

## SECTION 01 11 00 SUMMARY OF WORK

### PART 1 GENERAL

#### 1.01 SUMMARY

- A. The demolition and removal of the existing kitchen equipment and the removal of materials at the existing terrace which will not be retained in the renovation of the existing terrace and other existing items of the site area that would be part of the new Work all as shown on the Drawings.
- B. Work to be performed is at the existing Old Oaks Country Club situated on the westerly side of Purchase Street, (Route 120) Purchase, NY 10577. Refer to Drawings.
- C. Building as per the GC General Conditions of the Contract.
- D. Provide temporary water, electricity, etc. necessary for the Project in all areas of Work. Clean up after the completion of the Work.
- E. All work to be performed by qualified personnel and all work, as required to be permitted, shall be obtained by each discipline of work.
- F. Provide containers and the removal of all waste, non-retained surplus materials, and rubbish from the site in accordance with the local Authority.
- G. Provide project sign: List title of project, names of Owner, Architect/Engineer, Contractor, and major Subcontractors.
- H. Removal of the existing appurtenances within this property as required during the progress of the new Work.
- I. Provide protection of existing conditions of the areas directly abutting the Work Area.
- J. Install approved type construction site protective Fencing/Barrier securing the entire work area perimeter during the progress of construction.
- K. Provide controlled site entrance(s) for all construction apparatus, materials and construction vehicles.
- L. Contractor use of site and premises. Refer to Paragraph 1.05 of this Section.
- M. Owner occupancy. Refer to Paragraph 1.06 of this Section.
- N. Referenced Standards. Refer to Paragraph 1.07 of this Section.

#### 1.02 WORK BY OWNER

- A. Items Furnished by Owner For Final Connection by Contractor:
  - 1. Only as indicated and agreed in the GC General Conditions of the Contract for Construction and as indicated on the Drawings.

#### 1.03 OWNER'S RESPONSIBILITIES

- A. Submit claims for transportation damage and replace damaged, defective, or deficient items and all other items as per the Contract. Contractor or whomever ordered an item shall have responsibility for it until it is installed.

#### 1.04 CONTRACTOR'S RESPONSIBILITIES

- A. Review Owner/Architect reviewed shop drawings, product data, and samples.
- B. Receive and unload products at site; inspect for completeness or damage, jointly with Owner.
- C. Handle, store, install and finish products.
- D. Repair or replace items damaged after receipt.
- E. Arrange for manufacturers' warranties, start-up, inspections and service.
- F. Contractor to have provisions for the removal of all waste, non-returnable surplus materials and refuge from the site in accordance with the Purchase NY Building Code.
- G. All work to be performed by qualified personnel and all work are required to be permitted, shall be by each discipline of work.

#### 1.05 CONTRACTOR USE OF SITE AND PREMISES

- A. Access to Site and Construction Operations: Limited to the Contract Limit Line as indicated on the Contract Drawings.
- B. Emergency Building Exits During Construction: Provide in accordance with requirements of the Purchase Building Code and Rules and Regulations.
- C. The General Contractor shall provide all materials, labor and equipment necessary to construct the indicated renovation as indicated on a certain set of drawings and these specifications entitled Old Oaks Country Club, 3100 Purchase Street, Purchase, New York 10577.
- D. Utility Outages and Shutdown: Only as prior approved by the Owner.

#### 1.06 OWNER OCCUPANCY

- A. The Owner intends to occupy the premises as agreed to in the Contract for Construction.

#### 1.07 REFERENCED STANDARDS

- A. Unless otherwise specified all references to any standards, codes, manuals or statutory regulations in these specifications or on any contract documents that are a part of these specifications, but not included herein, shall be the latest edition of said document, including all attachments and revisions, in effect as of the date of this General Construction Agreement.
- B. Owner referenced above and throughout this specification shall mean: Old Oaks Country Club, 3100 Purchase Street, Purchase, New York 10577.

### PART 2 PRODUCTS

Not Used

### PART 3 EXECUTION

Not Used

**\*\* END OF SECTION \*\***

**SECTION 01 20 00  
PRICE AND PAYMENT PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedures for preparation and submittal of Applications for Payment.
- B. Submittals.
- C. Documentation of change in Contract Sum/Price and Contract Time.
- D. Change procedures.
- E. Construction Change Directive.
- F. Stipulated Sum change order.
- G. Execution of change orders.
- H. Correlation of Contractor submittals.

**1.02 RELATED SECTIONS**

- A. GC General Conditions of the Contract: Contract Sum/Price amounts of Progress Payments and Retainages, time schedule for submittals.
- B. GC General Conditions of the Contract: Progress Payments and Final Payment.
- C. Section 01 30 00 – Administrative Requirements: Submittals procedures.
- D. Section 01 70 00 – Execution and Closeout Requirements: Final Payment Procedure.

**1.03 PAYMENT APPLICATION FORMAT**

- A. AIA G702 Application and Certificate for Payment including continuation sheets AIA G703.
- B. For each item, provide a column for listing: Item Number; Description of work; Scheduled Value, Previous Applications: Work in Place and Stored Materials under this Application: Authorized Change Orders; Total Completed and Stored to Date of Application; Percentage of Completion; Balance to Finish; and Retainage.
- C. Advanced copy: Provide advanced "pencil" copy of payment application 1-week prior to submission of application for record.

**1.04 SUBMITTALS**

- A. Submit name of the individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. Change Order Forms: AIA G701 or AIA G701/CM Change Order.

**1.05 PREPARATION OF PAYMENT APPLICATION(S)**

Old Oaks Country Club  
3100 Purchase St., Purchase, NY 10577

- A. Present required information in typewritten form or on electronic media printout.
- B. Execute certification by signature of authorized officer.
- C. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- D. List each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of Work.
- E. Prepare Application for Final Payment as specified in Section 01 70 00.

#### 1.06 PAYMENT APPLICATION SUBMITTAL PROCEDURES

- A. Submit three (3) copies of each Application for Payment.
- B. Submit an updated construction schedule with each Application for Payment.
- C. Payment Period: Submit at intervals stipulated in the GC General Conditions of the Contract.
- D. Submit under transmittal letter specified in Section 01 30 00.
- E. Submit Mechanics Lien Waivers: With each application for payment submit waivers of mechanic liens from sub-contractors and sub-subcontractors and suppliers for the construction period covered by the previous applications.
  - 1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
  - 2. When an application indicates completion of an item submit final or full waivers.
  - 3. The Owner reserves the right to designate which entities involved in the Work must submit waivers.
  - 4. Submit final application for payment with or proceeded by waivers from every entity involved with performance of the Work covered by all accumulative applications that could lawfully be entitled to a lien.
  - 5. Waiver Forms: Submit waivers of lien on forms and executed in a manner that is consistent with construction industry standards and is acceptable to the Owner/Architect. The waiver format is included in the GC General Conditions.
- F. The GC Waiver for the construction period to be covered by the current application.

#### 1.07 SUBSTANTIATING DATA

- A. When either Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question.
- B. Provide one copy of data with cover letter for each copy of submittal. Show Application number and date, and line item by number and description.

#### 1.08 CHANGE PROCEDURES

- A. The Architect will advise on minor changes in the Work not involving an adjustment to Contract Sum or Contract Time as authorized by the GC General Conditions of the Contract and the AIA A201, latest Edition. All clarifications and supplemental instructions shall be issued, by the Architect, in writing, in the form of a Supplemental Instruction (ASI), a copy of which is provided at the end of this section.

