PROJECT MANUAL

For the Construction of:

Remodel
for
Fremont District Library
St. Anthony Branch
St. Anthony, Idaho

February 2018

Set No.

nbwarchitects p.a.
ARCHITECTURE / PLANNING / INTERIORS

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Project Manual

for

Remodel

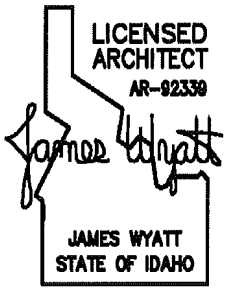
Fremont District Library

St. Anthony Branch

St. Anthony, Idaho

February 2018

Architect's Project No. 17066



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505 Lindsay Boulevard
Idaho Falls, Idaho 83402
Telephone: (208) 523-6918
Fax: (208) 523-6922

MECHANICAL CONSULTANT: Engineered Systems Associates, Inc.
1355 East Center Street
Pocatello, Idaho 83201
Telephone: (208) 233-0501
Fax: (208) 233-0529

ELECTRICAL CONSULTANT: Bradley Engineering Chartered
P.O. Box 2556
Idaho Falls, ID 83403
Telephone: (208) 523-2682
Fax: (208) 523-2684

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DOCUMENT 00 0115 - LIST OF DRAWING SHEETS

1.1 LIST OF DRAWINGS

A. Drawings: Drawings consist of the Contract Drawings and other drawings listed on the Table of Contents page of the separately bound drawing set titled Remodel for St. Anthony Branch, Fremont District Library, St. Anthony, Idaho, dated February 2018, as modified by subsequent Addenda and Contract modifications.

END OF DOCUMENT 00 0115

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PROCUREMENT AND CONTRACTING REQUIREMENTS

DOCUMENT 00 1113 - ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
   1. Regulatory Requirements: State of Idaho Public Works bidding laws shall govern submittal, opening, and award of bids.

B. Project Identification: Fremont District Library Remodel – St. Anthony Branch.
   1. Project Location: 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.

C. Owner: Fremont District Library.
   1. Owner's Representative: Rashell Cardell.

D. Architect: NBW Architects, P.A., 990 John Adams Parkway, P.O. Box 2212, Idaho Falls, Idaho 83403, Telephone: 208-522-8779.

E. Project Description: Project consists of interior demolition of existing offices, new interior finishes, HVAC and lighting.
   1. Project cost range is anticipated to be under $250,000.

F. Construction Contract: Bids will be received for the following Work:
   1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
   1. Bid Date: April 27, 2018.
   2. Bid Time: 2:00 p.m., local time.
   3. Location: Fremont District Library, St. Anthony Branch, 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.

B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID MEETING

A. Prebid Meeting: A Prebid meeting for all bidders will be held at Fremont District Library, St. Anthony Branch on March 29, 2018 at 10:00 a.m., local time. Prospective prime bidders are requested to attend.

1.5 DOCUMENTS

A. Printed Procurement and Contracting Documents: Obtain by contacting Architects. Documents will be provided to prime bidders only; only complete sets of documents will be issued.
   1. Deposit: $50.00 made payable to the Architect.

B. Online Procurement and Contracting Documents: Obtain by contacting Architect. Online access will be provided to all registered bidders and suppliers.

C. Viewing Procurement and Contracting Documents: Examine at the locations below:
   1. Idaho AGC: www.idahoagc.org.
   2. Mountain Lands Area Plan Room: www.mountainlandsareaplanroom.com.

3. Architect’s office.

1.6 TIME OF COMPLETION AND LIQUIDATED DAMAGES

A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Work is subject to liquidated damages.

1.7 BIDDER'S QUALIFICATIONS

A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

1.8 NOTIFICATION

A. This Advertisement for Bids document is issued by Fremont District Library.

END OF DOCUMENT 00 1113

DOCUMENT 00 2113 - INSTRUCTIONS TO BIDDERS

1.1 INSTRUCTIONS TO BIDDERS

A. AIA Document A701, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.
   1. A copy of AIA Document A701, "Instructions to Bidders," is bound in this Project Manual.

END OF DOCUMENT 00 2113

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AIA® Document A701™ – 1997

Instructions to Bidders

for the following PROJECT:
(Name and location or address):

THE OWNER:
(Paragraph deleted)
(Name and address):

THE ARCHITECT:
(Name and address):
NBW Architects, P.A.
990 John Adams Parkway
P.O. Box 2212
Idaho Falls, Idaho 83403

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ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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

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ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders, the bid form, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, or in other Contract Documents are applicable to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment or labor for a portion of the Work.

ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 The Bidder by making a Bid represents that:

§ 2.1.1 The Bidder has read and understands the Bidding Documents or Contract Documents, to the extent that such documentation relates to the Work for which the Bid is submitted, and for other portions of the Project, if any, being bid concurrently or presently under construction.

§ 2.1.2 The Bid is made in compliance with the Bidding Documents.

§ 2.1.3 The Bidder has visited the site, become familiar with local conditions under which the Work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.

§ 2.1.4 The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

ARTICLE 3 BIDDING DOCUMENTS

§ 3.1 COPIES

§ 3.1.1 Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the Advertisement or Invitation to Bid in the number and for the deposit sum, if any, stated therein. The deposit will be refunded to Bidders who submit a bona fide Bid and return the Bidding Documents in good condition within ten days after receipt of Bids. The cost of replacement of missing or damaged documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.

§ 3.1.2 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the Advertisement or Invitation to Bid, or in supplementary instructions to bidders.

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§ 3.1.3 Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

§ 3.1.4 The Owner and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

§ 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

§ 3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect errors, inconsistencies or ambiguities discovered.

§ 3.2.2 Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Architect at least seven days prior to the date for receipt of Bids.

§ 3.2.3 Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon them.

§ 3.3 SUBSTITUTIONS

§ 3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

§ 3.3.2 No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Architect at least ten days prior to the date for receipt of Bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.3 If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

§ 3.3.4 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

§ 3.4 ADDENDA

§ 3.4.1 Addenda will be transmitted to all who are known by the issuing office to have received a complete set of Bidding Documents.

§ 3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

ARTICLE 4 BIDDING PROCEDURES

§ 4.1 PREPARATION OF BIDS

§ 4.1.1 Bids shall be submitted on the forms included with the Bidding Documents.

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§ 4.1.2 All blanks on the bid form shall be legibly executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.

§ 4.1.4 Interlineations, alterations and erasures must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall make no additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name of the Bidder and the nature of legal form of the Bidder. The Bidder shall provide evidence of legal authority to perform within the jurisdiction of the Work. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

§ 4.2 BID SECURITY

§ 4.2.1 Each Bid shall be accompanied by a bid security in the form and amount required if so stipulated in the Instructions to Bidders. The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. The amount of the bid security shall not be forfeited to the Owner in the event the Owner fails to comply with Section 6.2.

§ 4.2.2 If a surety bond is required, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.

§ 4.2.3 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all Bids have been rejected.

§ 4.3 SUBMISSION OF BIDS

§ 4.3.1 All copies of the Bid, the bid security, if any, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.2 Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.

§ 4.3.3 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.4 Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be considered.

§ 4.4 MODIFICATION OR WITHDRAWAL OF BID

§ 4.4.1 A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting a Bid.

§ 4.4.2 Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be received, and date- and

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time-stamped by the receiving party on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.

§ 4.4.3 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.

§ 4.4.4 Bid security, if required, shall be in an amount sufficient for the Bid as resubmitted.

ARTICLE 5 CONSIDERATION OF BIDS

§ 5.1 OPENING OF BIDS

At the discretion of the Owner, if stipulated in the Advertisement or Invitation to Bid, the properly identified Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids may be made available to Bidders.

§ 5.2 REJECTION OF BIDS

The Owner shall have the right to reject any or all Bids. A Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

§ 5.3 ACCEPTANCE OF BID (AWARD)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's own best interests.

§ 5.3.2 The Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

ARTICLE 6 POST-BID INFORMATION

§ 6.1 CONTRACTOR'S QUALIFICATION STATEMENT

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request, a properly executed AIA Document A305, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted as a prerequisite to the issuance of Bidding Documents.

§ 6.2 OWNER'S FINANCIAL CAPABILITY

The Owner shall, at the request of the Bidder to whom award of a Contract is under consideration and no later than seven days prior to the expiration of the time for withdrawal of Bids, furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. Unless such reasonable evidence is furnished, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

§ 6.3 SUBMITTALS

§ 6.3.1 The Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, after notification of selection for the award of a Contract, furnish to the Owner through the Architect in writing:

.1 a designation of the Work to be performed with the Bidder's own forces;

.2 names of the manufacturers, products, and the suppliers of principal items or systems of materials and equipment proposed for the Work; and

.3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder in writing if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, (1) withdraw the Bid or (2) submit an acceptable substitute person or entity with an adjustment in the Base Bid or

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Alternate Bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

§ 7.1 BOND REQUIREMENTS

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Bonds may be secured through the Bidder's usual sources.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 If the Owner requires that bonds be secured from other than the Bidder's usual sources, changes in cost will be adjusted as provided in the Contract Documents.

§ 7.2 TIME OF DELIVERY AND FORM OF BONDS

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

ARTICLE 8 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment Is a Stipulated Sum.

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DOCUMENT 00 2215 – SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

The following supplements modify, change, delete, or add to the "Instructions to Bidders", AIA Document A701, 1997. Where any part of the Instructions to Bidders is modified or voided by these Articles, the undeleted provisions of that part shall remain in effect.

ARTICLE 3: BIDDING DOCUMENTS

3.1 COPIES

3.1.2 Delete the entire subparagraph and substitute the following: "Bidding Documents may be issued to major Sub-bidders or others at the discretion of the Architect on a first come first serve basis.

3.3 SUBSTITUTIONS

3.3.2 In the second line change the word "ten" to "seven".

ARTICLE 4: BIDDING PROCEDURES

4.2 BID SECURITY

4.2.1.1 No proposal will be considered unless accompanied by a deposit in the amount of five percent (5%) of the total bid, either by a Bid Bond, certified or cashier's check made payable to the Owner.

4.2.2 In the first line following the word "Bond," add "or other approved form,".

ARTICLE 5: CONSIDERATION OF BIDS

5.1 OPENING OF BIDS

5.1.1 Sealed Bids for performing the work contemplated by this contract will be received at the date, time and place indicated in the advertisement for bids.

5.3 ACCEPTANCE OF BID (AWARD)

5.3.3 The Bidder to whom the award is made will be promptly notified and within seven (7) calendar days. From the date of such notification, he shall execute the contract agreement in triplicate, furnish contract bond and insurance certification.

ARTICLE 7: PERFORMANCE BOND AND PAYMENT BOND

7.1 BOND REQUIREMENTS:

Add Section 7.1.1.1: Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

7.2 TIME OF DELIVERY AND FORM OF BONDS:

Delete the first sentence of Section 7.2.1 and insert the following:

> The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default.

Delete Section 7.2.3 and insert the following:

7.2.3 - Bonds shall be executed and be in force on the date of the execution of the Contract.

ARTICLE 9: PROJECT INFORMATION

9.1 THE WORK

9.1.1 Remodel Fremont District Library
St. Anthony Branch
420 N. Bridge, Suite E
St. Anthony, Idaho 83445

9.2 THE OWNER

9.2.1 Fremont District Library
420 N. Bridge, Suite E
St. Anthony, Idaho 83445

9.3 THE ARCHITECT

9.3.1 NBW Architects, P.A.
990 John Adams Parkway
P.O. Box 2212
Idaho Falls, Idaho 83403

ARTICLE 10: ARRANGEMENT OF CONTRACTS

10.1 PROPOSALS

10.1.1 The proposed work will be bid and awarded under one contract covering only those divisions and work stipulated in the construction Documents.

10.1.2 Proposals must be for the complete Work and no separate proposals will be received on portions of the Work.

ARTICLE 11: CONSTRUCTION TIME AND LIQUIDATED DAMAGES

11.2 TIME OF COMPLETION

11.2.1 Time is hereby expressly declared to be of the essence of the contract. The successful bidder will be expected to gear his operations and organize his work and subcontract to complete this project in the earliest possible time. The Owner acknowledges that the Contractor is not able to control the weather; however, the Contractor shall be otherwise required to take all necessary steps to furnish adequate labor to complete the project as soon as possible. He shall be responsible for any and all damages incurred by the Owner by reason of delays necessitated by his failure or failure of the Subcontractors to diligently act to secure necessary materials and labor for the completion of this project in a reasonable time, which we have calculated to be 180 calendar days after receiving notice to proceed with actual construction.

11.3 LIQUIDATED DAMAGES

11.3.1 The Contractor agrees to pay to the Owner the sum of $500.00 per day as liquidated damages unless he notified the Architect in writing that conditions are beyond his control and his request is approved by the Architect and the Owner.

END OF DOCUMENT 00 2215

DOCUMENT 00 2600 - PROCUREMENT SUBSTITUTION PROCEDURES

1.1 DEFINITIONS

A. Procurement Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Procurement and Contracting Documents, submitted prior to receipt of bids.

B. Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Contract Documents, submitted following Contract award. See Section 01 2500 "Substitution Procedures" for conditions under which Substitution requests will be considered following Contract award.

1.2 QUALITY ASSURANCE

A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.3 PROCUREMENT SUBSTITUTIONS

A. Procurement Substitutions, General: By submitting a bid, the Bidder represents that its bid is based on materials and equipment described in the Procurement and Contracting Documents, including Addenda. Bidders are encouraged to request approval of qualifying substitute materials and equipment when the Specifications Sections list materials and equipment by product or manufacturer name.

B. Procurement Substitution Requests will be received and considered by Owner when the following conditions are satisfied, as determined by Architect; otherwise requests will be returned without action:
   1. Extensive revisions to the Contract Documents are not required.
   2. Proposed changes are in keeping with the general intent of the Contract Documents, including the level of quality of the Work represented by the requirements therein.
   3. The request is fully documented and properly submitted.

1.4 SUBMITTALS

A. Procurement Substitution Request: Submit to Architect. Procurement Substitution Request must be made in writing by prime contract Bidder only in compliance with the following requirements:
   1. Requests for substitution of materials and equipment will be considered if received no later than 10 days prior to date of bid opening.
   2. Submittal Format: Submit three copies of each written Procurement Substitution Request, using CSI Substitution Request Form 1.5C.
   3. Submittal Format: Submit Procurement Substitution Request, using format provided on Project Web site.
      a. Identify the product or the fabrication or installation method to be replaced in each request. Include related Specifications Sections and drawing numbers.
      b. Provide complete documentation on both the product specified and the proposed substitute, including the following information as appropriate:
         1) Point-by-point comparison of specified and proposed substitute product data, fabrication drawings, and installation procedures.
         2) Copies of current, independent third-party test data of salient product or system characteristics.
         3) Samples where applicable or when requested by Architect.
         4) Detailed comparison of significant qualities of the proposed substitute with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
         5) Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
         6) Research reports, where applicable, evidencing compliance with building code in effect for Project, from ICC-ES.
         7) Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, which will become necessary to accommodate the proposed substitute.

c. Provide certification by manufacturer that the substitute proposed is equal to or superior to that required by the Procurement and Contracting Documents, and that its in-place performance will be equal to or superior to the product or equipment specified in the application indicated.

d. Bidder, in submitting the Procurement Substitution Request, waives the right to additional payment or an extension of Contract Time because of the failure of the substitute to perform as represented in the Procurement Substitution Request.

B. Architect's Action:

1. Architect may request additional information or documentation necessary for evaluation of the Procurement Substitution Request. Architect will notify all bidders of acceptance of the proposed substitute by means of an Addendum to the Procurement and Contracting Documents.

C. Architect's approval of a substitute during bidding does not relieve Contractor of the responsibility to submit required shop drawings and to comply with all other requirements of the Contract Documents.

END OF DOCUMENT 00 2600

DOCUMENT 00 4113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

A. Bidder:

B. Project Name: Fremont District Library Remodel – St. Anthony Branch

C. Project Location: 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.

D. Owner: Fremont District Library, 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.

E. Architect: NBW Architects, P.A., 990 John Adams Parkway, P.O. Box 2212, Idaho Falls, Idaho 83403. Telephone: 208-522-8779. Fax: 208-522-878.

1.2 CERTIFICATIONS AND BASE BID

A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by NBW Architects, P.A. and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. _____ Dollars ($_____).

1.3 BID GUARANTEE

A. The undersigned Bidder agrees to execute a contract for this Work in the above amount, if offered within 30 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the amount constituting five percent (5%) of the Base Bid amount above.

B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.4 SUBCONTRACTORS AND SUPPLIERS

A. The following companies will perform the indicated portions of the Work if the undersigned bidder is awarded the Contract:
1. Plumbing Work (Name): _____.
   (Address): _____.
   Idaho Plumbing Contractor's License No. _____.
2. HVAC Work (Name): _____.
   (Address): _____.
   Idaho Contractor's License No. _____.
3. Electrical Work (Name): _____.
   (Address): _____.
   Idaho Electrical Contractor's License No. _____.

1.5 TIME OF COMPLETION

A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect and shall substantially complete the Work within 180 calendar days.

1.6 ACKNOWLEDGEMENT OF ADDENDA

A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
   1. Addendum No. __, dated _____.
   2. Addendum No. __, dated _____.
   3. Addendum No. __, dated _____.
   4. Addendum No. __, dated _____.

1.7 CONTRACTOR'S LICENSE

A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in St. Anthony, Idaho, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.8 SUBMISSION OF BID

Respectfully submitted this ____ day of _____, 2018.

Submitted By: _____
(Name of bidding firm or corporation)

Authorized Signature: _____
(Handwritten signature)

Signed By: _____
(Type or print name)

Title: _____
(Owner/Partner/President/Vice President)

Street Address: _____

City, State, Zip _____

Phone: _____

License No.: _____

Federal ID No.: _____

(Affix Corporate Seal Here)

END OF DOCUMENT 00 4113

DOCUMENT 00 4313 - BID SECURITY FORMS

1.1 BID FORM SUPPLEMENT

A. A completed bid bond form or cashiers check in the amount of 5% of the bid amount is required to be attached to the Bid Form.

1.2 BID BOND FORM

A. AIA Document A310, "Bid Bond," is the recommended form for a bid bond. A bid bond acceptable to Owner, or other bid security as described in the Instructions to Bidders, is required to be attached to the Bid Form as a supplement.

B. Copies of AIA standard forms may be obtained from The American Institute of Architects; www.aia.org/contractdocs/purchase/index.htm; email: docspurchases@aia.org; (800) 942-7732.

END OF DOCUMENT 00 4313

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DOCUMENT 00 4373 - PROPOSED SCHEDULE OF VALUES FORM

1.1 BID FORM SUPPLEMENT

A. A completed Proposed Schedule of Values form is required to be submitted to the Architect within 10 days of the bid opening.

