, unless such provisions contravene local law. The safety provisions of all applicable laws, codes and ordinances shall be observed.

B. The Prime Contractor shall provide and maintain at the Site, at each location where work is in progress, as part of his/her plant, an approved first aid kit. Ready access thereto shall be provided at all times when persons are employed on the work site.

C. The Prime Contractor shall take due precautions against infectious diseases and shall arrange for the immediate isolation and removal from the Site of any employee who becomes ill or is injured while engaged on the work site.

D. The Prime Contractor shall, upon request of the Architect or Construction Site Representative, immediately correct all conditions that constitute a clear and present danger to persons as interpreted by the Architect. If such danger is not so corrected, the Owner or the Architect will employ other persons to do such work and the expense thereof shall be deducted from any monies due or to become due to the Prime Contractor.

E. Clean up of the Prime Contractor's, and/or their subcontractor's, materials and/or debris shall be deemed a safety & health issue.

1.5 ACCIDENTS AND ACCIDENT REPORTS

A. Notify Architect immediately of any accidents involving Prime Contractor, subcontractor, or supplier personnel on site.

B. Within 24 hours of the occurrence, the Prime Contractor shall submit a written accident report, to the Architect, fully detailing the occurrence.

1.6 TOOL BOX SAFETY MEETINGS

A. The Prime Contractor shall hold weekly toolbox safety meetings with his/her own workers. Records of these meetings shall be forwarded to the Owner, through the Construction Site Representative's office, each week.

1. Failure to comply with this requirement shall result in Applications for Payment not being reviewed and processed.

END OF SECTION 013150

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SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including Conditions of the Contract for Construction, and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:

1. Preliminary 60-day Construction Schedule.
2. Contractor's Construction Schedule.
3. Daily construction reports.
4. Material/equipment status reports.
5. Field condition reports.
6. Special reports.

B. Related Sections include the following:

1. Division 01 Section "Multiple Contract Summary" for preparing a combined Contractor's Construction Schedule.
2. Division 01 Section "Project Management and Coordination".

1.3 DEFINITIONS

A. Activity: A distinct 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: An activity that precedes another activity in the network.
3. Successor Activity: An activity that follows another activity in the network.

B. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled (i.e.:____ men x ____ days = task duration).

C. Critical Path: The longest connected chain of interdependent 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 successor activity.
3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

F. Major Area: A story of construction, a separate building, or a similar significant construction element.

G. Milestone: A key or critical point in time for reference or measurement.

1.4 INFORMATIONAL SUBMITTALS

A. Format for Submittals: Submit required submittals in the following format:

1. PDF file.

B. Preliminary 60-day Construction Schedule: Submittal of preliminary 60-day construction schedule will not constitute approval of Schedule of Values for cost-loaded activities.

C. Contractor's Construction Schedule: Submit PDF file of schedule, to show entire schedule for entire construction period.

D. Daily Construction Reports: Submit one copy for each workday, at no less than weekly intervals.

E. Material/Equipment Status Reports: Submit two copies at bi-weekly intervals or as requested by the Construction Site Representative, in advance of discussion relative to schedule.

F. Field Condition Reports: Submit two copies at time of discovery of differing conditions.

G. Special Reports: Submit two copies at time of unusual event.

1.5 QUALITY ASSURANCE

A. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to the Preliminary 60-day 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.

1.6 COORDINATION

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.

1.7 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 of Award to date of Final Completion.

1. Contract completion date shall not be changed by submission of a schedule that shows an early or late 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 the following 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 01 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 10 days for startup and testing.
5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion and allow time for Architect's and Construction Site Representative's administrative procedures necessary for certification of Substantial Completion.
6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and final completion, for each Phased area if applicable.

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 and Sequencing: Arrange list of activities on schedule by phase and/or sequence.
2. Work under More Than One Contract: Include a separate activity for each contract.
3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Multiple Contract Summary." Delivery dates indicated stipulate the earliest possible delivery date.
5. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Multiple Contract Summary." Delivery dates indicated stipulate the earliest possible delivery date.
6. Work Restrictions: Show the effect of the following items on the schedule:
   a. Coordination with existing construction.
   b. Limitations of continued occupancies.

c. Uninterruptible services.
d. Partial occupancy before Substantial Completion.
e. Use of premises restrictions.
f. Provisions for future construction.
g. Seasonal variations.
h. Environmental control.

7. 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.
   l. Startup and placement into final use and operation.
8. 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 Award of Contract, Notice to Proceed, Substantial Completion, and Final Completion.

F. Cost Correlation: If requested by the Architect, 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 01 Section "Payment Procedures" for cost reporting and payment procedures.

G. Resource Loading: Include planned resources in terms of individuals x workdays = labor required to complete each task.

1. Breakdown of each task, shall include identification of trade, classification, and/or subcontract entity.
2. Just like Prime Contract labor hours, subcontracted entities shall be broken down into individual labor classifications within such entity.

H. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.

I. Computer Software: Prepare schedules using a program that has been developed specifically to manage construction schedules, for current Windows operating system.

1. Microsoft Project v2007 or newer, Primavera P3, or otherwise approved software.

1.8 PRELIMINARY 60-DAY CONSTRUCTION SCHEDULE

A. Gantt-Chart Schedule: Submit preliminary 60-day, horizontal, Gantt-chart-type construction schedule within fifteen (15) days of Contract Award, and/or at Pre-Construction Conference, whichever occurs first.

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.

1.9 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within forty-five (45) days of Contract Award. Base schedule on the Preliminary 60-day 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.

A. Contractor's Construction Schedule Updating: At bi-weekly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week 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.
4. Include variance of planned vs actual completion (baseline) of individual tasks, and overall Project schedule.

B. Distribution: Distribute copies of approved and updated schedule to Architect, Construction Site Representative, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.

1. 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.

1.10 RECOVERY SCHEDULE

A. When periodic update suggests the Work is 10 or more business days behind the current approved schedule, or as requested by the Architect or Construction Site representative, Contractor shall submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.

1.11 REPORTS

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. Equipment at Project site.
5. Material deliveries.
6. High and low temperatures and general weather conditions.
7. Accidents.
8. Meetings and significant decisions.
9. Unusual events (refer to special reports).

10. Stoppages, delays, shortages, and losses.
11. Meter readings and similar recordings.
12. Emergency procedures.
13. Orders and requests of authorities having jurisdiction.
14. Change Orders received and implemented.
15. Construction Change Directives received and implemented.
16. Services connected and disconnected.
17. Equipment or system tests and startups.
18. Partial Completions and occupancies.
19. Substantial Completions authorized.

B. Material Location Reports: At bi-weekly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site.

C. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a request for interpretation (RFI). Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

1.12 SPECIAL REPORTS

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. Material Location Reports: At weekly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:

1. Material stored prior to previous report and remaining in storage.
2. Material stored prior to previous report and since removed from storage and installed.
3. Material stored following previous report and remaining in storage.

C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit 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.

D. 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 and 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.

END OF SECTION 013200

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SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

1.3 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."

B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

C. Portable Document Format (PDF): An open standard file format licensed by *Adobe Systems* used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 SUBMITTAL SCHEDULE

A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
2. Initial Submittal Schedule: Submit concurrently with startup construction schedule. Include submittals required during the first sixty (60) days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
3. Final Submittal Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.
    a. Submit revised submittal schedule as required to reflect changes in current status and timing for submittals.
4. Format: Arrange the following information in a tabular format:
    a. Scheduled date for first submittal.
    b. Specification Section number and title.
    c. Submittal Category: Action; informational.
    d. Name of subcontractor.
    e. Description of the Work covered.
    f. Scheduled date for Architect's final release or approval.

1.5 SUBMITTAL FORMATS

A. Submittal Information: Include the following information in each submittal:

1. Project name.
2. Date.
3. Name of Architect.
4. Name of Construction Manager.
5. Name of Contractor.
6. Name of firm or entity that prepared submittal.
7. Names of subcontractor, manufacturer, and supplier.
8. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
9. Category and type of submittal.
10. Submittal purpose and description.
11. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
12. Drawing number and detail references, as appropriate.
13. Indication of full or partial submittal.
14. Location(s) where product is to be installed, as appropriate.
15. Other necessary identification.
16. Remarks.

17. Signature of transmitter.

B. Options: Identify options requiring selection by Architect.

C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.

D. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

1.6 SUBMITTAL PROCEDURES

A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

1. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
    a. Architect will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.

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. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.
    a. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on the Architect's receipt of submittal. No

extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. It is the Prime Contractor's responsibility to provide required submittals complete with enough information to show conformance with the construction documents in a time frame that will not affect the construction schedule. The construction schedule will not be extended due to the Architects' "UNREVIEWED", "REJECTED" or "REVISE AND RESUBMIT" action on a submittal when the submittal is found to be lacking adequate information showing conformance with the contract documents and/or does not conform to the contract document requirements.
2. The Architect will review a maximum of two submittals for any single item requiring a submission at no cost to the Prime Contractor. Upon request by the Architect, the Prime Contractor will compensate the Owner, via Credit Change Order (Back-Charge) for all further submissions to the Architect and/or Owner due to submissions that do not provide enough data to prove compliance with the specifications, or that in the opinion of the Architect do not meet the project specifications. Compensation will be computed by the additional hours needed to perform the review and correspondence multiplied by the Architect's normal/contractual billing rate.
3. Initial Review: Allow ten (10) working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
4. Resubmittal Review: Allow seven (7) working days for review of each resubmittal.

D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.

1. Note date and content of previous submittal.
2. Note date and content of revision in label or title block, and clearly indicate extent of revision.
3. Resubmit submittals until they are marked with approval notation from Architect's action stamp that indicates "NO EXCEPTION TAKEN", or "MAKE CORRECTIONS NOTED."

E. 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.

F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's stamp.

1.7 SUBMITTAL REQUIREMENTS

A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

1. Clearly mark each copy of each submittal in bold contrasting color to show which products and options are applicable.
2. Include the following information, as applicable:
    a. Manufacturer's catalog cuts.
    b. Manufacturer's product specifications.
    c. Color charts.
    d. Statement of compliance with specified referenced standards.
    e. Testing by recognized testing agency.
    f. Application of testing agency labels and seals.
    g. Notation of coordination requirements.
3. For equipment, include the following in addition to the above, as applicable:
    a. Wiring diagrams that show factory-installed wiring.
    b. Printed performance curves.
    c. Operational range diagrams.
    d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
4. Submit Product Data before Shop Drawings. Product Data to be provided to Architect in PDF electronic format via email.
5. Submit Product Data before or concurrently with Samples.

B. 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: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    a. Identification of products.
    b. Schedules.
    c. Compliance with specified standards.
    d. Notation of coordination requirements.
    e. Notation of dimensions established by field measurement.
    f. Relationship and attachment to adjoining construction clearly indicated.
    g. Seal and signature of professional engineer if specified.
2. Shop Drawings to be provided to Architect in PDF electronic format via email.

C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package. Samples to be transmitted via hand delivery, currier, or mail service to the Architect's Office.
2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
    a. Project name and submittal number.
    b. Generic description of Sample.
    c. Product name and name of manufacturer.
    d. Sample source.
    e. Number and title of applicable Specification Section.
    f. Specification paragraph number and generic name of each item.
3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control 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.
5. 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.
    a. Number of Samples: 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.
6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or 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.
    a. Number of Samples: Submit one set of Samples. Mark up and retain one returned Sample set as a project record Sample.

1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

D. Product Schedule: As required in individual Specification Sections, 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 indicated in the Contract Documents or assigned by Contractor if none is indicated.
2. Manufacturer and product name, and model number if applicable.
3. Number and name of room or space.
4. Location within room or space.

E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.

G. Certificates:

1. Certificates and Certifications Submittals: Submit a 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. Provide a notarized signature where indicated.
2. Installer Certificates: Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.

5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.

H. Test and Research Reports:

1. Compatibility Test Reports: Submit 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 substrate preparation and primers required.
2. Field Test Reports: Submit written reports 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 in the Contract Documents.
3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
4. Preconstruction Test Reports: Submit 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 in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. 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.
6. Research Reports: Submit 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:

    a. Name of evaluation organization.
    b. Date of evaluation.
    c. Time period when report is in effect.
    d. Product and manufacturers' names.
    e. Description of product.
    f. Test procedures and results.
    g. Limitations of use.

1.8 DELEGATED-DESIGN SERVICES

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 insufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file copies of certificate, 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.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.9 CONTRACTOR'S REVIEW

A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.

B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include 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.

1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.10 ARCHITECT'S REVIEW

A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return it via email. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action, as follows:

1. NO EXCEPTION TAKEN – Submittal is approved and released for fabrication and can be incorporated into the work.

2. MAKE CORRECTIONS NOTED - Submittal is approved and released for fabrication and can be incorporated into the work with the modifications as noted.
3. REVISE & RESUBMIT – Submittal is not approved, and resubmission is required per the Architect's comments. Such products cannot be purchased nor incorporated into the work.
4. REJECTED – Submittal is not approved, and submission does not meet requirements of the Project. Resubmit products that conform to the Contract Documents.
    a. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.

B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party via email.

C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.

D. Submittals not required by the Contract Documents may be returned by the Architect without action.

E. Submittals that do not follow the protocol that is outlined in the applicable Specification Section, or this Section, of the Project Manual may be returned to the Prime Contractor without action by the Architect.

F. Submittal packages received from sources other than the Prime Contractor, will be discarded by the Architect.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. 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-assurance and 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 other quality-assurance and control procedures that facilitate compliance with the Contract Document requirements.
3. Requirements for Contractor to provide quality-assurance and control services required by Architect, Construction Site Representative, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
    a. All Prime Contracts: Verify all Specification Sections for testing requirements in addition to the following:
        1) Testing done for the convenience of the Prime Contractor or their Sub-Contractors.
        2) Testing related to remedial operations or possible defects.

C. Related Requirements:

1. Division 01 Section "Allowances" for testing and inspecting allowances.
2. Division 01 Section “Construction Progress Documentation” for developing a schedule of required tests and inspections.
3. Division 01 Section “Cutting and Patching” for repair and restoration of construction disturbed by testing and inspection activities.
4. Divisions 02 through 33 Sections for specific test and inspection requirements.

1.3 DEFINITIONS

A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.

B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect or Construction Site Representative.

C. Mockups: Full-size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.

1. Laboratory Mockups: Full-size physical assemblies constructed at testing facility to verify performance characteristics.
2. Integrated Exterior Mockups: Mockups of the exterior envelope erected separately from the building but on Project site, consisting of multiple products, assemblies, and subassemblies.
3. Room Mockups: Mockups of typical interior spaces complete with wall, floor, and ceiling finishes, doors, windows, millwork, casework, specialties, furnishings and equipment, and lighting.

D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.

E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.

F. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.

G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

I. Installer/Applicator/Erector: 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.

1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).

J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five (5) previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 CONSTRUCTION TESTING

A. Prime Contractor Responsibilities: Unless otherwise indicated as the responsibility of another identified entity, each Prime Contractor shall provide inspections, tests, and other quality-control services specified elsewhere in the Contract Documents and required by authorities having jurisdiction. Costs for these services are to be included in the Contract Sum.