- B. Include cost of Work, time required to complete the Work, procedure(s) affected by the proposed change and other information as requested in the Change Directive. The Architect will advise on changes in the Work which may involve changes to Contract Sum and Contract Time as authorized by the GC General Conditions of the Contract and the AIA A201, latest Edition, Paragraph 7.4. Additional Work, with a detailed description of proposed change(s) and supplementary or revised Drawings/specifications, shall be issued by the Architect, in writing, in the form of a Change Directive (CD), a copy of which is provided at the end of this section. A Change Directive may include:
1. An estimated change in Contract Time for executing the change.
  2. Stipulation(s) of any overtime work to expedite the Work.
  3. Start date and/or specified period of time to complete additional Work. The Architect/Owner may direct General Contractor to begin additional Work Immediately with subsequent Change Order to follow.
  4. General Contractor will prepare and submit a written estimate within Seven (7) days of issuance of any Change Directive. General Contractor's proposal shall include cost of Work, time required to complete the Work, procedure(s) affected by the proposed change and other information as requested in the Change Directive.
- C. The Contractor may propose a change by submitting a request for change to the Architect and the Owner's Representative, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01 60 00. A General Contractor Change Proposal shall be issued in a format acceptable by the Architect and the Owner's Representative and shall be consistent throughout the completion of the Work.
- D. Only the Architect/Owner shall issue a Change Order (CO). Changes in the Work as requested by the Architect/Owner or by the General Contractor, and accepted by the Architect/Owner, shall be accomplished through the issuance of a Change Order (CO), a copy of which is provided at the end of this section. No change in the Work shall begin prior to issuance of a Change Order (CO) except Work requested immediately in a Change Directive. Change Orders shall be accepted and signed by the Architect, Owner and General Contractor. Upon issuance of a signed Change order the Work shall be executed promptly and integrated into the overall Work without interruption.
- E. The General Contractor shall keep and maintain a log of all Requests for Information (RFI) and all Proposed Changes the General Contractor initiates. The log shall indicate date of issuance, subject and time/cost requirements. The Architect/Owner shall be copied on logs when requested.

## 1.09 STIPULATED SUM CHANGE ORDER

- A. Additional Work indicated in Change Orders shall be in the form of a stipulated sum and shall include all costs required for the accomplishment of the Work and all contractual overhead, profit, insurances and other costs as approved by Architect/Owner.

## 1.10 TIME AND MATERIAL CHANGE ORDER

- A. When requested and/or accepted by Architect/Owner Change Orders may be executed on a Time and Material basis. General Contractor to submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract. Supporting data shall include unit costs and labor rates.

## Price and Payment Procedures

- B. Architect/Engineer will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents. The Architect and or Engineer will review the Documents and submit with their comments thereon and then submit to the Owner for the Owner's approval.
- C. Maintain detailed records of work done on Time and Material basis.
- D. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.

**1.11 CORRELATION OF CONTRACTOR SUBMITTALS**

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise schedules to adjust time for other items of work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

**\*\* END OF SECTION \*\***



# Supplemental Instructions 001

To:	Project:	
From:	Project No.:	Date:
C.C.:	In Response To:	
Subject:	Enclosure(s)	

The information included in this Supplemental Instruction is issued in accordance with the Contract Documents as additional instructions to complete the Work, and may be in response to a written Contractor Request For Information (RFI), a verbal, telephone or email information request or as clarification from the Architect/Owner. The following information shall be incorporated into the Work and shall not affect the Contract Sum or the Contract Time. Inclusion of these instructions into the Work shall constitute Contractor agreement that there is no change in Contract Sum or Contract Time.

1.

**END OF Supplemental Instruction 001**





# Project Change Directive 001

To:

Project:

From:

Project  
No.:

Date:

C.C.:

Subject:

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The amendments included in this Change Directive (CD) shall be part of the General Provisions of the Scope of Work and apply to the work requirements of the Construction drawings and/or Specifications. The following amendment(s) applies to the current set of documents entitled "Architectural Construction Drawings – Bid Set" dated 00/00/00. Issue Proposed Change Order only if changes in costs and/or contract time will be incurred. Submit to Owner / Architect in accordance with contract for construction for review and final approval.

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1.

**END OF CHANGE DIRECTIVE 001**

**PARTNERS FOR**

No. **001**

To:

Project:

CC:

Project  
No.: 21-826

Date: 00/00/2021

Subject:

This Change Order supersedes any previously issued Construction Change Directive regarding that same issue, only if executed and agreed upon by all parties listed below. It is not valid until signed by the Architect, Contractor and Owner.

**ARCHITECTURE**

## Change Order

ORIGINAL CONTRACT SUM	\$0.00
NET CHANGE BY PREVIOUSLY AUTHORIZED CHANGE ORDERS	\$0.00
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$0.00
THIS CHANGE ORDER INCREASES THE CONTRACT SUM BY	\$0.00
NEW CONTRACT SUM	\$0.00
CONTRACT TIME CHANGE	0 days
NEW DATE OF SUBSTANTIAL COMPLETION	01/01/2004

<b>ARCHITECT</b>
<i>Firm Name</i> Partners For Architecture, Inc.
<i>Signed by</i>
<i>Signature</i>
<i>Date</i>

<b>CONTRACTOR</b>
<i>Firm Name</i>
<i>Signed by</i>
<i>Signature</i>
<i>Date</i>

<b>OWNER</b>
<i>Name</i>
<i>Signed by</i>
<i>Signature</i>
<i>Date</i>

**CONTRACT CHANGES:**



## SECTION 01 30 00 ADMINISTRATIVE REQUIREMENTS

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Submittal procedures.
- B. Schedule of Values.
- C. Submittals Schedule
- D. Applications For Payment
- E. Construction Progress Schedules
- F. Shop drawings.
- G. Product data.
- H. Samples.
- I. Manufacturers' Instructions.
- J. Manufacturers' Certificates.
- K. Construction Photographs.
- L. Coordination.
- M. Preconstruction Conference.
- N. Site Mobilization Conference
- O. Progress Meetings.
- P. Pre-installation conferences.

#### 1.02 RELATED SECTIONS

- A. Section 01 20 00 – Price and Payment Procedures: Schedule of Values.
- B. Section 01 40 00 - Quality Requirements: Manufacturers' field services and reports.
- C. Section 01 70 00 – Execution and Closeout Requirements: Contract closeout submittals.

#### 1.03 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Architect accepted form.
- B. Sequentially number the transmittal forms. Resubmittals are to have an original number with an alphabetic suffix.

