

## SECTION 011000 - SUMMARY

### PART 1 - GENERAL

#### 1.1 SUMMARY

##### A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Intent of the Contract Documents
4. Type of contract
5. Scope of Work – separate Prime Contracts
6. Work schedule and phasing
7. Coordination of Work of Separate Prime Contracts
8. Work by Owner
9. Owner-Furnished, Contractor-Installed products
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and drawing conventions.
14. Regulations of the Commissioner of Education - 8 NYCRR 155.5 - Uniform Safety Standards for School Construction and Maintenance Projects.

##### B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

#### 1.2 PROJECT INFORMATION

- A. Project Identification: STEM Lab Alterations at the Chester Academy located at 64 Hambletonian Ave, Chester, NY 10918.
- B. Owner: Chester Union Free School District, Chester, NY.
- C. Architect: The Contract Documents were prepared for Project by Kaeyer, Garment + Davidson Architects, PC.

#### 1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and consists of the following:
  1. Selective removals in existing classrooms, Library and ancillary rooms on the Second and Third Floors of the school and creating the STEM Lab in that space, consisting of the Learning Commons on the Second Floor and the Production Studio on the Third Floor.

- B. Work in Existing Buildings: Existing conditions are shown on the drawings to the best knowledge of the Architect. The Architect, however, cannot guarantee the correctness of the existing conditions shown and assumes no responsibility therefore. It shall be the responsibility of the Contractor to verify all existing conditions.
  - 1. Contractor shall take all necessary field measurements prior to fabrication and installation of work and shall assume complete responsibility for accuracy of same.

#### 1.4 INTENT OF THE CONTRACT DOCUMENTS

- A. If, in the interpretation of Contract Documents, requirements within the Drawings and Specifications conflict, or it appears that the Drawings and Specifications are not in agreement, the Contractor shall provide (1) the greater quantity, where there is a discrepancy in quantity, and (2) the superior quality, where there is a discrepancy in quality. All discrepancies shall be brought to the attention of the Architect. The Architect's decision on resolving the discrepancy shall be final.

#### 1.5 TYPE OF CONTRACT

- A. The Work of the project will be let in three (3) separate contracts; separate Prime Contracts will be awarded for the following categories of work:
  - 1. Contract No. 1 - General Construction Work
  - 2. Contract No. 2 - Mechanical Work
  - 3. Contract No. 3 - Electrical Work
- B. Responsibilities assigned to each separate Prime Contractor and the scope of the Work included in each contract is clearly identified in the Specifications and Drawings.
- C. One set of Documents is issued covering all contracts. Each Prime Contractor shall review all drawings and specifications for complete understanding and knowledge of the Work.

#### 1.6 SCOPE OF WORK – SEPARATE PRIME CONTRACTS

- A. Each Prime Contractor is responsible for all of Procurement and Contracting Requirements (Division 00), General Requirements (Division 01), and all work specifically indicated, including the following:
  - 1. General Construction Work: Structural and architectural drawings and Division 02 through 14, except where specifically noted by others, and as specifically required to complete the work of the general construction.
  - 2. Mechanical Work: Fire protection drawings, plumbing drawings, and HVAC drawings; and Divisions 21, 22 and 23; and such work types, such as cutting and patching, firesafing, and access doors, as specifically required to complete the work of the mechanical installations
  - 3. Electrical Work: Electrical drawings, telecommunication drawings and Division 26, 27 and 28, and such work types, such as cutting and patching and firesafing /

firestopping and access doors, as specifically required to complete the work of the electrical (and telecommunications) installations.

- B. All Prime Contractors are responsible to provide a complete installation of their work with the exception of such work that is specifically indicated to be by another Contractor. Exceptions or clarifications are as follows:
  - 1. Cutting and patching in the existing building generally will be by the trade needing that work. When mechanical or electrical work is above a ceiling, not being replaced by the GC, the Prime doing that work will be responsible for providing their own access and restoration.
  - 2. Exceptions for cutting and patching at the existing building will be:
    - a. The GC will be responsible for penetrations through the existing façade and roof.
    - b. The GC shall perform the finish patching of all exposed finished surfaces.
  - 3. All trades shall coordinate, schedule, and sequence work so no cutting and patching is required in new work (or the trade failing to comply would be responsible).
  - 4. Fire-safing / fire-stopping will be by the trade needing / installing that work.
  - 5. All trades to provide access doors as required by their work, to be installed by the GC.

#### 1.7 WORK SCHEDULE AND PHASING

- A. The Work shall be substantially complete on or before August 1, 2023. It is extremely important that the Owner resume its full use of the buildings and sites on the completion date(s) specified.
- B. Work may be commenced in the building and on the site on January 3, 2023.

#### 1.8 COORDINATION OF WORK OF SEPARATE PRIME CONTRACTS

- A. Project Coordinator shall be responsible for coordination between the Separate Prime Contracts
  - 1. Owner shall act as Project Coordinator.