1. Where individual Sections specifically indicate that certain inspections, tests, and other quality-control services are Prime Contractor's responsibility, Prime Contractor shall employ and pay a qualified independent testing agency to perform quality-control services.
2. Where individual Sections specifically indicate that certain inspections, tests, and other quality-control services are the Owner's responsibility, the Owner will employ and pay a qualified independent testing agency to perform those services.
    a. Where the Owner has engaged a testing agency and Prime Contractor is also required to engage an entity for the same or related element, the Prime Contractor shall not employ the entity engaged by the Owner, unless agreed to in writing by the Owner.

B. Retesting: Prime Contractor is responsible for retesting where results of inspections, tests, or other quality-control services prove unsatisfactory and indicate noncompliance with Contract Document requirements, regardless of whether the original test was Prime Contractor's responsibility.

1. Cost of retesting construction, revised or replaced by Prime Contractor, is Prime Contractor's responsibility where required tests performed on original construction indicated noncompliance with Contract Document requirements.

C. Associated Services: Cooperate with agencies performing required inspections, tests, and similar services, and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Auxiliary services required include, but are not limited to, the following:

1. Provide access to the Work.
2. Furnish incidental labor and facilities necessary to facilitate inspections and tests.
3. Ladders.
4. Provide facilities for storage and curing of test samples.
5. Delivery of samples to testing laboratories.
6. Provide design mix documentation.
7. Provide security and protection of samples and test equipment at the Project Site.

D. Duties of the Testing Agency: The independent agency engaged to perform inspections, sampling, and testing of materials and construction specified in individual Sections shall cooperate with the Construction Manager and Prime Contractor in performance of the agency's duties. The testing agency shall provide qualified personnel to perform required inspections and tests.

1. The agency shall notify the Architect, Construction Site Representative and Prime Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
2. The agency is not authorized to release, revoke, alter, or enlarge requirements of the Contract Documents or approve or accept any portion of the Work.
3. The agency shall not perform any duties of Prime Contractor.

E. Coordination: Coordinate the sequence of activities to accommodate required services with a minimum of delay. Coordinate activities to avoid the necessity of removing and replacing construction to accommodate inspections and tests.

1. Each Prime Contractor is responsible for scheduling times for inspections, tests, taking samples, and similar activities through the Construction Site Representative.

1.5 CONFLICTING REQUIREMENTS

A. Referenced Standards: 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 conflicting

requirements that are different, but apparently equal, to Architect for a decision before proceeding.

B. 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.

1.6 ACTION SUBMITTALS

A. Shop Drawings: For integrated exterior mockups, provide plans, sections, and elevations, indicating materials and size of mockup construction.

1. Indicate manufacturer and model number of individual components.
2. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.7 INFORMATIONAL SUBMITTALS

A. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems:

1. Seismic-force-resisting system, designated seismic system, or component listed in the designated seismic system quality-assurance plan prepared by Architect.
2. Main wind-force-resisting system or a wind-resisting component listed in the wind-force-resisting system quality-assurance plan prepared by Architect.

B. Testing Agency Qualifications: 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.

C. Schedule of Tests and Inspections: Prepare in tabular form and include the following:

1. Specification Section number and title.
2. Entity responsible for performing tests and inspections.
3. Description of test and inspection.
4. Identification of applicable standards.
5. Identification of test and inspection methods.
6. Number of tests and inspections required.

7. Time schedule or time span for tests and inspections.
8. Requirements for obtaining samples.
9. Unique characteristics of each quality-control service.

1.8 REPORTS AND DOCUMENTS

A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:

1. Date of issue.
2. Project title and number.
3. Name, address, and telephone number of testing agency or inspecting 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 methods, citing ASTM reference standard used.
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. Record of temperature and weather 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 re-inspecting.

B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:

1. Name, address, and telephone number of technical 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 weather conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:

1. Name, address, and telephone number of factory-authorized service representative making report.
2. Statement that equipment complies with requirements.
3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
4. Statement weather conditions, products, and installation will affect warranty.
5. Other required items indicated in individual Specification Sections.

D. 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.

1.9 QUALITY ASSURANCE

A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.

B. 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, as well as sufficient production capacity to produce required units.

C. 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.

D. 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.

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 products that are similar in material, design, and extent to those indicated for this Project.

F. Specialists: Certain Specification Sections 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. Requirements of authorities having jurisdiction shall supersede requirements for specialists.

G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.

1. Each independent inspection and testing agency engaged shall be authorized by jurisdiction to operate in the state where Project is located.
2. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
3. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
4. Testing agency qualifications must be approved by the Architect prior to proceeding with work.

H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

I. 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.

J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:

1. Contractor responsibilities include the following:
    a. Provide test specimens representative of proposed products and construction.
    b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
    c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
    d. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.

e. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
f. When testing is complete, remove test specimens, assemblies, mockups, and laboratory mockups; do not reuse products on Project.

K. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, through Construction Manager, 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.

L. 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.
   a. Construct mockups complete, including work of all trades required in finished Project.
2. Notify Architect and Construction Site Representative seven (7) calendar days in advance of dates and times when mockups will be constructed.
3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at Project.
4. Demonstrate the proposed range of aesthetic effects and workmanship.
5. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
   a. Allow seven (7) calendar days for initial review and each re-review of each mockup.
6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
7. Demolish and remove mockups when directed unless otherwise indicated.

M. Integrated Exterior Mockups: Construct integrated exterior mockup as indicated on Drawings. Coordinate installation of exterior envelope materials and products for which mockups are required in individual Specification Sections, along with supporting materials.

N. Laboratory Mockups: Comply with requirements of preconstruction testing and those specified in individual Specification Sections in Divisions 02 through 33.

1.10 QUALITY CONTROL

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 types of testing and inspecting they are engaged to perform.
2. Costs for retesting and re-inspecting 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: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.

1. Unless otherwise indicated, provide quality-control services specified.
2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
    a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
3. Notify testing agencies at least twenty-four (24) hours in advance of time when Work that requires testing or inspecting will be performed.
4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in triplicate, of each quality-control service.
5. Contractor shall furnish to the Laboratory such samples of materials as may be necessary for testing purposes.
6. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
7. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. 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 as specified in Division 01 Section "Submittal Procedures."

D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in pre-installation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.

E. Re-testing/Re-inspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and re-inspecting, for construction that replaced Work that failed to comply with the Contract Documents.

F. Testing Agency and Special Inspector Responsibilities: Cooperate with Architect, Construction Manager, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.

1. Notify Architect, Construction Site Representative, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
5. Does not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
6. Do not perform any duties of the Contractor.
7. Submit reports to the Architect, Construction Manager, and Contractor within seven (7) calendar days of the test.

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. Provide safe access to items to be tested. This includes sheeting and ladders for deep excavation; scaffolding and ladders for inspection and testing of superstructure items. Incidental labor and facilities necessary to facilitate tests and inspections.
2. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
3. Facilities for storage and field curing of test samples.
4. Delivery of samples to testing agencies.
5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
6. 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 -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. Coordinate and submit concurrently with Contractor's construction schedule. Update as the Work progresses.

1. Distribution: Distribute schedule to Owner, Architect, Construction Manager, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.
2. Provide and maintain, for the sole use of the Testing Agency, adequate facilities for safe storage and proper curing of concrete test cylinders on the project site for the first 24 hours as required by ASTM C31-69.

1.11 SPECIAL TESTS AND INSPECTIONS

A. Refer to Section 014533 – Structural Tests and Special Inspections

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:

1. Date test or inspection was conducted.
2. Description of the Work tested or inspected.
3. Date test or inspection results were transmitted to Architect.
4. Identification of testing agency or special inspector conducting test or inspection.

B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's and Construction Site Representative's reference during normal working hours.

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 Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Division 01 Section "Execution."

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 014000

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NYS EDUCATION DEPARTMENT Office of Facilities Planning Room 1060 EBA Albany, NY 12234	STATEMENT OF SPECIAL INSPECTIONS AND TESTS As required by the Building Code of NYS (BCNYS)
BCNYS § 1704.1.1 requires the project Design Professional to complete the Statement of Special Inspections and Tests. Completion of the Statement of Special Inspections & Tests and submission to the Office of Facilities Planning with the Construction Permit Application is a condition for issuance of the Building Permit.	
School District: Highland Central School District	Building: Middle School/High School/Elementary School/Bus Garage
Project Title 2022 Capital Improvement Project	
SED Project #MS:#62-08-03-04-0-001-010 HS:#62-08-03-04-0-009-014 ES:#62-08-03-04-0-010-014 Bus Garage:#62-08-03-04-5-002-011	Project Address: various
Architect/Engineer: CSArch Architecture | Engineering | Construction Management, D.P.C. dba CSArch	
Name of Person Completing this Statement: Thomas Ritzenthaler	Phone 845-561-3179 Date
Comments	

INSPECTION AND TESTING (Continuous & Periodic is as Defined by the BCNYS)	CONTINUOUS	PERIODIC	REFERENCE STANDARD	BCNYS REFERENCE	CHECK IF REQUIRED	IDENTIFY SPEC SECTION AND PROVIDE CLARIFYING NOTES IF NECESSARY
A. Steel Construction						
1. Material verification of high-strength bolts, nuts and washers.		X	Applicable ASTM material specifications. AISC ASD, Section A3.4; AISC LRFD, Section A3.3	1704.3	☐	
2. Inspection of high-strength bolting.		X	AISC LRFD, Section M2.5	1704.3, 1704.3.3	☐	051200
3. Material verification of structural steel.			ASTM A 6 or A 568	1704.3, 1708.4	☐	
4. Material verification of weld filler materials.			AISC, ASD, Section A3.6; AISC LRFD, Section A3.5	1704.3	☐	
5. Inspection of welding:			AWS D1.1, D1.3, D1.4; ACI 318: 3.5.2	1704.3, 1704.3.1, 1903.5.2	X	051200
a. Structural steel	X	X			☐	051200
b. Reinforcing steel	X	X			☐	
6. Inspection of steel frame joint details.		X		1704.3, 1704.3.2	X	
B. Concrete Construction						
1. Inspection of reinforcing steel, including prestressing tendons, and placement.		X	ACI 318: 3.5, 7.1-7.7	1704.4, 1903.5, 1907.1, 1907.7, 1914.4	X	
2. Inspection of reinforcing steel welding.			AWS D1.4; ACI 318: 3.5.2	1704.4, 1903.5.2	X	
3. Inspection of bolts to be installed in concrete prior to and during	X			1704.4, 1912.5	☐	

INSPECTION AND TESTING (Continuous & Periodic is as Defined by the BCNYS)	CONTINUOUS	PERIODIC	REFERENCE STANDARD		BCNYS REFERENCE	CHECK IF REQUIRED	IDENTIFY SPEC SECTION AND PROVIDE CLARIFYING NOTES IF NECESSARY
placement.							
4. Verify use of required design mix.		X	ACI 318: Ch. 4, 5.2-5.4		1704.4, 1904, 1905.2, 1905.4, 1914.2, 1914.3	X	033000
5. Sampling fresh concrete: slump, air content, temperature, strength test specimens.	X		ASTM C 172, C 31; ACI 318: 5.6, 5.8		1704.4, 1905.6, 1914.10	X	033000
6. Inspection of placement for proper application techniques.	X		ACI, 318: 5.9, 5.10		1704.4, 1905.9, 1905.10, 1914.6, 1914.7, 1914.8	X	
7. Inspection for maintenance of specified curing temperature and techniques.		X	ACI, 318: 5.11, 5.13		1704.4, 1905.11, 1905.13, 1914.9	X	
8. Inspection of prestressed concrete.	X		ACI 318: 18.18, 18.164		1704.4	☐	
9. Erection of precast concrete members.		X	ACI 318: Ch. 16		1704.4	☐	
10. Verification of in-situ concrete strength prior to stressing of tendons and prior to removal of shores and forms from beams and slabs.		X	SVI 318: 6.2		1704.4, 1906.2	☐	
C. Masonry Construction L1 = Level 1 Inspection required for nonessential facilities. L2 = Level 2 Inspection required for essential facilities. In general, schools are not considered essential facilities unless they are a designated emergency shelter.			ACI 530/ ASCE 5/TMS 402, Ch. 35	ACI 530.1/ ASCE 6/TMS 602, Ch. 35			Level I Inspections required for this project
1. Verify to ensure compliance:							
a. Proportions of site prepared mortar and grout.		X L1 L2		2.6A	1704.5	☐	
b. Placement of masonry units and construction of mortar joints.		X L1 L2		3.3B	1704.5	☐	
c. Location and placement of reinforcement, connectors, tendons, anchorages.		X L1 L2		3.4, 3.6A	1704.5	☐	
d. Prestressing technique and installation.		X L1 L2		3.6A, 3.6B	1704.5	☐	
e. Grade and size of tendons and anchorages.		X L1 L2		2.4B, 2.4H	1704.5	☐	

INSPECTION AND TESTING (Continuous & Periodic is as Defined by the BCNYS)	CONTINUOUS	PERIODIC	REFERENCE STANDARD		BCNYS REFERENCE	CHECK IF REQUIRED	IDENTIFY SPEC SECTION AND PROVIDE CLARIFYING NOTES IF NECESSARY
f. Grout specs prior to grouting.	X L2			3.2D	1704.5	☐	
g. Placement of grout.	X L2			3.5	1704.5	☐	
h. Grouting of tendons.	X L2			3.6C	1704.5	☐	
2. Inspection shall verify:					1704.5	☐	
a. Size and location of structural elements.		X L1 L2		3.3G	1704.5	☐	
b. Type, size, and location of anchors.	X L2	X L1	1.15.4, 2.1.1		1704.5	☐	
c. Specified size, grade, and type of reinforcement.		X L1 L2	1012	2.4, 3.4	1704.5	☐	
d. Welding of reinforcing bars.	X L1 L2		2.1.8.6, 2.1.8.6		1704.5, 2108.9.2.11	☐	
e. Cold/hot weather protection of masonry construction.		X L1 L2		108	1704.5, 2104.3, 2104.4	☐	
f. Prestressing force measurement and application.	X L2	X L1		3.6B	1704.5	☐	
3. Inspection prior to grouting.		X L1 L2	1.12	3.2D, 3.4, 2.6B, 3.3B	1704.5	☐	
4. Grout placement.	X L1 L2			3.5, 3.6C	1704.5	☐	
5. Preparation of grout specimens, mortar specimens, and/or prisms.	X L1 L2			1.4	1704.5	☐	
6. Compliance with documents and submittals.		X L1 L2		1.5	1704.5	☐	
D. Wood Construction: Fabrication of wood structured elements and assemblies.					1704.6, 1704.2	☐	
E. Soils							
1. Site preparation.					1704.7.1	X	
2. During fill placement.					1704.7.2	☐	
3. Evaluation of in-place density.					1704.7.3	X	
F. Pile Foundations: Installation and load tests.					1704.8	☐	
G. Pier Foundations: Seismic Design Category C, D, E. F.					1704.9, 1616.3	☐	
H. Wall Panels and Veneers: Seismic Design Category E, F.					1704.10, 1616.3, 1704.5	☐	