- C. Identify Project, Contractor, Subcontractor or supplier; pertinent Drawing sheet and detail number(s), and specification Section number, as appropriate.
- D. Apply Contractor's stamp, signed or initialed certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and deliver to Architect or Engineer at business address. Coordinate submission(s) of related items.
- F. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- G. Provide space for Contractor and Architect/Designer/Engineer review stamps.
- H. Contractor or Sub-Contractor(s) shall conform to the action required as stated in the review stamp of the Architect. The review stamp shall identify the following actions:
  - 1. Review marked so that fabrication/purchase of item may begin:
    - A. No Exceptions Taken
    - B. Make Corrections Noted
    - C. Reviewed for Record Only
  - 2. Review marked so that fabrication/purchase of item may not begin:
    - D. Revise and Resubmit
    - E. Rejected
    - F. Submit Specified Item
- I. Architect shall return all submittals under cover of sequentially numbered Submittals Review Report marked with the appropriate action as outlined above. (Sample of Submittals Review Report is at the end of this section).
- J. Items reviewed and marked *Revise and Resubmit* or *Rejected* shall be revised with the corrections made by the Architect or Engineer and re-submitted for further review.
- K. Items reviewed and marked *Submit Specified Item* were not reviewed and do not conform to the specified item. Resubmit the item as specified.
- L. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

#### 1.04 SCHEDULE OF VALUES

- A. Submit typed schedule on Contractor's standard form or electronic media printout.
- B. Format: Utilize the Table of Contents of each individual specification from each design discipline. Identify each line item with number and title of the major specification Section.
- C. Include in each line item, the amount of Allowances specified in each individual discipline specification.
- D. Schedule Of Values shall list the following:  
Trade Amounts; Subtotal of Trades; Mark-ups (General Conditions, Overhead and Profit and Insurance); Sub-total of Mark-ups; then Total Construction Cost.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.

#### 1.05 SUBMITTALS SCHEDULE

## Administrative Requirements

- A. Submit schedule indicating sequencing and order of shop drawings, product data and other specified requirements.
- B. Schedule shall indicate proposed dates of submittal delivery and anticipated review period. Coordinate submittal schedule with long-lead item timing. Allow a review period for the Architect/Engineer/Owner of 10 working days.
- C. Submittals received out of sequence may be held until appropriate time for review so as not to adversely affect scheduling of review of long-lead or timing specific items.

## 1.06 APPLICATIONS FOR PAYMENT

- A. Submit under provisions of Section 01 70 00.

## 1.07 CONSTRUCTION PROGRESS SCHEDULES

- A. Contractor to submit initial progress schedule in duplicate within prescribed time indicated in the Owner/Contractor Agreement or as established in Notice to Proceed.
- B. Revise and resubmit as required.
- C. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- D. Submit a computer generated or horizontal bar chart with separate line for each major section of Work or operation, identifying first work day of each week, or Submit computer generated network analysis diagram using the critical path method, generally as outlined in Associated General Contractors of America (AGC) publication "The Use of CPM in Construction A Manual for General Contractors and the Construction Industry".
- E. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- F. Indicate estimated percentage of completion for each item of Work at each submission.
- G. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and under Allowances.

## 1.08 SHOP DRAWINGS

- A. The General Contractor shall have each Sub-Contractor coordinate their respective work with all other Sub-Contractors whose work involves configurations, penetrations and any other work involved with the finished ceilings and other closed or contained areas. All coordinations are to be completed prior to the commencement of any Shop Drawings and fabrications of their respective work.
- B. Contractor to submit Shop Drawings/Samples for all disciplines (Arch/Engr/Other Consultants) in a PDF Digital Format to the Architect.
- C. After review distribute in accordance with Article on Procedures above and for Record Documents described in Section 01 70 00 - Contract Closeout.
- D. All submissions of Shop Drawings shall NOT be submitted in hand written format on sheets of paper. Submissions shall be in the format as per this Paragraph and Paragraph 1.03 of this Section.
- E. Architect and all Consultants shall have 10 business days to review shop drawings.

## 1.09 PRODUCT DATA

- A. Submit the number of copies which Contractor requires, plus One (1) copy which will be retained by Architect and One (1) copy to be retained by the Owner. Include One (1) additional copy to be retained by the Engineer on items involving Mechanical, Electrical, Plumbing, Fire Protection, Lighting and Civil engineering and design. Include One (1) additional copy to be retained by the Interior Designer (as required) on items involving interior furniture, fixtures, finishes and equipment.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.
- C. After review, distribute in accordance with Article on Procedures above and provide copies for Record Documents described in Section 01 70 00 - Contract Closeout.

## 1.10 SAMPLES

- A. Submit physical samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work. Provide 12 inch x 12 inch samples on all paint, coatings and wood.
- B. Submit physical samples of finishes in custom colors as selected, textures, and patterns for Architect's review. For color of items not specified or scheduled in the Construction Documents, submit manufacturer's full line of standard and custom color selection charts, chips, samples for selection with item review.
- C. Include identification on each sample, with full Project information.
- D. Submit the number of physical samples specified in individual specification Sections; one of which will be retained by Architect/Engineer.
- E. Reviewed physical samples which may be used in the Work are indicated in individual specification Sections.

## 1.11 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

## 1.12 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Architect/Engineer for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product must be acceptable to Architect/Engineer.

## 1.13 CONSTRUCTION PHOTOGRAPHS

- A. Each Monthly Requisition Request or at critical stages, shall include, whichever is sooner, hard copies of photographs to Architect/Engineer with the Application for Payment.

- B. Photographs: One print; color, glossy or matte; 8 x 10 inch or electronic image files as acceptable by Architect.
- C. Take photographs from differing directions indicating the relative progress of the Work.
- D. Identify photographs with date, time, orientation and project identification.
- E. ALTERNATE: To provide construction documentation as per state-of-the-art indexing and navigation system with inspection-grade digital photography.
  - 1. Manufacturer: Multivista Construction Documentation located at 130 Business Park Drive, Armonk, New York, NY 10504 (Mr. David Lerner, (914) 358-5636), or equal.

#### 1.14 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify that utility requirement characteristics of operating equipment are compatible with building and site utilities. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Completion and for portions of Work designated for Owners occupancy. Each Contractor/Sub Contractor shall maintain, in a daily fashion a safe working environment, free of debris obstructing any of their work or of other trades working in the immediate area. Work areas are to be free of debris in a daily manner and disposed of in a legal manner. Refer to Section 01 50 50 Construction and Demolition Waste Management.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.
- G. Request For Information (RFI) Procedure: General Contractor shall submit all requests for information in sequentially numbered written format for all sub-contractors and related suppliers in sufficient timely manner to provide Architect/Engineer minimum 3 business days to respond. Architect shall respond to all RFI's under cover of sequentially numbered Architect's Supplemental Instructions (Sample ASI at end of this section).

#### 1.15 PRECONSTRUCTION CONFERENCE

- A. Owner or Architect will schedule a conference after Notice of Award.
- B. Attendance Required: Owner, Architect/Engineer, and Contractor.
- C. Agenda:
  - 1. Execution of Owner - Contractor Agreement.
  - 2. Submission of executed bonds and insurance certificates.
  - 3. Distribution of Contract Documents.



## Administrative Requirements

4. Submission of list of Final Subcontractors, list of products, Schedule of Values, and progress schedule.
5. Designation of personnel representing the parties in Contract, and the Architect/Engineer.
6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures.
7. Scheduling.

## 1.16 SITE MOBILIZATION CONFERENCE

- A. Owner will schedule a conference at the Project site prior to Contractor occupancy.
- B. Attendance Required: Owner, Architect/Engineer, Special Consultants, and Contractor, Contractor's Superintendent, and major Subcontractors.
- C. Agenda:
  1. Use of premises by Owner and Contractor.
  2. Owner's requirements] and occupancy.
  3. Construction facilities and controls provided by Owner.
  4. Temporary utilities provided by Owner.
  5. Survey and building layout.
  6. Security and housekeeping procedures.
  7. Schedules and Logistics Plan.
  8. Procedures for testing.
  9. Procedures for maintaining record documents.
  10. Requirements for start up of equipment.
  11. Inspection and acceptance of equipment put into service during construction period.