1.2 PROPOSED SCHEDULE OF VALUES FORM

A. Proposed Schedule of Values Form: Provide a breakdown of the bid amount, including alternates, in enough detail to facilitate continued evaluation of bid. Coordinate with the Project Manual table of contents. Provide multiple line items for principal material and subcontract amounts in excess of five percent of the Contract Sum.

B. Arrange schedule of values consistent with format of AIA Document G703.
   1. Copies of AIA standard forms may be obtained from the American Institute of Architects; http://www.aia.org/contractdocs/purchase/index.htm; docspurchases@aia.org; (800) 942-7732.

END OF DOCUMENT 00 4373

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DOCUMENT 00 4393 - BID SUBMITTAL CHECKLIST

1.1 BID INFORMATION

A. Bidder:

B. Project Name: Fremont District Library Remodel – St. Anthony Branch.

C. Project Location: 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.

D. Owner: Fremont District Library, 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.

E. Architect: NBW Architects, P.A., 990 John Adams Parkway, P.O. Box 2212, Idaho Falls, Idaho 83403.

F. Architect Project Number: 17066.

1.2 BIDDER'S CHECKLIST

A. In an effort to assist the Bidder in properly completing all documentation required, the following checklist is provided for the Bidder's convenience. The Bidder is solely responsible for verifying compliance with bid submittal requirements.

B. Attach this completed checklist to the outside of the Submittal envelope.
1. Used the Bid Form provided in the Project Manual.
2. Prepared the Bid Form as required by the Instructions to Bidders.
3. Indicated on the Bid Form the Addenda received.
4. Include Bid Security in Bid envelope.
5. Bid envelope shows name and address of the Bidder.
6. Bid envelope shows name of Project being bid.
7. Verified that the Bidder can provide executed Performance Bond and Labor and Material Bond.
8. Verified that the Bidder can provide Certificates of Insurance in the amounts indicated.

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DOCUMENT 00 6000 - PROJECT FORMS

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

A. The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:
   1. AIA Document A105-2017, "Standard Short Form of Agreement between Owner and Contractor."
   2. The General Conditions are included in the Agreement form.
   3. The Supplementary Conditions for Project are separately prepared and included in the Project Manual.

1.2 ADMINISTRATIVE FORMS

A. Administrative Forms: Additional administrative forms are specified in Division 01 General Requirements.

B. Copies of AIA standard forms may be obtained from the American Institute of Architects; http://www.aia.org/contractdocs/purchase/index.htm; docspurchases@aia.org; (800) 942-7732.

C. Preconstruction Forms:

   1. Form of Performance Bond and Labor and Material Bond: AIA Document A312-2010 "Performance Bond and Payment Bond."
   2. Form of Certificate of Insurance: AIA Document G715, "Supplemental Attachment for ACORD Certificate of Insurance 25-S."
   3. Form for Public Works Contract Report: State Tax Commission Form WH-5, “Public Works Contract Report.”
   4. Form for Tax Affidavit: “Contractor’s Affidavit Concerning Taxes.”

D. Information and Modification Forms:
   1. Form for Requests for Information (RFIs): AIA Document G716, "Request for Information (RFI)" or acceptable Contractor’s form
   2. Form of Request for Proposal: AIA Document G709, "Work Changes Proposal Request" or acceptable Contractor’s form.
   3. Change Order Form: AIA Document G701, "Change Order" or Architect’s standard form.

E. Payment Forms:
   1. Schedule of Values Form: AIA Document G703, "Continuation Sheet."
   2. Payment Application: AIA Document G702/703, "Application and Certificate for Payment and Continuation Sheet."

END OF DOCUMENT 00 6000

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AIA® Document A105™ – 2017

Standard Short Form of Agreement Between Owner and Contractor

AGREEMENT made as of the _____ day of _____ in the year _____
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

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

and the Contractor:
(Name, legal status, address and other information)

for the following Project:
(Name, location and detailed description)

The Architect:
(Name, legal status, address and other information)

Sample

The Owner and Contractor agree as follows.

Init.
/

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ARTICLE 1 THE CONTRACT DOCUMENTS

The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of

.1 this Agreement signed by the Owner and Contractor;

.2 the drawings and specifications prepared by the Architect, dated , and enumerated as follows:

Drawings:

Number	Title	Date

Specifications:

Section	Title	Pages

Sample

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.3 addenda prepared by the Architect as follows:

Number	Date	Pages

.4 written orders for changes in the Work, pursuant to Article 10, issued after execution of this Agreement; and

.5 other documents, if any, identified as follows:

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The Contract Time is the number of calendar days available to the Contractor to substantially complete the Work.

§ 2.2 Date of Commencement:

Unless otherwise set forth below, the date of commencement shall be the date of this Agreement.
(Insert the date of commencement if other than the date of this Agreement.)

§ 2.3 Substantial Completion:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion, as defined in Section 12.5, of the entire Work:
(Check the appropriate box and complete the necessary information.)

☐ Not later than ( ) calendar days from the date of commencement.

☐ By the following date:

ARTICLE 3 CONTRACT SUM

§ 3.1 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work. Subject to additions and deductions in accordance with Article 10, the Contract Sum is: ($)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:
(Itemize the Contract Sum among the major portions of the Work.)

Portion of the Work	Value

§ 3.3 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:
(Identify the accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

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§ 3.4 Allowances, if any, included in the Contract Sum are as follows:
(Identify each allowance.)

Item	Price

§ 3.5 Unit prices, if any, are as follows:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit ($0.00)

ARTICLE 4 PAYMENTS

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect, the Owner shall pay the Contractor, in accordance with Article 12, as follows:
(Insert below timing for payments and provisions for withholding retainage, if any.)

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.
(Insert rate of interest agreed upon, if any.)

%

ARTICLE 5 INSURANCE

§ 5.1 The Contractor shall maintain the following types and limits of insurance until the expiration of the period for correction of Work as set forth in Section 14.2, subject to the terms and conditions set forth in this Section 5.1:

§ 5.1.1 Commercial General Liability insurance for the Project, written on an occurrence form, with policy limits of not less than ($) each occurrence, ($) general aggregate, and ($) aggregate for products-completed operations hazard.

§ 5.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than ($) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 5.1.3 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 5.1.1 and 5.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require exhaustion of the underlying limits only through the actual payment by the underlying insurers.

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§ 5.1.4 Workers' Compensation at statutory limits.

§ 5.1.5 Employers' Liability with policy limits not less than ($) each accident, ($) each employee, and ($) policy limit.

§ 5.1.6 The Contractor shall provide builder's risk insurance to cover the total value of the entire Project on a replacement cost basis.

§ 5.1.7 Other Insurance Provided by the Contractor
(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage	Limits

§ 5.2 The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and shall provide property insurance to cover the value of the Owner's property. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

§ 5.3 The Contractor shall obtain an endorsement to its Commercial General Liability insurance policy to provide coverage for the Contractor's obligations under Section 8.12.

§ 5.4 Prior to commencement of the Work, each party shall provide certificates of insurance showing their respective coverages.

§ 5.5 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents, and employees, each of the other; and (2) the Architect, Architect's consultants, and any of their agents and employees, for damages caused by fire or other causes of loss to the extent those losses are covered by property insurance or other insurance applicable to the Project, except such rights as they have to the proceeds of such insurance.

ARTICLE 6 GENERAL PROVISIONS

§ 6.1 The Contract

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 The Work

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment, and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations.

§ 6.3 Intent

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 Ownership and Use of Architect's Drawings, Specifications and Other Documents

Documents prepared by the Architect are instruments of the Architect's service for use solely with respect to this Project. The Architect shall retain all common law, statutory, and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Architect.

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§ 6.5 Electronic Notice

Written notice under this Agreement may be given by one party to the other by email as set forth below.
(Insert requirements for delivering written notice by email such as name, title, and email address of the recipient, and whether and how the system will be required to generate a read receipt for the transmission.)

ARTICLE 7 OWNER

§ 7.1 Information and Services Required of the Owner

§ 7.1.1 If requested by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site.

§ 7.1.2 Except for permits and fees under Section 8.7.1 that are the responsibility of the Contractor, the Owner shall obtain and pay for other necessary approvals, easements, assessments, and charges.

§ 7.1.3 Prior to commencement of the Work, at the written request of the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence.

§ 7.2 Owner's Right to Stop the Work

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

§ 7.3 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Architect may withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the cost of correction, provided the actions of the Owner and amounts charged to the Contractor were approved by the Architect.

§ 7.4 Owner's Right to Perform Construction and to Award Separate Contracts

§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

ARTICLE 8 CONTRACTOR

§ 8.1 Review of Contract Documents and Field Conditions by Contractor

§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies, or omissions discovered to the Architect.

§ 8.2 Contractor's Construction Schedule

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work.

§ 8.3 Supervision and Construction Procedures

§ 8.3.1 The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.

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§ 8.3.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner, through the Architect, the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner or Architect have made a timely and reasonable objection.

§ 8.4 Labor and Materials

§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 8.5 Warranty

The Contractor warrants to the Owner and Architect that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents. Any material or equipment warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 12.5.

§ 8.6 Taxes

The Contractor shall pay sales, consumer, use, and similar taxes that are legally required when the Contract is executed.

§ 8.7 Permits, Fees and Notices

§ 8.7.1 The Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Architect in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules, and regulations.

§ 8.8 Submittals

The Contractor shall promptly review, approve in writing, and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents. Shop drawings, product data, samples, and similar submittals are not Contract Documents.

§ 8.9 Use of Site

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents, and the Owner.

§ 8.10 Cutting and Patching

The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 Cleaning Up

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery, and surplus material; and shall properly dispose of waste materials.

§ 8.12 Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts

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they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ARTICLE 9 ARCHITECT

§ 9.1 The Architect will provide administration of the Contract as described in the Contract Documents. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 9.2 The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work.

§ 9.3 The Architect will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. The Architect will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

§ 9.4 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor.

§ 9.5 The Architect has authority to reject Work that does not conform to the Contract Documents.

§ 9.6 The Architect will promptly review and approve or take appropriate action upon Contractor's submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 9.7 On written request from either the Owner or Contractor, the Architect will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents.

§ 9.8 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from the Contract Documents, and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

§ 9.9 The Architect's duties, responsibilities, and limits of authority as described in the Contract Documents shall not be changed without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

ARTICLE 10 CHANGES IN THE WORK

§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions, and the Contract Sum and Contract Time shall be adjusted accordingly, in writing. If the Owner and Contractor cannot agree to a change in the Contract Sum, the Owner shall pay the Contractor its actual cost plus reasonable overhead and profit.

§ 10.2 The Architect may authorize or order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such authorization or order shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall proceed with such minor changes promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME

§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

§ 11.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the responsible party.

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ARTICLE 12 PAYMENTS AND COMPLETION

§ 12.1 Contract Sum

The Contract Sum stated in this Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 Applications for Payment

§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for Work completed in accordance with the values stated in this Agreement. The Application shall be supported by data substantiating the Contractor's right to payment as the Owner or Architect may reasonably require, such as evidence of payments made to, and waivers of liens from, subcontractors and suppliers. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or other encumbrances adverse to the Owner's interests.

§ 12.3 Certificates for Payment

The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in part; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole. If certification or notification is not made within such seven day period, the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time and the Contract Sum shall be equitably adjusted due to the delay.

§ 12.4 Progress Payments

§ 12.4.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner provided in the Contract Documents.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 Neither the Owner nor the Architect shall have responsibility for payments to a subcontractor or supplier.

§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.5 Substantial Completion

§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Contractor believes that the Work or designated portion thereof is substantially complete, it will notify the Architect and the Architect will make an inspection to determine whether the Work is substantially complete. When the Architect determines that the Work is substantially complete, the Architect shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, establish the responsibilities of the Owner and Contractor, and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

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§ 12.6 Final Completion and Final Payment

§ 12.6.1 Upon receipt of a final Application for Payment, the Architect will inspect the Work. When the Architect finds the Work acceptable and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment shall not become due until the Contractor submits to the Architect releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests, or encumbrances arising out of the Contract.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees on the Work and other persons who may be affected thereby, the Work and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by the Architect as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement, and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 Assignment of Contract

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 Tests and Inspections

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections, and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Architect requires additional testing, the Contractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections, or approvals that do not become requirements until after the Contract is executed. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 15.3 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

ARTICLE 16 TERMINATION OF THE CONTRACT

§ 16.1 Termination by the Contractor

If the Work is stopped under Section 12.3 for a period of 14 days through no fault of the Contractor, the Contractor may, upon seven additional days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

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§ 16.2 Termination by the Owner for Cause

§ 16.2.1 The Owner may terminate the Contract if the Contractor

.1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;

.2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;

.3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or

.4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, after consultation with the Architect, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

.1 take possession of the site and of all materials thereon owned by the Contractor, and

.2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§ 16.3 Termination by the Owner for Convenience

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 17 OTHER TERMS AND CONDITIONS

(Insert any other terms or conditions below.)

This Agreement entered into as of the day and year first written above.

(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

OWNER *(Signature)*	**CONTRACTOR** *(Signature)*
(Printed name and title)	*(Printed name and title)* LICENSE NO.: JURISDICTION:

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DOCUMENT 00 6110 - SUPPLEMENTARY CONDITIONS

The following supplements modify, change, delete, or add to the General Conditions of the Contract for Construction, included in AIA Document A105-2017. Where any part of the General Conditions is modified or voided by these Articles, the unaltered provisions of that part shall remain in effect.

ARTICLE 5: INSURANCE

Delete Paragraphs 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5, 5.1.6 and 5.1.7.

NOTE: Contractor must comply with insurance requirements. Any Contractor circumventing legitimacy of insurance requirements (i.e., listing employees as sub-contractors) will not be considered for bid award.

Add the following Paragraphs 5.1.1 and 5.1.2 to Article 5:

5.1.1 The insurance required by Subparagraph 5.1 and indicated below shall be written for not less than the following limits:

1. Workers' Compensation:

   (a) State: Statutory

   (b) Employer's Liability: $ 100,000 per Accident
   $ 500,000 Disease, Policy Limit
   $ 100,000 Disease, Each Employee

2. Comprehensive or Commercial General Liability (including Premises Operations; Independent Contractor's Protective; Products and Completed Operations; Broad Form Property Damage):

   (a) Bodily Injury: $ 500,000 Each Occurrence
   $1,000,000 Aggregate

   (b) Property Damage: $ 500,000 Each Occurrence
   $1,000,000 Aggregate

   (c) Products and Completed Operations to be maintained for One year after final payment:
   $1,000,000 Aggregate

   (d) Property Damage Liability Insurance shall provide X, C and U coverage.

   (e) Broad Form Property Damage Coverage shall include Completed Operations.

3. Contractual Liability:

   (a) Bodily Injury: $ 500,000 Each Occurrence
   $1,000,000 Aggregate
   (b) Property Damage: $ 500,00 Each Occurrence
   $1,000,000 Aggregate

4. Personal Injury, with Employment Exclusion deleted:
   $1,000,000 Aggregate

5. Business Auto Liability (including owner, non-owned and hired vehicles):

   (a) Combined Single Limit $1,000,000

6. If the General Liability coverages are provided by a Commercial Liability policy, the

   (a) General Aggregate shall be not less than $1,000,000 and it shall apply, in total, to this Project only.

   (b) Fire Damage Limit shall be not less than $50,000 on any one Fire.

   (c) Medical Expense Limit shall be not less than $5,000 on any one person."

7. Umbrella Excess Liability:

(a) An umbrella policy may be used in combination with other policies to provide a minimum coverage of $1,000,000.

5.1.2 The Owner shall be named as an additional insured on the insurance required in 5.1.1.2 above and the insurance shall contain the severability of interest clause as follows:

(a) "The insurance afforded herein applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the company's 'liability'."

Add the following Paragraph 5.6 to Article 5:

5.6 PERFORMANCE BOND AND PAYMENT BOND

5.6.1 The Owner shall have the right to require the Contractor to furnish bonds covering the faithful performance of the Contract and payment of obligations arising thereunder as stipulated in the Contract Documents on the date of execution of the Contract.

5.6.2 Upon request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy be furnished.

5.6.3 The Contractor shall furnish bonds or acceptable government obligations covering faithful performance of the Contract and payment of obligations arising thereunder. Bonds shall be obtained through a company licensed to transact business in the locality of the project and the cost thereof shall be included in the Contract Sum. The amount of each bond shall be equal to 100 percent of the Contract Sum.

5.6.3.1 The Contractor shall deliver the required bonds to the Owner not later than three days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.

5.6.3.2 The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

5.6.3.3 Form of bonds shall be AIA Document A312.

ARTICLE 10: CHANGES IN THE WORK

Add the following Paragraphs 10.4 and 10.5 to Article 10:

10.4 The combined overhead and profit included in the total cost to the Owner of a change in the Work shall be based on the following schedule:

.1 For the Contractor, for Work performed by the Contractor's own forces, 15 percent of the cost.

.2 For the Contractor, for Work performed by the contractor's Subcontractor, 5 percent of the amount due the Subcontractor.

.3 For the Subcontractor or Sub-subcontractor involved, for Work performed by that Subcontractor's or Sub-subcontractor's own forces, 10 percent of the cost.

.4 For each Subcontractor, for Work performed by the Subcontractor's Sub-subcontractors, 5 percent of the amount due the Sub-subcontractor.

.5 Cost to which overhead and profit is to be applied shall be determined in accordance with Subparagraph 7.3.6.

.6 In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also. In no case will a change involving over $500.00 be approved without such itemization.

10.5 Agreement on any Change Order shall constitute a final settlement of all matters relating to the change in the Work which is the subject of the change Order, including, but not limited to, all direct and indirect costs associated with such change and any and all adjustments to the Contract Sum and the construction schedule. In the event a Change Order increases the contract Sum, the Contractor shall include the Work covered by such Change Order in Application for Payment as if such Work were originally

part of the Project and Contract Documents.

ARTICLE 12: PAYMENTS AND COMPLETION

12.2 APPLICATIONS FOR PAYMENT

Add the following Paragraph 12.2.1.1 to Article 12:

12.2.1.1 Progress payments shall represent 95% of the actual value of the work done and materials and equipment furnished and/or suitably stored at the jobsite or other approved location up to the first day of that month. In making such partial (monthly) payments, there shall be retained five percent (5%) on the estimated amounts until final completion and acceptance of all work covered by the Contract. Payments for work under the subcontracts of the General Contractor shall be subject to the above conditions. The form of Application for Payment shall be AIA Document G702, Application and Certification for Payment, supported by AIA Document G703, Continuation Sheet.