INSPECTION AND TESTING (Continuous & Periodic is as Defined by the BCNYS)	CONTINUOUS	PERIODIC	REFERENCE STANDARD	BCNYS REFERENCE	CHECK IF REQUIRED	IDENTIFY SPEC SECTION AND PROVIDE CLARIFYING NOTES IF NECESSARY
I. Sprayed Fire-Resistant Materials						
1. Structural member surface conditions.				1704.11.1	☐	
2. Application.				1704.11.2	☐	
3. Thickness.			ASTM E 605	1704.11.3	☐	
4. Density.			ASTM E 605	1704.11.4	☐	
5. Bond strength.			ASTM E 736	1704.11.5	☐	
J. Exterior Insulation and Finish Systems (EIFS)				1704.12	☐	
K. Special Cases				1704.13	☐	
L. Smoke Control				1704.14	☐	
M. Special Inspections for Seismic Resistance: Applicable to specific structures, systems, and components.						
1. Structural steel.	X		AISC Seismic	1707.2	☐	
2. Structural wood.	X			1707.3	☐	
3. Cold-formed steel framing.		X		1707.4	☐	
4. Storage racks and access floors.		X		1707.5	☐	
5. Architectural components.		X		1707.6	☐	
6. Mechanical and electrical components.		X		1707.7	☐	
7. Seismic isolation system.		X		1707.8	☐	
N. Structural Testing for Seismic Resistance: Applicable to specific structures, systems, and components.						
1. Testing and verification of masonry materials and assemblies.				1708.1	☐	
2. Testing for seismic resistance.				1708.2	☐	
3. Reinforcing and prestressing steel.			ACI 318	1708.3, 1903.5.2	☐	
4. Structural steel.			AISC Seismic	1708.5	☐	
5. Mechanical and electrical equipment.				1708.5	☐	
6. Seismically isolated structures.				1708.6, 1623.8	☐	
O. Structural Observations				1709.1	☐	
Applicable to specific structures.						
P. Test Safe Load				1712.1	☐	
Q. In-Situ Load Tests				1713.1	☐	
R. Preconstruction Load Tests				1714.1	☐	
S. Other (list)						

SECTION 014200 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

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": Terms such as "directed," "accepted," "deleted," "permitted," "requested," "required," and "selected" mean, unless otherwise explained, "accepted by the Architect," "directed by the Architect," "permitted by the Architect, "requested by the Architect," "required by the Architect," and "selected by the Architect." However, no such implied meaning will be interpreted to extend the Architect's responsibility into the Contractor's area of construction supervision.

D. "Indicated": The term "indicated" refers to graphic representations, notes, or schedules on Drawings; or to other paragraphs or schedules in Specifications and similar requirements in the Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help the user locate the reference.

E. "Regulations": The term "regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work form of incorporation into the Project, and maintained ready for use. Supply and deliver products requiring additional or supplemental fitting, assembly, fabrication, or incorporation into other elements of the Project directly to the fabricator, installer, or manufacturer as required.

F. "Furnish": The term "furnish" means to supply and deliver to Project site, or other designated location ready for unloading, unpacking, storing assembly, installation, application, erection, or other form of incorporation into the Project, and maintained ready for use. Supply and deliver products requiring additional or supplemental fitting, assembly, fabrication, or incorporation into other elements of the Project directly to the fabricator, installer, or manufacturer as required.

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 required to properly incorporate work into the project.

H. "Provide": Furnish and install, complete and ready for the intended use. Note: the lack of a modifier in any technical note is to have the inferred meaning of “provide.”

I. "Project Site": Is the space available for performing construction activities, either exclusively or in conjunction with others performing other work as part of Project. The extent of Project site is shown on the Drawings and may or may not be identical with the description of the land on which Project is to be built.

J. "Installer": An installer is Contractor or another entity engaged by Contractor, as an employee, subcontractor, or contractor of lower tier, to perform a particular construction operation, including installation, erection, application, and similar operations.

K. The term "experienced," when used with the term "installer," means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with the 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.

L. The term ‘replace’ means remove designated, damaged, rejected, defective, unacceptable, or nonconforming work from the Project and provide new work meeting the requirements of the Contract Documents in place thereof.

M. “Include”: The words ‘include,” in any form other than inclusive, “is non-limiting and is not intended to mean all-inclusive.”

N. The terms ‘Specifications” and “Project Manual” are interchangeable.

O. “Custom Color” is a special color that is not available from the manufactures standard colors and will require a once in a lifetime color match as selected by the Architect.

P. “Standard color” is a minimum of 8 standard colors that the manufacture commonly offers for their product.

Q. "Match existing" is to match the existing material system including but not limited to: color, texture, size, and edge treatment (including the systems grout/mortar color, texture, size, shape and reveal)

R. "Concealed" where used in connection with insulation, painting of piping, piping, conduit, ducts, and accessories shall mean that they are hidden from sight as in trenches, chases, shafts, furred spaces, walls, slabs, or hung ceilings; also where they are not hidden from sight in the following locations: in partly excavated spaces or crawl spaces, or in service tunnels and used solely for repairs or maintenance.

S. "Exposed" where used in connection with insulation, painting of piping, piping, conduit, ducts, accessories shall mean that they are not "concealed" as defined herein above.

T. "Piping" includes in addition to pipe, also fittings, valves, hangers, and other accessories that comprise system.

U. "Below Grade" includes all areas below the finished grade line and below the finished floor, where the finished floor system is supported on earth and gravel systems.

V. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.

W. Salvage: Detach items from existing construction and deliver them to Owner ready for reuse or safely store in a controlled environment and reinstall where indicated.

X. Reinstall: Prepare for reuse, clean, replace missing or damaged accessories, and reinstall them where indicated.

Y. Existing: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, salvaged, or removed and reinstalled.

1.3 INDUSTRY STANDARDS

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. Copies of Standards: Each entity engaged in construction on Project should 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.

1.4 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up to date as of the date of the Contract Documents.

AA	Aluminum Association, Inc. (The) www.aluminum.org	(703) 358-2960
AAADM	American Association of Automatic Door Manufacturers www.aaadm.com	(216) 241-7333
AABC	Associated Air Balance Council www.aabc.com	(202) 737-0202
AAMA	American Architectural Manufacturers Association www.aamanet.org	(847) 303-5664
AASHTO	American Association of State Highway and Transportation Officials www.transportation.org	(202) 624-5800
AATCC	American Association of Textile Chemists and Colorists (The) www.aatcc.org	(919) 549-8141
ABAA	Air Barrier Association of America www.airbarrier.org	(866) 956-5888
ABMA	American Bearing Manufacturers Association www.abma-dc.org	(202) 367-1155
ACI	American Concrete Institute www.concrete.org	(248) 848-3700
ACPA	American Concrete Pipe Association www.concrete-pipe.org	(972) 506-7216
AEIC	Association of Edison Illuminating Companies, Inc. (The) www.aeic.org	(205) 257-2530

AF&PA	American Forest & Paper Association www.afandpa.org	(800) 878-8878 (202) 463-2700
AGA	American Gas Association www.aga.org	(202) 824-7000
AGC	Associated General Contractors of America (The) www.agc.org	(703) 548-3118
AHA	American Hardboard Association www.domensino.com/AHA	(847) 934-8800
AHAM	Association of Home Appliance Manufacturers www.aham.org	(202) 872-5955
AI	Asphalt Institute www.asphaltinstitute.org	(859) 288-4960
AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300
AISC	American Institute of Steel Construction www.aisc.org	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute www.steel.org	(202) 452-7100
AITC	American Institute of Timber Construction www.aitc-glulam.org	(303) 792-9559
ALCA	Associated Landscape Contractors of America (Now PLANET - Professional Landcare Network)	
ALSC	American Lumber Standard Committee, Incorporated www.alsc.org	(301) 972-1700
AMCA	Air Movement and Control Association International, Inc. www.amca.org	(847) 394-0150
ANSI	American National Standards Institute www.ansi.org	(202) 293-8020
AOSA	Association of Official Seed Analysts, Inc. www.aosaseed.com	(607) 256-3313

APA	Architectural Precast Association www.archprecast.org	(239) 454-6989
APA	APA - The Engineered Wood Association www.apawood.org	(253) 565-6600
APA EWS	APA - The Engineered Wood Association; Engineered Wood Systems (See APA - The Engineered Wood Association)	
API	American Petroleum Institute www.api.org	(202) 682-8000
ARHI	Air-Conditioning, Heating & Refrigeration Institute www.arhinet.org	(703) 524-8800
ARMA	Asphalt Roofing Manufacturers Association www.asphaltroofing.org	(202) 207-0917
ASCE	American Society of Civil Engineers www.asce.org	(800) 548-2723 (703) 295-6300
ASCE/SEI	American Society of Civil Engineers/Structural Engineering Institute (See ASCE)	
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers www.ashrae.org	(800) 527-4723 (404) 636-8400
ASME	ASME International (The American Society of Mechanical Engineers International) www.asme.org	(800) 843-2763 (973) 882-1170
ASSE	American Society of Sanitary Engineering www.asse-plumbing.org	(440) 835-3040
ASTM	ASTM International (American Society for Testing and Materials International) www.astm.org	(610) 832-9500
AWCI	AWCI International (Association of the Wall and Ceiling Industry International) www.awci.org	(703) 538-1600
AWCMA	American Window Covering Manufacturers Association (Now WCSC)	

AWI	Architectural Woodwork Institute www.awinet.org	(571) 323-3636
AWPA	American Wood Protection Association www.awpa.com	(205) 733-4077
AWS	American Welding Society www.aws.org	(800) 443-9353 (305) 443-9353
AWWA	American Water Works Association www.awwa.org	(800) 926-7337 (303) 794-7711
BHMA	Builders Hardware Manufacturers Association www.buildershardware.com	(212) 297-2122
BIA	Brick Industry Association (The) www.bia.org	(703) 620-0010
BICSI	Building Industry Consulting Service International www.bicsi.org	(800) 242-7405 (813) 979-1991
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International) www.bifma.org	(616) 285-3963
BISSC	Baking Industry Sanitation Standards Committee www.bissc.org	(866) 342-4772
CCC	Carpet Cushion Council www.carpetcushion.org	(610) 527-3880
CDA	Copper Development Association www.copper.org	(800) 232-3282 (212) 251-7200
CFFA	Chemical Fabrics & Film Association, Inc. www.chemicalfabricsandfilm.com	(216) 241-7333
CGA	Compressed Gas Association www.cganet.com	(703) 788-2700
CIMA	Cellulose Insulation Manufacturers Association www.cellulose.org	(888) 881-2462 (937) 222-2462
CISCA	Ceilings & Interior Systems Construction Association www.cisca.org	(630) 584-1919

CISPI	Cast Iron Soil Pipe Institute www.cispi.org	(423) 892-0137
CLFMI	Chain Link Fence Manufacturers Institute www.chainlinkinfo.org	(301) 596-2583
CRRC	Cool Roof Rating Council www.coolroofs.org	(866) 465-2523 (510) 485-7175
CPA	Composite Panel Association www.pbmdf.com	(866) 426-6767 (703) 724-1128
CPPA	Corrugated Polyethylene Pipe Association (See PPI – Plastics Pipe Institute)	
CRI	Carpet & Rug Institute (The) www.carpet-rug.com	(800) 882-8846 (706) 278-3176
CRSI	Concrete Reinforcing Steel Institute www.crsi.org	(847) 517-1200
CSA	Canadian Standards Association www.csa.ca	(800) 463-6727 (416) 747-4000
CSA	CSA International (Formerly: IAS - International Approval Services) www.csa-international.org	(866) 797-4272 (416) 747-2661
CSI	Cast Stone Institute www.caststone.org	(717) 272-3744
CSI	Construction Specifications Institute (The) www.csinet.org	(800) 689-2900 (703) 684-0300
CSSB	Cedar Shake & Shingle Bureau www.cedarbureau.org	(604) 820-7700
CTI	Cooling Technology Institute (Formerly: Cooling Tower Institute) www.cti.org	(281) 583-4087
DHI	Door and Hardware Institute www.dhi.org	(703) 222-2010
EIA	Electronic Industries Alliance www.eia.org	(703) 907-7500

EIMA	EIFS Industry Members Association www.eima.com	(800) 294-3462
EJCDC	Engineers Joint Contract Documents Committee www.ejcdc.org	
EJMA	Expansion Joint Manufacturers Association, Inc. www.ejma.org	(914) 332-0040
ESD	Electrostatic Discharge Association www.esda.org	(315) 339-6937
FIBA	Federation Internationale de Basketball (The International Basketball Federation) www.fiba.com	41 22 545 00 00
FM Approvals	FM Approvals www.fmglobal.com	(781) 762-4300
FM Global	FM Global (Formerly: FMG - FM Global) www.fmglobal.com	(401) 275-3000
FMRC	Factory Mutual Research (Now FM Global)	
FRSA	Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc. www.floridaroof.com	(407) 671-3772
FSA	Fluid Sealing Association www.fluidsealing.com	(610) 971-4850
FSC	Forest Stewardship Council www.fsc.org	49 228 367 66 0
GA	Gypsum Association www.gypsum.org	(301) 277-8686
GANA	Glass Association of North America www.glasswebsite.com	(785) 271-0208
GRI	(Now GSI)	
GS	Green Seal www.greenseal.org	(202) 872-6400

GSI	Geosynthetic Institute www.geosynthetic-institute.org	(610) 522-8440
HI	Hydraulic Institute www.pumps.org	(888) 786-7744 (973) 267-9700
HI	Hydronics Institute (Now Part of AHRI)	
HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)	
HPVA	Hardwood Plywood & Veneer Association www.hpva.org	(703) 435-2900
HPW	H. P. White Laboratory, Inc. www.hpwhite.com	(410) 838-6550
IAS	International Approval Services (Now CSA International)	
IBF	International Badminton Federation www.internationalbadminton.org	(603) 9283-7155
ICEA	Insulated Cable Engineers Association, Inc. www.icea.net	(770) 830-0369
ICRI	International Concrete Repair Institute, Inc. www.icri.org	(847) 827-0830
IEC	International Electrical Congress www.iec.ch	41 22 919 02 11
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The) www.ieee.org	(212) 419-7900
IESNA	Illuminating Engineering Society of North America www.iesna.org	(212) 248-5000
IEST	Institute of Environmental Sciences and Technology www.iest.org	(847) 981-0100
IGCC	Insulating Glass Certification Council www.igcc.org	(315) 646-2234
IGMA	Insulating Glass Manufacturers Alliance www.igmaonline.org	(613) 233-1510