## 1.17 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at regular intervals as required by the Work. Schedule weekly meetings at project start and until such time when Bi-weekly (every other week) meetings are mutually agreed to be sufficient.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within three (3) days to Architect, Engineer, Owner, participants, and those affected by decisions made.
- C. Attendance Required: GC Project Manager, GC Superintendent, Owner/Owner's Representative, Architect and as appropriate to agenda topics, Engineer; also Sub Contractors and/or Suppliers as needed.
- D. General Contractor to be responsible for recording meeting minutes and submitting a draft copy to Owner's Representative in advance of next meeting, for review and distribution.
- E. Agenda:
  1. Review minutes of previous meetings.
  2. Review of Work progress.
  3. Field observations, problems, and decisions.
  4. Identification of problems which impede planned progress.
  5. Review of submittals schedule and status of submittals.
  6. Review of off site fabrication and delivery schedules.
  7. Maintenance of progress schedule.
  8. Corrective measures to regain projected schedules.
  9. Planned progress during succeeding work period.
  10. Coordination of projected progress.

11. Maintenance of quality and work standards.
12. Effect of proposed changes on progress schedule and coordination.
13. Other business relating to Work.

#### 1.18 PRE-INSTALLATION CONFERENCES

- A. When required in individual specification Section, convene a pre-installation conference at work site prior to commencing work of the Section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific Section.
- C. Notify Architect or Engineer four (4) days in advance of meeting date.
- D. Prepare agenda, preside at conference, record minutes, and distribute copies within three (3) days after conference to participants, with one copy each to Architect, Engineer and Owner.
- E. Review conditions of installation, preparation and installation procedures, and coordination with related work.

#### PART 2 PRODUCTS

Not Used

#### PART 3 EXECUTION

Not used

**\*\* END OF SECTION \*\***

<b>PARTNERS FOR</b>	<b>ARCHITECTURE</b>
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## SUBMITTALS REVIEW REPORT

No.

To:

Address

:

Project:

Project No.:

Date:

<input type="text"/>	<input type="text"/>
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### We Return Herewith the Enclosed:

<input type="checkbox"/>	Shop Drawings	<input type="checkbox"/>	Product Data	<input type="checkbox"/>	Samples	<input type="checkbox"/>	Warranties
<input type="checkbox"/>	Manufacturer's Instructions	<input type="checkbox"/>	Specifications	<input type="checkbox"/>	Request for Change	<input type="checkbox"/>	Other

Partners For Architecture has reviewed the enclosed material(s) as submitted for compliance to the design intent as indicated in the contract documents. Review is for design compliance only and does not relieve the contractor(s) of their contractual responsibility for all construction coordination, quantities, dimensions and means & methods of construction.

Item Data	Dwg	Sample	Specification Section	Date Received	Submittal Description	Review Comment

### Review Comments:

### CC:

A	No Exceptions Taken	Fabrication May Begin
B	Correct as Noted	

<input type="text"/>	<input type="text"/>
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## Administrative Requirements

C	Reviewed For Record Only	
D	Revise And Resubmit	Fabrication May Not Begin
E	Rejected	
F	Submit Specified Item	

Reviewed By	

## SECTION 01 40 00 QUALITY REQUIREMENTS

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Quality assurance and control of installation.
- B. Architect Field Review
- C. References.
- D. Field samples.
- E. Mock up.
- F. Inspection and testing laboratory services.
- G. Manufacturers' field services and reports.

#### 1.02 RELATED SECTIONS

- A. Section 01 30 00 - Submittals: Submission of Manufacturers' Instructions and Certificates.
- B. Section 01 60 00 – Product Requirements: Requirements for material and product quality.

#### 1.03 QUALITY ASSURANCE/CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply fully with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding with the Work.
- D. Comply with specified standards and/or references in each section, as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons qualified/licensed to produce workmanship of specified quality.
- F. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.
- G. Architect Field Review: At request of the Owner, the Architect, as owner representative will visit the job site for the purpose of determining compliance to contract documentation. Architect shall issue sequentially numbered Project Field Reports for each field visit, a copy of which is provided at the end of this section.
  - 1. General Contractor shall respond, in writing, as requested in Field Report(s) regarding matters requiring explanation not readily available on site.
  - 2. Architect/Engineer may comment on conditions observed in the form of Supplemental Instructions, procedure for which is specified in Section 01 20 00.

## Quality Requirements

3. If conditions are observed that the Architect/Engineer judge to be in non-compliance with the contract documents, a written work stop order may be issued by the Architect, in the form of a letter. Stoppage and correction of non-compliant Work shall be executed in accordance with the Construction Contract and the AIA A201, latest Edition.

## 1.04 REFERENCES

- A. Conform to reference standard by date of issue current at time of final bid.
- B. Obtain copies of standards when required by Contract Documents.
- C. Should specified reference standards conflict with Contract Documents, request clarification for Architect/Engineer before proceeding with the Work.
- D. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

## 1.05 FIELD SAMPLES

- A. Install field samples at site required by individual specifications Sections for review.
- B. Acceptable samples represent a quality level for the Work.
- C. Where field sample is specified in individual Sections to be removed, clear area after field sample is accepted by the Architect/Engineer.

## 1.06 MOCK UP

- A. Tests will be performed under provisions identified in this section.
- B. Assemble and erect specified items, with specified attachment and anchorage devices, flashings, seals, and finishes.
- C. Where mock up is specified in individual Sections to be removed, clear area after mock up has been accepted by Architect/Engineer.

## 1.07 INSPECTION AND TESTING LABORATORY SERVICES

- A. Owner will appoint, employ, pay for services of an independent firm to perform inspection and testing.
- B. The independent firm will perform inspections, tests, and other services specified in individual specification Sections and as required by the Architect/Engineer.
- C. Reports will be submitted by the independent firm to the Architect/Engineer, in duplicate, indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.
- D. Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage and assistance as requested.
  1. Notify Architect/Engineer and independent firm minimum 24 hours prior to expected time for operations requiring services.
  2. Make arrangements with independent firm and pay for additional samples and tests required for Contractor's use.

## Quality Requirements

- E. Retesting required because of non-conformance to specified requirements shall be performed by the same independent firm on instructions by the Architect/Engineer. Payment for retesting will be charged to the Contractor by deducting inspection or testing charges from the Contract Sum.

**1.08 MANUFACTURERS' FIELD SERVICES AND REPORTS**

- A. Submit qualifications of observer to Architect/Engineer minimum 30 days in advance of required observations. Observer subject to approval of Architect/Engineer/Owner.
- B. When specified in individual specification Sections, require material or Product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start up of equipment, test, adjust, and balance of equipment applicable, and to initiate instructions when necessary.
- C. Individuals to report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- D. Submit report in duplicate within 15 days of observation to Architect/Engineer for review.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used.