ARTICLE 15: MISCELLANEOUS PROVISIONS

Add the following Paragraph 15.4 to Article 15:

15.4 EQUAL OPPORTUNITY

15.4.1 The Contractor shall maintain policies of employment as follows:

15.4.1.1 The Contractor and the Contractor's Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

15.4.1.2 The Contractor and the Contractor's Subcontractors shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age or national origin.

END OF SUPPLEMENTARY CONDITIONS

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AIA® Document A312™ – 2010

Performance Bond

CONTRACTOR:
(Name, legal status and address)

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

OWNER:
(Name, legal status and address)

CONSTRUCTION CONTRACT
Date:
Amount: $
Description:
(Name and location)

BOND
Date:
(Not earlier than Construction Contract Date)

Amount: $
Modifications to this Bond: ☐ None ☐ See Section 16

CONTRACTOR AS PRINCIPAL		**SURETY**	
Company:	*(Corporate Seal)*	Company:	*(Corporate Seal)*
Signature:		Signature:	
Name and Title:		Name and Title:	

(Any additional signatures appear on the last page of this Performance Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or **BROKER:**

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party:)

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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

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

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/
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User Notes:
(1332425803)

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

.1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;

.2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and

.3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

§ 5.2 Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or

.2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4, and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

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User Notes: (1332425803)

§ 7 If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

.1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

.2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and

.3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

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

§ 14 Definitions

§ 14.1 Balance of the Contract Price. The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 Contractor Default. Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

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§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL		**SURETY**	
Company:	*(Corporate Seal)*	Company:	*(Corporate Seal)*
Signature:		Signature:	
Name and Title:		Name and Title:	
Address:		Address:	

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User Notes: (1332425803)

AIA® Document A312™ – 2010

Payment Bond

CONTRACTOR:
(Name, legal status and address)

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

OWNER:
(Name, legal status and address)

CONSTRUCTION CONTRACT
Date:
Amount: $
Description:
(Name and location)

BOND
Date:
(Not earlier than Construction Contract Date)

Amount: $
Modifications to this Bond: ☐ None ☐ See Section 18

CONTRACTOR AS PRINCIPAL		**SURETY**	
Company:	*(Corporate Seal)*	Company:	*(Corporate Seal)*
Signature:		Signature:	
Name and Title:		Name and Title:	

(Any additional signatures appear on the last page of this Payment Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or **BROKER:**	**OWNER'S REPRESENTATIVE:** *(Architect, Engineer or other party:)*

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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

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

Init.
/
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§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

§ 2 If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond shall arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Section 13) of claims, demands, liens or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety.

§ 4 When the Owner has satisfied the conditions in Section 3, the Surety shall promptly and at the Surety's expense defend, indemnify and hold harmless the Owner against a duly tendered claim, demand, lien or suit.

§ 5 The Surety's obligations to a Claimant under this Bond shall arise after the following:

§ 5.1 Claimants, who do not have a direct contract with the Contractor,

.1 have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and

.2 have sent a Claim to the Surety (at the address described in Section 13).

§ 5.2 Claimants, who are employed by or have a direct contract with the Contractor, have sent a Claim to the Surety (at the address described in Section 13).

§ 6 If a notice of non-payment required by Section 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Section 5.1.1.

§ 7 When a Claimant has satisfied the conditions of Sections 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

§ 7.1 Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

§ 7.2 Pay or arrange for payment of any undisputed amounts.

§ 7.3 The Surety's failure to discharge its obligations under Section 7.1 or Section 7.2 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Section 7.1 or Section 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

§ 8 The Surety's total obligation shall not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Section 7.3, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

§ 9 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

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§ 10 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of, Claimants or otherwise have any obligations to Claimants under this Bond.

§ 11 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 12 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 13 Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

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

§ 15 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

§ 16 Definitions

§ 16.1 Claim. A written statement by the Claimant including at a minimum:

- .1 the name of the Claimant;
- .2 the name of the person for whom the labor was done, or materials or equipment furnished;
- .3 a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- .4 a brief description of the labor, materials or equipment furnished;
- .5 the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- .6 the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- .7 the total amount of previous payments received by the Claimant; and
- .8 the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

§ 16.2 Claimant. An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

§ 16.3 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

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§ 16.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 16.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

§ 17 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 18 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL		**SURETY**	
Company:	*(Corporate Seal)*	Company:	*(Corporate Seal)*
Signature:		Signature:	
Name and Title:		Name and Title:	
Address:		Address:	

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AIA® Document G715™ – 2017

Supplemental Attachment for ACORD Certificate of Insurance 25

PROJECT: *(name and address)*	**CONTRACT INFORMATION:** Contract For: Date:	**CERTIFICATE INFORMATION:** Producer: Insured: Date:
OWNER: *(name and address)*	**ARCHITECT:** *(name and address)*	**CONTRACTOR:** *(name and address)*

		Yes	No	N/A
A.	**General Liability**			
1.	Does this policy include coverage for:			
a	Damages because of bodily injury, sickness, or disease, including occupational sickness or disease, and death of any person?	☐	☐	☐
b	Personal injury and advertising injury?	☐	☐	☐
c	Damages because of physical damage to or destruction of tangible property, including the loss of use of such property?	☐	☐	☐
d	Bodily injury or property damage arising out of completed operations?	☐	☐	☐
e	The Contractor's indemnity obligations included in the Contract Documents?	☐	☐	☐
2.	Does this policy contain an exclusion or restriction of coverage for:			
a	Claims by one insured against another insured, where the exclusion or restrictions is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim?	☐	☐	☐
b	Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor?	☐	☐	☐
c	Claims for bodily injury other than to employees of the insured?	☐	☐	☐
d	Claims for the Contractor's indemnity obligations included in the Contract Documents arising out of injury to employees of the insured?	☐	☐	☐
e	Claims for loss excluded under a prior work endorsement or other similar exclusionary language?	☐	☐	☐
f	Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language?	☐	☐	☐
g	Claims related to residential, multi-family, or other habitational projects?	☐	☐	☐
h	Claims related to roofing?	☐	☐	☐
i	Claims related to exterior insulation finish systems, synthetic stucco, or similar exterior coatings or surfaces?	☐	☐	☐
j	Claims related to earth subsistence or movement?	☐	☐	☐
k	Claims related to explosion, collapse, and underground hazards?	☐	☐	☐

		Yes	No	N/A
B.	**Other Insurance Coverage**			
1.	Indicate whether the Contractor has the following insurance coverages and, if so, indicate the coverage limits for each.			
a	Professional liability insurance Coverage limits:	☐	☐	☐
b	Pollution liability insurance Coverage limits:	☐	☐	☐
c	Insurance for maritime liability risks associated with the operation of a vessel Coverage limits:	☐	☐	☐

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d	Insurance for the use or operation of manned or unmanned aircraft Coverage limits:	☐	☐	☐
e	Property insurance Coverage limits:	☐	☐	☐
f	Railroad protective liability insurance Coverage limits:	☐	☐	☐
g	Asbestos abatement liability insurance Coverage limits:	☐	☐	☐
h	Insurance for physical damage to property while it is in storage and in transit to the construction site Coverage limits:	☐	☐	☐
i	Other:	☐	☐	☐

_____

(Authorized Representative)

_____

(Date of Issue)

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User Notes: (3B9ADA2A)

WH-5

State Tax Commission

PUBLIC WORKS CONTRACT REPORT

Ref. No.	Code No.
This space for state use only.	

Sections 54-1904A and 63-3624(f), Idaho Code, require all Public Works Contracts to be reported to the State Tax Commission.

Contract awarded by (public body and address)

Contract awarded to (contractor's name and home address)

State of Incorporation	Federal employer number	Date qualified to do business in Idaho (Section 30-501, I.C.)
Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation		Public Works contractor license number
Sales/Use tax permit number	Withholding tax number	Telephone number ( )
Project number (if any)		Amount of contract $

Description and location of work to be performed

Scheduled project start date: _____ and completion date: _____

If the following information is not available at this time, please indicate when it will be. _____ Date

This form must be filed with the State Tax Commission within 30 days after a contract is awarded.

ALL SUBCONTRACTORS

1	Name	State of Incorporation	Federal employer number	
	Address	Date qualified to do business in Idaho	Public works contractor number	
	City, State, Zip	Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation	Amount of subcontract $	
	Description of work			
2	Name	State of Incorporation	Federal employer number	
	Address	Date qualified to do business in Idaho	Public works contractor number	
	City, State, Zip	Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation	Amount of subcontract $	
	Description of work			
3	Name	State of Incorporation	Federal employer number	
	Address	Date qualified to do business in Idaho	Public works contractor number	
	City, State, Zip	Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation	Amount of subcontract $	
	Description of work			
4	Name	State of Incorporation	Federal employer number	
	Address	Date qualified to do business in Idaho	Public works contractor number	
	City, State, Zip	Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation	Amount of subcontract $	
	Description of work			

ALL SUBCONTRACTORS (Continued)

5	Name	State of Incorporation	Federal employer number	
	Address	Date qualified to do business in Idaho	Public works contractor number	
	City, State, Zip	Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation	Amount of subcontract $	
	Description of work			
6	Name	State of Incorporation	Federal employer number	
	Address	Date qualified to do business in Idaho	Public works contractor number	
	City, State, Zip	Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation	Amount of subcontract $	
	Description of work			
7	Name	State of Incorporation	Federal employer number	
	Address	Date qualified to do business in Idaho	Public works contractor number	
	City, State, Zip	Business operates as ☐ Sole proprietorship ☐ Partnership ☐ Corporation	Amount of subcontract $	
	Description of work			

SUPPLIERS

Use the space below to report: Major suppliers of materials and supplies: items removed from inventory; equipment purchased, rented or leased for use in project; materials provided by government agency. Please indicate how sales or use tax was paid.

1	Name	Address	Phone number	☐ Tax paid to supplier. ☐ Tax paid to state. * ☐ No tax paid.
	Materials and equipment purchased and used:		Total value $	
2	Name	Address	Phone number	☐ Tax paid to supplier. ☐ Tax paid to state. * ☐ No tax paid.
	Materials and equipment purchased and used:		Total value $	
3	Name	Address	Phone number	☐ Tax paid to supplier. ☐ Tax paid to state. * ☐ No tax paid.
	Materials and equipment purchased and used:		Total value $	
4	Name	Address	Phone number	☐ Tax paid to supplier. ☐ Tax paid to state. * ☐ No tax paid.
	Materials and equipment purchased and used:		Total value $	
5	Name	Address	Phone number	☐ Tax paid to supplier. ☐ Tax paid to state. * ☐ No tax paid.
	Materials and equipment purchased and used:		Total value $	
6	Name	Address	Phone number	☐ Tax paid to supplier. ☐ Tax paid to state. * ☐ No tax paid.
	Materials and equipment purchased and used:		Total value $	

* If tax was not paid to suppliers, but WAS or WILL BE reported as "Items Subject to Use Tax" under your permit number, indicate period of return on which payment WAS or WILL BE reported: _____

If tax was remitted to a state other than Idaho, name state. _____

If tax is due and has not previously been reported, attach remittance to this form.

SIGN HERE ->	Authorized signature	Phone number	Date

File with the Idaho State Tax Commission, P.O. Box 36, Boise, Idaho 83722
For additional information call (208) 334-7691

CONTRACTOR'S AFFIDAVIT CONCERNING TAXES

STATE OF _____)

COUNTY OF _____)

Pursuant to the Idaho Code, Title 63, Chapter 15, I the undersigned, being duly sworn, deposes and certify that all taxes, excises and license fees due to the State or it's taxing units, for which I or my property is liable then due or delinquent, has been paid, or arrangements have been made, before entering into a Contract for construction of any public works in the State of Idaho.

SEAL

_____
Name of Contractor

_____
Address

_____
City and State

By:_____
Signature

Subscribed and sworn to before me this _____ day of _____ 20____.

_____
NOTARY PUBLIC

Residing at_____

Commission expires_____

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:	**PROJECT:**	**APPLICATION NO:**	**Distribution to:**
		PERIOD TO:	OWNER: ☐
FROM CONTRACTOR:	**VIA ARCHITECT:**	**CONTRACT FOR:**	ARCHITECT: ☐
		CONTRACT DATE:	CONTRACTOR: ☐
		PROJECT NOS: / /	FIELD: ☐
			OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** ..... $ _____
2. **Net change by Change Orders** ..... $ _____
3. **CONTRACT SUM TO DATE** (Line 1 ± 2) ..... $ _____
4. **TOTAL COMPLETED & STORED TO DATE** (Column G on G703) ..... $ _____
5. **RETAINAGE:**
   a. 0 % of Completed Work (Column D + E on G703) $ _____
   b. 0 % of Stored Material (Column F on G703) $ _____
   Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... $ _____
6. **TOTAL EARNED LESS RETAINAGE** ..... $ _____
   (Line 4 Less Line 5 Total)
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** ..... $ _____
   (Line 6 from prior Certificate)
8. **CURRENT PAYMENT DUE** ..... $ _____
9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
   (Line 3 less Line 6) $ _____

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$	$
Total approved this Month	$	$
TOTALS	$	$
NET CHANGES by Change Order	$	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of:

County of:

Subscribed and sworn to before me this day of

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... $ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

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Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED *(Not in D or E)*	TOTAL COMPLETED AND STORED TO DATE *(D+E+F)*	% *(G ÷ C)*	BALANCE TO FINISH *(C – G)*	RETAINAGE *(If variable rate)*
			FROM PREVIOUS APPLICATION *(D + E)*	THIS PERIOD					
	GRAND TOTAL								

Sample

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

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SPECIFICATIONS

T A B L E O F C O N T E N T S

DIVISION 01 - GENERAL REQUIREMENTS

011000	SUMMARY
012500	SUBSTITUTION PROCEDURES
012600	CONTRACT MODIFICATION PROCEDURES
012900	PAYMENT PROCEDURES
013100	PROJECT MANAGEMENT AND COORDINATION
013200	CONSTRUCTION PROGRESS DOCUMENTATION
013300	SUBMITTAL PROCEDURES
014000	QUALITY REQUIREMENTS
014200	REFERENCES
015000	TEMPORARY FACILITIES AND CONTROLS
016000	PRODUCT REQUIREMENTS
017300	EXECUTION
017419	CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
017700	CLOSEOUT PROCEDURES
017823	OPERATION AND MAINTENANCE DATA
017839	PROJECT RECORD DOCUMENTS
017900	DEMONSTRATION AND TRAINING

SECTION 01 1000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Project information.
2. Work covered by Contract Documents.
3. Work under separate contracts.
4. Access to site.
5. Coordination with occupants.
6. Work restrictions.
7. Specification and drawing conventions.
8. Miscellaneous provisions.

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: Fremont District Library Remodel – St. Anthony Branch.
1. Project Location: 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.

B. Owner: Fremont District Library, 420 N. Bridge, Suite E, St. Anthony, Idaho 83445.
1. Owner's Representative: Rachelle Cardell.

C. Architect: NBW Architects, P.A., 990 John Adams Parkway, P.O. Box 2212, Idaho Falls, Idaho 83403. Telephone: 208-522-8779. Fax: 208-522-878.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:
1. Project consists of interior demolition of existing offices, new interior finishes, HVAC and lighting.

B. Type of Contract.
1. Project will be constructed under a single prime contract.

1.4 PHASED CONSTRUCTION

A. The Work shall be conducted in two phases, with each phase substantially complete as indicated.

B. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates for all phases of the Work.

1.5 ACCESS TO SITE

A. General: Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

B. Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
1. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
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.

1.6 COORDINATION WITH OCCUPANTS

A. Full Owner Occupancy: Owner will occupy adjacent site and adjacent building(s) 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. Maintain existing exits unless otherwise indicated.
   1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
   2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

B. 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.

1.7 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. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
   1. Notify Owner not less than two days in advance of proposed utility interruptions.

C. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

1.8 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 and scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

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SECTION 01 2500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for substitutions.

B. Related Requirements:
1. Section 01 6000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.2 DEFINITIONS

A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

1.3 ACTION SUBMITTALS

A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Substitution Request Form: Use CSI Form 13.1A.
2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
   a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
   b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
   c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
   d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
   e. Samples, where applicable or requested.
   f. Certificates and qualification data, where applicable or requested.
   g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
   h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
   i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
   j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
   k. Cost information, including a proposal of change, if any, in the Contract Sum.
   l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
   m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
   a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.

b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 QUALITY ASSURANCE

A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
   1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied:
      a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
      b. Requested substitution provides sustainable design characteristics that specified product provided.
      c. Requested substitution will not adversely affect Contractor's construction schedule.
      d. Requested substitution has received necessary approvals of authorities having jurisdiction.
      e. Requested substitution is compatible with other portions of the Work.
      f. Requested substitution has been coordinated with other portions of the Work.
      g. Requested substitution provides specified warranty.
      h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

B. Substitutions for Convenience: Not allowed.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2500

SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

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

1.2 MINOR CHANGES IN THE WORK

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

1.3 PROPOSAL REQUESTS

A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
   1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
   2. Within time specified in Proposal Request or 20 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
      a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
      b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
      c. Include costs of labor and supervision directly attributable to the change.
      d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
      e. Quotation Form: Use forms acceptable to Architect.

B. Contractor-Initiated Work Change Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
   1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
   2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
   3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
   4. Include costs of labor and supervision directly attributable to the change.
   5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
   6. Comply with requirements in Section 01 2500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
   7. Work Change Proposal Request Form: Use form acceptable to Architect.

1.4 ADMINISTRATIVE CHANGE ORDERS

A. Allowance Adjustment: See Section 01 2100 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.

1.5 CHANGE ORDER PROCEDURES

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

1.6 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
   1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.

B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
   1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2600

SECTION 01 2900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

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

B. Related Requirements:
   1. Section 01 2100 "Allowances" for procedural requirements governing the handling and processing of allowances.
   2. Section 01 2600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
   3. Section 01 3200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.2 SCHEDULE OF VALUES

A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
   1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
      a. Application for Payment forms with continuation sheets.
      b. Submittal schedule.
      c. Items required to be indicated as separate activities in Contractor's construction schedule.
   2. Submit the schedule of values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.

B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
   1. Identification: Include the following Project identification on the schedule of values:
      a. Project name and location.
      b. Name of Architect.
      c. Architect's project number.
      d. Contractor's name and address.
      e. Date of submittal.
   2. Arrange schedule of values consistent with format of AIA Document G703.
   3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
   4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
   5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
   6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
   7. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
   8. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
      a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
   9. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.3 APPLICATIONS FOR PAYMENT

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

B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.

C. Payment Application Times: Submit Application for Payment to Architect by the first of the month. The period covered by each Application for Payment is one month, ending on the twenty-fifth day of the month.

D. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.

E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
   1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
   2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
   1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.

G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
   1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
   2. When an application shows completion of an item, submit conditional final or full waivers.
   3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
   4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.