ILI	Indiana Limestone Institute of America, Inc. www.iliai.com	(812) 275-4426
ISO	International Organization for Standardization www.iso.ch	41 22 749 01 11
ISFA	International Surface Fabricators Association www.isfanow.org	(877) 464-7732 (801) 341-7360
ITS	Intertek Testing Service NA www.intertek.com	(800) 967-5352
ITU	International Telecommunication Union www.itu.int/home	41 22 730 51 11
KCMA	Kitchen Cabinet Manufacturers Association www.kcma.org	(703) 264-1690
LMA	Laminating Materials Association (Now part of CPA)	
LPI	Lightning Protection Institute www.lightning.org	(800) 488-6864
MBMA	Metal Building Manufacturers Association www.mbma.com	(216) 241-7333
MFMA	Maple Flooring Manufacturers Association, Inc. www.maplefloor.org	(847) 480-9138
MFMA	Metal Framing Manufacturers Association, Inc. www.metalframingmfg.org	(312) 644-6610
MH	Material Handling (Now MHIA)	
MHIA	Material Handling Industry of America www.mhia.org	(800) 345-1815 (704) 676-1190
MIA	Marble Institute of America www.marble-institute.com	(440) 250-9222
MPI	Master Painters Institute www.paintinfo.com	(888) 674-8937 (604) 298-7578

MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc. www.mss-hq.com	(703) 281-6613
NAAMM	National Association of Architectural Metal Manufacturers www.naamm.org	(630) 942-6591
NACE	NACE International (National Association of Corrosion Engineers International) www.nace.org	(800) 797-6623 (281) 228-6200
NADCA	National Air Duct Cleaners Association www.nadca.com	(202) 737-2926
NAGWS	National Association for Girls and Women in Sport www.aahperd.org/nagws/	(703) 476-3452
NAIMA	North American Insulation Manufacturers Association www.naima.org	(703) 684-0084
NBGQA	National Building Granite Quarries Association, Inc. www.nbgqa.com	(800) 557-2848
NCAA	National Collegiate Athletic Association (The) www.ncaa.org	(317) 917-6222
NCMA	National Concrete Masonry Association www.ncma.org	(703) 713-1900
NCPI	National Clay Pipe Institute www.ncpi.org	(262) 248-9094
NCTA	National Cable & Telecommunications Association www.ncta.com	(202) 222-2300
NEBB	National Environmental Balancing Bureau www.nebb.org	(301) 977-3698
NECA	National Electrical Contractors Association www.necanet.org	(301) 657-3110
NeLMA	Northeastern Lumber Manufacturers' Association www.nelma.org	(207) 829-6901
NEMA	National Electrical Manufacturers Association www.nema.org	(703) 841-3200

NETA	InterNational Electrical Testing Association www.netaworld.org	(888) 300-6382 (269) 488-6382
NFHS	National Federation of State High School Associations www.nfhs.org	(317) 972-6900
NFPA	National Fire Protection Association www.nfpa.org	(800) 344-3555 (617) 770-3000
NFRC	National Fenestration Rating Council www.nfrc.org	(301) 589-1776
NGA	National Glass Association www.glass.org	(866) 342-5642 (703) 442-4890
NHLA	National Hardwood Lumber Association www.natlhardwood.org	(800) 933-0318 (901) 377-1818
NLGA	National Lumber Grades Authority www.nlga.org	(604) 524-2393
NOFMA	National Oak Flooring Manufacturers Association (Now NWFA)	
NRCA	National Roofing Contractors Association www.nrca.net	(800) 323-9545 (847) 299-9070
NRMCA	National Ready Mixed Concrete Association www.nrmca.org	(888) 846-7622 (301) 587-1400
NSF	National Sanitation Foundation International www.nsf.org	(800) 673-6275 (734) 769-8010
NSSGA	National Stone, Sand & Gravel Association www.nssga.org	(800) 342-1415 (703) 525-8788
NTMA	National Terrazzo & Mosaic Association, Inc. (The) www.ntma.com	(800) 323-9736 (540) 751-0930
NTRMA	National Tile Roofing Manufacturers Association (Now TRI)	
NWFA	National Wood Flooring Association www.nwfa.org	(800) 422-4556 (636) 519-9663
NWWDA	National Wood Window and Door Association (Now WDMA)	

OPL	Omega Point Laboratories, Inc. (Now ITS)	
PCI	Precast/Prestressed Concrete Institute www.pci.org	(312) 786-0300
PDCA	Painting & Decorating Contractors of America www.pdca.com	(800) 332-7322 (314) 514-7322
PDI	Plumbing & Drainage Institute www.pdionline.org	(800) 589-8956 (978) 557-0720
PGI	PVC Geomembrane Institute http://pgi-tp.cee.uiuc.edu	(217) 333-3929
PLANET	Professional Landcare Network (Formerly: ACLA - Associated Landscape Contractors of America) www.landcarenetwork.org	(800) 395-2522 (703) 736-9666
PTI	Post-Tensioning Institute www.post-tensioning.org	(248) 848-3180
RCSC	Research Council on Structural Connections www.boltcouncil.org	
RFCI	Resilient Floor Covering Institute www.rfci.com	(706) 882-3833
RIS	Redwood Inspection Service www.calredwood.org	(888) 225-7339 (415) 382-0662
SAE	SAE International www.sae.org	(877) 606-7323 (724) 776-4841
SDI	Steel Deck Institute www.sdi.org	(847) 458-4647
SDI	Steel Door Institute www.steeldoor.org	(440) 899-0010
SEFA	Scientific Equipment and Furniture Association www.sefalabs.com	(877) 294-5424 (516) 294-5424
SEI/ASCE	Structural Engineering Institute/American Society of Civil Engineers (See ASCE)	

SGCC	Safety Glazing Certification Council www.sgcc.org	(315) 646-2234
SIA	Security Industry Association www.siaonline.org	(866) 817-8888 (703) 683-2075
SIGMA	Sealed Insulating Glass Manufacturers Association (Now IGMA)	
SJI	Steel Joist Institute www.steeljoist.org	(843) 293-1995
SMA	Screen Manufacturers Association www.smainfo.org	(561) 533-0991
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association www.smacna.org	(703) 803-2980
SPFA	Spray Polyurethane Foam Alliance (Formerly: SPI/SPFD - The Society of the Plastics Industry, Inc.; Spray Polyurethane Foam Division) www.sprayfoam.org	(800) 523-6154
SPIB	Southern Pine Inspection Bureau (The) www.spib.org	(850) 434-2611
SPRI	Single Ply Roofing Industry www.spri.org	(781) 647-7026
SSINA	Specialty Steel Industry of North America www.ssina.com	(800) 982-0355 (202) 342-8630
SSPC	SSPC: The Society for Protective Coatings www.sspc.org	(877) 281-7772 (412) 281-2331
STI/SPFA	Steel Tank Institute/Steel Plate Fabricators Association www.steeltank.com	(847) 438-8265
SWRI	Sealant, Waterproofing, & Restoration Institute www.swrionline.org	(816) 472-7974
TCA	Tile Council of America, Inc. www.tileusa.com	(864) 646-8453
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance	(703) 907-7700

	www.tiaonline.org	
TMS	The Masonry Society www.masonrysociety.org	(303) 939-9700
TPI	Truss Plate Institute, Inc. www.tpinst.org	(703) 683-1010
TPI	Turfgrass Producers International www.turfgrasssod.org	(800) 405-8873 (847) 649-5555
TRI	Tile Roofing Institute www.tileroofing.org	(312) 670-4177
UL	Underwriters Laboratories Inc. www.ul.com	(877) 854-3577 (847) 272-8800
UNI	Uni-Bell PVC Pipe Association www.uni-bell.org	(972) 243-3902
USGBC	U.S. Green Building Council www.usgbc.org	(800) 795-1747 (202) 742-3792
USITT	United States Institute for Theatre Technology, Inc. www.usitt.org	(800) 938-7488 (315) 463-6463
WASTEC	Waste Equipment Technology Association www.wastec.org	(800) 424-2869 (202) 244-4700
WCLIB	West Coast Lumber Inspection Bureau www.wclib.org	(800) 283-1486 (503) 639-0651
WCMA	Window Covering Manufacturers Association (Now WCSC)	
WCSC	Window Covering Safety Council (Formerly: WCMA) www.windowcoverings.org	(800) 506-4636 (212) 297-2100
WDMA	Window & Door Manufacturers Association (Formerly: NWWDA) www.wdma.com	(800) 223-2301 (312) 321-6802
WMMPA	Wood Moulding & Millwork Producers Association www.wmmpa.com	(800) 550-7889 (530) 661-9591

WWPA	Western Wood Products Association www.wwpa.org	(503) 224-3930

B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up to date as of the date of the Contract Documents.

IAPMO	International Association of Plumbing and Mechanical Officials www.iapmo.org	(909) 472-4100
ICC	International Code Council www.iccsafe.org	(888) 422-7233 (703) 931-4533
ICC-ES	ICC Evaluation Service, Inc. www.icc-es.org	(800) 423-6587 (562) 699-0543
NEC	National Electric Code www.nec.com	

C. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up to date as of the date of the Contract Documents.

CE	Army Corps of Engineers www.usace.army.mil	(202) 761-0011
CPSC	Consumer Product Safety Commission www.cpsc.gov	(800) 638-2772 (301) 504-7923
DOC	US Department of Commerce www.commerce.gov	(202) 482-2000
DOD	US Department of Defense www.defense.gov	(703) 571-5131
DOE	US Department of Energy www.energy.gov	(202) 586-5000

EPA	US Environmental Protection Agency www.epa.gov	(202) 272-0167
FAA	Federal Aviation Administration www.faa.gov	(866) 835-5322
FCC	Federal Communications Commission www.fcc.gov	(888) 225-5322
FDA	US Food and Drug Administration www.fda.gov	(888) 463-6332
GSA	US General Services Administration www.gsa.gov	(800) 488-3111
HUD	Department of Housing and Urban Development www.hud.gov	(202) 708-1112
LBL	Lawrence Berkeley National Laboratory www.lbl.gov	(510) 486-4000
NCHRP	National Cooperative Highway Research Program (See TRB)	
NIST	National Institute of Standards and Technology www.nist.gov	(301) 975-6478
OSHA	US Department of Labor; Occupational Safety & Health Administration www.osha.gov	(800) 321-6742 (202) 693-1999
PBS	Public Building Service (See GSA)	
PHS	US Department of Health & Human Services; Office of Public Health and Science www.hhs.gov/ophs/	(202) 690-7694
RUS	Rural Utilities Service (See USDA)	(202) 720-9540
SD	US Department of State www.state.gov	(202) 647-4000
TRB	Transportation Research Board http://gulliver.trb.org	(202) 334-2934

USDA	US Department of Agriculture www.usda.gov	(202) 720-2791
USPS	US Postal Service www.usps.com	(800) 275-8777 (202) 268-2000

D. 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 sites are subject to change and are believed to be accurate and up to date as of the date of the Contract Documents.

ADAAG	Americans with Disabilities Act (ADA) Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities Available from United States Access Board www.access-board.gov	(800) 872-2253 (202) 272-0080
CFR	Code of Federal Regulations Available from Government Printing Office www.gpoaccess.gov/cfr/index.html	(866) 512-1800 (202) 512-1800
FED-STD	Federal Standard (See FS)	
FS	Federal Specification Available from Department of Defense Single Stock Point http://dodssp.daps.dla.mil	(215) 697-2664
	Available from Defense Standardization Program www.dsp.dla.mil	
	Available from General Services Administration www.gsa.gov	(202) 619-8925
	Available from National Institute of Building Sciences www.wbdg.org/ccb	(202) 289-7800
FTMS	Federal Test Method Standard (See FS)	
UFAS	Uniform Federal Accessibility Standards Available from Access Board www.access-board.gov	(800) 872-2253 (202) 272-0080

E. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up to date as of the date of the Contract Documents.

NYBFU	New York Board of Fire Underwriters www.nybfuinstitute.org	(212) 227-3700 1-800-227-2761
NYSDEC	New York State Department of Environmental Conservation www.dec..ny.gov	(518) 402-8651
SPDES	NYSDEC – State Pollution Discharge Elimination System http://www.dec.ny.gov/permits/6054.html	(518) 402-8109
NYSDOL	New York State Department of Labor www.labor.state.ny.us	(518) 457-9000
NYSDOS	New York Department of State Division of Code Enforcement and Administration www.dos.state.ny.us	(518) 474-4073
NYSDOT	New York State Department of Transportation www.nysdot.gov	(518) 457-6195
NYSDOH	New York State Department of Health www.health.state.ny.us	
NYSED	New York State Education Department Office of Facilities Planning http://www.emsc.nysed.gov/facplan/	(518) 474-3906
NYSUFPBC	New York State Uniform Fire Protection and Building Code 1. BCNYS – Building Code of New York State 2. ECNYS – Energy Conservation Construction Code of New York State 3. FCNYS – Fire Code of New York State 4. FGNYS – Fuel Gas Code of New York State 5. MCNYS – Mechanical Code of New York State 6. PCNYS – Plumbing Code of NEW York State 7. PMCNYS – Property Maintenance Code of New York State 8. RCNYS – Residential Code of New York State	

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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SECTION 015000 - TEMPORARY FACILITIES & CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection.

B. Temporary utilities include, but are not limited to, the following:

1. Water service and distribution.
2. Temporary electric power and light.
3. Temporary heat.
4. Ventilation.
5. Telephone service.
6. Sanitary facilities, including drinking water.
7. Storm and sanitary sewer.

C. Support facilities include, but are not limited to, the following:

1. Field offices and storage sheds.
2. Architects/Engineers field office.
3. Temporary roads and paving.
4. Dewatering facilities and drains.
5. Temporary enclosures.
6. Hoists and temporary elevator use.
7. Temporary project identification signs and bulletin boards.
8. Waste disposal services.
9. Rodent and pest control.
10. Construction aids and miscellaneous services and facilities.

D. Security and protection facilities include, but are not limited to, the following:

1. Temporary fire protection.
2. Barricades, warning signs, and lights.
3. Environmental protection.
4. Tree and plant protection.
5. Pest control.
6. Security enclosure and lockup.
7. Temporary enclosures.
8. Temporary partitions.

1.2 DIVISION OF RESPONSIBILITIES

A. General: Each Prime Contractor is specifically assigned certain responsibilities for temporary services and facilities to be used by other Prime Contractors, and other nonprime contractors and separate entities at the site, Owner’s workforces, Construction Manager, Architect, testing agencies, personnel of governing authorities, and personnel authorized to be at project site during contract time. The General Construction Work Contractor is responsible for providing temporary facilities and controls that are not normal construction activities of other Prime Contractors and are not specifically assigned otherwise by the Contract Documents.

1.3 USE CHARGES

A. General: Cost or use charges for temporary facilities are not chargeable to the Owner or the Architect. The Architect will not accept a Prime Contractor's cost or use charges for temporary services or facilities as a basis of claim for an adjustment in the Contract Sum or the Contract Time.

B. Water Service: Use water from the Owner's existing water system without metering and without payment of use charges if available. If not available contractor needing water must supply water required for the performance of their work.