#### 1.9 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.
- B. Subsequent Work: Owner will perform the following additional work at site after Substantial Completion. Completion of that work will depend on successful completion of preparatory work under this Contract.
  - 1. Installation of A/V monitors
  - 2. Furniture

1.10 OWNER-FURNISHED CONTRACTOR-INSTALLED PRODUCTS

- A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections.
- B. Owner-Furnished Contractor-Installed Products:
  - 1. Bookcases
  - 2. Production equipment.

1.11 ACCESS TO SITE

- A. Limits: Confine constructions operations to areas within contract limits indicated. Do not disturb portions of the building and site beyond the areas in which the Work is indicated. All areas of the building and site with the exception of the project area where the Work is being performed are off limits to Contractor and his employees.
  - 1. Driveways, Walkways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, students, the public and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
    - c. Coordinate staging, parking and storage areas with the Owner.
- B. Damages: Promptly repair damages caused to adjacent facilities by work of the Contract to a good-as-new condition acceptable to the Owner.
- C. Existing Facilities: The following facilities are specifically noted as not to be used by Contractor or his employees:
  - 1. Toilet facilities.
  - 2. Food service facilities, including kitchen and dining areas.
  - 3. Parking lots (outside of the parking areas designated for Contractor's use).
  - 4. Telephones.
- D. Security: The Contractor and all employees of the contractor shall be subject to the security provisions required by the Owner. Such provisions shall include, but not be limited to, the following:
  - 1. Contractor and all their employees shall use a single means of access and egress to the building, except in the case of emergency, as designated by the Owner.
  - 2. Photo identification badges shall be procured for all persons entering the Project building or site and shall be worn continuously while the person is in the building or on the site.

3. All persons entering the building or site shall be subject to the Owner's visitor management system and may be subject to fingerprinting or other security-related screenings.
4. Contractor shall maintain a daily list of their personnel at the Project site.

#### 1.12 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and 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 day-to-day operations.
  1. Maintain access to existing adjacent occupied or used facilities. Do not close or obstruct adjacent drives, walkways, or other occupied or used facilities other than those obstructions currently indicated on the Contract Documents without written permission from Owner and approval of authorities having jurisdiction.
  2. Occupancy level will be reduced during summer months when school is not in session.
- B. Utility Shutdowns: Coordinate all utility shut downs and cross overs with the Owner, schedule during off hours and non-occupied times only.
  1. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations. Include planned shut-downs and interruptions in Construction Schedule.
  2. Electrical and mechanical services to functioning spaces shall be maintained at all times. Swing-overs to new services shall be made so as to cause the least interruption to the facilities' operations
- C. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
  1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
  2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
  3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
  4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

#### 1.13 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.

1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours and Days: Limit work on the site and in the building to working hours indicated below, Monday through Friday, unless otherwise indicated.
1. The school will be closed on Saturdays, Sundays, regularly scheduled district holidays and school vacations, and at night after cleaning crews have finished. If any Contractor wishes to work at any time when the school is normally closed, that Contractor must receive prior approval by the Owner and also shall arrange and pay for custodial services for the building at the applicable district pay rates. All work taking place within the schools/buildings/grounds on weekends, holidays and school vacations must be approved in advance by the Owner.
  2. Summer Work Period Hours and Days: During the Summer work will be permitted between 7:00 AM and 4:00 PM all days except Saturday and Sundays. Any special work arrangements must be made through the Owner.
  3. School-in-Session Period Hours and Days: Work during the School Year must be scheduled after School Hours between 3:00 PM until 10:00 PM. During the school year the school will be closed at 11:00 PM. Any requests to work during school hours must be submitted in writing to the School District for approval. Non disruptive work may take place between 7:00 AM and 4:00 PM upon receiving permission from the Owner. The submission must include a diagram showing how the construction area will be separated from occupied areas. Additionally, it must show temporary measures to be installed such as ventilation, screening, dust protection, fire separation, etc. The School District reserves it's right to accept or reject the request at their discretion.
  4. Blackout Dates (No work is permitted at the building or site): Concerts and testing dates, other days as directed by the Owner. Allow for 5 blackout days, taken during the weekdays, as selected by the Owner.
  5. The school district's academic calendar listing school-in-session period, summer period, school holidays and vacation days, and Regents Exam days can be found here <https://www.chesterufsd.org/Page/10#calendar2502/20220526/month>
- C. Delivery Restrictions: Coordinate with the Owner for permissible times and locations/truck access for deliveries on site. Large deliveries shall be made after hours.
- D. Noise, Vibration, and Odors: Notify Owner and coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to surrounding spaces.
1. Notify Architect and Owner not less than two days in advance of proposed disruptive operations.
  2. Construction activity noise levels for a period extending from the reading days before exams until the final day of exams (ten days) shall not exceed 60 dBA
- E. Comply with Owner's standards for construction projects as follows:
1. Interaction with employees, students and the public is strictly forbidden.
  2. Use of offensive or inappropriate language is strictly forbidden .