H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
   1. List of subcontractors.
   2. Schedule of values.
   3. Contractor's construction schedule (preliminary if not final).
   4. Submittal schedule (preliminary if not final).
   5. List of Contractor's staff assignments.
   6. List of Contractor's principal consultants.
   7. Copies of building permits.
   8. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
   9. Initial progress report.
   10. Report of preconstruction conference.
   11. Certificates of insurance and insurance policies.

I. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
   1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
   2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
   1. Evidence of completion of Project closeout requirements.
   2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
   3. Updated final statement, accounting for final changes to the Contract Sum.
   4. AIA Document G706-1994, "Contractor's Affidavit of Payment of Debts and Claims."
   5. AIA Document G706A-1994, "Contractor's Affidavit of Release of Liens."
   6. AIA Document G707-1994, "Consent of Surety to Final Payment."
   7. Evidence that claims have been settled.
   8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
   9. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2900

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SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
   1. Coordination drawings.
   2. Requests for Information (RFIs).
   3. Project meetings.

B. Related Requirements:
   1. Section 01 7300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.2 DEFINITIONS

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

1.3 INFORMATIONAL SUBMITTALS

A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
   1. Name, address, and telephone number of entity performing subcontract or supplying products.
   2. Number and title of related Specification Section(s) covered by subcontract.
   3. Drawing number and detail references, as appropriate, covered by subcontract.

1.4 GENERAL COORDINATION PROCEDURES

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
   1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
   2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
   3. Make adequate provisions to accommodate items scheduled for later installation.

B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
   1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
   1. Preparation of Contractor's construction schedule.
   2. Preparation of the schedule of values.
   3. Installation and removal of temporary facilities and controls.
   4. Delivery and processing of submittals.
   5. Progress meetings.
   6. Preinstallation conferences.
   7. Project closeout activities.
   8. Startup and adjustment of systems.

1.5 COORDINATION DRAWINGS

A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
   1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
      a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
      b. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:
   1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid.
   2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings.
   3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
   4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
   5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
   6. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility.

1.6 REQUESTS FOR INFORMATION (RFIs)

A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
   1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
   2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

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

C. RFI Forms: Form acceptable to Architect.

D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
   1. The following RFIs will be returned without action:
      a. Requests for approval of submittals.
      b. Requests for approval of substitutions.
      c. Requests for coordination information already indicated in the Contract Documents.
      d. Requests for adjustments in the Contract Time or the Contract Sum.
      e. Requests for interpretation of Architect's actions on submittals.
      f. Incomplete RFIs or inaccurately prepared RFIs.
   2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
   3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 01 2600 "Contract Modification Procedures."
      a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.

E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly. Include the following:
   1. Project name.
   2. Name and address of Contractor.
   3. Name and address of Architect.
   4. RFI number including RFIs that were dropped and not submitted.
   5. RFI description.
   6. Date the RFI was submitted.
   7. Date Architect's response was received.

F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
   1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
   2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.7 PROJECT MEETINGS

A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
   1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
   2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
   3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.

B. Preconstruction Conference: Owner’s Representative will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Contractor, Owner and Architect, but no later than 15 days after execution of the Agreement.
   1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
   2. Agenda: Discuss items of significance that could affect progress, including the following:
      a. Tentative construction schedule.
      b. Phasing.
      c. Critical work sequencing and long-lead items.
      d. Designation of key personnel and their duties.
      e. Procedures for processing field decisions and Change Orders.
      f. Procedures for RFIs.
      g. Procedures for testing and inspecting.
      h. Procedures for processing Applications for Payment.
      i. Distribution of the Contract Documents.

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

3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
   a. Contract Documents.
   b. Options.
   c. Related RFIs.
   d. Related Change Orders.
   e. Purchases.
   f. Deliveries.
   g. Submittals.
   h. Review of mockups.
   i. Possible conflicts.
   j. Compatibility problems.
   k. Time schedules.
   l. Weather limitations.
   m. Manufacturer's written instructions.
   n. Warranty requirements.
   o. Compatibility of materials.
   p. Acceptability of substrates.
   q. Temporary facilities and controls.
   r. Space and access limitations.
   s. Regulations of authorities having jurisdiction.
   t. Testing and inspecting requirements.
   u. Installation procedures.
   v. Coordination with other work.
   w. Required performance results.
   x. Protection of adjacent work.
   y. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Progress Meetings: Owner’s Representative will conduct progress meetings at monthly intervals.

1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
        1) Review schedule for next period.
    b. Review present and future needs of each entity present, including the following:
        1) Interface requirements.
        2) Sequence of operations.
        3) Status of submittals.
        4) Deliveries.
        5) Off-site fabrication.
        6) Access.
        7) Site utilization.
        8) Temporary facilities and controls.
        9) Progress cleaning.
        10) Quality and work standards.
        11) Status of correction of deficient items.
        12) Field observations.
        13) Status of RFIs.
        14) Status of proposal requests.
        15) Pending changes.
        16) Status of Change Orders.
        17) Pending claims and disputes.
        18) Documentation of information for payment requests.
3. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
    a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3100

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SECTION 01 3200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
   1. Contractor's construction schedule.
   2. Construction schedule updating reports.
   3. Daily construction reports.
   4. Site condition reports.

1.2 DEFINITIONS

A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
   1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
   2. Predecessor Activity: An activity that precedes another activity in the network.
   3. Successor Activity: An activity that follows another activity in the network.

B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.

C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

D. Float: The measure of leeway in starting and completing an activity.
   1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.

1.3 INFORMATIONAL SUBMITTALS

A. Format for Submittals: Submit required submittals in the following format:
   1. Working electronic copy of schedule file, where indicated.
   2. PDF electronic file.
   3. Three paper copies.

B. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.

C. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
   1. Submit a working electronic copy of schedule, using software indicated, and labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.

D. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
   1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
   2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
   3. Total Float Report: List of all activities sorted in ascending order of total float.
   4. Earnings Report: Compilation of Contractor's total earnings from commencement of the Work until most recent Application for Payment.

E. Construction Schedule Updating Reports: Submit with Applications for Payment.

F. Daily Construction Reports: Submit at monthly intervals.

G. Site Condition Reports: Submit at time of discovery of differing conditions.

1.4 COORDINATION

A. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
   1. Secure time commitments for performing critical elements of the Work from entities involved.
   2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

A. Time Frame: Extend schedule from date established for commencement of the Work to date of final completion.
   1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.

B. Activities: Treat each story or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
   1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
   2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
   3. Submittal Review Time: Include review and resubmittal times indicated in Section 01 3300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
   4. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
   5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
   6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and final completion.

C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
   1. Work under More Than One Contract: Include a separate activity for each contract.
   2. Work Restrictions: Show the effect of the following items on the schedule:
      a. Coordination with existing construction.
      b. Limitations of continued occupancies.
      c. Uninterruptible services.
      d. Partial occupancy before Substantial Completion.
      e. Use of premises restrictions.
      f. Provisions for future construction.
      g. Seasonal variations.
      h. Environmental control.
   3. Work Stages: Indicate important stages of construction for each major portion of the Work.

D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.

E. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
   1. Unresolved issues.
   2. Unanswered Requests for Information.
   3. Rejected or unreturned submittals.

4. Notations on returned submittals.
5. Pending modifications affecting the Work and Contract Time.

F. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule.

G. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

A. General: Prepare network diagrams using AON (activity-on-node) format.

B. Startup Network Diagram: Submit diagram within 14 days of date established for commencement of the Work. Outline significant construction activities for the first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

C. CPM Schedule: Prepare Contractor's construction schedule using a time-scaled CPM network analysis diagram for the Work.
1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 60 days after date established for commencement of the Work.
    a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates, regardless of Architect's approval of the schedule.
2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
3. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.

D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.
1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
    a. Preparation and processing of submittals.
    b. Mobilization and demobilization.
    c. Purchase of materials.
    d. Delivery.
    e. Fabrication.
    f. Utility interruptions.
    g. Installation.
    h. Work by Owner that may affect or be affected by Contractor's activities.
    i. Testing and commissioning.
    j. Punch list and final completion.
    k. Activities occurring following final completion.
2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
    a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.

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

F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
1. Contractor or subcontractor and the Work or activity.

2. Description of activity.
3. Main events of activity.
4. Immediate preceding and succeeding activities.
5. Early and late start dates.
6. Early and late finish dates.
7. Activity duration in workdays.
8. Total float or slack time.

G. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.
2. Changes in early and late start dates.
3. Changes in early and late finish dates.
4. Changes in activity durations in workdays.
5. Changes in the critical path.
6. Changes in total float or slack time.
7. Changes in the Contract Time.

2.3 REPORTS

A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
1. List of subcontractors at Project site.
2. List of separate contractors at Project site.
3. Approximate count of personnel at Project site.
4. Equipment at Project site.
5. Material deliveries.
6. High and low temperatures and general weather conditions, including presence of rain or snow.
7. Accidents.
8. Meetings and significant decisions.
9. Unusual events.
10. Stoppages, delays, shortages, and losses.
11. Meter readings and similar recordings.
12. Emergency procedures.
13. Orders and requests of authorities having jurisdiction.
14. Change Orders received and implemented.
15. Construction Change Directives received and implemented.
16. Services connected and disconnected.
17. Equipment or system tests and startups.
18. Partial completions and occupancies.
19. Substantial Completions authorized.

B. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
3. As the Work progresses, indicate final completion percentage for each activity.

B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
1. Post copies in Project meeting rooms and temporary field offices.

2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 01 3200

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SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. Related Requirements:
1. Section 01 3200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
2. Section 01 7823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
3. Section 01 7839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.2 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action.

B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements.

1.3 ACTION SUBMITTALS

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

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

A. Architect's Digital Data Files: Electronic copies of digital data files of the Contract Drawings may be provided by Architect for Contractor's use in preparing submittals. At Contractor's written request and upon payment to the Architect of $150.00, copies of Architect's CAD files may be provided to Contractor for Contractor's use in connection with Project, subject to the following conditions:
1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings.
    a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
    b. Contractor shall execute a data licensing agreement in the form of AIA Document C106, Digital Data Licensing Agreement.
    c. Due to the potential that the information set forth in the electronic files can be modified unintentionally or otherwise and that the files may not reflect changes made by addendum or during construction, the Architect does not warranty nor guarantee the suitability or content of the electronic files provided. It is recognized that the use of these electronic files will be at the Contractor’s or user’s sole risk and without liability to the Architect, Owner or Construction Manager.
    d. Electronic files available are those existing at the time of the request. Files will be provided by e-mail or on CD-ROM in Architect’s standard format. Requests will not be processed until payment is made. Allow seven days for processing. Any translation or other modification necessary to make files usable for Contractor’s purpose is the responsibility of the Contractor.
    e. Architect’s consultants may or may not provide electronic CAD or data files to Contractor at the consultant’s sole discretion.

B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
3. Resubmittal Review: Allow 15 days for review of each resubmittal.

D. Paper Submittals: Place a permanent label or title block on each submittal item for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
2. Provide a space on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
3. Include the following information for processing and recording action taken:
   a. Project name.
   b. Date.
   c. Name of Architect.
   d. Name of Contractor.
   e. Name of subcontractor.
   f. Name of supplier.
   g. Name of manufacturer.
   h. Submittal number or other unique identifier, including revision identifier.
      1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
   i. Number and title of appropriate Specification Section.
   j. Drawing number and detail references, as appropriate.
   k. Location(s) where product is to be installed, as appropriate.
   l. Other necessary identification.
4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
   a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return without review submittals received from sources other than Contractor.
   a. Transmittal Form for Paper Submittals: Provide locations on form for the following information:
      1) Project name.
      2) Date.
      3) Destination (To:).
      4) Source (From:).
      5) Name and address of Architect.
      6) Name of Construction Manager.
      7) Name of Contractor.
      8) Name of firm or entity that prepared submittal.
      9) Names of subcontractor, manufacturer, and supplier.
      10) Category and type of submittal.
      11) Submittal purpose and description.
      12) Specification Section number and title.
      13) Specification paragraph number or drawing designation and generic name for each of multiple items.
      14) Drawing number and detail references, as appropriate.
      15) Indication of full or partial submittal.
      16) Transmittal number, numbered consecutively.
      17) Submittal and transmittal distribution record.
      18) Remarks.
      19) Signature of transmitter.

E. Options: Identify options requiring selection by Architect.

F. Deviations: Identify deviations from the Contract Documents on submittals.

G. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
2. Note date and content of revision in label or title block and clearly indicate extent of revision.
3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.

H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

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

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements:
1. Action Submittals: Submit eight paper copies of each submittal unless otherwise indicated. Architect will return six copies.
2. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.
3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
    a. Provide a digital signature with digital certificate on electronically-submitted certificates and certifications where indicated.
    b. Provide a notarized statement on original paper copy certificates and certifications where indicated.

B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
2. Mark each copy of each submittal to show which products and options are applicable.
3. Include the following information, as applicable:
    a. Manufacturer's catalog cuts.
    b. Manufacturer's product specifications.
    c. Standard color charts.
    d. Statement of compliance with specified referenced standards.
    e. Testing by recognized testing agency.
    f. Application of testing agency labels and seals.
    g. Notation of coordination requirements.
    h. Availability and delivery time information.
4. For equipment, include the following in addition to the above, as applicable:
    a. Wiring diagrams showing factory-installed wiring.
    b. Printed performance curves.
    c. Operational range diagrams.
    d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
5. Submit Product Data before or concurrent with Samples.
6. Submit Product Data in the following format:
    a. Five paper copies of Product Data unless otherwise indicated. Architect will return three copies.

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect's digital data drawing files is otherwise permitted.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    a. Identification of products.

b. Schedules.
c. Compliance with specified standards.
d. Notation of coordination requirements.
e. Notation of dimensions established by field measurement.
f. Relationship and attachment to adjoining construction clearly indicated.
g. Seal and signature of professional engineer if specified.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
3. Submit Shop Drawings in the following format:
   a. Five opaque copies of each submittal. Architect will retain two copies; remainder will be returned.

D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:
   a. Generic description of Sample.
   b. Product name and name of manufacturer.
   c. Sample source.
   d. Number and title of applicable Specification Section.
3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
   b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
   a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
   a. Number of Samples: Submit two sets of Samples. Architect will retain one Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.
      1) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Submit product schedule in the following formats:
   a. PDF electronic file.
   b. Three paper copies of product schedule or list unless otherwise indicated. Architect will return two copies.

F. Coordination Drawings Submittals: Comply with requirements specified in Section 01 3100 "Project Management and Coordination."

G. Contractor's Construction Schedule: Comply with requirements specified in Section 01 3200 "Construction Progress Documentation."

H. Application for Payment and Schedule of Values: Comply with requirements specified in Section 01 2900 "Payment Procedures.

I. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 01 4000 "Quality Requirements."

J. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 01 7700 "Closeout Procedures."

K. Maintenance Data: Comply with requirements specified in Section 01 7823 "Operation and Maintenance Data."

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

M. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

N. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

O. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

P. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

Q. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

R. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

S. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

T. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project.

U. Schedule of Tests and Inspections: Comply with requirements specified in Section 01 4000 "Quality Requirements."

V. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

W. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

X. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

Y. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other

performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES

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

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file and three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
   1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

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

B. Project Closeout and Maintenance Material Submittals: See requirements in Section 01 7700 "Closeout Procedures."

C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.

B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.

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

D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.

E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 01 3300

SECTION 01 4000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for quality assurance and quality control.

B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
   1. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
   2. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
   3. Specific test and inspection requirements are not specified in this Section.

1.2 DEFINITIONS

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

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

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

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

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

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

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

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

I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
   1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).

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

1.3 CONFLICTING REQUIREMENTS

A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.

B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.4 INFORMATIONAL SUBMITTALS

A. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems:
1. Seismic-force-resisting system, designated seismic system, or component listed in the designated seismic system quality-assurance plan prepared by Architect.
2. Main wind-force-resisting system or a wind-resisting component listed in the wind-force-resisting system quality-assurance plan prepared by Architect.

B. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

1.5 REPORTS AND DOCUMENTS

A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
1. Date of issue.
2. Project title and number.
3. Name, address, and telephone number of testing agency.
4. Dates and locations of samples and tests or inspections.
5. Names of individuals making tests and inspections.
6. Description of the Work and test and inspection method.
7. Identification of product and Specification Section.
8. Complete test or inspection data.
9. Test and inspection results and an interpretation of test results.
10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting and reinspecting.

B. Manufacturer's Field Reports: Prepare written information documenting tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of representative making report.
2. Statement on condition of substrates and their acceptability for installation of product.
3. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
4. Results of operational and other tests and a statement of whether observed performance complies with requirements.
5. Other required items indicated in individual Specification Sections.

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

1.6 QUALITY ASSURANCE

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

B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.

E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.

F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
   1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.

G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
   1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
   2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.

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

I. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
   1. Contractor responsibilities include the following:
      a. Provide test specimens representative of proposed products and construction.
      b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
      c. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
      d. When testing is complete, remove test specimens, assemblies, and mockups, and laboratory mockups; do not reuse products on Project.
   2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.

J. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
   1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
   2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
   3. Demonstrate the proposed range of aesthetic effects and workmanship.
   4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
      a. Allow seven days for initial review and each re-review of each mockup.

5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
6. Demolish and remove mockups when directed unless otherwise indicated.

K. Laboratory Mockups: Comply with requirements of preconstruction testing and those specified in individual Specification Sections.

1.7 QUALITY CONTROL

A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.

B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
   a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. Manufacturer's Field Services: Where indicated, engage a manufacturer's representative to observe and inspect the Work. Manufacturer's representative's services include examination of substrates and conditions, verification of materials, inspection of completed portions of the Work, and submittal of written reports.

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

E. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
6. Do not perform any duties of Contractor.

F. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
2. Incidental labor and facilities necessary to facilitate tests and inspections.
3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
4. Facilities for storage and field curing of test samples.
5. Delivery of samples to testing agencies.

6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
7. Security and protection for samples and for testing and inspecting equipment at Project site.

G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

1.8 SPECIAL TESTS AND INSPECTIONS

A. Special Tests and Inspections: Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviews the completeness and adequacy of those procedures to perform the Work.
2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
6. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
1. Date test or inspection was conducted.
2. Description of the Work tested or inspected.
3. Date test or inspection results were transmitted to Architect.
4. Identification of testing agency or special inspector conducting test or inspection.

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

3.2 REPAIR AND PROTECTION

A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 7300 "Execution."

B. Protect construction exposed by or for quality-control service activities.

C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 4000

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SECTION 01 4200 - REFERENCES

PART 1 - GENERAL

1.1 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.

C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."

E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.

H. "Provide": Furnish and install, complete and ready for the intended use.

I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.2 INDUSTRY STANDARDS

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.