C. Electric Power Service: Temporary electric power including set-up, maintenance and potential use charges is the responsibility of the Electrical Work Contractor.

1. Use of electric power from the Owner's permanent power system (when operational) will be granted to all Prime Contractors without payment of use charges.
2. Electrical Work Contractor is to supply power to all job trailers including the Construction Manager’s job trailer as directed.
3. Subpanels and sub-feeds to ancillary panels will be provided by and connected to permanent panels by Electrical Contractor. Follow all OSHA and NFPA requirements for temporary connections. All panel penetrations shall be patched per approved NFPA regulations.

1.4 SUBMITTALS

A. Temporary Utilities: The Prime Contractor shall submit reports of tests, inspections, meter readings, and similar procedures performed on temporary utilities.

B. Implementation and Termination Schedule: Within 15 days of the date established for submittal of the Contractor's Construction Schedule, each Prime Contractor shall submit a schedule indicating implementation and termination of each temporary utility for which the Contractor is responsible.

C. Temporary Signage: Provide shop drawings, indicating the size and layout of the signs, color choices for Owner selection and installation details. Temporary site signage is by the General Contractor (interior) and Site Work Contractor (exterior) if included within the bidding documents, otherwise shall be the responsibility of the General Contractor. In the absence of the Site Work Contractor, General Contractor shall own.

1.5 QUALITY ASSURANCE

A. Regulations: The Prime Contractor shall comply with industry standards and with applicable laws and regulations of authorities having jurisdiction including, but not limited to, the following:

1. Building code requirements.
2. Health and safety regulations.
3. Utility company regulations.
4. Police, fire department and rescue squad rules.
5. Environmental protection regulations.

B. Standards: The Prime Contractor shall comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities."

1. Trade Jurisdictions: Assigned responsibilities for installation and operation of temporary utilities are not intended to interfere with the normal application of trade regulations and union jurisdictions.
2. Electrical Service: Comply with NEMA, NECA and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.

C. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.6 PROJECT CONDITIONS

A. Temporary Utilities: The Prime Contractor shall prepare a schedule indicating dates for implementation and termination of each temporary utility for which the Contractor is responsible. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary service to use of permanent service.

1. Temporary Use of Permanent Facilities: The Installer of each permanent service shall assume responsibility for its operation, maintenance, and protection during use as a construction facility prior to the Owner's acceptance, regardless of previously assigned responsibilities.

B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Relocate temporary services and facilities as the Work progresses. Do not overload facilities or permit them to interfere with progress. Take necessary fire-prevention measures. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on-site.

PART 2 - PRODUCTS

1.7 MATERIALS

A. General: The Prime Contractor shall provide new materials. If acceptable to the Architect, undamaged, previously used materials in serviceable condition may be used. Provide materials suitable for use intended.

B. Lumber and Plywood: Comply with requirements in Division 6 Section "Rough Carpentry."

1. For job-built temporary offices, shops, and sheds within the construction area, provide UL-labeled, fire-treated lumber and plywood for framing, sheathing, and siding.
2. For signs and directory boards, provide exterior-type, Grade B-B high-density concrete form overlay plywood of sizes and thicknesses indicated.
3. For fences and vision barriers, provide minimum 3/8-inch- (9.5-mm-) thick exterior plywood.
4. For safety barriers, sidewalk bridges, and similar uses, provide minimum 5/8-inch- (16-mm-) thick exterior plywood.

C. Pavement: Comply with Division 2 Pavement Sections

D. Insulation: Unfaced mineral-fiber blanket manufactured from glass, slag wool, or rock wool; with maximum flame spread and smoke developed indices of 25 and 50, respectively.

E. Gypsum Wallboard: Provide gypsum wallboard on interior walls of temporary offices.

F. Roofing Materials: Provide UL Class A standard-weight asphalt shingles or UL Class C mineral-surfaced roll roofing on roofs of job-built temporary offices, shops, and sheds.

G. Paint: Comply with requirements of Division 9 Section "Painting."

1. For job-built temporary offices, shops, sheds, fences, and other exposed lumber and plywood, provide exterior-grade acrylic-latex emulsion over exterior primer.
2. For sign panels and applied graphics, provide exterior-grade alkyd gloss enamel over exterior primer.
3. For interior walls of temporary offices, provide 2 coats interior latex-flat wall paint.

H. Tarpaulins: Provide waterproof, fire-resistant, UL-labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures, provide translucent, nylon-reinforced, laminated polyethylene or polyvinyl chloride, fire-retardant tarpaulins.

I. Water: Provide potable water approved by local health authorities.

J. Open-Mesh Fencing: Provide 0.12-inch- (3-mm-) thick, galvanized 2-inch (50-mm) chainlink fabric fencing 6 feet (2 m) high with galvanized barbed-wire top strand and galvanized steel pipe posts, 1-1/2 inches (38 mm) I.D. for line posts and 2-1/2 inches (64 mm) I.D. for corner posts.

1.8 EQUIPMENT

A. General: The Prime Contractor shall provide new equipment. If acceptable to the Architect, undamaged, previously used equipment in serviceable condition may be used. Provide equipment suitable for use intended.

B. Water Hoses: Provide 3/4-inch (19-mm) heavy-duty, abrasion-resistant, flexible rubber hoses 100 feet (30 m) long, with pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable shutoff nozzles at hose discharge.

C. Electrical Outlets: Provide properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button, and pilot light for connection of power tools and equipment.

D. Electrical Power Cords: Provide grounded extension cords. Use hard-service cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.

E. Lamps and Light Fixtures: Provide general service led or incandescent lamps of wattage required for adequate illumination. Provide guard cages or tempered-glass enclosures, where exposed to breakage. Provide exterior fixtures where exposed to moisture.

F. Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM, or another recognized trade association related to the type of fuel being consumed.

G. Temporary Offices: Each Prime Contractor shall provide its own prefabricated or mobile units or similar job-built construction with lockable entrances, operable windows, and serviceable finishes. Provide heated and air-conditioned units on foundations adequate for normal loading.

H. Temporary Toilet Units: Provide self-contained, single-occupant toilet units of the chemical, aerated recirculation, or combustion type. Provide units properly vented and fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.

I. Fire Extinguishers: Provide hand-carried, portable, UL-rated, Class A fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC, dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for the exposures.

1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

PART 3 - EXECUTION

3.1 TEMPORARY UTILITY INSTALLATION

A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where the company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with company recommendations.

1. Arrange with the company and existing users for a time when service can be interrupted, if necessary, to make connections for temporary services.
2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
3. Obtain easements to bring temporary utilities to the site where the Owner's easements cannot be used for that purpose.

B. Water Service: All Prime Contractors shall provide and maintain temporary water service and distribution for the scope of their work. Piping of sizes and pressures adequate for construction and hose bibs on site as to provide service to all areas of construction activities as directed by the Architect, as required throughout the construction period.

1. Water service shall be potable and modified as required or as directed by the Architect, as Work progressed.

a. Sterilization: Sterilize temporary water piping prior to use.

2. Wash Facilities: Install wash facilities supplied with potable water at convenient locations for personnel who handle materials that require wash up. Dispose of drainage properly. Supply cleaning compounds appropriate for each type of material handled.
3. Drinking Water Facilities: Provide bottled water to employees.

a. The Prime Contractors shall provide containerized, tap-dispenser, bottled-water drinking-water units, including paper cup supply.

4. Provide safety showers, eyewash fountains, and similar facilities for convenience, safety, and sanitation of personnel where applicable by OSHA.
5. Users shall provide their own hoses to points of need, but shall practice prudent conservation.

C. Temporary Electric Power Service: The Electrical Work Contractor shall provide and maintain temporary electric service consisting of main power hook-up and panel board and temporary lighting for site and existing building. Temporary service shall be maintained during all hours incase of emergency after hour response, and shall comply with all codes and regulations. System shall be modified as required or as directed by the Construction Manager as work progresses. Each Prime shall provide power distribution for its own use from EC's panel.

Electrical service:

1. Obtain temporary service from existing building service or local power pole. If practical, power to each location shall be tapped at transformer vault or main distribution panel, ahead of main breakers to minimize demand on service equipment from operations. Over-current protection shall be installed as required.
2. Provide disconnect at connection to service.
3. Provide service conductors and equipment.
4. Minimum power characteristics: 240/120 volt, single phase.
5. Provide distribution equipment, feeders, and branch circuit panelboards to serve:

    a. Temporary lighting.
    b. Temporary convenience receptacles. (4 gang outlet boxes to allow for 50' extension cord; enough to accommodate requirements of the entire building)
    c. To accommodate construction operations requiring power, use of power tools, electric heating and start up testing of permanent electric powered equipment prior to its permanent connection to electrical system.

6. Each Contractor shall provide his own extension lines, and other special equipment; welding equipment shall run from generator trucks. If permissible and with prior coordination, Electrical Contractor shall install welding leads from panels for construction use.
7. The Electrical Work Contract shall be responsible for initial connections and final demolition of all temporary fixtures and wiring at direction of the Construction Manager.

8. The Electrical Work Contract shall maintain OSHA standards for power and foot candle levels in all areas while workers occupy the space. The temporary lighting shall be energized daily at 6:30 A.M. to 4:30 P.M. as a minimum duration until permanent fixtures are installed.
9. Not unlike other equipment in this contract, upon installation, the temporary electric system becomes the property of the Owner and shall not be controlled by any one contractor.
10. Temporary Site Lighting: Electrical Work Contract to maintain existing exterior Lighting to adequately light the entrances and exits of project site. Temporary lighting shall be controlled by time clocks and lighting contactors; settings to be coordinated by the Construction Manager.
11. Each Prime Contractor will be responsible for hookup of their own project trailers to temporary electric pedestal. If abused, power from temporary service will be disconnected. The Electric Contractor shall erect poles safely sufficient for site power and telephone service. All installations shall conform to strictest standards. The Electric Contractor shall disconnect all items upon project completion.
12. Provide and install temporary power to abatement contractor's equipment as required up to the Abatement Contractor provided sub/supply panel.

D. Temporary Telephones: Each Prime Contractor shall provide temporary telephone service throughout the construction period for all personnel engaged in construction activities.

1. Contractors are required to lease or purchase a cellular telephone – to be used by their site superintendents for communication with the other primes and the Architect.
2. Provide telephone lines for the following, if so directed:

    a. Provide a dedicated telephone line for a fax machine in each prime contractor's field office.
    b. At each telephone, post a list of important telephone numbers.

E. Sanitary Facilities: The General Work Contractor shall provide temporary portable chemical toilet facilities for all construction personnel. Comply with regulations and health codes for the type, number, location, operation, and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.

1. Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide covered waste containers for used material.
2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Use of pit-type privies will not be permitted.

a. Provide separate facilities for male and female personnel.

F. Temporary Construction:

1. Temporary bridging, decks, hoists, lifts, scaffolding, and cranes shall be the responsibility of Contractor requiring same.
2. Provide temporary partitions to separate construction area from adjacent occupied areas. Construct partitions with non-combustible materials or fire-retardant plywood and seal seams and gaps to control transmission of dust to occupied areas. After completion of work, remove partitions and restore surfaces damaged by temporary provisions. This work is the responsibility of the General Work Contractor where applicable. Install temporary walls, zip walls, partition walls to separate Construction activities as directed from the Construction Manager
3. Temporary entrances and exits to the building, shall be furnished, installed and maintained under the General Work Contractor as directed by the Construction Manager. Exits shall be maintained for exiting in emergency conditions until permanent structures are in place.
4. Temporary entrances and exits to the site, shall be furnished, installed and maintained under the General Contractor as directed by the Construction Manager. Barrels, cones and other visual devices shall be used at all elevation changes subject to vehicle traffic. Fences, snow fences and NOT caution tape will be used to separate public from equipment, elevation hazards

G. Daily cleanup

1. Dumpsters are to be provided by each contractor for the performance of their own work. Dumpsters will be inspected to assure they are not misused and removed and hauled to a recycling center off site for processing. THE OWNER NOR THE CONSTRUCTION MANAGER will not be responsible for the removal of any hazardous materials, this will be the responsibility of the Prime Contractor performing this scope.
2. The maintenance of a clean work site shall be the responsibility of each Contractor.
3. Each Contractor shall remove own debris daily from work area to waste disposal containers (dumpsters), time lapse not acceptable.
4. The condition of cleanliness in which an area is found, is the condition each Contractor shall leave.
5. Each and every Contractor working on site shall submit manpower on Friday at 8 A.M. to work as a team to remove debris to dumpsters until complete. At discretion of Construction Manager, a Contractor not complying may be back-charged for work performed by others. The responsibility of broom cleaning and debris disposal remains with each trade for their work and shall include use of sweeping compound.

6. Final cleaning shall be the responsibility of each Prime Contractor for his/her own work.
7. The General Contractor shall handle all construction site snow removal as needed for work area safety or as directed by the Construction Manager.
8. Protection of Work: Each Prime Contractor is reminded to temporarily protect work in place until accepted by the Owner per Article 10 of the General Conditions of the Contract.
9. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 3 days during normal weather or 1 day when the temperature is expected to rise above 80°F (27°C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material lawfully. First aid requirements are the responsibility of each Contractor. Retain paragraph above where potable water is accessible from permanent or temporary lines. Where potable water is not available, retain paragraph below.

3.2 INSTALLATION

A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.

B. The Prime Contractor shall 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.

C. The Prime Contractor will be responsible for hookup of their own project trailers. Use of energy, including heat (shall be set back at night) if practical from electric service will be available. If abused, power from temporary service will be disconnected. All installations shall conform to strictest standards. The Electrical Contractor shall be responsible for hooking up Construction Managers Trailers. Coordinate this installation and assume trailer to remain for a multiple phase/year construction project.

3.3 SUPPORT FACILITIES INSTALLATION

A. Each Prime Contractor is to have a field office. Locate field offices, storage sheds, sanitary facilities, and other temporary construction and support facilities for easy access as directed by the Construction Manager.

1. Maintain support facilities until near Substantial Completion. Remove prior to Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to the Owner.

B. Provide incombustible construction for offices, shops, and sheds located within the construction area or within 30 feet (9 m) of building lines. Comply with requirements of NFPA 241.

C. Field Offices: Each Prime Contractor shall provide an insulated, weathertight temporary office of sufficient size to accommodate required office personnel at the Project Site. Keep the office clean and orderly for use for small meetings. Furnish and equip offices as follows:

1. Furniture: Furnish with a desk and chairs, a 2-drawer file cabinet, plan table, plan rack, and a bookcase.
2. Equip with a water cooler and private toilet complete with water closet, lavatory, and medicine cabinet unit with a mirror.

D. Storage and Fabrication Sheds: Install storage and fabrication sheds sized, furnished, and equipped to accommodate materials and equipment involved, including temporary utility service. Sheds may be open shelters or fully enclosed spaces within the building or elsewhere on-site.