**\*\* END OF SECTION \*\***

# Project Field Report

**001**

To:  
(Owner)

Project:

From:

Project No.:

Date:

C.C.:

Status:

Conditions:

Remarks:

---

The items listed below represent field observations made in accordance with the provisions of the Agreement between Architect and the Owner and shall not relieve the Owner, Contractor or any of their agents of their responsibility as referenced in the agreement and *AIA A201 General Conditions of the Contract for Construction*. The observations are made to attest conformance to the contract documents and the overall design intent and shall not relieve the contractor of any legal liability.

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1.

**END OF FIELD REPORT 001**



**SECTION 01 50 00  
TEMPORARY FACILITIES AND CONTROLS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Temporary Utilities: Electricity, lighting, heat, ventilation, telephone service, water, and sanitary facilities.
- B. Temporary Controls: Barriers, enclosures and fencing, protection of the Work, protection of adjacent areas, dust control and water control.
- C. Construction Facilities: Access road(s), parking, progress cleaning, project signage and temporary buildings.

**1.02 RELATED SECTIONS**

- A. Section 01 70 00 – Execution and Closeout Requirements: Final cleaning.

**1.03 TEMPORARY ELECTRICITY**

- A. Connect to existing power service.
- B. Provide temporary electric feeder from location as directed.
- C. Provide separate metering and reimburse Owner for cost of energy used. Exercise measures to conserve energy.
- D. Service Characteristics: As directed by Engineer.
- E. Provide power outlets for construction operations, with branch wiring and distribution boxes located as directed by Engineer. Provide flexible power cords as required.
- F. Provide main service disconnect and overcurrent protection at convenient location.
- G. Permanent convenience receptacles may not be utilized during construction.
- H. Provide adequate distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.
  - 1. Provide 20 ampere duplex outlets, single phase circuits for power tools as required for work activity.
  - 2. Provide 20 ampere, single phase branch circuits for lighting as required.

**1.04 TEMPORARY LIGHTING**

- A. Provide and maintain lighting for construction operations to achieve a minimum lighting level of 2 watt/sq ft.
- B. Provide and maintain 1 watt/sq ft lighting to exterior staging and storage areas after dark for security purposes.
- C. Provide and maintain 0.5 watt/sq ft H.I.D. lighting to interior work areas after dark for security purposes.

## Temporary Facilities and Controls

- D. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- E. Maintain lighting and provide routine repairs.
- F. Permanent building lighting may be utilized during construction.

## 1.05 TEMPORARY HEAT

- A. Provide temporary heat devices as required to maintain specified conditions for construction operations. Provide and pay for additional heat devices as required to maintain specified conditions for construction operations.
- B. Provide separate metering and reimburse Owner for cost of energy used. Enclose building prior to activating temporary heat in accordance with Article 1.13 - Exterior Enclosures: in this Section. Exercise measures to conserve energy.
- C. Prior to operation of permanent equipment for temporary heating purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.
- D. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.

## 1.06 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- B. Utilize existing ventilation equipment. Extend and supplement equipment with temporary fan units as required to maintain clean air for construction operations.

## 1.07 TELEPHONE SERVICE

- A. Provide, maintain and pay for telephone service to field office at time of project mobilization.

## 1.08 TEMPORARY WATER SERVICE

- A. Connect to existing water source for construction operations.
- B. Provide separate metering and reimburse Owner for cost of water used. Exercise measures to conserve water.
- C. Extend branch piping with outlets located so water is available by hoses with threaded connections. Provide temporary pipe insulation to prevent freezing.

## 1.09 TEMPORARY SANITARY FACILITIES

- A. Existing facilities shall not be used.
- B. Provide and pay for temporary facilities in locations as directed by Owner.
- C. Maintain facilities in clean manner acceptable by Owner.

## 1.10 BARRIERS

## Temporary Facilities and Controls

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent facilities from damage from construction operations and demolition.
- B. Provide barricades and covered walkways as required by governing authorities for public rights of way and for public access to existing building. Contractor to apply for and obtain permits for any barricades, detours, etc to be installed as required by the Town of Harrison, New York Rules and Regulations and the Building Code.
- C. Provide protection for plant life (if any) designated to remain. Replace damaged plant life.
- D. Protect non-owned vehicular traffic, stored materials, site and structures from damage.

## 1.11 FENCING

- A. Construction: Contractor to provide Commercial grade chain link fence, Solid wood fence, painted or plastic fencing as required to enclose or protect areas as required. Contractor to also apply for and obtain proper permits for any street obstructions, closings, etc.

## 1.12 WATER CONTROL

- A. Maintain site and any excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.

## 1.13 EXTERIOR ENCLOSURES

- A. Provide temporary weather-tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification Sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.
- B. Provide temporary roofing as required to maintain weather-tight enclosure.

## 1.14 INTERIOR ENCLOSURES

- A. As may be requested by the Owner, provide temporary partitions and ceilings as required to separate work areas from Owner occupied areas, to prevent penetration of dust and moisture into Owner occupied areas, and to prevent damage to existing materials and equipment.
- B. Construction: In areas designated by Owner for continual operations - framing and gypsum board sheet materials with closed joints and sealed edges at intersections with existing surfaces and a maximum Flame Spread Rating of 75 in accordance with ASTM E84. At areas designated as closed during construction operations – wood furring framing and polyethylene sheeting.
- C. Enclosures shall be erected and maintained so as to prevent the spread of dust and other construction debris from affecting areas and adjacent finishes not included in the construction contract.

## 1.15 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual specification Sections.

## Temporary Facilities and Controls

- B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to minimize damage.
- C. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- D. Maintain manufacturer's protective coverings and/or coatings on items until punch list or as directed by the Architect.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

## 1.16 SECURITY

- A. Provide security and facilities to protect Work, and existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.
- B. Coordinate with Owner's security program.

## 1.17 ACCESS ROADS

- A. At construction completely remove all ramps, grading, materials and paving and return areas affected to original condition.
- B. Extend and relocate as Work progress requires. Provide detours necessary for unimpeded traffic flow. Contractor to file and obtain proper permits prior to the commencement of the Work.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Provide means of removing mud from vehicle wheels before entering streets.

## 1.18 PARKING

- A. Coordinate with Owner for location(s) of temporary surface parking areas to accommodate construction personnel.
- B. Repair all areas damaged from parking during construction.

## 1.19 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Remove waste materials, debris, and rubbish from site periodically or at a minimum weekly and dispose off site.

## 1.20 PROJECT IDENTIFICATION

- A. Provide project sign of:
  - 1. List title of project, names of Owner, Architect/Engineer, Contractor, and major Subcontractors.
- B. Erect on site at location indicated.
- C. No other signs are allowed without Owner permission except those required by law.

#### 1.21 FIELD OFFICES AND SHEDS

- A. Field Office not within confines of building: Weather-tight, with lighting, electrical outlets, heating, cooling and ventilating equipment, and equipped with sturdy furniture and drawing display table.
- B. Field Office within confines of building: Coordinate with Owner to utilize an unused room/area within the existing facility.
- C. Provide space for project meetings, with table and chairs to accommodate 10 persons.
- D. Coordinate location of offices and sheds with the Owner and as may be required by the Rules and Regulations of the Town of Harrison New York.

#### 1.22 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary above grade or buried utilities, equipment, facilities, materials, prior to Substantial Completion and final punchlist inspection.
- B. Remove underground installations to a minimum depth of 2 feet. Grade, reseed, and replant in kind, site areas affected by this work.
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore permanent facilities used during construction to specified condition.