C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
   1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.3 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Thomson Gale's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 4200

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SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

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

B. Related Requirements:
1. Section 01 1000 "Summary" for work restrictions and limitations on utility interruptions.

1.2 USE CHARGES

A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, testing agencies, and authorities having jurisdiction.

1.3 INFORMATIONAL SUBMITTALS

A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.

B. Erosion- and Sedimentation-Control Plan: Show compliance with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.

C. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire prevention program.

1.4 QUALITY ASSURANCE

A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.

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

C. Accessible Temporary Egress: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.5 PROJECT CONDITIONS

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

PART 2 - PRODUCTS

2.1 MATERIALS

A. Chain-Link Fencing: Minimum 2-inch, 0.148-inch- thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top rails.

B. Portable Chain-Link Fencing: Minimum 2-inch, 0.148-inch- thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top and bottom rails. Provide galvanized-steel bases for supporting posts.

2.2 TEMPORARY FACILITIES

A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.

B. Common-Use Field Office: Of sufficient size to accommodate needs of Owner, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly.

C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.

2.3 EQUIPMENT

A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
   1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
   2. Heating Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.
   3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return-air grille in system and remove at end of construction and clean HVAC system as required in Section 01 7700 "Closeout Procedures".

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
   1. Locate facilities to limit site disturbance as specified in Section 01 1000 "Summary."

B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

A. General: Install temporary service or connect to existing service.
   1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.

B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
   1. Connect temporary sewers to municipal system as directed by authorities having jurisdiction.

C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.

D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.

E. Heating: Provide temporary heating required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.

F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity.

Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.

G. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
   1. Install electric power service underground unless otherwise indicated.

H. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
   1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.

I. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install one telephone line(s) for each field office.
   1. Provide additional telephone lines for the following:
      a. Provide a dedicated telephone line for each facsimile machine in each field office.
   2. At each telephone, post a list of important telephone numbers.
      a. Police and fire departments.
      b. Ambulance service.
      c. Contractor's home office.
      d. Contractor's emergency after-hours telephone number.
      e. Architect's office.
      f. Engineers' offices.
      g. Owner's office.
      h. Principal subcontractors' field and home offices.
   3. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.

J. Electronic Communication Service: Provide a desktop computer in the primary field office adequate for use by Architect and Owner to access project electronic documents and maintain electronic communications. Equip computer with not less than the following:
   1. Processor: Intel Pentium D or Intel CoreDuo, 3.0 GHz processing speed.
   2. Memory: 4 gigabyte.
   3. Disk Storage: 300 gigabyte hard-disk drive and combination DVD-RW/CD-RW drive.
   4. Display: 22-inch LCD monitor with 128 Mb dedicated video RAM.
   5. Network Connectivity: 10/100BaseT Ethernet.
   6. Productivity Software:
      a. Microsoft Office Professional, XP or higher, including Word, Excel, and Outlook.
      b. Adobe Reader 7.0 or higher.
      c. WinZip 7.0 or higher.
   7. Printer: "All-in-one" unit equipped with printer server, combining color printing, photocopying, scanning, and faxing, or separate units for each of these three functions.
   8. Internet Service: Broadband modem, router and ISP, equipped with hardware firewall, providing minimum 384 Kbps upload and 1 Mbps download speeds at each computer.
   9. Internet Security: Integrated software, providing software firewall, virus, spyware, phishing, and spam protection in a combined application.

3.3 SUPPORT FACILITIES INSTALLATION

A. General: Comply with the following:
   1. Provide construction for temporary offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
   2. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.

B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas within construction limits indicated on Drawings.
   1. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.

C. Temporary Use of Permanent Roads and Paved Areas: Locate temporary roads and paved areas in same location as permanent roads and paved areas. Construct and maintain temporary roads and paved areas adequate for construction operations. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.
   1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
   2. Prepare subgrade and install subbase and base for temporary roads and paved areas according to Section 31 2000 "Earth Moving."
   3. Recondition base after temporary use, including removing contaminated material, regrading, proofrolling, compacting, and testing.
   4. Delay installation of final course of permanent hot-mix asphalt pavement until immediately before Substantial Completion. Repair hot-mix asphalt base-course pavement before installation of final course according to Section 32 1216 "Asphalt Paving."

D. Traffic Controls: Comply with requirements of authorities having jurisdiction.
   1. Protect existing site improvements to remain including curbs, pavement, and utilities.
   2. Maintain access for fire-fighting equipment and access to fire hydrants.

E. Parking: Provide temporary parking areas for construction personnel.

F. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
   1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
   2. Remove snow and ice as required to minimize accumulations.

G. Project Signs: Provide Project signs. Unauthorized signs are not permitted.
   1. Identification Signs: Provide Project identification signs.
   2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
      a. Provide temporary, directional signs for construction personnel and visitors.
   3. Maintain and touchup signs so they are legible at all times.

H. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 01 7300 "Execution."

I. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
   1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

J. Temporary Elevator Use: Use of elevators is not permitted.

K. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate.

L. Temporary Use of Permanent Stairs: Use of new stairs for construction traffic will be permitted, provided stairs are protected and finishes restored to new condition at time of Substantial Completion.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.

B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

C. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to

erosion- and sedimentation-control Drawings and requirements of 2003 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.

D. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.

E. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.

F. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using environmentally safe materials.

G. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.
   1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
   2. Maintain security by limiting number of keys and restricting distribution to authorized personnel.

H. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each work day.

I. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

J. Temporary Egress: Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.

K. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
   1. Where heating or cooling is needed and permanent enclosure is not complete, insulate temporary enclosures.

L. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire prevention program.
   1. Prohibit smoking in construction areas.
   2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
   3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
   4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

3.5 MOISTURE AND MOLD CONTROL

A. Contractor's Moisture Protection Plan: Avoid trapping water in finished work. Document visible signs of mold that may appear during construction.

B. Exposed Construction Phase: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect materials from water damage and keep porous and organic materials from coming into prolonged contact with concrete.

C. Partially Enclosed Construction Phase: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:

1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
2. Keep interior spaces reasonably clean and protected from water damage.
3. Discard or replace water-damaged and wet material.
4. Discard, replace, or clean stored or installed material that begins to grow mold.
5. Perform work in a sequence that allows any wet materials adequate time to dry before enclosing the material in drywall or other interior finishes.

D. Controlled Construction Phase of Construction: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
2. Remove materials that can not be completely restored to their manufactured moisture level within 48 hours.

3.6 OPERATION, TERMINATION, AND REMOVAL

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

B. Maintenance: Maintain facilities in good operating condition until removal.
1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.

D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 7700 "Closeout Procedures."

END OF SECTION 01 5000

SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

B. Related Requirements:
   1. Section 01 2500 "Substitution Procedures" for requests for substitutions.

1.2 DEFINITIONS

A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
   1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
   2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
   3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.3 ACTION SUBMITTALS

A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
   1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
      a. Form of Approval: As specified in Section 01 3300 "Submittal Procedures."
      b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 01 3300 "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

B. Delivery and Handling:
   1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
   2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
   3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
   4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

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

1.6 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
   1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
   2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.

B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
   1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
   2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
   3. Refer to other Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Section 01 7700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

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

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products:
    a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
    b. Nonrestricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.
4. Manufacturers:
    a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
    b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.
5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

C. Visual Matching Specification: Where Specifications require "match Architect's sample", provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 01 2500 "Substitution Procedures" for proposal of product.

D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 6000

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SECTION 01 7300 - EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
   1. Construction layout.
   2. Field engineering and surveying.
   3. Installation of the Work.
   4. Cutting and patching.
   5. Coordination of Owner-installed products.
   6. Progress cleaning.
   7. Starting and adjusting.
   8. Protection of installed construction.
   9. Correction of the Work.

B. Related Requirements:
   1. Section 01 1000 "Summary" for limits on use of Project site.
   2. Section 01 7700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.
   3. Section 07 8413 "Penetration Firestopping" for patching penetrations in fire-rated construction.

1.2 INFORMATIONAL SUBMITTALS

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

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

C. Certified Surveys: Submit two copies signed by land surveyor.

D. Final Property Survey: Submit 10 copies showing the Work performed and record survey data.

1.3 QUALITY ASSURANCE

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

B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
   1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural element during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection
   2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
   3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
   4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.1 MATERIALS

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

B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
   1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
   1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
   2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
   1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
   2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
   3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

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

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 01 3100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.
   1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.

2. Establish limits on use of Project site.
3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
4. Inform installers of lines and levels to which they must comply.
5. Check the location, level and plumb, of every major element as the Work progresses.
6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

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

D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

A. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

B. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

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

D. Final Property Survey: Engage a land surveyor to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
1. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

3.5 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
1. Make vertical work plumb and make horizontal work level.
2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

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

H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
2. Allow for building movement, including thermal expansion and contraction.
3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.6 CUTTING AND PATCHING

A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

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

C. Temporary Support: Provide temporary support of work to be cut.

D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

E. Adjacent Occupied Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

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

G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.
2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

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

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

G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways.

H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.8 STARTING AND ADJUSTING

A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.

B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.

C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

D. Manufacturer's Field Service: Comply with qualification requirements in Section 01 4000 "Quality Requirements"

3.9 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.

B. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 01 7300

SECTION 01 7419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for the following:
   1. Disposing of nonhazardous construction waste.

B. Related Requirements:
   1. Section 04 4313.13 "Anchored Stone Masonry Veneer" for disposal requirements for excess stone and stone waste.
   2. Section 31 1000 "Site Clearing" for disposition of waste resulting from site clearing and removal of above- and below-grade improvements.

1.2 DEFINITIONS

A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.

B. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 DISPOSAL OF WASTE

A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
   1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
   2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

B. Burning: Do not burn waste materials.

C. Disposal: Remove waste materials from Owner's property and legally dispose of them.

END OF SECTION 01 7419

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SECTION 01 7700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
   1. Substantial Completion procedures.
   2. Final completion procedures.
   3. Warranties.
   4. Final cleaning.
   5. Repair of the Work.

B. Related Requirements:
   1. Section 01 7823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
   2. Section 01 7839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
   3. Section 01 7900 "Demonstration and Training" for requirements for instructing Owner's personnel.

1.2 ACTION SUBMITTALS

A. Product Data: For cleaning agents.

B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.

C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.3 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.

C. Field Report: For pest control inspection.

1.4 MAINTENANCE MATERIAL SUBMITTALS

A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.5 SUBSTANTIAL COMPLETION PROCEDURES

A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
   1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
   2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
   3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
   4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.

a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Architect's signature for receipt of submittals.

5. Submit test/adjust/balance records.
6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
3. Complete startup and testing of systems and equipment.
4. Perform preventive maintenance on equipment used prior to Substantial Completion.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 01 7900 "Demonstration and Training."
6. Advise Owner of changeover in heat and other utilities.
7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
9. Complete final cleaning requirements, including touchup painting.
10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for final completion.

1.6 FINAL COMPLETION PROCEDURES

A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Section 01 2900 "Payment Procedures."
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report and warranty.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. Inspection: Submit a written request for final inspection to determine acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

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

a. MS Excel electronic file. Architect will return annotated copy.
b. PDF electronic file. Architect will return annotated copy.
c. Three paper copies unless otherwise indicated. Architect will return two copies.

1.8 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.

B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

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

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
d. Remove tools, construction equipment, machinery, and surplus material from Project site.
e. Remove snow and ice to provide safe access to building.
f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
h. Sweep concrete floors broom clean in unoccupied spaces.
i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.

j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
k. Remove labels that are not permanent.
l. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
o. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
p. Leave Project clean and ready for occupancy.

C. Pest Control: Comply with pest control requirements in Section 01 5000 "Temporary Facilities and Controls." Prepare written report.

3.2 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.
   a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

END OF SECTION 01 7700

SECTION 01 7823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
   1. Operation and maintenance documentation directory.
   2. Emergency manuals.
   3. Operation manuals for systems, subsystems, and equipment.
   4. Product maintenance manuals.
   5. Systems and equipment maintenance manuals.

1.2 CLOSEOUT SUBMITTALS

A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
   1. Architect will comment on whether content of operations and maintenance submittals are acceptable.
   2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

B. Format: Submit operations and maintenance manuals in the following format:
   1. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect will return two copies.

C. Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.
   1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information.

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

C. Title Page: Include the following information:
   1. Subject matter included in manual.
   2. Name and address of Project.
   3. Name and address of Owner.
   4. Date of submittal.
   5. Name and contact information for Contractor.
   6. Name and contact information for Construction Manager.
   7. Name and contact information for Architect.
   8. Name and contact information for Commissioning Authority.
   9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
   10. Cross-reference to related systems in other operation and maintenance manuals.

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

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

F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.
1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
   a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
4. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
   a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
   b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.2 EMERGENCY MANUALS

A. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
2. Emergency instructions.
3. Emergency procedures.

B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
2. Flood.
3. Gas leak.
4. Water leak.
5. Power failure.
6. Water outage.
7. System, subsystem, or equipment failure.
8. Chemical release or spill.

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

D. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
2. Shutdown instructions for each type of emergency.
3. Operating instructions for conditions outside normal operating limits.
4. Required sequences for electric or electronic systems.
5. Special operating instructions and procedures.

2.3 OPERATION MANUALS

A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
2. Performance and design criteria if Contractor is delegated design responsibility.

3. Operating standards.
4. Operating procedures.
5. Operating logs.
6. Wiring diagrams.
7. Control diagrams.
8. Piped system diagrams.
9. Precautions against improper use.
10. License requirements including inspection and renewal dates.

B. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
2. Manufacturer's name.
3. Equipment identification with serial number of each component.
4. Equipment function.
5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Instructions on stopping.
6. Normal shutdown instructions.
7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

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

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

2.4 PRODUCT MAINTENANCE MANUALS

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

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

C. Product Information: Include the following, as applicable:
1. Product name and model number.
2. Manufacturer's name.
3. Color, pattern, and texture.
4. Material and chemical composition.
5. Reordering information for specially manufactured products.

D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.
5. Repair instructions.

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

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

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

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

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

C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
1. Standard maintenance instructions and bulletins.
2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
3. Identification and nomenclature of parts and components.
4. List of items recommended to be stocked as spare parts.

D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
2. Troubleshooting guide.
3. Precautions against improper maintenance.
4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
5. Aligning, adjusting, and checking instructions.
6. Demonstration and training video recording, if available.

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

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

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

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

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

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

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

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

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

E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
   1. Do not use original project record documents as part of operation and maintenance manuals.

F. Comply with Section 01 7700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01 7823

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SECTION 01 7839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for project record documents, including the following:
   1. Record Drawings.
   2. Record Specifications.
   3. Record Product Data.

B. Related Requirements:
   1. Section 01 7823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:
   1. Number of Copies: Submit PDF electronic files of scanned record prints and one set of marked-up record prints.

B. Record Specifications: Submit one paper copy and scanned PDF electronic files of Project's Specifications, including addenda and contract modifications.

C. Record Product Data: Submit one paper copy and scanned PDF electronic files and directories of each submittal.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised Drawings as modifications are issued.
   1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
      a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
      b. Record data as soon as possible after obtaining it.
      c. Record and check the markup before enclosing concealed installations.
   2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
   3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
   4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
   1. Format: Annotated PDF electronic file with comment function enabled.
   2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
   3. Refer instances of uncertainty to Architect for resolution.

C. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
   1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
   2. Format: Annotated PDF electronic file with comment function enabled.

3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
4. Identification: As follows:
   a. Project name.
   b. Date.
   c. Designation "PROJECT RECORD DRAWINGS."
   d. Name of Architect.
   e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
   1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
   2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
   3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
   4. Note related Change Orders, record Product Data, and record Drawings where applicable.

B. Format: Submit record Specifications as paper copy and scanned PDF electronic file(s) of marked-up paper copy of Specifications.

2.3 RECORD PRODUCT DATA

A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
   1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
   2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
   3. Note related Change Orders, record Specifications, and record Drawings where applicable.

B. Format: Submit record Product Data as paper copy and scanned PDF electronic file(s) of marked-up paper copy of Product Data.

2.4 MISCELLANEOUS RECORD SUBMITTALS

A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

B. Format: Submit miscellaneous record submittals as paper copy and scanned PDF electronic file(s) of marked-up miscellaneous record submittals.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.

B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

END OF SECTION 01 7839

SECTION 01 7900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
   1. Demonstration of operation of systems, subsystems, and equipment.
   2. Training in operation and maintenance of systems, subsystems, and equipment.

1.2 INFORMATIONAL SUBMITTALS

A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
   1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

1.3 QUALITY ASSURANCE

A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.

B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 01 4000 "Quality Requirements," experienced in operation and maintenance procedures and training.

C. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 01 3100 "Project Management and Coordination." Review methods and procedures related to demonstration and training.

1.4 COORDINATION

A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.

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

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.

B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
   1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
      a. System, subsystem, and equipment descriptions.
      b. Performance and design criteria if Contractor is delegated design responsibility.
      c. Operating standards.
      d. Regulatory requirements.
      e. Equipment function.
      f. Operating characteristics.
      g. Limiting conditions.

h. Performance curves.

2. Documentation: Review the following items in detail:
   a. Emergency manuals.
   b. Operations manuals.
   c. Maintenance manuals.
   d. Project record documents.
   e. Identification systems.
   f. Warranties and bonds.
   g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
   a. Instructions on meaning of warnings, trouble indications, and error messages.
   b. Instructions on stopping.
   c. Shutdown instructions for each type of emergency.
   d. Operating instructions for conditions outside of normal operating limits.
   e. Sequences for electric or electronic systems.
   f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
   a. Startup procedures.
   b. Equipment or system break-in procedures.
   c. Routine and normal operating instructions.
   d. Regulation and control procedures.
   e. Control sequences.
   f. Safety procedures.
   g. Instructions on stopping.
   h. Normal shutdown instructions.
   i. Operating procedures for emergencies.
   j. Operating procedures for system, subsystem, or equipment failure.
   k. Seasonal and weekend operating instructions.
   l. Required sequences for electric or electronic systems.
   m. Special operating instructions and procedures.
5. Adjustments: Include the following:
   a. Alignments.
   b. Checking adjustments.
   c. Noise and vibration adjustments.
   d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
   a. Diagnostic instructions.
   b. Test and inspection procedures.
7. Maintenance: Include the following:
   a. Inspection procedures.
   b. Types of cleaning agents to be used and methods of cleaning.
   c. List of cleaning agents and methods of cleaning detrimental to product.
   d. Procedures for routine cleaning
   e. Procedures for preventive maintenance.
   f. Procedures for routine maintenance.
   g. Instruction on use of special tools.
8. Repairs: Include the following:
   a. Diagnosis instructions.
   b. Repair instructions.
   c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
   d. Instructions for identifying parts and components.
   e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 01 7823 "Operation and Maintenance Data."