E. Temporary Parking/Staging and Access Roads

1. Temporary roads are installed and/or maintained by the General Construction Work Contractor where designated on site logistics plans.
2. Contractors will be permitted to utilize existing roads, as designated (as segregated by the Owner - if required).
3. Road Cleaning: Maintain roads and walkways in an acceptably clean condition. This includes the removal of debris daily, if required, and/or a minimum of once a week due to all project traffic. Road cleaning equipment to be wet/vacuum type. The General Construction Work Contractor will clean the roads affected by all contract work. The General Construction Work Contractor will maintain roads until project completion.
4. Contractor Parking/ Staging Area: General Construction Work Contractor shall maintain access for suitable parking areas as indicated on Logistics plans. Re-grade, re-seed and restore any areas disturbed by parking/ staging.

    a. Parking Areas: Includes contractors' employees and construction vehicle parking. Minimum of 6" reference Item. #304.3 course.
    b. Access Roads: Includes access roads for delivery through staging area to building work areas, and to equipment and storage areas and sheds. Minimum of 9" reference Item. #304.3 course.

5. Temporary parking by construction personnel shall be allowed only in areas so designated.
6. Traffic Regulations:

a. Utilize only entrances/temporary roads as designated
b. Construction parking will not be allowed adjacent to residential buildings, additions or monuments.

7. Traffic Controls: The General Work Contractor 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. A site traffic plan and protection will be submitted and approved to the Construction Manager prior to the start of construction. Plans shall include but not limited to vehicle division and protection, pedestrian division and protection, weekend plans, inclement weather plan, signage.

F. De-watering Facilities and Drains:

1. For temporary drainage and dewatering facilities and operations not directly associated with construction activities included under individual Sections, comply with dewatering requirements of applicable Division 2 Sections. Where feasible, use the same facilities. Maintain the site, excavations, and construction free of water.
2. For temporary drainage and de-watering facilities and operations directly associated with the building and other construction activities, comply with Division 2; General Construction Work Contractor is directly responsible for de-watering of all excavations.

G. Temporary Enclosures: The General Work Contract shall provide temporary enclosure for protection of construction in progress and completed, from exposure, foul weather, other construction operations, and similar activities as follows unless otherwise noted:

1. Install tarpaulins securely, with incombustible wood framing and other materials. Close openings of 25 sq. ft. (2.3 sq. m) or less with plywood of similar materials.
2. Close openings through floor decks and horizontal surfaces with load-bearing, wood-framed construction.
3. Where temporary wood or plywood enclosure exceeds 100 sq. ft. (9.2 sq. m) in area, use UL-labeled, fire-retardant treated material for framing and main sheathing.
4. Generally, temporary closures for specific openings for a Prime Contractor to perform their work openings are the responsibility of Contractor creating the opening and shall be installed to protect building from exterior elements.

5. Temporary partitions shall be installed at all openings where additions connect to existing buildings, and where required to protect areas, spaces, property, personnel, students, and faculty; to separate and control dust, debris, noise, access, sight, fire areas, safety and security and to separate phased construction areas per the phasing plan. Temporary partitions shall be installed and maintained. Construction material and methods to suit need as determined by Construction Manager.
6. Temporary Lifts and Hoists: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

H. Temporary Signs: Prepare signs to provide directional information to construction personnel and visitors as follows (per site): The General Construction Work Contractor shall furnish and install construction signage as required:

a. Engage an experienced sign painter to apply graphics. Comply with details indicated.
b. For construction traffic control/flow at entrances/exits, as designated by the Owner (3 required)
c. To direct visitors (2 required)
d. For construction parking (2 required)
e. To direct deliveries (2 required)
f. For warning signs as required
g. Per OSHA standards as necessary
h. For trailer identification
i. Temporary exit signs

I. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg F (27 deg C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material lawfully.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Operations of the Contractor may not block, hinder, impede, or otherwise inhibit the safe and expeditious exiting of the building's occupants during an emergency.

B. In the event of an emergency, (designated by the sounding of the fire alarm system) all construction activities must immediately cease. Contractor's work force will evacuate themselves from work areas and remain outside of work areas until the "all clear" is given. No work operations will be tolerated during the evacuation of the building or during an emergency.

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, or longer, as requested by the Architect.

D. Temporary Fire Protection: General Work Contractor shall provide, until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10, "Standard for Portable Fire Extinguishers," and NFPA 241, "Standard for Safeguarding Construction, Alterations, and Demolition Operations."

1. Locate fire extinguishers where convenient and effective for their intended purpose, but 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 fire-protection facilities, stairways, and other access routes for fighting fires. Prohibit smoking in hazardous fire-exposure areas.
4. Provide supervision of welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
5. Permanent Fire Protection: At the earliest feasible date in each area of the Project, complete installation of the permanent fire-protection facility, including connected services, and place into operation and use. Instruct key personnel on use of facilities.

E. Fall Protection:

1. The Roofing Work Contractor shall provide temporary cable top & mid railings per OSHA regulations around mechanical floor openings. Most of the exterior can be done by running cables from column to column, but some areas may require you to install posts as well. Include toe boards around perimeter and openings where required. The Prime Contractor must provide his own means for providing OSHA approved fall protection for his work persons. Temporary railings removed by a Prime Contractor for some reason other than constructing the permanent wall, must be immediately replaced by that Prime Contractor.
2. The Roofing Work Contractor shall rope off all roof openings in an OSHA approved manner. Include fluorescent ribbons or flags to accent the ropes

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 the public of the hazard being protected against. Where appropriate and needed, provide lighting, including flashing red or amber lights.

G. Enclosure Fence: The General Construction Work Contractor shall before, excavation begins, install an enclosure fence with lockable entrance gates. Locate where indicated, or enclose the entire site or the portion determined sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs, and other animals from easily entering the site, except by the entrance gates.

1. Provide open-mesh, 8-foot high chainlink fencing with posts at 8-feet on center, set in a compacted mixture of gravel and earth. Snow fence shall not be used to protect pedestrians from the work space
2. Provide min. 3 double swing access gates and man gates. Each gate is to have a chain and padlock.
3.
    a. Provide (2) keys for each lock to the Construction Manager.

4. Remove fence upon completion of all exterior activities or sooner if directed by Architect.

H. Security Enclosure and Lockup: General Construction Work Contractor shall install substantial temporary enclosure of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism, theft and similar violations of security.

1. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.

I. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result. Avoid using tools and equipment that produce harmful noise. Restrict use of noise-making tools and equipment to hours that will minimize complaints from persons or firms near the site.

3.5 OPERATION, TERMINATION, AND REMOVAL

A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.

B. Maintenance: Maintain facilities and good operating condition until removal. Protect from damage 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. Protection: Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.

C. Termination and Removal: Unless the Construction Manager requests that it be maintained longer, remove each temporary facility when the need has ended, when 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 the 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 each prime contractor. The Owner reserves the right to take possession of project identification signs.
2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil in the area. 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 the temporary entrances, as required by the governing authority.
3. At Substantial Completion, clean and renovate permanent facilities used during the construction period including, but not limited to, the following:

    a. Replace air filters and clean inside of ductwork and housings.
    b. Replace significantly worn parts and parts subject to unusual operating conditions.
    c. Replace lamps burned out or noticeably dimmed by hours of use.

END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for 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 01 Section "Allowances" for products selected under an allowance.
2. Division 01 Section "Alternates" for products selected under an alternate.
3. Division 01 Section "Submittal Procedures" for products review and substitutions.
4. Division 01 Section "References" for applicable industry standards for products specified.
5. Division 01 Section "Closeout Procedures" for submitting warranties for Contract closeout.
6. Divisions 02 through 33 Sections for specific requirements for warranties on products and installations specified to be warranted.

1.3 DEFINITIONS

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 and "Or Equivalent": 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 are equivalent or exceed those of specified product. To be considered acceptable by Architect they shall perform the functions imposed by the general design and meet the standards of named items and are submitted as herein indicated.

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.

1.4 SUBMITTALS

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: Before Execution of the Agreement, submit 4 copies of initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.
    a. Furnish within 3 calendar days following the bid opening.

b. 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 ten (10) calendar days after the openings of the bid, submit four (4) 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 fifteen (15) calendar 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 to comply with the Contract Documents.

B. Substitution Requests: After Execution of Agreement: Submit substitution requests no later than within thirty (30) calendar days. Request received later, may be considered or rejected at the discretion of Architect and shall be submitted as follows. Submit four copies of each request for consideration to the Architect. 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 CSArch standard form included in the Project Manual.
2. Identify specification Section including the date of request and all Prime Contracts involved.
3. Identify the product, or the fabrication or installation method to be replaced in each request.
4. 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 Prime 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. Prime Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
l. Prime 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.

5. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven (7) days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within fifteen (15) days of receipt of request, or seven (7) days of receipt of additional information or documentation, whichever is later.
   a. Form of Acceptance: Change in Condition (CIC).
   b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.

C. Comparable Product 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. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within fifteen (15) days of receipt of request, or seven (7) days of receipt of additional information or documentation, whichever is later.
   a. Form of Approval: As specified in Division 01 Section "Submittal Procedures."
   b. Use product specified if Architect cannot make a decision on use of a comparable product request within time allocated.

D. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.

E. Processing Time: Time for review shall commence on Architect's receipt of request. Allow enough time for request review, including time for evaluation of requested additional information or documentation, as follows:

1. Initial Review: Allow ten (10) working days minimum, for initial review of each request. Allow additional time if processing must be delayed to permit coordination of concurrent review.
    a. Architect will request of Prime Contractor additional information or documentation for evaluation within five (5) working days of receipt of a request for Initial Review.
2. Concurrent Review: Where concurrent review of requests by Architect's consultants, Owner or other Parties is required, allow fifteen (15) working days minimum for Initial Review of each request.
    a. Architect will advise Prime Contractor when a request being processed must be delayed for concurrent review.
    b. Architect will request of Prime Contractor additional for evaluation within seven (7) working days of a request requiring Concurrent Review.
3. Architect will notify Prime Contractor of acceptance or rejection of proposed substitution within fifteen (15) working days minimum of receipt of additional information or documentation, whichever is later.
4. Use product specified if Architect cannot make a decision on use of a requested substitution within time indicated.
5. Form of Acceptance: Change Order.
    a. Follow Division 1 Section "Contract Modification Procedures" for handling and processing Change Order.

1.5 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 Prime Contractor is responsible for providing products and construction methods compatible with products and construction methods of other Prime Contractors.
2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.
    a. Coordinate with other Prime Contractor's compatible product issues at Project's progress meetings.

1.6 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.

B. Delivery and Handling:

1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
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.

C. Storage:

1. Store products to allow for inspection and measurement of quantity or counting of units.
2. Store materials in a manner that will not endanger Project structure.
3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
4. Store cementitious products and materials on elevated platforms.
5. Store foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
7. Protect stored products from damage and liquids from freezing.
8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.7 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.

1. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. 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.

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: When specified forms are included with the Specifications, prepare a written document using appropriate form properly executed.
3. Refer to Divisions 02 through 49 Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

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.
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

Part 2 "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Available Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
2. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or an unnamed manufacturer, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
3. Product Options: Where Specifications indicate that sizes, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide the specified product or system. Comply with provisions in Part 2 "Product Substitutions" Article for consideration of an unnamed product or system.
4. Basis-of-Design Product: Where Specifications name a product and include a list of manufacturers, provide the specified product or a comparable product by one of the other named or un-named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product by the other named manufacturers.
5. Visual Matching Specification: Where Specifications require matching an established Sample, select a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
    a. If no product available within specified category matches and complies with other specified requirements, comply with provisions in Part 2 "Product Substitutions" Article for proposal of product.
6. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product 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, density, 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, density, or texture from manufacturer's product line that includes both standard and premium items.

c. Custom: Where Specifications include the phrase "Custom colors, patterns, textures" or similar phrase, Architect will direct color, pattern, density, or texture that is not necessarily available from the manufactures standard product line.

2.2 PRODUCT SUBSTITUTIONS

A. Timing: Architect will consider requests for substitution if received within 30 days after the Notice of Award. 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 Prime 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 by Prime Contractor.
9. Requested substitution provides specified warranty.
10. If requested substitution involves more than one Prime 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 Prime Contractors involved.
11. The request is directly related to “or an approved substitution” clause or similar language in the Contract Documents.
12. The equipment or material must fit the space available for it in the building. No item will be considered if alteration of building structure or space is made necessary by a substitution request.

13. If a substitution of material or any equipment item is accepted, the Prime Contractor is required to make all necessary corrections to details, clearances, etc., add to, furnish and install all additional materials or items required by the substitution, as determined by the Architect, at no additional cost to the Owner.

C. In making request for substitution, Prime Contractor represents:

1. That the Prime Contractor has personally investigated the proposed substitute product and determined that it is equivalent to or superior in all respects to the specified product;
2. That the Contractor will provide the same warranty for the substitution that is required for the specified product;
3. Certifies that the substitution will not result in a cost disadvantage to the Owner; that all cost data presented is complete and that the Prime Contractor waives all claims for additional costs related to the substitution which subsequently may become apparent; and
4. Will coordinate the installation of the substitution, if accepted, making such changes as may be required to make the Work complete in all respects.
5. Prime Contractor requesting substitution shall bear additional costs to all parties due to substitution including Architect redesigns and costs; associated but under separate contract.

D. Prime Contractor's submittal and Architect's acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents, does not constitute an acceptable or valid request for substitution, nor does it constitute approval.

2.3 COMPARABLE PRODUCTS

A. Conditions: Architect will consider Contractor's request for comparable product 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. 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 016000

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SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

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 and protection during construction.
6. Starting and adjusting.
7. Protection of installed construction.
8. Correction of the Work.

B. Related Sections include the following:

1. Division 01 Section "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.
2. Division 01 Section "Submittal Procedures" for submitting surveys.
3. Division 01 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 01 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.

1.3 SUBMITTALS

A. Qualification Data: For land surveyor.

B. Certificates: Submit certificate signed by land surveyor certifying that location and elevation of improvements comply with requirements.

C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

1.4 QUALITY ASSURANCE

A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.

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 PREPARATION

A. Existing Utility Information: Furnish information to local utility and/or 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. 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.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

D. 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 for information (RFI) on standard form included in this Project Manual.

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 and Construction Site Representative promptly.

B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.

1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
3. Inform installers of lines and levels to which they must comply.
4. Check the location, level and plumb, of every major element as the Work progresses.
5. Notify Architect and Construction Site Representative when deviations from required lines and levels exceed allowable tolerances.
6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and invert elevations.

D. 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.

E. 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 and Construction Site Representative.

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 and Construction Site Representative. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect and Construction Site Representative 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.

D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and site work.

E. Final Property Survey: Prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by [land surveyor] [professional engineer], that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.

1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.
2. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

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 Insert dimension 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. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

G. 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.
3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

H. 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.

I. Hazardous Materials.

J. 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. Pre-installation Conferences: Include Owner's construction forces at pre-installation conferences covering portions of the Work that are to receive Owner's work. Attend pre-installation conferences conducted by Owner's construction forces if portions of the Work depend on Owner's construction.