3. The use of radios, tape and CD players is prohibited on the site and in the buildings.
4. Smoking is prohibited on the site and in the buildings.
5. Fraternizing with students or staff at the school is prohibited.
6. Use of controlled substances on Project site is not permitted.

#### 1.14 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
  1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

#### 1.15 REGULATIONS OF THE COMMISSIONER OF EDUCATION - 8 NYCRR 155.5 - UNIFORM SAFETY STANDARDS FOR SCHOOL CONSTRUCTION AND MAINTENANCE PROJECTS

- A. This Article indicates requirements for school construction and maintenance projects required under New York Codes Rules and Regulations, Regulations of the Commissioner of Education, Part 155, Section 155.5, and are binding on all Contracts of this Project.
- B. The occupied portion of the school building shall always comply with the minimum requirements necessary to maintain a certificate of occupancy.
- C. Comply with general safety and security standards for construction projects as follows:
  1. Store all construction materials in a safe and secure manner.
  2. Provide and maintain fences around construction supplies or debris.
  3. Maintain all gates locked at all times when school is in session, unless a worker is in attendance to prevent unauthorized entry.

4. Provide overhead protection during exterior renovation work, for any sidewalks or areas immediately beneath the work site, or fence off such areas and provide with warning signs to prevent entry.
  5. Provide all workers with photo-identification badges that are required to be worn at all times for identification and security purposes while working at the project site.
- D. Separation of Construction Areas from Occupied Spaces: Separate construction areas which are under the control of a contractor and therefore not occupied by district staff or students from occupied areas. Provide dust proof partitions to prevent dust and contaminants into occupied parts of the building. Provide periodic inspection and repairs of the containment barriers 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. 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. No movement of debris through halls of occupied spaces of the building is permitted. No material shall be dropped or thrown outside the walls of the building.
  3. Clean all occupied parts of the building affected by renovation activity at the close of each workday. Maintain required health, safety and educational capabilities at all times for school buildings occupied during a construction project when classes are in session.
- E. Exiting: Maintain all building exits during construction. Comply with exiting plans incorporated in the Construction Documents. If exiting is modified other than as shown on the Contract Documents, provide a plan for Architect's review detailing how exiting required by the applicable building code will be maintained during construction. The plan shall indicate temporary construction required to isolate construction equipment, materials, people, dust, fumes, odors, and noise during the construction period. Temporary construction details shall meet code-required fire ratings for separation and corridor enclosure. At a minimum, required exits, temporary stairs, ramps, exit signs, and door hardware shall be provided at all times.
- F. Ventilation: Comply with the ventilation plan incorporated in the Construction Documents. 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. The plan shall also indicate how required ventilation to occupied spaces affected by construction will be maintained during the project.
- G. Fire and Hazard Prevention: Areas of buildings under construction that are to remain occupied shall maintain a certificate of occupancy. In addition, the following shall be strictly enforced:
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 the Contractor's 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.
- H. Noise Abatement During Construction Activities: Contain noise from construction operations so as to not produce noise in excess of 60 dba in occupied spaces when school is in session, or schedule work for times when the building or affected building spaces are not occupied (school is not in session), or provide acoustical abatement measures to reduce noise to acceptable levels.
1. Noise level measurements (dba) shall be taken with a type 2 sound level meter in the occupied space in a location closest to the source of the noise.
- I. Control of Chemical Fumes, Gases, and Other Contaminants during Construction and Maintenance Projects: Control exhaust fumes from welding, gasoline engines, roofing, paving, painting, VOC fumes, or other fumes to assure they do not enter occupied portions of the building or fresh air intakes.
1. Schedule, cure or ventilate materials and activities to allow for "off-gassing" of volatile organic compounds introduced during construction before occupancy of school. Specific attention is warranted for materials and activities including, but not limited to, glues, paint, furniture, carpeting, wall coverings, and drapery.
    - a. Air out building materials or furnishings which "off-gas" chemical fumes, gases, or other contaminants in one of the following manners:
      - 1) Air out in a well-ventilated heated warehouse before they are brought to the project for installation.
      - 2) Air out installed products in accordance with the manufacturer's recommended "off-gassing" periods by allowing this period of time to elapse prior to Substantial Completion date.
    - b. If the work will generate toxic gases that cannot be contained in an isolated area, the work must be done when school classes and programs are not in session. The building must be properly ventilated and the material must be given proper time to cure or "off-gas" before re-occupancy.
  2. Manufacturer's Material Safety Data Sheets (MSDS) shall be maintained at the site for all products used in the project. MSDS must be provided to anyone who requests them.
- J. Large and small asbestos abatement projects as defined by 12NYCRR56 shall not be performed while the building is occupied. Note, It is The State Education Department's interpretation that the term "building", as referenced in this Paragraph, 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.

1. 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.

- K. Lead-Based Paint Sampling and Analysis Notification: Surfaces containing lead will not be disturbed during construction.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000