3.2 INSTRUCTION

A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.

B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
   1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
   2. Owner will furnish an instructor to describe Owner's operational philosophy.
   3. Owner will furnish Contractor with names and positions of participants.

C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
   1. Schedule training with Owner with at least seven days' advance notice.

D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.

E. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral and a demonstration performance-based test.

END OF SECTION 01 7900

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T A B L E O F C O N T E N T S

DIVISION 02 – EXISTING CONDITIONS

024119 SELECTIVE DEMOLITION

SECTION 02 4119 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Demolition and removal of selected portions of building or structure.
   2. Salvage of existing items to be reused or recycled.

1.2 MATERIALS OWNERSHIP

A. Unless otherwise indicated, demolition waste becomes property of Contractor.

B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
   1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

1.3 PREINSTALLATION MEETINGS

A. Predemolition Conference: Conduct conference at Project site.

1.4 INFORMATIONAL SUBMITTALS

A. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for dust control. Indicate proposed locations and construction of barriers.

B. Schedule of selective demolition activities with starting and ending dates for each activity.

1.5 CLOSEOUT SUBMITTALS

A. Inventory of items that have been removed and salvaged.

1.6 FIELD CONDITIONS

A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.

B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.

D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
   1. Hazardous materials will be removed by Owner before start of the Work.
   2. If suspected hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

E. Storage or sale of removed items or materials on-site is not permitted.

F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
   1. Maintain fire-protection facilities in service during selective demolition operations.

G. Arrange selective demolition schedule so as not to interfere with Owner's operations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.

B. Standards: Comply with ASSE A10.6 and NFPA 241.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify that utilities have been disconnected and capped before starting selective demolition operations.

B. Perform an engineering survey of condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective building demolition operations.

C. Inventory and record the condition of items to be removed and salvaged.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.

B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
   1. Owner will arrange to shut off indicated services/systems when requested by Contractor.
   2. Arrange to shut off utilities with utility companies.
   3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
   4. Disconnect, demolish, and remove fire-suppression systems, plumbing, and HVAC systems, equipment, and components indicated on Drawings to be removed.
      a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
      b. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material and leave in place.
      c. Equipment to Be Removed: Disconnect and cap services and remove equipment.
      d. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
      e. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.
      f. Ducts to Be Removed: Remove portion of ducts indicated to be removed and plug remaining ducts with same or compatible ductwork material.
      g. Ducts to Be Abandoned in Place: Cap or plug ducts with same or compatible ductwork material and leave in place.

3.3 PROTECTION

A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.

B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.

C. Remove temporary barricades and protections where hazards no longer exist.

3.4 SELECTIVE DEMOLITION

A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
   1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
   2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
   3. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
   4. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
   5. Dispose of demolished items and materials promptly.

B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

C. Removed and Reinstalled Items:
   1. Clean and repair items to functional condition adequate for intended reuse.
   2. Pack or crate items after cleaning and repairing. Identify contents of containers.
   3. Protect items from damage during transport and storage.
   4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

D. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

3.5 CLEANING

A. Remove demolition waste materials from Project site and recycle or dispose of them according to Section 01 7419 "Construction Waste Management and Disposal."
   1. Do not allow demolished materials to accumulate on-site.
   2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
   3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
   4. Comply with requirements specified in Section 01 7419 "Construction Waste Management and Disposal."

B. Burning: Do not burn demolished materials.

C. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 02 4119

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T A B L E O F C O N T E N T S

DIVISION 05 - METALS

051200 STRUCTURAL STEEL FRAMING

SECTION 05 1200 - STRUCTURAL STEEL FRAMING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes structural steel and grout.

1.2 DEFINITIONS

A. Structural Steel: Elements of structural-steel frame, as classified by AISC 303, "Code of Standard Practice for Steel Buildings and Bridges."

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product indicated.

B. Shop Drawings: Show fabrication of structural-steel components.

1.4 QUALITY ASSURANCE

A. Fabricator Qualifications: A qualified fabricator that participates in the AISC Quality Certification Program and is designated an AISC-Certified Plant, Category STD.

B. Welding Qualifications: Qualify procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel."

C. Comply with applicable provisions of the following specifications and documents:
   1. AISC 303.
   2. AISC 360.
   3. RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts."

PART 2 - PRODUCTS

2.1 STRUCTURAL-STEEL MATERIALS

A. W-Shapes: ASTM A 992/A 992M.

B. Channels, Angles: ASTM A 36/A 36M.

C. Plate and Bar: ASTM A 36/A 36M.

D. Cold-Formed Hollow Structural Sections: ASTM A 500, Grade B, structural tubing.

E. Steel Pipe: ASTM A 53/A 53M, Type E or S, Grade B.

F. Welding Electrodes: Comply with AWS requirements.

2.2 BOLTS, CONNECTORS, AND ANCHORS

A. High-Strength Bolts, Nuts, and Washers: ASTM A 325, Type 1, heavy-hex steel structural bolts; ASTM A 563, Grade C, heavy-hex carbon-steel nuts; and ASTM F 436, Type 1, hardened carbon-steel washers; all with plain finish.

B. Zinc-Coated High-Strength Bolts, Nuts, and Washers: ASTM A 325, Type 1, heavy-hex steel structural bolts; ASTM A 563, Grade DH heavy-hex carbon-steel nuts; and ASTM F 436, Type 1, hardened carbon-steel washers.
   1. Finish: Hot-dip or mechanically deposited zinc coating.

C. Threaded Rods: ASTM A 36/A 36M.
   1. Finish: Plain.

D. Clevises and Turnbuckles: Made from cold-finished carbon steel bars, ASTM A 108, Grade 1035.

2.3 PRIMER

A. Primer: Fabricator's standard lead- and chromate-free, nonasphaltic, rust-inhibiting primer complying with MPI#79 and compatible with topcoat.

2.4 GROUT

A. Nonmetallic, Shrinkage-Resistant Grout: ASTM C 1107, factory-packaged, nonmetallic aggregate grout, noncorrosive and nonstaining, mixed with water to consistency suitable for application and a 30-minute working time.

2.5 FABRICATION

A. Structural Steel: Fabricate and assemble in shop to greatest extent possible. Fabricate according to AISC's "Code of Standard Practice for Steel Buildings and Bridges" and AISC 360.

B. Shear Connectors: Prepare steel surfaces as recommended by manufacturer of shear connectors. Use automatic end welding of headed-stud shear connectors according to AWS D1.1/D1.1M and manufacturer's written instructions.

2.6 SHOP CONNECTIONS

A. High-Strength Bolts: Shop install high-strength bolts according to RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts" for type of bolt and type of joint specified.
   1. Joint Type: Snug tightened.

B. Weld Connections: Comply with AWS D1.1/D1.1M for tolerances, appearances, welding procedure specifications, weld quality, and methods used in correcting welding work.

2.7 SHOP PRIMING

A. Shop prime steel surfaces except the following:
   1. Surfaces embedded in concrete or mortar. Extend priming of partially embedded members to a depth of 2 inches.
   2. Surfaces to be field welded.
   3. Surfaces to be high-strength bolted with slip-critical connections.
   4. Surfaces to receive sprayed fire-resistive materials (applied fireproofing).
   5. Galvanized surfaces.

B. Surface Preparation: Clean surfaces to be painted. Remove loose rust and mill scale and spatter, slag, or flux deposits. Prepare surfaces according to the following specifications and standards:
   1. SSPC-SP 2, "Hand Tool Cleaning."

C. Priming: Immediately after surface preparation, apply primer according to manufacturer's written instructions and at rate recommended by SSPC to provide a minimum dry film thickness of 1.5 mils. Use priming methods that result in full coverage of joints, corners, edges, and exposed surfaces.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify, with steel Erector present, elevations of concrete- and masonry-bearing surfaces and locations of anchor rods, bearing plates, and other embedments for compliance with requirements.

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

3.2 ERECTION

A. Set structural steel accurately in locations and to elevations indicated and according to AISC 303 and AISC 360.

B. Base, Bearing and Leveling Plates: Clean concrete- and masonry-bearing surfaces of bond-reducing materials, and roughen surfaces prior to setting plates. Clean bottom surface of plates.
   1. Set plates for structural members on wedges, shims, or setting nuts as required.
   2. Weld plate washers to top of baseplate.
   3. Snug-tighten anchor rods after supported members have been positioned and plumbed. Do not remove wedges or shims but, if protruding, cut off flush with edge of plate before packing with grout.
   4. Promptly pack grout solidly between bearing surfaces and plates so no voids remain. Neatly finish exposed surfaces; protect grout and allow to cure. Comply with manufacturer's written installation instructions for shrinkage-resistant grouts.

C. Maintain erection tolerances of structural steel within AISC's "Code of Standard Practice for Steel Buildings and Bridges."

3.3 FIELD CONNECTIONS

A. High-Strength Bolts: Install high-strength bolts according to RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts" for type of bolt and type of joint specified.
   1. Joint Type: Snug tightened.

B. Weld Connections: Comply with AWS D1.1/D1.1M for tolerances, appearances, welding procedure specifications, weld quality, and methods used in correcting welding work.
   1. Comply with AISC 303 and AISC 360 for bearing, alignment, adequacy of temporary connections, and removal of paint on surfaces adjacent to field welds.

3.4 FIELD QUALITY CONTROL

A. Testing Agency: Owner will engage a qualified independent testing and inspecting agency to inspect field welds and high-strength bolted connections.

B. Bolted Connections: Bolted connections will be tested and inspected according to RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts."

C. Welded Connections: Field welds will be visually inspected according to AWS D1.1/D1.1M.
   1. In addition to visual inspection, field welds will be tested and inspected according to AWS D1.1/D1.1M and the following inspection procedures, at testing agency's option:
      a. Liquid Penetrant Inspection: ASTM E 165.
      b. Magnetic Particle Inspection: ASTM E 709; performed on root pass and on finished weld. Cracks or zones of incomplete fusion or penetration will not be accepted.
      c. Ultrasonic Inspection: ASTM E 164.
      d. Radiographic Inspection: ASTM E 94.

D. Correct deficiencies in Work that test reports and inspections indicate does not comply with the Contract Documents.

END OF SECTION 05 1200

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T A B L E O F C O N T E N T S

DIVISION 06 – WOOD, PLASTICS AND COMPOSITES

061000 ROUGH CARPENTRY
062023 INTERIOR FINISH CARPENTRY
064116 PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS

SECTION 06 1000 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Framing with dimension lumber.
   2. Framing with engineered wood products.
   3. Wood blocking and nailers.
   4. Wood furring.
   5. Plywood backing panels.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of process and factory-fabricated product.
   1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements

1.3 INFORMATIONAL SUBMITTALS

A. Material Certificates: For dimension lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the ALSC Board of Review.

B. Evaluation Reports: For the following, from ICC-ES:
   1. Wood-preservative-treated wood.
   2. Engineered wood products.
   3. Shear panels.
   4. Power-driven fasteners.
   5. Powder-actuated fasteners.
   6. Expansion anchors.
   7. Metal framing anchors.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
   1. Factory mark each piece of lumber with grade stamp of grading agency.
   2. For exposed lumber indicated to receive a stained or natural finish, mark grade stamp on end or back of each piece or omit grade stamp and provide certificates of grade compliance issued by grading agency.
   3. Provide dressed lumber, S4S, unless otherwise indicated.

B. Maximum Moisture Content of Lumber: 19 percent unless otherwise indicated.

C. Engineered Wood Products: Provide engineered wood products acceptable to authorities having jurisdiction and for which current model code research or evaluation reports exist that show compliance with building code in effect for Project.
   1. Allowable Design Stresses: Provide engineered wood products with allowable design stresses, as published by manufacturer that meet or exceed those indicated. Manufacturer's published values shall be determined from empirical data or by rational engineering analysis and demonstrated by comprehensive testing performed by a qualified independent testing agency.

2.2 WOOD-PRESERVATIVE-TREATED LUMBER

A. Preservative Treatment by Pressure Process: AWPA U1; Use Category UC2 for interior construction not in contact with the ground, Use Category UC3b for exterior construction not in contact with the ground, and Use Category UC4a for items in contact with the ground.
   1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium. Do not use inorganic boron (SBX) for sill plates.

B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or that does not comply with requirements for untreated material.

C. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.

D. Application: Treat items indicated on Drawings, and the following:
   1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.
   2. Wood sills, sleepers, blocking, furring, stripping, and similar concealed members in contact with masonry or concrete.
   3. Wood framing and furring attached directly to the interior of below-grade exterior masonry or concrete walls.
   4. Wood framing members that are less than 18 inches above the ground in crawlspaces or unexcavated areas.
   5. Wood floor plates that are installed over concrete slabs-on-grade.

2.3 DIMENSION LUMBER FRAMING

A. Non-Load-Bearing Interior Partitions: Construction or No. 2 grade.
   1. Application: All interior partitions.
   2. Species:
      a. Western woods; WCLIB or WWPA.

B. Framing Other Than Non-Load-Bearing Interior Partitions: No. 2 grade.
   1. Application: Framing other than interior partitions.
   2. Species:
      a. Douglas fir-larch; WCLIB or WWPA.

2.4 ENGINEERED WOOD PRODUCTS

A. Engineered Wood Products, General: Products shall contain no urea formaldehyde.

B. Laminated-Veneer Lumber: Structural composite lumber made from wood veneers with grain primarily parallel to member lengths, evaluated and monitored according to ASTM D 5456 and manufactured with an exterior-type adhesive complying with ASTM D 2559.
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. Boise Cascade Corporation.
      b. Georgia-Pacific Building Products.
      c. Louisiana-Pacific Corporation.
      d. Pacific Woodtech Corporation.
      e. RedBuilt, LLC.
      f. Weyerhaeuser Company.

2.5 MISCELLANEOUS LUMBER

A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
   1. Blocking.
   2. Nailers.
   3. Furring.
   4. Grounds.

B. For items of dimension lumber size, provide Construction or No. 2 grade lumber of any species.

C. For concealed boards, provide lumber with 19 percent maximum moisture content andthe following species and grades:
   1. Western woods; Construction or No. 2 Common grade; WCLIB or WWPA.

2.6 PLYWOOD BACKING PANELS

A. Equipment Backing Panels: DOC PS 1, Exterior, AC, fire-retardant treated, in thickness indicated or, if not indicated, not less than 3/4-inch nominal thickness.

2.7 FASTENERS

A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
   1. Where rough carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.

B. Power-Driven Fasteners: NES NER-272.

C. Bolts: Steel bolts complying with ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.

2.8 METAL FRAMING ANCHORS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

B. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
   1. Cleveland Steel Specialty Co.
   2. KC Metals Products, Inc.
   3. Phoenix Metal Products, Inc.
   4. Simpson Strong-Tie Co., Inc.
   5. USP Structural Connectors.

C. Galvanized-Steel Sheet: Hot-dip, zinc-coated steel sheet complying with ASTM A 653/A 653M, G60 coating designation.
   1. Use for interior locations unless otherwise indicated.

D. Hot-Dip, Heavy-Galvanized Steel Sheet: ASTM A 653/A 653M; structural steel (SS), high-strength low-alloy steel Type A (HSLAS Type A), or high-strength low-alloy steel Type B (HSLAS Type B); G185 coating designation; and not less than 0.036 inch thick.
   1. Use for wood-preservative-treated lumber and where indicated.

2.9 MISCELLANEOUS MATERIALS

A. Sill-Sealer Gaskets: Closed-cell neoprene foam, 1/4 inch thick, selected from manufacturer's standard widths to suit width of sill members indicated.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate furring, nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.

B. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.

C. Framing with Engineered Wood Products: Install engineered wood products to comply with manufacturer's written instructions.

D. Install fire-retardant treated plywood backing panels with classification marking of testing agency exposed to view.

E. Metal Framing Anchors: Install metal framing anchors to comply with manufacturer's written instructions. Install fasteners through each fastener hole.

F. Do not splice structural members between supports unless otherwise indicated.

G. Comply with AWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.

H. Where wood-preservative-treated lumber is installed adjacent to metal decking, install continuous flexible flashing separator between wood and metal decking.

I. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
   1. NES NER-272 for power-driven fasteners.
   2. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code.

END OF SECTION 06 1000

SECTION 06 2023 - INTERIOR FINISH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Interior trim.
   2. Shop finishing of woodwork.
   3. Installation of building specialties.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of process and factory-fabricated product.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. Lumber: DOC PS 20.
   1. Factory mark each piece of lumber with grade stamp of inspection agency indicating grade, species, moisture content at time of surfacing, and mill.
      a. For exposed lumber, mark grade stamp on end or back of each piece, or omit grade stamp and provide certificates of grade compliance issued by inspection agency.

B. Softwood Plywood: DOC PS 1.

C. Particleboard: ANSI A208.1, Grade M-2-Exterior Glue.

2.2 INTERIOR TRIM

A. Softwood Lumber Trim:
   1. Species and Grade: Eastern white, Idaho white, lodgepole, ponderosa, radiata, or sugar pine; D Select (Quality); NeLMA, NLGA, or WWPA.
   2. Maximum Moisture Content: 19 percent.

B. Hardwood Lumber Trim:
   1. Species and Grade: Alder; Clear; NHLA.
   2. Maximum Moisture Content: 13 percent.

2.3 MISCELLANEOUS MATERIALS

A. Glue: Aliphatic-resin, polyurethane, or resorcinol wood glue recommended by manufacturer for general carpentry use.
   1. Wood glue shall have a VOC content of 30 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

2.4 SHOP FINISHING

A. General: Finish architectural woodwork at fabrication shop as specified in this Section. Defer only final touchup, cleaning, and polishing until after installation.

B. General: Shop finish transparent-finished architectural woodwork at fabrication shop as specified in this Section.

C. Preparation for Finishing: Comply with referenced quality standard for sanding, filling countersunk fasteners, sealing concealed surfaces, and similar preparations for finishing architectural woodwork, as applicable to each unit of work.
   1. Backpriming: Apply one coat of sealer or primer, compatible with finish coats, to concealed surfaces of woodwork.

D. Transparent Finish:
   1. Grade: Custom.
   2. Finish: System - 11, catalyzed polyurethane.
   3. Wash Coat for Closed-Grain Woods: Apply wash-coat sealer to cabinets made from closed-grain wood before staining and finishing.
   4. Staining: Match approved sample for color.
   5. Sheen: Semigloss, 55-75 gloss units measured on 60-degree gloss meter per ASTM D 523.

PART 3 - EXECUTION

3.1 PREPARATION

A. Before installing interior finish carpentry, condition materials to average prevailing humidity in installation areas for a minimum of 24 hours unless longer conditioning is recommended by manufacturer.