3.7 PROGRESS CLEANING AND PROTECTION DURING CONSTRUCTION

A. General: Each Subcontractor shall 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 among Subcontractor's employees. This includes sweeping floors clean as may be deemed necessary by Construction Site Representative. Dispose of material 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: Each Prime Contractor shall 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 and when directed by Construction Site Representative.

D. Installed Work: Prime Contractor shall keep all installed work clean for subcontractors retained who are no longer required to be present on site. 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.

1. Provide cleaning products compliant with VOC requirements.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

G. 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.

H. 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.

I. 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.

J. 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.

K. Each day Prime Contractor shall affect the following:

1. Areas of intense activity, such as cutting and sawing must be swept clean and reorganized at the end of each day.
2. Areas of moderate activity such as installation of plumbing, ductwork, electrical work must be returned to good order at the end of each day.
3. Debris below scaffolds (and shoring/reshoring) must at all times, be kept sufficiently consolidated to keep walkways free of tripping hazards. These work areas must also be swept clean immediately upon removal of scaffolds.
4. All swept up debris, waste materials, and packing must be removed and placed in the dumpster by noon of the following workday.
5. All stored materials must be kept in good order.
6. As portions of the work are completed, all used and excess materials must be removed promptly.
7. Daily clean-up and good housekeeping is the responsibility of each Prime Contractor individually and will be monitored by the Construction Site Representative.
8. Prime Contractors and their retained subcontractors, Installers or manufacturers shall promptly comply with requests of Construction Site Representative to organize scattered materials.

L. Vacuum clean interior building areas when ready to receive finish painting, and continue vacuum cleaning on an as-needed basis or as directed by Construction Site Representative until building is ready for Substantial Completion or occupancy.

M. Schedule cleaning operations so that dust and other contaminants resulting from cleaning process will not fall on wet, newly painted surfaces.

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 01 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.

C. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.

D. Clean and provide maintenance on completed construction as frequently as necessary or as requested by Construction Site Representative, through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.

E. Limiting Exposure: Each Prime Contractor to supervise construction operations to assure that no part of the construction, complete or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:

1. Excessive static or dynamic loading.
2. Excessive internal or external pressures.
3. Excessive high or low temperatures.
4. Thermal shock.
5. Excessive high or low humidity.
6. Air contamination or pollution.
7. Ice or water.
8. Solvents or chemicals.

9. Light.
10. Radiation.
11. Puncture.
12. Abrasion.
13. Heavy traffic.
14. Soiling, staining and corrosion.
15. Bacteria.
16. Rodent and insect infestation.
17. Combustion.
18. Electrical current.
19. High-speed operation.
20. Improper lubrication.
21. Unusual wear or misuse.
22. Contact between incompatible materials.
23. Destructive testing.
24. Misalignment.
25. Excessive weathering.
26. Unprotected storage.
27. Improper shipping and handling.
28. Vandalism or theft.

F. Each Prime Contractor for its Work shall provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.

G. 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 01 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 017300

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SECTION 017329 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes procedural requirements for cutting and patching.

B. Related Sections include the following:

1. Division 01 Section "Multiple Contract Summary" for contract responsibilities, use of the building and phasing requirements.
2. Divisions 02 through 33 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
3. Division 07 Section "Penetration Firestopping" for patching fire-rated construction.

C. When demolition leaves a construction surface unfinished, and the documents do not specify a finish, patch the remaining surface to match the existing adjacent surface

1.3 DEFINITIONS

A. Cutting: Removal of in-place 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.

C. Demolition: Removal, Cutting.

1.4 SUBMITTALS

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 In-Place 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. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems 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.

1.5 QUALITY ASSURANCE

1. Maintain existing interior nonstructural elements (interior walls, doors, floor coverings, and ceiling systems) not indicated to be removed; do not cut such existing construction beyond indicated limits.
2. Maintain existing non-shell, nonstructural components (walls, flooring, and ceilings) not indicated to be removed; do not cut such existing construction beyond indicated limits.

B. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.

C. Operational Elements: Do not cut and patch 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. Operating elements include the following:

1. Primary operational systems and equipment.
2. Air or smoke barriers.
3. Fire-suppression systems.
4. Mechanical systems piping and ducts.
5. Control systems.
6. Communication systems.
7. Conveying systems.

8. Electrical wiring systems.

D. Miscellaneous Elements: Do not cut and patch miscellaneous 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. Miscellaneous elements include the following:

1. Water, moisture, or vapor barriers.
2. Membranes and flashings.
3. Exterior curtain-wall construction.
4. Equipment supports.
5. Piping, ductwork, vessels, and equipment.
6. Noise and vibration-control elements and systems.

E. 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.

F. 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.

1.6 WARRANTY

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 MATERIALS

A. General: Comply with requirements specified in other Sections.

B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place 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 in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

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 in-place finishes or primers.
2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Temporary Support: Provide temporary support of Work to be cut.

B. Protection: Protect in-place 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.

D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize and prevent interruption to occupied areas.

3.3 PERFORMANCE

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 in-place 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 in-place 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. 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 31 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.

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.
    a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    b. Restore damaged pipe covering to its original condition.
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 in-place 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.
    b. Where demolition of a wall leaves a remaining perpendicular wall unfinished, restore the wall finish with similar materials blending the finishes into each other flush and seamlessly.
    c. At masonry walls, cut any protruding reinforcing back below the finished surface. Remove enough masonry material to provide finished masonry faces within the existing coursing.

d. At masonry walls cut any protruding reinforcing back below the finished surface. Remove enough masonry material to provide finished masonry faces within the existing coursing.
e. Where demolition of a wall leaves a remaining end of the wall unfinished, restore the wall finish with similar materials blending the finishes into each other flush and seamlessly.
f. Where demolition of a wall leaves a remaining column exposed, provide 18ga. aluminum column enclosure.
g. Where demolition of a wall leaves a remaining perpendicular window system unfinished, provide 18ga. aluminum enclosure at the window and extend the sill material across the void.
h. Where the removal of a wall, equipment and/or furnishing leaves an unfinished condition at the floor, patch the floor and extend the finished floor system across the demolition area.
i. Where the removal of a wall, equipment and/or furnishing leaves an unfinished condition at the ceiling, patch the floor and extend the finished ceiling system across the demolition area.
j. Where the removal of a louver, grill, ductwork, or other construction in a finished space or elsewhere, fill the opening with material that matches the existing adjacent materials and finishes.
k. Where the removal leaves a raised painted edge, remove raised edge and feather paint finish to the extent that the raised painted edge is not detected.

4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials. Insert specific installation requirements if not specified elsewhere. Specific installation requirements are better specified in individual Sections.

END OF SECTION 017329

SECTION 017413 - CLEANING UP

PART 1 – GENERAL

1.1 DESCRIPTION

The Contractor must employ at all times during the progress of his work adequate cleanup measures and safety precautions to prevent injuries to persons or damage to property. The Contractor shall immediately, upon request by the Architect provide adequate material, equipment and labor to cleanup and make safe any and all areas deemed necessary by the Architect.

PART 2 – PRODUCTS (NOT APPLICABLE)

PART 3 – EXECUTION

3.1 DAILY CLEANUP

A. The Contractor shall clean up, at least daily, all refuse, rubbish, scrap and surplus material, debris and unneeded construction equipment resulting from the construction operations and sweep the area. The site of the work and the adjacent areas affected thereby shall at all times present neat, orderly ad workmanlike appearance.

B. Upon written notification by the Architect, the Contractor shall within 24 hours clean up those areas, which in the Architect's opinion, are in violation of this section and the above referenced sections of the specifications.

C. If in the opinion of the Architect, the referenced areas are not satisfactorily cleaned up, all other work on the project shall stop until the cleanup is satisfactory.

3.2 MATERIAL OR DEBRIS IN DRAINAGE FACILITIES

A. Where material or debris has washed or flowed into or has been placed in existing watercourses, ditches, gutters, drains, pipes, structures, such material, or debris shall be entirely removed and satisfactorily disposed of during progress of the work, and the

ditches, channels, drains, pipes, structures, and work shall, upon completion of the work, be left in a clean and neat condition.

3.3 REMOVAL OF TEMPORARY BUILDINGS, STRUCTURES AND EQUIPMENT

A. On or before completion of the work, the Contractor shall, unless otherwise specifically directed or permitted in writing, tear down and remove all temporary buildings and structures built by him; shall remove all temporary works, tools and machinery or other construction equipment furnished by him; shall remove all rubbish from any grounds which he has occupied; shall remove silt fences and hay bales used for trapping sediment; and shall leave the roads and all parts of the property and adjacent property affected by his operations in a neat and satisfactory condition.

3.4 RESTORATION OF DAMAGED PROPERTY

A. The Contractor shall restore or replace, when and as directed, any property damaged by his work, equipment, or employees, to a condition at least equal to that existing immediately prior to the beginning of operations. To this end the Contractor shall do as required all necessary highway or driveway, walk and landscaping work. Materials, equipment, and methods for such restoration shall be as approved by the Architect.

3.5 FINAL CLEANUP

A. Before acceptance by the Owner, the Contractor shall perform a final cleanup to bring the construction site to its original or specified condition. This cleanup shall include removing all trash and debris off of the premises. Before acceptance, the Architect shall approve the condition of the site.

B. Before acceptance by the Owner, the Contractor shall perform a final cleanup to bring the building to a "like new" condition. This cleanup shall include removing all trash and debris from the premises; sweeping and mopping of all floors; washing of all walls, windows and doors; cleaning and polishing of all finish metal surfaces; cleaning of all equipment, utilizing proper solvents for removal of oil and grease; cleaning of dirt and debris out of all mechanical and electrical cabinets; and all other related work required to render the building suitable for use. Before acceptance, the Architect shall approve the condition of the building.

END OF SECTION 017413

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Inspection procedures.
2. Warranties.
3. Final cleaning.

B. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.

C. Multiple Prime Contracts: Each Prime Contract is responsible for warranties related to provided Work

1. Specific requirements for warranties for the Work and products and installation that are specified to be warranted are included in the individual Sections of Divisions 02 through 33.

D. Related Sections include the following:

1. Division 01 Section “Closeout Procedures” for general closeout requirements.
2. Division 01 Section “Operation and Maintenance Data” for copies of warranties included in manuals.

1.3 DEFINITIONS

A. Standard Product Warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the Owner.

B. Special Warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the Owner.

1.4 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following:

1. In Application for Payment that coincides with, or first follows, the date of Substantial Completion is claimed, show 100 percent completion got portion of Work claimed on substantially complete.
    a. Include supporting documentation for completion as indicated and a statement showing accounting of changes to the Contract Sum.
    b. If 100 percent completion cannot be shown, include a list of the value of incomplete Work.
    c. Application shall reflect Certificates of Partial Completion issued previously for Owner occupancy of designated portions of Work.
2. Administrative actions and submittals that shall precede or coincide with this application include, but are not limited to, the following:
    a. 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.
    b. Advise Owner of pending insurance changeover requirements.
    c. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
    d. 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.
    e. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
    f. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
    g. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
    h. Complete startup testing of systems.
    i. Submit test/adjust/balance records.
    j. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
    k. Advise Owner of changeover in heat and other utilities.
    l. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

m. Complete final cleaning requirements, including touchup painting.
n. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
o. Maintenance instructions.
p. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents to be turned over to Owner.
q. 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.
r. Prepare and submit Project Record Documents, operation, and maintenance manuals.
s. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
t. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
u. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
v. Remove surplus materials rubbish and similar elements as directed by Construction Site Representative.

B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Prime Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Prime 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. Architect will prepare and issue a Certificate of Substantial Completion, AIA G704, complete with signatures of Owner and Prime Contractor.

1. Re-inspection: When Architect is required to perform second and additional inspections because of failure of Work to comply with certifications of Prime Contractor, Owner will compensate Architect for additional services and deduct amount paid from Final Payment to Prime Contractor.
2. Results of completed inspection will form the basis of requirements for Final Completion.

C. Should Architect consider that Work is finally complete in accordance with the requirements of the Contract Documents, he shall request Prime Contractor to make Project Closeout submittals.

D. Should Architect consider that Work is not finally complete:

1. Punch list: Architect shall notify Prime Contractor, in writing, stating reasons.
2. Prime Contractor shall take immediate steps to remedy the stated deficiencies and send second written notice to Architect certifying that Work is complete.
3. Architect will re-inspect Work per “Re-inspection” paragraph.

1.5 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and complete operations where required according to Division 01 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 and the punch list has been endorsed and dated by the Prime Contractor.
3. Submit pest-control final inspection report and warranty.
4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training videotapes.
5. Specified warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents in required formats.
6. Insurance certificates for products and completed operation in effect for 12 months from date of final Application for Payment.

B. Request: Submit in writing to Architect listing incomplete items of preliminary procedures.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

C. Evidence of Payments and Release of Liens: Submittals shall be duly executed before delivery to Construction Site Representative.

1. Contractor’s Affidavit of Payment of Debts and Claims: AIA G706.
2. Contractor’s Affidavit of Release of Liens: AIA G706A, with the following:
   a. Consent of Surety to Final Payment: AIA G707.
   b. Prime Contractor’s release of waiver of liens.

c. Separate releases of waivers of liens for subcontractors, suppliers, and others with lien rights against property of Owner, together with list of these parties.

D. Final Adjustment of Accounts: Architect will prepare final Change Order, reflecting approved adjustments to Contract Sum not previously made by Change Orders.

1. Submit final statement of accounting to Architect.
2. Statement shall reflect all adjustments.
   a. Original Contract Sum.
   b. Additional and deductions resulting from:
      1) Previous Change Orders.
      2) Contingency Allowances: Credit unused remaining balance back to Owner by Change Order.
      3) Other Adjustments.
      4) Deductions for Uncorrected Work.
      5) Deductions for Re-inspection Payments.
   c. Total Contract Sum, as adjusted.
   d. Previous Payments.
   e. Sum remaining due.

E. Final Application for Payment: Construction Site Representative shall notify Architect when all required closeout submittals are received and acceptable for Final Payment.

F. Final Certification for Payment: Architect will issue final Certificate in accordance with provisions of General and Supplementary Conditions.

G. 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.

H. Provide copies of each warranty to include in operation and maintenance manuals.

1.6 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Preparation: Submit one copy 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.

1.7 WARRANTIES

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.

1. Submit written warranties to the Architect prior to the date certified for Substantial Completion. If the Architect Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, or a designated portion of the Work, submit written warranties upon request of the Architect.
    a. When a designated portion of the Work is completed and occupied or used by the Owner, by separate agreement with the Prime Contractor during the construction period, submit properly executed warranties to the Architect within fifteen (15) days of completion of that designated portion of the Work.
2. Prepare a written document utilizing the appropriate form, ready for execution by the Prime Contractor, or the Contractor and subcontractor, supplier, or manufacturer.
3. Form of Submittal: At Final Completion compile two (2) copies of each required warranty and bond properly executed by the Prime Contractor, or by the Prime Contractor's, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.
4. Upload/input warranties and bonds into the Project information exchange system per Architect's direction, OR
   Bind warranties and bonds in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2 by 11 inch paper. Consult with Architect in advance.
    a. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the 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 the installer.

b. Identify each binder on the front and the spine with the typed or printed title "WARRANTIES", the Project title or name, and the name of the Contractor.