### PART 2 PRODUCTS

Not Used

### PART 3 EXECUTION

Not Used

**\*\* END OF SECTION \*\***

## SECTION 01 50 50 CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT

### PART 1 GENERAL

#### 1.01 RELATED DOCUMENTS

- A. Contract Drawings, conditions of Contract (including General Conditions, Addendum to the General Conditions, Special Conditions, Division 01 Specification Sections and all other Contract Documents apply to the Work of the Section.)

#### 1.02 REQUIREMENTS OF THIS SECTION

- A. Waste Management Goals
- B. Waste Management Plan
- C. Recycling Reports
- D. Project Meetings
- E. Management Plan Implementation

#### 1.03 WASTE MANAGEMENT GOALS

- A. This project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, inaccurate planning, breakage, mis-handling, contamination or other factors shall be employed.
- B. Of the inevitable waste that is generated, as many of the waste materials as economically feasible, and as stated here, shall be reused, salvaged, or recycled. Waste disposal in landfills shall be minimized.
- C. Opportunities for diversion of Construction and Demolition waste have been identified, and it is the goal of this project to reuse, salvage or recycle a minimum of 80% of each of the materials identified below. The contractor shall include these materials in the Waste Management Plan and provide disposal documentation. Unless otherwise stated, a material category from below may be excluded, with the Architect's approval, if there is no processor within 50 miles, or there will be less than 3 cubic yards of the material generated throughout the duration of the Work. The designated materials are:
  - 1. Land clearing debris, rock and dirt.
  - 2. Concrete.
  - 3. Bricks.
  - 4. Concrete masonry units (CMU).
  - 5. Asphalt.
  - 6. Metals (e.g. banding, stud trim, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized, stainless steel, aluminum, copper, zinc, lead brass, bronze).
  - 7. Cardboard, packaging.
  - 8. Specific reuse items indicated on the Drawings and/or elsewhere in the Specification.
  - 9. Clean dimensional wood.
  - 10. Roofing.
  - 11. Drywall.
  - 12. Carpet and pad.
  - 13. Ceiling tiles.
  - 14. Glass.
- D. All fluorescent lamps, HID lamps and mercury-containing thermostats removed from the site shall be recycled.

- E. Recycling on the job, subject to the Building Department's Commissioner's approval, is encouraged at the site itself, such as the crushing and reuse of removed sound concrete and stone. Include these categories in the Waste Management Plan.

#### 1.04 RELATED SECTIONS

- A. Section 01 00 00 - General Conditions.
- B. Addendum to General Conditions.
- C. Section 01 70 00 – Execution and Closeout Requirements.
- D. Division 23 – Heating, Ventilating And Air Conditioning.
- E. Division 22 – Plumbing.
- F. Division 26 – Electrical.

#### 1.05 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash debris and rubble resulting from construction, remodeling repair and demolition operations. Hazardous materials are not included.
- C. Diversion from Landfill: To remove, or have removed, from the site for recycling, reuse or salvage, material that might otherwise be sent to a landfill. Diversion from Landfill does not include using the material as alternative daily cover at a landfill site, nor does it include burning, incinerating or thermally destroying waste.
- D. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product.
- E. Recycle (recycling): To sort, separate, process, treat or reconstitute solid waste and other discarded materials for the purpose of redirecting such materials into the manufacture of useful products. Recycling does not include burning, incinerating or thermally destroying waste.
- F. Return: To give back reusable items or unused products to vendors.
- G. Reuse: To reuse excess or discarded construction material in some manner on the Project site.
- H. Salvage: To remove a waste material from the Project site for resale or reuse.
- I. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable and reusable material.
- J. Waste Management Plan: A project-related plan for the collection, transportation and disposal of waste generated at the construction site. The purpose of the plan is to ultimately reduce the amount of material becoming landfill.

#### 1.06 REFERENCES, RESOURCES

- A. Contractors are encouraged to seek information from websites and experts in salvage or recycling in order to minimize disposal costs. There are numerous opportunities to sell salvage, or to donate salvage and accrue tax benefits (which would accrue to the contractor); also there are outlets that will pick up, and in some cases, buy recyclable materials. Examples of information resources are as follows:
  - 1. Directory of Construction and Demolition Waste Processors. A list of local recycling processors is available from State of New York Department of Environmental

Construction and Demolition Waste Management Protection. This list is provided for information only and is not necessarily comprehensive; other haulers and markets are acceptable.

2. Web Resources: (Information only; no warranty or endorsement is implied.)  
[www.usgbc.org](http://www.usgbc.org). Site of the United States Green Building Council, with a description of the LEED certification process and requirements for C&D waste recycling  
<http://www.epa.gov/epaoswer/non-hw/debris-new> Site of the U.S. Environmental Protection Agency that discusses construction and demolition waste issues, and links to other resources.

## 1.07 SUBMITTALS

- A. The Contractor for General Construction Work shall be responsible for the development and implementation of a Waste Management Plan for the Project. All Prime Contractors shall assist in the development of that Plan, and collect, sort and deposit their waste and recyclable materials in accordance with the approved Plan.
- B. WASTE MANAGEMENT PLAN. Prior to any waste removal, the Contractor for General Construction Work shall submit to the Owner a Waste Management Plan. The Plan shall contain the following:
  1. Estimate of the total proposed jobsite waste to be generated, including types and quantities.
  2. Proposed alternatives to Landfilling: A list of each material proposed to be salvaged, reused, or recycled during the course of the Project, the proposed destination for each material, and the projected amount (by weight or Cubic Yard)
  3. Materials handling procedures. A description of the means by which any waste materials identified in item (2) above will be protected from contamination, and a description of the means to be employed in recycling the above materials consistent with the requirements for acceptance by recycling processors to be utilized.
  4. List of documentation to be provided in Progress Reports.

## 1.08 RECYCLING REPORTS

- A. The Contractor for General Construction Work shall submit two (2) Waste Management Reports, one at the completion of the Demolition and one at the completion of the Project, each containing the following information:
  1. Project title, name of company completing report, and dates of period covered by the report.
  2. Report on the disposal of all jobsite waste, including:
- B. Recycled materials. For each material, provide the following:
  1. Amount (in tons or cubic yards).
  2. Dates removed from the job site.
  3. Receiving party.
- C. Reused or salvaged materials. For each material, provide the following:
  1. Amount estimated (in tons or cubic yards).
  2. Description of intended or actual use.
- D. Landfilled Material: Provide the following:
  1. Amount (in tons or cubic yards) of material landfilled from the Project.
  2. Dates removed from the jobsite.
  3. Identity of the transfer station or landfill.
  4. Include legible copies of on-site logs, weight tickets and receipts. Receipts shall be from recycling and/or disposal site operators who can legally accept the materials for the purpose of reuse, recycling or disposal. If mixed construction and demolition waste is sorted off-site, provide documentation from the processor



Construction and Demolition Waste Management  
stating the average percentage of mixed Construction and Demolition waste they recycle.

- E. In the event the Contractor for General Construction Work cannot fulfill the diversion rate estimated in the Plan, the Contractor shall notify the Owner as soon as possible. The Contractor must provide documentation showing a good faith effort was made to achieve the diversion rate. Such proof shall include a record of contacts with Construction and Demolition recycling businesses and shall include the following: date and time of contacts; name of business and contact; telephone; and results of contact.