3.2 INSTALLATION, GENERAL

A. Install interior finish carpentry level, plumb, true, and aligned with adjacent materials. Use concealed shims where necessary for alignment.
   1. Scribe and cut interior finish carpentry to fit adjoining work. Refinish and seal cuts as recommended by manufacturer.
   2. Countersink fasteners, fill surface flush, and sand unless otherwise indicated.
   3. Install to tolerance of 1/8 inch in 96 inches for level and plumb. Install adjoining interior finish carpentry with 1/32-inch maximum offset for flush installation and 1/16-inch maximum offset for reveal installation.
   4. Install stairs with no more than 3/16-inch variation between adjacent treads and risers and with no more than 3/8-inch variation between largest and smallest treads and risers within each flight.

3.3 STANDING AND RUNNING TRIM INSTALLATION

A. Install with minimum number of joints practical, using full-length pieces from maximum lengths of lumber available. Miter at returns, miter at outside corners, and cope at inside corners to produce tight-fitting joints with full-surface contact throughout length of joint. Use scarf joints for end-to-end joints.

B. Shop Finishes: Touch up finishing after installation of architectural woodwork. Fill nail holes with matching filler.

END OF SECTION 06 2023

SECTION 06 4116 - PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Plastic-laminate-faced architectural cabinets.
   2. Wood furring, blocking, shims, and hanging strips for installing plastic-laminate-faced architectural cabinets that are not concealed within other construction.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: For plastic-laminate-faced architectural cabinets.
   1. Include plans, elevations, sections, and attachment details.

C. Samples: For each exposed product and for each color and texture specified.

1.3 QUALITY ASSURANCE

A. Fabricator Qualifications: Shop that employs skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.

B. Installer Qualifications: Fabricator of products.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS

A. Quality Standard: Unless otherwise indicated, comply with the "Architectural Woodwork Standards" for grades of cabinets indicated for construction, finishes, installation, and other requirements.

B. Grade: Custom.

C. Type of Construction: Frameless.

D. Door and Drawer-Front Style: Flush overlay.

E. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated or if not indicated, as required by quality standard.
   1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:
      a. Formica Corporation.
      b. Lamin-Art, Inc.
      c. Pionite; a Panolam Industries International, Inc. brand.
      d. Wilsonart.

F. Laminate Cladding for Exposed Surfaces:
   1. Horizontal Surfaces: Grade HGS.
   2. Postformed Surfaces: Grade HGP.
   3. Vertical Surfaces: Grade HGS.
   4. Edges: PVC edge banding, 3mm, matching laminate in color, pattern, and finish.

G. Concealed Backs of Panels with Exposed Plastic-Laminate Surfaces: High-pressure decorative laminate, NEMA LD 3, Grade BKL.

H. Drawer Construction: Fabricate with exposed fronts fastened to subfront with mounting screws from interior of body.
   1. Join subfronts, backs, and sides with glued rabbeted joints supplemented by mechanical fasteners or glued dovetail joints.

I. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
   1. As indicated by laminate manufacturer's designations.
   2. Match Architect's sample.
   3. As selected by Architect from laminate manufacturer's full range in the following categories:
      a. Solid colors, matte finish.
      b. Solid colors with core same color as surface, matte finish.
      c. Wood grains, matte finish.
      d. Patterns, matte finish.

2.2 WOOD MATERIALS

A. Wood Products: Provide materials that comply with requirements of referenced quality standard for each type of architectural cabinet and quality grade specified unless otherwise indicated.
   1. Wood Moisture Content: 5 to 10 percent.

B. Composite Wood and Agrifiber Products: Provide materials that comply with requirements of referenced quality standard for each type of architectural cabinet and quality grade specified unless otherwise indicated.
   1. Medium-Density Fiberboard (MDF): ANSI A208.2, Grade 130.
   2. Particleboard: ANSI A208.1, Grade M-2-Exterior Glue.
   3. Softwood Plywood: DOC PS 1.
   4. Thermoset Decorative Panels: Particleboard or MDF finished with thermally fused, melamine-impregnated decorative paper and complying with requirements of NEMA LD 3, Grade VGL, for Test Methods 3.3, 3.4, 3.6, 3.8, and 3.10.

2.3 CABINET HARDWARE AND ACCESSORIES

A. Frameless Concealed Hinges (European Type): BHMA A156.9, B01602, 135 degrees of opening, self-closing.

B. Wire Pulls: Back mounted, solid metal, 4 inches long, 5/16 inch in diameter.

C. Adjustable Shelf Standards and Supports: BHMA A156.9, B04071; with shelf rests, B04081.

D. Shelf Rests: BHMA A156.9, B04013; metal.

E. Drawer Slides: BHMA A156.9.
   1. Grade 1 and Grade 2: Side mounted and extending under bottom edge of drawer.
      a. Type: Partial extension.
      b. Material: Epoxy-coated steel with polymer rollers.
   2. Grade 1HD-100 and Grade 1HD-200: Side mounted; full-extension type; zinc-plated-steel ball-bearing slides.
   3. For drawers not more than 3 inches high and not more than 24 inches wide, provide Grade 1.
   4. For drawers more than 3 inches high, but not more than 6 inches high and not more than 24 inches wide, provide Grade 1HD-100.
   5. For drawers more than 6 inches high or more than 24 inches wide, provide Grade 1HD-200.

F. Door and Drawer Silencers: BHMA A156.16, L03011.

G. Locks: National Lock #8053 disc tumbler.

H. Grommets for Cable Passage: 1-1/4-inch OD, molded-plastic grommets and matching plastic caps with slot for wire passage.
   1. Color: Black.

I. Exposed Hardware Finishes: For exposed hardware, provide finish that complies with BHMA A156.18 for BHMA finish number indicated.
   1. Satin Chromium Plated: BHMA 626 for brass or bronze base; BHMA 652 for steel base.

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

2.4 MISCELLANEOUS MATERIALS

A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln-dried to less than 15 percent moisture content.

B. Anchors: Select material, type, size, and finish required for each substrate for secure anchorage. Provide metal expansion sleeves or expansion bolts for post-installed anchors. Use nonferrous-metal or hot-dip galvanized anchors and inserts at inside face of exterior walls and at floors.

C. Adhesive for Bonding Plastic Laminate: Unpigmented contact cement.
   1. Adhesive for Bonding Edges: Hot-melt adhesive.

2.5 FABRICATION

A. Complete fabrication, including assembly and hardware application, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.

B. Shop-cut openings to maximum extent possible to receive hardware, appliances, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Before installation, condition cabinets to humidity conditions in installation areas for not less than 72 hours.

B. Grade: Install cabinets to comply with quality standard grade of item to be installed.

C. Anchor cabinets to anchors or blocking built in or directly attached to substrates. Secure with wafer-head cabinet installation screws.

D. Install cabinets level, plumb, and true in line to a tolerance of 1/8 inch in 96 inches using concealed shims.
   1. Scribe and cut cabinets to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
   2. Install cabinets without distortion so doors and drawers fit openings and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete installation of hardware and accessory items as indicated.
   3. Fasten wall cabinets through back, near top and bottom, and at ends not more than 16 inches o.c. with No. 10 wafer-head screws sized for not less than 1-1/2-inch penetration into wood framing, blocking, or hanging strips.

END OF SECTION 06 4116

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T A B L E O F C O N T E N T S

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

079200 JOINT SEALANTS

SECTION 07 9200 - JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Silicone joint sealants.
   2. Urethane joint sealants.
   3. Latex joint sealants.

1.2 PRECONSTRUCTION TESTING

A. Preconstruction Compatibility and Adhesion Testing: Submit to joint-sealant manufacturers eight samples of materials that will contact or affect joint sealants. Use manufacturer's standard test method to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates.
   1. Testing will not be required if joint sealant manufacturers submit joint preparation data that are based on previous testing of current sealant products for adhesion to, and compatibility with, joint substrates and other materials matching those submitted.

B. Preconstruction Field-Adhesion Testing: Before installing sealants, field test their adhesion to Project joint substrates. Test joint sealants according to Method A, Field-Applied Sealant Joint Hand Pull Tab, in Appendix X1 in ASTM C 1193 or Method A, Tail Procedure, in ASTM C 1521.

1.3 ACTION SUBMITTALS

A. Product Data: For each joint-sealant product indicated.

B. Samples: For each kind and color of joint sealant required.

C. Joint-Sealant Schedule: Include the following information:
   1. Joint-sealant application, joint location, and designation.
   2. Joint-sealant manufacturer and product name.
   3. Joint-sealant formulation.
   4. Joint-sealant color.

1.4 INFORMATIONAL SUBMITTALS

A. Product test reports.

B. Preconstruction compatibility and adhesion test reports.

C. Preconstruction field-adhesion test reports.

D. Field-adhesion test reports.

E. Warranties.

1.5 QUALITY ASSURANCE

A. Testing Agency Qualifications: Qualified according to ASTM C 1021 to conduct the testing indicated.

B. Preinstallation Conference: Conduct conference at Project site.

1.6 WARRANTY

A. Special Installer's Warranty: Manufacturer's standard form in which Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
   1. Warranty Period: Three years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. Liquid-Applied Joint Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied joint sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
   1. Suitability for Immersion in Liquids. Where sealants are indicated for Use I for joints that will be continuously immersed in liquids, provide products that have undergone testing according to ASTM C 1247. Liquid used for testing sealants is deionized water, unless otherwise indicated.

B. Stain-Test-Response Characteristics: Where sealants are specified to be nonstaining to porous substrates, provide products that have undergone testing according to ASTM C 1248 and have not stained porous joint substrates indicated for Project.

C. Suitability for Contact with Food: Where sealants are indicated for joints that will come in repeated contact with food, provide products that comply with 21 CFR 177.2600.

2.2 SILICONE JOINT SEALANTS

A. Neutral-Curing Silicone Joint Sealant: ASTM C 920.
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. BASF Building Systems, Sonneborn, Sonolastic 150.
      b. Dow Corning Corporation, 791.
      c. Polymeric Systems, Inc, PSI-631
      d. Tremco Incorporated, Spectrem 2.
   2. Type: Single component (S).
   3. Grade: nonsag (NS).
   4. Class: 25.
   5. Uses Related to Exposure: Nontraffic (NT).

B. Mildew-Resistant Silicone Joint Sealant: ASTM C 920.
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. BASF Building Systems, Sonneborn, Omniplus or Sonolastic 150.
      b. Dow Corning Corporation, 786 Mildew Resistant.
      c. GE Advanced Materials - Silicones, Sanitary 1700.
      d. Tremco Incorporated, Tremsil 600 White.
   2. Type: Single component (S).
   3. Grade: nonsag (NS).
   4. Class: 25.

C. Uses Related to Exposure: Nontraffic (NT).

2.3 URETHANE JOINT SEALANTS

A. Multi-Component Pourable Urethane Joint Sealant: ASTM C 920.
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. BASF Building Systems, Sonneborn, NP1.
      b. Mameco International, Vulkem 245.
      c. Pecora Corporation, Dynatrol I.
      d. Tremco Incorporated, DyMonic.
   2. Type: Single-component (S).
   3. Grade: Nonsag (NS).

4. Class: 25.
5. Uses Related to Exposure: Traffic (T) and Nontraffic (NT).

B. Single-Component Nonsag Urethane Joint Sealant: ASTM C 920.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. BASF Building Systems, Sonneborn, ChemRex, Inc., SL2.
   b. Mameco International, Vulkem 921.
   c. Pacific Polymers International, Inc., Elasto-Thane 920 Pourable.
   d. Sika Corporation; Construction Products Division, Sikaflex – 2c SL.
2. Type: multicomponent (M).
3. Grade: Pourable (P).
4. Class: 25.
5. Uses Related to Exposure: Traffic (T) and Nontraffic (NT).

2.4 LATEX JOINT SEALANTS

A. Latex Joint Sealant: Acrylic latex or siliconized acrylic latex, ASTM C 834, Type OP, Grade NF.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. BASF Building Systems, Sonneborn, ChemRex, Inc., Sonolac.
   b. Pecora Corporation, AC-20.
   c. Tremco Incorporated, Tremflex 834.

2.5 JOINT SEALANT BACKING

A. Cylindrical Sealant Backings: ASTM C 1330, Type C (closed-cell material with a surface skin), Type O (open-cell material), Type B (bicellular material with a surface skin) or any of the preceding types, as approved in writing by joint-sealant manufacturer for joint application indicated, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.

B. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer.

2.6 MISCELLANEOUS MATERIALS

A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials.

C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions.
1. Remove laitance and form-release agents from concrete.
2. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.

B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.

C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.2 INSTALLATION

A. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

B. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
   1. Do not leave gaps between ends of sealant backings.
   2. Do not stretch, twist, puncture, or tear sealant backings.
   3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.

C. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.

D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
   1. Place sealants so they directly contact and fully wet joint substrates.
   2. Completely fill recesses in each joint configuration.
   3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
   1. Remove excess sealant from surfaces adjacent to joints.
   2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
   3. Provide concave joint profile per Figure 8A in ASTM C 1193, unless otherwise indicated.

F. Acoustical Sealant Installation: Comply with ASTM C 919 and with manufacturer's written recommendations.

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

3.3 FIELD QUALITY CONTROL

A. Field-Adhesion Testing: Field test joint-sealant adhesion to joint substrates as follows:
   1. Extent of Testing: Test completed and cured sealant joints as follows:
      a. Perform 10 tests for the first 1000 feet of joint length for each kind of sealant and joint substrate.
      b. Perform 1 test for each 1000 feet of joint length thereafter or 1 test per each floor per elevation.
   2. Test Method: Test joint sealants according to Method A, Field-Applied Sealant Joint Hand Pull Tab, in Appendix X1 in ASTM C 1193 or Method A, Tail Procedure, in ASTM C 1521.

B. Evaluation of Field-Adhesion Test Results: Sealants not evidencing adhesive failure from testing or noncompliance with other indicated requirements will be considered satisfactory. Remove sealants that fail to adhere to joint substrates during testing or to comply with other requirements. Retest failed applications until test results prove sealants comply with indicated requirements.

3.4 JOINT-SEALANT SCHEDULE

A. Joint-Sealant Application: Interior joints in field-painted vertical surfaces and horizontal nontraffic surfaces.
   1. Joint Locations:
      a. Control and expansion joints on exposed interior surfaces of exterior walls.
      b. Perimeter joints of exterior openings where indicated.
      c. Vertical joints on exposed surfaces of interior unit masonry, concrete, walls and partitions.
      d. Perimeter joints between interior wall surfaces and frames of interior doors, windows and elevator entrances.
      e. Other joints as indicated.
   2. Joint Sealant: Latex.
   3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.

B. Joint-Sealant Application: Exterior joints in vertical surfaces and horizontal nontraffic surfaces.
   1. Joint Locations:
      a. Perimeter joints at frames of doors, windows and louvers.
      b. Control and expansion joints in ceilings and other overhead surfaces.
      c. Other joints as indicated.
   2. Joint Sealant: Neutral-Curing Silicone.

C. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.

D. Joint-Sealant Application: Mildew-resistant interior joints in vertical surfaces and horizontal nontraffic surfaces.
   1. Joint Sealant Location:
      a. Joints between plumbing fixtures and adjoining walls, floors, and counters.
      b. Tile control and expansion joints where indicated.
      c. Other joints as indicated.
   2. Joint Sealant: Mildew Resistant Silicone.
   3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.

END OF SECTION 07 9200

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T A B L E O F C O N T E N T S

DIVISION 08 - OPENINGS

081416	FLUSH WOOD DOORS
084113	ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS
087100	DOOR HARDWARE
088000	GLAZING

SECTION 08 1416 - FLUSH WOOD DOORS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Five-ply flush wood doors for opaque finish.
   2. Factory priming flush wood doors.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product, including the following:
   1. Door core materials and construction.
   2. Door edge construction
   3. Door face type and characteristics.
   4. Factory-priming specifications.

B. Shop Drawings: Indicate location, size, and hand of each door; elevation of each type of door; construction details not covered in Product Data; and the following:
   1. Door schedule indicating door location, type, size, fire protection rating, and swing.
   2. Door elevations, dimension and locations of hardware, lite and louver cutouts, and glazing thicknesses.
   3. Dimensions and locations of blocking for hardware attachment.
   4. Clearances and undercuts.

PART 2 - PRODUCTS

2.1 FLUSH WOOD DOORS, GENERAL

A. Quality Standard: In addition to requirements specified, comply with WDMA I.S. 1A.

2.2 FIVE-PLY FLUSH WOOD DOORS FOR OPAQUE FINISH

A. Interior Solid-Core Doors:

   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. Eggers Industries.
      b. Oshkosh Door Company.
      c. VT Industries Inc.
   2. Performance Grade: WDMA I.S. 1A Standard Duty.
   3. Performance Grade:
      a. WDMA I.S. 1A Standard Duty: .
   4. Architectural Woodwork Standards WDMA I.S. 1A Grade: Custom.
   5. Faces: Any closed-grain hardwood of mill option.
   6. Exposed Vertical and Top Edges: Any closed-grain hardwood.
   7. Core for Non-Fire-Rated Doors: ANSI A208.1, Grade LD-1 particleboard.
      a. Blocking: Provide wood blocking in particleboard-core doors as needed to eliminate through-bolting hardware.
   8. Construction: Five plies, hot-pressed bonded (vertical and horizontal edging is bonded to core), with entire unit abrasive planed before veneering.

2.3 FABRICATION

A. Factory fit doors to suit frame-opening sizes indicated.
   1. Comply with clearance requirements of referenced quality standard for fitting unless otherwise indicated.

2.4 FACTORY PRIMING

A. Doors for Opaque Finish: Factory prime faces, all four edges, edges of cutouts, and mortises with one coat of wood primer specified in Section 09 9123" Interior Painting."

PART 3 - EXECUTION

3.1 INSTALLATION

A. Hardware: For installation, see Section 08 7100 "Door Hardware."

B. Install doors to comply with manufacturer's written instructions and referenced quality standard, and as indicated.

C. Job-Fitted Doors:
   1. Align and fit doors in frames with uniform clearances and bevels as indicated below.
      a. Do not trim stiles and rails in excess of limits set by manufacturer or permitted for fire-rated doors.
   2. Machine doors for hardware.
   3. Seal edges of doors, edges of cutouts, and mortises after fitting and machining.
   4. Clearances:
      a. Provide 1/8 inch at heads, jambs.
      b. Provide 1/8 inch from bottom of door to top of decorative floor finish or covering unless otherwise indicated on Drawings.
   5. Bevel non-fire-rated doors 1/8 inch in 2 inches at lock and hinge edges.

3.2 FIELD QUALITY CONTROL

A. Repair or remove and replace installations where inspections indicate that they do not comply with specified requirements.

B. Reinspect repaired or replaced installations to determine if replaced or repaired door assembly installations comply with specified requirements.