5. When operating and maintenance manuals are required for warranted construction, provide warranty, for inclusion in that required manual.

B. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

C. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.

D. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Prime Contractor providing Work is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.

E. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, right and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.

1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.

F. The Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

PART 2 - PRODUCTS

2.1 MATERIALS

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 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.

l. 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 in fluorescent and mercury vapor fixtures 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.

END OF SECTION 017700

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SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

1. Operation and maintenance documentation directory.
2. Emergency manuals.
3. Operation manuals for systems, subsystems, and equipment.
4. Maintenance manuals for the care and maintenance of products, materials, and finishes and systems and equipment.

B. Related Sections include the following:

1. Division 01 Section "Multiple Contract Summary" for coordinating operation and maintenance manuals covering the Work of multiple contracts.
2. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
3. Division 01 Section "Closeout Procedures" for submitting operation and maintenance manuals.
4. Division 01 Section "Project Record Documents" for preparing Record Drawings for operation and maintenance manuals.
5. Divisions 02 through 33 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

1.3 DEFINITIONS

A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.

B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 SUBMITTALS

A. Initial Submittal: Submit electronic copy to Architect per requirements of Section "Submittal Procedures" at least fifteen (15) calendar days before requesting inspection for Substantial Completion. Include a complete operation and maintenance directory.

B. Final Submittal: Submit electronic copy and four binders of each manual in final form at least fifteen (15) calendar days before final inspection. Architect will return copy with comments within fifteen (15) calendar days after final inspection.

1.5 COORDINATION

A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

A. Organization: Include a section in the directory for each of the following:

1. List of documents.
2. List of systems.
3. List of equipment.
4. Table of contents.

B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.

C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.

D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.

E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 MANUALS, GENERAL

A. Type: Binders and Electronic

1. Prepare physical manuals for equipment and systems that are operational in nature, or a functional component of the physical plant.
2. Prepare electronic data and maintenance information for non-operational components of the Project.
3. Electronic to be bound as combined PDF.

B. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:

1. Title page.
2. Table of contents.
3. Manual contents.

C. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:

1. Subject matter included in manual.
2. Name and address of Project.
3. Name and address of Owner.
4. Date of submittal.
5. Name, address, and telephone number of Contractor.
6. Name and address of Architect.
7. Cross-reference to related systems in other operation and maintenance manuals.

D. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.

E. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.

1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2 by 11inch paper; with

clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.

a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.

2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
4. Supplementary Text: Prepared on 8-1/2 by 11 inch white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
   a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
   b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.3 EMERGENCY MANUALS

A. Content: Organize manual into a separate section for each of the following:

1. Type of emergency.
2. Emergency instructions.
3. Emergency procedures.

B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:

1. Fire.
2. Flood.
3. Gas leak.
4. Water leak.
5. Power failure.

6. Water outage.
7. System, subsystem, or equipment failure.
8. Chemical release or spill.

C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.

D. Emergency Procedures: Include the following, as applicable:

1. Instructions on stopping.
2. Shutdown instructions for each type of emergency.
3. Operating instructions for conditions outside normal operating limits.
4. Required sequences for electric or electronic systems.
5. Special operating instructions and procedures.

2.4 OPERATION MANUALS

A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:

1. System, subsystem, and equipment descriptions.
2. Performance and design criteria if Contractor is delegated design responsibility.
3. Operating standards.
4. Operating procedures.
5. Operating logs.
6. Wiring diagrams.
7. Control diagrams.
8. Piped system diagrams.
9. Precautions against improper use.
10. License requirements including inspection and renewal dates.

B. Descriptions: Include the following:

1. Product name and model number.
2. Manufacturer's name.
3. Equipment identification with serial number of each component.
4. Equipment function.
5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include the following, as applicable:

1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Instructions on stopping.
6. Normal shutdown instructions.
7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.5 PRODUCT MAINTENANCE MANUAL

A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

B. Source Information: List each product included in manual, identified by product name, and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.

C. Product Information: Include the following, as applicable:

1. Product name and model number.
2. Manufacturer's name.
3. Color, pattern, and texture.
4. Material and chemical composition.
5. Reordering information for specially manufactured products.

D. Maintenance Procedures: Include manufacturer's written recommendations and the following:

1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.

5. Repair instructions.

E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.

B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name, and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.

C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:

1. Standard printed maintenance instructions and bulletins.
2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
3. Identification and nomenclature of parts and components.
4. List of items recommended to be stocked as spare parts.

D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:

1. Test and inspection instructions.
2. Troubleshooting guide.
3. Precautions against improper maintenance.
4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
5. Aligning, adjusting, and checking instructions.
6. Demonstration and training videotape, if available.

E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.

1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.

F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.

G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.

H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.

B. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.

C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.

D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.

1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.

2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.

E. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.

F. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.

1. Do not use original Project Record Documents as part of operation and maintenance manuals.
2. Comply with requirements of newly prepared Record Drawings in Division 01 Section "Project Record Documents."

G. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 017823

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SECTION 017836 - WARRANTIES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies general administrative and procedural requirements for warranties and bonds required by the Contract Documents, including manufacturers' standard warranties on products and special warranties.

1. Refer to the General Conditions for terms of the Contractor's special warranty of workmanship and materials.
2. General closeout requirements are included in Section "Project Closeout."
3. Certifications and other commitments and agreements for continuing services to Owner are specified elsewhere in the Contract Documents.

B. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.

C. Multiple Prime Contracts: Each Prime Contract is responsible for warranties related to provided Work:

1. Specific requirements for warranties for the Work and products and installation that are specified to be warranted are included in the individual Sections of Divisions 02, 03, 04, 05, 06, 07, 08, 09, 10, 14, 23, 26, 31, 32, and 33.

1.3 DEFINITIONS

A. Standard Product Warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the Owner.

B. Special Warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the Owner.

1.4 WARRANTY REQUIREMENTS

A. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

B. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding; reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.

C. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Prime Contractor providing Work is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.

D. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, right and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.

1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.

E. The Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

1.5 SUBMITTALS

A. Submit written warranties to the Architect prior to the date certified for Substantial Completion. If the Architect Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, or a designated portion of the Work, submit written warranties upon request of the Architect.

1. When a designated portion of the Work is completed and occupied or used by the Owner, by separate agreement with the Prime Contractor during the construction period, submit properly executed warranties to the Architect within 15 days of completion of that designated portion of the Work.

B. Prepare a written document utilizing the appropriate form, ready for execution by the Prime Contractor, or the Contractor and subcontractor, supplier, or manufacturer.

C. Form of Submittal: At Final Completion compile two copies of each required warranty and bond properly executed by the Prime Contractor, or by the Prime Contractor's, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.

D. Bind warranties and bonds in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2 by 11 inch paper.

1. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a type description of the product or installation, including the name of the product, and the name, address and telephone number of the installer.
2. Identify each binder on the front and the spine with the typed or printed title "WARRANTIES", the Project title or name, and the name of the Contractor.

E. When operating and maintenance manuals are required for warranted construction, provide warranty, for inclusion in that required manual.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION 017836

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SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.

1.3 SUBMITTALS

A. Record Drawings and Specifications: Comply with the following:

1. Number of Copies: Administer one (1) set of marked-up Record Documents.

B. Record Product Data: Submit one (1) copy of each Product Data submittal.

1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in manual instead of submittal as Record Product Data.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

A. General: Do not use Project Record Documents for construction purposes. Project Record Documents shall be available for reference, use, and maintenance during normal working hours.

B. Record Drawings: Maintain one (1) set of black-line white prints of the Construction Drawings and Shop Drawings.

1. Preparation: Mark Record Drawings to show the actual installation where installation varies from that originally shown. Require individual or entity who

obtained record data, whether individual or entity is installer, subcontractor, or similar entity, to prepare the marked-up Record Drawings.

2. Prior to submitting final Application for Payment, Prime Contractor shall confirm that all changes and deviations have been recorded on the drawings and indicate such by adding signature and date to each drawing and/or log as required by Construction Site Representative.
    a. Include as submission, revised shop drawings which reflect any change or deviation in the installed Work.
    b. Deliver to Architect in written form, verification by way of the Construction Site Representative's signature, that complete Record Drawings and record shop drawings have been administered prior to Application for Final Payment.
3. Mark Record Drawings 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 Drawings.
    a. Give attention to information on concealed elements that cannot be readily identified and recorded later.
    b. Accurately record information in an understandable drawing technique. Provide felt marking pen for marks conforming to following color code:
        1) General Construction & Civil: Red
        2) HVAC: Green
        3) Electrical: Purple
        4) Plumbing: Blue
        5) Other Notations: Red
    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.
4. Content: Types of items requiring marking include, but are not limited to, the following:
    a. Dimensional changes to Drawings.
    b. Revisions to details shown on Drawings.
    c. Depths of foundations below first floor.
    d. Locations and depths of underground utilities.
    e. Revisions to routing of piping and conduits.
    f. Revisions to electrical circuitry.
    g. Actual equipment locations.
    h. Duct size and routing.
    i. Locations of concealed internal utilities.
    j. Changes made by Change Order or Construction Change Directive.
    k. Changes made following Architect's written orders.
    l. Details not on the original Contract Drawings.

m. Field records for variable and concealed conditions.
n. Record information on the Work that is shown only schematically.
o. Label each document “Project Record” in two-inch printed letters.

5. Mark important additional information that was either shown schematically or omitted from original Drawings.
6. Note Construction Change Directive numbers, Alternate numbers, Change in Condition numbers, RFI’s and similar identification, where applicable.

2.2 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

1. Give 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. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
5. Note related Change Orders, Record Product Data, and Record Drawings where applicable.

2.3 RECORD PRODUCT DATA

A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.

1. Give 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 Specifications, and Record Drawings where applicable.

2.4 MISCELLANEOUS RECORD SUBMITTALS

A. 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.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.

1. Update Record Documents no less than once per month, as a requirement of the Contract. Construction Site Representative shall delay review of Applications for Payment (pencil copies) until the appropriate information is documented.

B. Maintenance of Record Documents and Samples: Stored Record Documents and Samples shall be maintained in the Construction Site Representative's field office apart from the Construction Documents used for construction.

1. Access shall be provided to Project Record Documents for Prime Contractor's reference during normal working hours.

END OF SECTION 017839

SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:

1. Demonstration of operation of systems, subsystems, and equipment.
2. Training in operation and maintenance of systems, subsystems, and equipment.
3. Demonstration and training DVD.

1.3 SUBMITTALS

A. Instruction Program: Submit four copies of outline of instructional program for demonstration and training, including a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.

1. At completion of training, submit four complete training manual(s) for Owner's use.

B. Qualification Data: For instructor.

C. Attendance Record: For each training module, submit list of participants and length of instruction time.

D. Demonstration and Training Videotapes: Submit four copies within seven days of end of each training module.

1. Identification: On each copy, provide an applied label with the following information:
   a. Name of Project.
   b. Name of Architect.
   c. Name of Contractor.
   d. Date videotape was recorded.

e. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.

2. Transcript: Prepared on 8-1/2 by 11inch paper, punched and bound in heavy-duty, 3-ring, vinyl-covered binders. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding videotape. Include name of Project and date of videotape on each page.

1.4 QUALITY ASSURANCE

A. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.

B. Pre-instruction Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:

1. Inspect and discuss locations and other facilities required for instruction.
2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
3. Review required content of instruction.
4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.5 COORDINATION

A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations.

B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.

C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

A. 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, and as follows:

1. Equipment, including food service equipment and residential appliances.
2. Fire-protection systems, including fire alarm and fire-extinguishing systems.
3. Intrusion detection systems.
4. Conveying systems, including elevators and wheelchair lifts.
5. Heat generation, including boilers feedwater equipment, pumps, and water distribution piping.
6. Refrigeration systems, including condensers, pumps, and distribution piping.
7. HVAC systems, including air-handling equipment, air distribution systems and terminal equipment and devices.
8. HVAC instrumentation and controls.
9. Electrical service and distribution, including transformers, switchboards, panelboards, and motor controls.
10. Packaged engine generators, including transfer switches.
11. Lighting equipment and controls.
12. Communication systems, including intercommunication, surveillance, clocks and programming, voice and data and television equipment.

B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following:

1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
    a. System, subsystem, and equipment descriptions.
    b. Performance and design criteria if Contractor is delegated design responsibility.
    c. Operating standards.
    d. Regulatory requirements.
    e. Equipment function.
    f. Operating characteristics.
    g. Limiting conditions.
    h. Performance curves.
2. Documentation: Review the following items in detail:
    a. Emergency manuals.
    b. Operations manuals.

c. Maintenance manuals.
d. Project Record Documents.
e. Identification systems.
f. Warranties and bonds.
g. Maintenance service agreements and similar continuing commitments.

3. Emergencies: Include the following, as applicable:
   a. Instructions on meaning of warnings, trouble indications, and error messages.
   b. Instructions on stopping.
   c. Shutdown instructions for each type of emergency.
   d. Operating instructions for conditions outside of normal operating limits.
   e. Sequences for electric or electronic systems.
   f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
   a. Startup procedures.
   b. Equipment or system break-in procedures.
   c. Routine and normal operating instructions.
   d. Regulation and control procedures.
   e. Control sequences.
   f. Safety procedures.
   g. Instructions on stopping.
   h. Normal shutdown instructions.
   i. Operating procedures for emergencies.
   j. Operating procedures for system, subsystem, or equipment failure.
   k. Seasonal and weekend operating instructions.
   l. Required sequences for electric or electronic systems.
   m. Special operating instructions and procedures.
5. Adjustments: Include the following:
   a. Alignments.
   b. Checking adjustments.
   c. Noise and vibration adjustments.
   d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
   a. Diagnostic instructions.
   b. Test and inspection procedures.
7. Maintenance: Include the following:
   a. Inspection procedures.
   b. Types of cleaning agents to be used and methods of cleaning.
   c. List of cleaning agents and methods of cleaning detrimental to product.
   d. Procedures for routine cleaning
   e. Procedures for preventive maintenance.
   f. Procedures for routine maintenance.
   g. Instruction on use of special tools.

8. Repairs: Include the following:
    a. Diagnosis instructions.
    b. Repair instructions.
    c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
    d. Instructions for identifying parts and components.
    e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a combined training manual.

B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.

B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.

1. Owner will furnish Contractor with names and positions of participants.

C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.

1. Schedule training with Owner, through Construction Site Coordinator, with at least seven days' advance notice.

D. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of a written performance-based test.

E. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

3.3 DEMONSTRATION AND TRAINING VIDEOTAPES

A. Video Format: Provide DVD in color.

B. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.

C. Transcript: Provide a typewritten transcript of the narration. Display images and running time captured from videotape opposite the corresponding narration segment.

END OF SECTION 017700