## 1.09 PROJECT MEETINGS

- A. Waste management plans and implementation shall be discussed at the following meetings:
  1. Pre-demolition meeting
  2. Pre-construction meeting
  3. Regular job-site meetings
  4. Contractor toolbox meetings

## PART2PRODUCTS

Not Used

## PART3 EXECUTION

### 3.01 WASTE MANAGEMENT PLAN EXECUTION

- A. The Contractor for General Construction Work shall be responsible for the provision of containers and the removal of all waste, non-returned surplus materials, and rubbish from the site in accordance with the Waste Management Plan. The Contractor for General Construction Work shall oversee and document the results of the Plan. The Prime Contractors shall be responsible for collecting, sorting, and depositing in designated areas, their waste, non-returned surplus materials, and rubbish, as per the Waste Management Plan. Monies received for recycling materials shall remain with the Contractor for General Construction Work. Monies received for salvaged materials shall remain with the Contractor for General Construction Work.
- B. Distribution. The Contractor for General Construction Work shall distribute copies of the Waste Management Plan to each Prime Contractor, Subcontractor, Resident Engineer, Construction Manager and Owner.
- C. Instruction. The Contractor for General Construction Work shall provide on-site instruction of appropriate separation, handling and recycling, salvage and reuse methods to be used by all parties in appropriate stages of the Project.
- D. Separation facilities. The Contractor for General Construction Work shall lay out a specific area(s) to facilitate separation of materials for potential recycling, salvage, reuse and return, in accordance with the approved Waste Management Plan. Each potential material shall be collected and stored to avoid being mixed with other materials. Recycling and waste bin areas are to be kept neat and clean, and clearly marked.

**\*\* END OF SECTION \*\***

## SECTION 01 60 00 PRODUCT REQUIREMENTS

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Products.
- B. Transportation and handling.
- C. Storage and protection.
- D. Product options.
- E. Substitutions.

#### 1.02 RELATED SECTIONS

- A. Section 01 40 00 - Quality Requirements: Product quality monitoring.

#### 1.03 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer, for similar components.

#### 1.04 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

#### 1.05 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection.

## Product Requirements

- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well drained area. Prevent mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

## 1.06 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards and the description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed. Products listed in order of preference.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

## 1.07 SUBSTITUTIONS

- A. Architect and/or Engineer will consider requests for Substitutions only within 15 days after date of Owner/Contractor Agreement.
- B. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that the Contractor:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  - 2. Will provide the same warranty for the Substitution as for the specified product.
  - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional costs or time extension which may subsequently become apparent.
  - 5. Will reimburse Owner for review or redesign services associated with re-approval by authorities.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:
  - 1. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
  - 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence.
  - 3. The Architect/Engineer will notify Contractor, in writing, of decision to accept or reject request.

**PART 2      PRODUCTS**

Not Used

**PART 3      EXECUTION**

Not used

**\*\* END OF SECTION \*\***

## SECTION 01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Cutting and Patching of Work.
- B. Starting Systems.
- C. Demonstration and Instructions.
- D. Testing, Adjusting, and Balancing.
- E. Closeout Procedures.
- F. Final Cleaning.
- G. Project Record Documents.
- H. Spare Parts and Maintenance Materials.
- I. Warranties and Bonds – Preparation, Submittal and Schedule
- J. Operations and Maintenance Data – Manuals, Instructions and Submittals
- K. Extra Stock Materials

#### 1.02 RELATED SECTIONS

- A. Section 01 30 00 - Submittals.
- B. Section 01 40 00 - Quality Requirements: Manufacturers field reports.
- C. Section 01 50 00 - Temporary Facilities and Controls: Progress cleaning.
- D. Section 01 60 00 – Product Requirements.
- E. AIA A201 General Conditions of the Construction Contract: Performance Bond and Labor and Material Payment Bonds, Warranty, and Correction of Work.
- F. Individual Product Specification Sections:
  - 1. Cutting and patching incidental to work of the Section.
  - 2. Advance notification to other Sections of openings required in work of those Sections.
  - 3. Limitations on cutting structural members.

#### 1.03 SUBMITTALS

- A. Submit written request in advance of cutting or alteration which affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.

5. Work of Owner or separate contractor.
- B. Include in request:
  1. Identification of Project.
  2. Location and description of affected work.
  3. Necessity for cutting or alteration.
  4. Description of proposed work, and products to be used.
  5. Alternatives to cutting and patching.
  6. Effect on work of Owner or separate contractor.
  7. Written permission of affected separate contractor.
  8. Date and time work will be executed.

#### 1.04 CUTTING AND PATCHING

- A. Execute cutting, fitting, and patching.
- B. Fit products together, to integrate with other work.
- C. Uncover work to install ill timed work.
- D. Remove and replace defective or non conforming work.
- E. Remove samples of installed work for testing.
- F. Provide openings in the work for penetration of mechanical and electrical work.
- G. Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
- H. Employ original installer to perform cutting and patching for weather exposed and moisture resistant elements, and sight exposed surfaces.
- I. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- J. Restore work with new products in accordance with requirements of Contract Documents.
- K. Fit work scribed to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- L. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated or fire resistive materials and components. - Firestopping, to full thickness of the penetrated element.
- M. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

#### 1.05 STARTING SYSTEMS

- A. Coordinate schedule for start up of various equipment and systems.
- B. Notify Architect, Engineer and Owner seven (7) days prior to start up of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, or other conditions, which may cause damage.

## Execution and Closeout Requirements

- D. Verify that tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify wiring and support components for equipment are complete and tested.
- F. Execute start up under supervision of responsible manufacturer's representative and Contractors' personnel in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check and approve equipment or system installation prior to start up, and to supervise placing equipment or system in operation. Submit report indicating equipment is operating properly.

## 1.06 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of Products to Owner's personnel prior to date of Substantial Completion or final inspection whichever is sooner.
- B. Demonstrate Project equipment by a qualified manufacturers' representative who is knowledgeable about the Project.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owners' personnel in detail to explain all aspects of operation and maintenance.
- E. Demonstrate start up, operation, control, adjustment, trouble shooting, servicing, maintenance, and shutdown of each item of equipment at agreed upon times, at equipment location.
- F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
- G. The amount of time required for instruction on each item of equipment and system is that specified in individual sections.

## 1.07 TESTING, ADJUSTING, AND BALANCING

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation. Verify operation is per manufacturer's standards.
- B. Owner will appoint, employ, and pay for services of an independent firm to perform testing, adjusting and balancing.
- C. The independent firm will perform services specified in Section 15 00 00.
- D. Reports will be submitted by the independent firm to the Architect/Engineer indicating observations and results of tests and indicating compliance or non compliance with specified requirements and with the requirements of the Contract Documents.

## 1.08 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete or substantially complete in accordance with Contract Documents and ready for Architect's and Engineer's final punch list inspection.

## Execution and Closeout Requirements

- B. Provide submittals to Architect, Engineer and Owner that are required by governing or other authorities.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- D. Architect will issue AIA G704 – Certificate of Substantial Completion or proprietary form outlining portions of project that can be occupied and outstanding work to be accomplished under contract for construction. A sample copy of the project Substantial Completion form is provided at the end of this section.

## 1.09 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean interior and exterior glass and surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to a sanitary condition.
- D. Clean or replace filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste, surplus materials, rubbish, and construction facilities from the site in a legal manner.

## 1.10 PROJECT RECORD DOCUMENTS

- A. Maintain on site, one set of the following record documents; record actual revisions to the Work:
  - 1. Contract Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other Modifications to the Contract.
  - 5. Reviewed shop drawings, product data, and samples.
- B. Store Record Documents separate from documents used for construction.
- C. Record information concurrent with construction progress.
- D. Specifications: Legibly mark and record at each Product section description of actual Products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by Addenda and Modifications.
- E. Record Documents and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured depths of foundations in relation to finish first floor datum.
  - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - 4. Field changes of dimension and detail.



- 5. Details not on original Contract Drawings.
- F. Delete Architect/Engineer title block from all documents.
- G. Submit Documents to Architect with final Application for Payment.

#### 1.11 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual specification Sections.
- B. Deliver to Project site; obtain receipt prior to final payment.

#### 1.12 WARRANTY FORM, PREPARATION AND TIME

- A. Bind in commercial quality, 8 1/2 x 11 inch three ring binders with hardback, cleanable, plastic covers.
- B. Label cover of each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor [and equipment supplier]; and name of responsible principal.
- C. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification Section in which specified, and the name of the product or work item.
- D. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
- E. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item or work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Completion is determined.
- F. Verify that documents are in proper form, contain full information, and are notarized.
- G. Co-execute submittals when required.
- H. Retain warranties and bonds until time specified for submittal.
- I. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.
- J. Make other submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.
- K. For items of Work when acceptance is delayed beyond Date of Substantial Completion, submit within ten days after acceptance, listing the date of acceptance as the beginning of the warranty period.

#### 1.13 OPERATION AND MAINTENANCE DATA FORM

- A. Prepare data in the form of an instructional manual.

## Execution and Closeout Requirements

- B. Binders: Commercial quality, 8 1/2 x 11 inch three ring binders with hardback, cleanable, plastic covers. When multiple binders are used, correlate data into related consistent groupings.
- C. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; list title of Project and identify subject matter of contents.
- D. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.
- E. Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- F. Text: Manufacturer's printed data, or typewritten data.
- G. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

## 1.14 OPERATIONS AND MAINTENANCE - CONTENTS, EACH VOLUME

- A. Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect/Engineer, subconsultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.
- B. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- C. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- D. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- E. Type Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 40 00.
- F. Warranties and Bonds: As specified in Section 01 70 00.

## 1.15 OPERATIONS AND MAINTENANCE - MANUAL FOR MATERIALS AND FINISHES

- A. Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, and color and texture designations. Provide information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture Protection and Weather Exposed Products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional Requirements: As specified in individual product specification Sections.
- E. Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

## 1.16 OPERATIONS AND MAINTENANCE - MANUAL FOR EQUIPMENT AND SYSTEMS

- A. Each Item of Equipment and Each System: Include description of unit or system, and component parts. Identify function, normal operating characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- B. Panelboard Circuit Directories: Provide electrical service characteristics, controls and communications.
- C. Include color coded wiring diagrams as installed.
- D. Operating Procedures: Include start up, break in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut down, and emergency instructions. Include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Include routine procedures and guide for trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Provide servicing and lubrication schedule, and list of lubricants required.
- G. Include manufacturer's printed operation and maintenance instructions.
- H. Include sequence of operation by controls manufacturer.
- I. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- J. Provide control diagrams by controls manufacturer as installed.
- K. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Include test and balancing reports as specified in Section 01 40 00.
- O. Additional Requirements: As specified in individual product specification Sections.
- P. Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

## 1.17 OPERATION AND MAINTENANCE - INSTRUCTION OF OWNER PERSONNEL

- A. Before final inspection, instruct Owner's designated personnel in operation, adjustment, and maintenance of products, equipment, and systems, at agreed upon times.
- B. For equipment requiring seasonal operation, perform instructions for other seasons within six months.
- C. Use operation and maintenance manuals as basis for instruction. Review contents of manual with personnel in detail to explain all aspects of operation and maintenance.

- D. Prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.

## 1.18 OPERATIONS AND MAINTENNACE - SUBMITTALS

- A. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect/Engineer will review draft and return one copy with comments.
- B. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.
- C. Submit one copy of completed volumes in final form 15 days prior to final inspection. Copy will be returned [after final inspection,] with Architect/Engineer comments. Revise content of documents as required prior to final submittal.
- D. Submit two copies of revised volumes of data in final form within ten days after final inspection.

## 1.19 EXTRA STOCK MATERIALS

- A. Provide extra stock materials to Owner upon completion of the Work in accordance with each individual specification section. Provide minimum stock quantities as specified and in sufficient amount so as to repair or replace damaged materials.
- B. Provide extra stock materials in original manufacturer's packaging with labels identifying material, stocking date, attributes (color, texture etc.) and quantities.
- C. Coordinate with Owner for final delivery/placement location(s) of all extra stock material.

## PART2 PRODUCTS

### 2.01 MATERIALS

- A. Primary Products: Those required for original installation.
- B. Product Substitution: For any proposed change in materials, submit request for substitution under provisions of Section 01 60 00.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Inspect existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.
- B. After uncovering existing work, inspect conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions.

### 3.02 PREPARATION

- A. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- B. Provide protection from elements for areas which may be exposed by uncovering work.

- C. Maintain excavations free of water.

### 3.03 PERFORMANCE

- A. Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
- B. Employ original installer to perform cutting and patching for weather exposed and moisture resistant elements, and sight exposed surfaces.
- C. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- D. Restore work with new products in accordance with requirements of Contract Documents.
- E. Fit work scribed to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- F. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated or fire resistive materials and components to full thickness of the penetrated element.
- G. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

**\*\* END OF SECTION \*\***



# Project Substantial Completion

To:

Project:

Issued  
By::

Project  
No.:

Issue  
Date:

C.C.:

Subject:

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To the best of the Architect's knowledge, the Work on the above referenced project has reached a state of being sufficiently complete so that the Owner, as identified in the contract for construction, can occupy or utilize the facilities or designated portions thereof, for its intended use. The architect has reviewed the Work and has incorporated herein the outstanding issues requiring resolution prior to final payment and release of retainage funds. The information contained herein, or information intentionally or unintentionally omitted, does not relieve the contractor of its responsibilities as defined in the contract for construction.

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Project or Project Portion(s) Designated Substantially Complete:

Date of Substantial Completion and Start Date of Warranties:

Outstanding Items to be Completed or Corrected prior to Contract Closeout:

Contractor to Complete all Outstanding Items By:

Date Owner Assumes Possession:

**Agreed to by:**

*ARCHITECT*

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Name

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Signature

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Date

*CONTRACTOR*

## Execution and Closeout Requirements

Name	Signature	Date
OWNER		

Name	Signature	Date
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Provisions for continuing project security, utilities, cleaning, damage repair, use of premises, scheduling of Work and insurances shall be as mutually agreed to by the Owner and the Contractor. Agreement shall be in accordance with the Contract for Construction or by subsequent written or verbal agreement. It is recommended that the Owner's and Contractor's legal and insurance council be consulted for requirements and coverage amounts.