3.3 ADJUSTING

A. Operation: Rehang or replace doors that do not swing or operate freely.

END OF SECTION 08 1416

SECTION 08 4113 - ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Storefront framing.
   2. Borrowed lite openings.
   3. Manual-swing entrance doors.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: For aluminum-framed entrances and storefronts. Include plans, elevations, sections, full-size details, and attachments to other work.

C. Samples: For each type of exposed finish required.

D. Entrance Door Hardware Schedule: Prepared by or under supervision of supplier, detailing fabrication and assembly of entrance door hardware, as well as procedures and diagrams.

1.3 INFORMATIONAL SUBMITTALS

A. Product test reports.

B. Field quality-control reports.

C. Sample warranties.

1.4 CLOSEOUT SUBMITTALS

A. Maintenance data.

1.5 QUALITY ASSURANCE

A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.

B. Product Options: Information on Drawings and in Specifications establishes requirements for aesthetic effects and performance characteristics of assemblies. Aesthetic effects are indicated by dimensions, arrangements, alignment, and profiles of components and assemblies as they relate to sightlines, to one another, and to adjoining construction.
   1. Do not change intended aesthetic effects, as judged solely by Architect, except with Architect's approval. If changes are proposed, submit comprehensive explanatory data to Architect for review.

1.6 WARRANTY

A. Special Warranty: Manufacturer agrees to repair or replace components of aluminum-framed entrances and storefronts that do not comply with requirements or that fail in materials or workmanship within specified warranty period.
   1. Warranty Period: Five years from date of Substantial Completion.

B. Special Finish Warranty: Standard form in which manufacturer agrees to repair finishes or replace aluminum that shows evidence of deterioration of factory-applied finishes within specified warranty period.
   1. Warranty Period: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. General Performance: Comply with performance requirements specified, as determined by testing of aluminum-framed entrances and storefronts representing those indicated for this Project without failure due to defective manufacture, fabrication, installation, or other defects in construction.
   1. Aluminum-framed entrances and storefronts shall withstand movements of supporting structure, including, but not limited to, twist, column shortening, long-term creep, and deflection from uniformly distributed and concentrated live loads.
   2. Failure also includes the following:
      a. Thermal stresses transferring to building structure.
      b. Glass breakage.
      c. Noise or vibration created by wind and thermal and structural movements.
      d. Loosening or weakening of fasteners, attachments, and other components.
      e. Failure of operating units.

2.2 STOREFRONT SYSTEMS

A. Basis-of-Design Product: Subject to compliance with requirements, provide Kawneer North America; an Alcoa company; **Trifab VG 450** or a comparable product by one of the following:
   1. Arcadia, Inc.
   2. EFCO Corporation.
   3. Oldcastle BuildingEnvelope™.
   4. Pittco Architectural Metals, Inc.

B. Framing Members: Manufacturer's extruded- or formed-aluminum framing members of thickness required and reinforced as required to support imposed loads.
   1. Glazing System: Retained mechanically with gaskets on four sides.
   2. Finish: Clear anodic finish.
   3. Fabrication Method: Field-fabricated stick system.
   4. Aluminum: Alloy and temper recommended by manufacturer for type of use and finish indicated.
   5. Steel Reinforcement: As required by manufacturer.

C. Backer Plates: Manufacturer's standard, continuous backer plates for framing members, if not integral, where framing abuts adjacent construction.

D. Brackets and Reinforcements: Manufacturer's standard high-strength aluminum with nonstaining, nonferrous shims for aligning system components.

2.3 ENTRANCE DOOR SYSTEMS

A. Basis-of-Design Product: Subject to compliance with requirements, provide Kawneer North America; an Alcoa company; **Kawneer 350** or a comparable product by one of the following:
   1. Arcadia, Inc.
   2. EFCO Corporation.
   3. Oldcastle BuildingEnvelope™.
   4. Pittco Architectural Metals, Inc.

B. Entrance Doors: Manufacturer's standard glazed entrance doors for manual-swing or automatic operation.
   1. Door Construction: 1-3/4-inch overall thickness, with minimum 0.125-inch-thick, extruded-aluminum tubular rail and stile members. Mechanically fasten corners with reinforcing brackets that are deeply penetrated and fillet welded or that incorporate concealed tie rods.
      a. Thermal Construction: High-performance plastic connectors separate aluminum members exposed to the exterior from members exposed to the interior.
   2. Door Design: Medium stile; 3-1/2-inch nominal width.
   3. Glazing Stops and Gaskets: Square, snap-on, extruded-aluminum stops and preformed gaskets.
      a. Provide nonremovable glazing stops on outside of door.

2.4 ENTRANCE DOOR HARDWARE

A. General: Provide entrance door hardware and entrance door hardware sets indicated in "Entrance Door Hardware Sets" Article for each entrance door, to comply with requirements in this Section.
   1. Entrance Door Hardware Sets: Provide quantity, item, size, finish or color indicated, and named manufacturers' products.
   2. Sequence of Operation: Provide electrified door hardware function, sequence of operation, and interface with other building control systems indicated.
   3. Opening-Force Requirements:
      a. Egress Doors: Not more than 15 lbf to release the latch and not more than 30 lbf to set the door in motion.
      b. Accessible Interior Doors: Not more than 5 lbf to fully open door.

B. Designations: Requirements for design, grade, function, finish, quantity, size, and other distinctive qualities of each type of entrance door hardware are indicated in "Entrance Door Hardware Sets" Article. Products are identified by using entrance door hardware designations as follows:
   1. Named Manufacturers' Products: Manufacturer and product designation are listed for each door hardware type required for the purpose of establishing minimum requirements. Manufacturers' names are abbreviated in "Entrance Door Hardware Sets" Article.
   2. References to BHMA Standards: Provide products complying with these standards and requirements for description, quality, and function.

C. Cylinders: As specified in Section 08 7100 "Door Hardware."

D. Butt Hinges: BHMA A156.1, Grade 1, radius corner.

E. Cylinders: BHMA A156.5, Grade 1.
   1. Keying: Master key system. Permanently inscribe each key with a visual key control number and include notation "DO NOT DUPLICATE".

F. Strikes: Provide strike with black-plastic dust box for each latch or lock bolt; fabricated for aluminum framing.

G. Closers: BHMA A156.4, Grade 1, with accessories required for a complete installation, sized as required by door size, exposure to weather, and anticipated frequency of use; adjustable to comply with field conditions and requirements for opening force.

H. Door Stops: BHMA A156.16, Grade 1, floor or wall mounted, as appropriate for door location indicated, with integral rubber bumper.

I. Weather Stripping: Manufacturer's standard replaceable components.
   1. Compression Type: Made of ASTM D 2000 molded neoprene or ASTM D 2287 molded PVC.
   2. Sliding Type: AAMA 701/702, made of wool, polypropylene, or nylon woven pile with nylon-fabric or aluminum-strip backing.

J. Weather Sweeps: Manufacturer's standard exterior-door bottom sweep with concealed fasteners on mounting strip.

K. Thresholds: BHMA A156.21 raised thresholds beveled with a slope of not more than 1:2, with maximum height of 1/2 inch.

2.5 GLAZING

A. Glazing: Comply with Section 08 8000 "Glazing."

B. Glazing Gaskets: Manufacturer's standard sealed-corner pressure-glazing system of black, resilient elastomeric glazing gaskets, setting blocks, and shims or spacers.

C. Glazing Sealants: As recommended by manufacturer.

2.6 MATERIALS

A. Sheet and Plate: ASTM B 209.

B. Extruded Bars, Rods, Profiles, and Tubes: ASTM B 221.

C. Extruded Structural Pipe and Tubes: ASTM B 429/B 429M.

D. Structural Profiles: ASTM B 308/B 308M.

E. Steel Reinforcement:
   1. Structural Shapes, Plates, and Bars: ASTM A 36/A 36M.
   2. Cold-Rolled Sheet and Strip: ASTM A 1008/A 1008M.
   3. Hot-Rolled Sheet and Strip: ASTM A 1011/A 1011M.
   4. Primer: Manufacturer's standard zinc-rich, corrosion-resistant primer complying with SSPC-PS Guide No. 12.00; applied immediately after surface preparation and pretreatment. Select surface preparation methods according to recommendations in SSPC-SP COM, and prepare surfaces according to applicable SSPC standard.

2.7 FABRICATION

A. Form or extrude aluminum shapes before finishing.

B. Weld in concealed locations to greatest extent possible to minimize distortion or discoloration of finish. Remove weld spatter and welding oxides from exposed surfaces by descaling or grinding.

C. Fabricate components that, when assembled, have the following characteristics:
   1. Profiles that are sharp, straight, and free of defects or deformations.
   2. Accurately fitted joints with ends coped or mitered.
   3. Physical and thermal isolation of glazing from framing members.
   4. Accommodations for thermal and mechanical movements of glazing and framing to maintain required glazing edge clearances.
   5. Provisions for field replacement of glazing from interior.
   6. Fasteners, anchors, and connection devices that are concealed from view to greatest extent possible.

D. Mechanically Glazed Framing Members: Fabricate for flush glazing without projecting stops.

E. Entrance Door Frames: Reinforce as required to support loads imposed by door operation and for installing entrance door hardware.

F. Entrance Doors: Reinforce doors as required for installing entrance door hardware.

G. Entrance Door Hardware Installation: Factory install entrance door hardware to the greatest extent possible. Cut, drill, and tap for factory-installed entrance door hardware before applying finishes.

H. After fabrication, clearly mark components to identify their locations in Project according to Shop Drawings.

2.8 ALUMINUM FINISHES

A. Clear Anodic Finish: AAMA 611, AA-M12C22A31, Class II, 0.010 mm or thicker.

PART 3 - EXECUTION

3.1 INSTALLATION

A. General:
   1. Comply with manufacturer's written instructions.
   2. Do not install damaged components.
   3. Fit joints to produce hairline joints free of burrs and distortion.

4. Rigidly secure nonmovement joints.
5. Install anchors with separators and isolators to prevent metal corrosion and electrolytic deterioration and to prevent impeding movement of moving joints.
6. Seal perimeter and other joints watertight unless otherwise indicated.

B. Metal Protection:
1. Where aluminum is in contact with dissimilar metals, protect against galvanic action by painting contact surfaces with materials recommended by manufacturer for this purpose or by installing nonconductive spacers.
2. Where aluminum is in contact with concrete or masonry, protect against corrosion by painting contact surfaces with bituminous paint.

C. Set continuous sill members and flashing in full sealant bed, as specified in Section 07 9200 "Joint Sealants," to produce weathertight installation.

D. Install components plumb and true in alignment with established lines and grades.

E. Install operable units level and plumb, securely anchored, and without distortion. Adjust weather-stripping contact and hardware movement to produce proper operation.

F. Install glazing as specified in Section 08 8000 "Glazing."

G. Entrance Doors: Install doors to produce smooth operation and tight fit at contact points.
1. Field-Installed Entrance Door Hardware: Install surface-mounted entrance door hardware according to entrance door hardware manufacturers' written instructions using concealed fasteners to greatest extent possible.

3.2 ENTRANCE DOOR HARDWARE SETS

Door Hardware Set No. 1
Doors No. 105 and 106; each door to have the following:

2	Butt Hinges	4-1/2” x 4” ball bearing butt hinge.
1	Securing Devices	Mortised deadlock, with minimum 1-inch-long pivoted bolt and stainless steel strike box; comply with ANSI A156.5, Grade 1.
1 set	Operating Trim	Pull “CO-12”; Push “CP II” Kawneer #14 Clear Anodized
1	Closing Devices	Surface-Mounted Overhead Parallel-Arm Closer; Modern type with cover; comply with ANSI A156.4, Grade 1.
1	Stops and Holders	Floor or Wall mounted, as appropriate, with integral rubber bumper; comply with ANSI A156.16, Grade 1.
1	Threshold	Extruded aluminum; mill finish
1 set	Weatherstripping & Sweep	

END OF SECTION 08 4113

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SECTION 08 7100 - DOOR HARDWARE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes the following:
   1. Commercial door hardware for the following:
      a. Swinging doors.

B. Related Sections include the following:
   1. Division 08 Section "Aluminum-Framed Entrances and Storefronts"

1.3 SUBMITTALS

A. Product Data: Include construction and installation details, material descriptions, dimensions of individual components and profiles, and finishes.

B. Samples for Verification: For exposed door hardware of each type, in specified finish, full size. Tag with full description for coordination with the door hardware sets. Submit Samples before, or concurrent with, submission of the final door hardware sets, if requested.
   1. Samples will be returned to Contractor. Units that are acceptable and remain undamaged through submittal, review, and field comparison process may, after final check of operation, be incorporated into the Work, within limitations of keying requirements.
   2. Detail interface between electrified door hardware and fire alarm, access control, security, building control system.

C. Qualification Data: For Installer.

D. Product Test Reports: Based on evaluation of comprehensive tests performed by manufacturer and witnessed by a qualified testing agency, for locks, latches, and closers as requested.

E. Maintenance Data: For each type of door hardware to include in maintenance manuals. Include final hardware and keying schedule.

F. Warranty: Special warranty specified in this Section.

G. Door Hardware Sets: Prepared by or under the supervision of Architectural Hardware Consultant, detailing fabrication and assembly of door hardware, as well as procedures and diagrams. Coordinate the final door hardware sets with doors, frames, and related work to ensure proper size, thickness, hand, function, and finish of door hardware.
   1. Format: Use same scheduling sequence and format and use same door numbers as in the Contract Documents.
   2. Content: Include the following information:
      a. Identification number, location, hand, fire rating, and material of each door and frame.
      b. Type, style, function, size, quantity, and finish of each door hardware item.
      c. Complete designations of every item required for each door or opening including name and manufacturer.
      d. Fastenings and other pertinent information.
      e. Location of each door hardware set, cross-referenced to Drawings, both on floor plans and in door and frame schedule.
      f. Explanation of abbreviations, symbols, and codes contained in schedule.
      g. Mounting locations for door hardware.
      h. Door and frame sizes and materials.

i. Description of each electrified door hardware function, including location, sequence of operation, and interface with other building control systems.
   1) Sequence of Operation: Include description of component functions that occur in the following situations: authorized person wants to enter; authorized person wants to exit; unauthorized person wants to enter; unauthorized person wants to exit.
j. List of related door devices specified in other Sections for each door and frame.

3. Submittal Sequence: Submit the final door hardware sets at earliest possible date, particularly where approval of the door hardware sets must precede fabrication of other work that is critical in Project construction schedule. Include Product Data, Samples, Shop Drawings of other work affected by door hardware, and other information essential to the coordinated review of the door hardware sets.

H. Keying Schedule: Prepared by or under the supervision of Architectural Hardware Consultant, detailing Owner's final keying instructions for locks. Include schematic keying diagram and index each key set to unique door designations.

1.4 QUALITY ASSURANCE

A. Installer Qualifications: An employer of workers trained and approved by lock manufacturer.
1. Installer's responsibilities include supplying and installing door hardware and providing a qualified Architectural Hardware Consultant available during the course of the Work to consult with Contractor, Architect, and Owner about door hardware and keying.
2. Installer shall have warehousing facilities in Project's vicinity.
3. Scheduling Responsibility: Preparation of door hardware and keying schedules.

B. Architectural Hardware Consultant Qualifications: A person who is currently certified by DHI as an Architectural Hardware Consultant and who is experienced in providing consulting services for door hardware installations that are comparable in material, design, and extent to that indicated for this Project.

C. Source Limitations: Obtain each type and variety of door hardware from a single manufacturer, unless otherwise indicated.
1. Provide electrified door hardware from same manufacturer as mechanical door hardware, unless otherwise indicated. Manufacturers that perform electrical modifications and that are listed by a testing and inspecting agency acceptable to authorities having jurisdiction are acceptable.

D. Keying Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." In addition to Owner, Construction Manager, Contractor, and Architect, conference participants shall also include Installer's Architectural Hardware Consultant and Owner's Security Consultant. Incorporate keying conference decisions into final keying schedule after reviewing door hardware keying system including, but not limited to, the following:
1. Function of building, flow of traffic, purpose of each area, degree of security required, and plans for future expansion.
2. Preliminary key system schematic diagram.
3. Requirements for key control system.
4. Address for delivery of keys.

E. Pre-installation Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination."

1.5 DELIVERY, STORAGE, AND HANDLING

A. Inventory door hardware on receipt and provide secure lock-up for door hardware delivered to Project site.

B. Tag each item or package separately with identification related to the final door hardware sets, and include basic installation instructions, templates, and necessary fasteners with each item or package.

C. Deliver keys to Owner’s Representative by registered mail or overnight package service.

1.6 COORDINATION

A. Coordinate layout and installation of recessed hardware with floor construction. Cast anchoring inserts into concrete. Concrete, reinforcement, and formwork requirements are specified in Division 03.

B. Templates: Distribute door hardware templates for doors, frames, and other work specified to be factory prepared for installing door hardware. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing door hardware to comply with indicated requirements.

C. Coordinate with aluminum entrance door supplier for door hardware installation.

1.7 WARRANTY

A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of door hardware that fail in materials or workmanship within specified warranty period.
   1. Failures include, but are not limited to, the following:
      a. Structural failures including excessive deflection, cracking, or breakage.
      b. Faulty operation of operators and door hardware.
      c. Deterioration of metals, metal finishes, and other materials beyond normal weathering and use.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Products:
      a. Finish: Shall be US26D as indicated in hardware schedule, unless otherwise noted.
      b. Manufacture Standard:
         1) Butts: Hager, McKinney*, Stanley, Ives
         2) Locksets: Schlage*
         3) Trim: BBW, Rockwood*, Hager, Ives

2.2 SCHEDULED HARDWARE

A. Requirements for design, grade, function, finish, size, and other distinctive qualities of each type of finish hardware are indicated in the "Hardware Schedule" at the end of this Section. Products are identified by using hardware designation numbers of the following:
   1. Manufacturer's Product Designations: The product designation and name of one manufacturer are listed for each hardware type required for the purpose of establishing minimum requirements. Provide either the product designated or, where more than one manufacturer is specified under the Article "Manufacturers" in Part 2 for each hardware type, the comparable product of one of the other manufacturers that complies with requirements.
   2. ANSI/BHMA designations used elsewhere in this Section or in schedules to describe hardware items or to define quality or function are derived from the following standards. Provide products complying with these standards and requirements specified elsewhere in this Section.
      a. Butts and Hinges: ANSI A156.1.
      b. Bored and Preassembled Locks and Latches: ANSI/BHMA A156.2.
      c. Architectural Door Trim: ANSI A156.6.
      d. Template Hinge Dimensions: ANSI A156.7.
      e. Auxiliary Hardware: ANSI A156.16.
      f. Materials and Finishes: ANSI A156.18.

B. Provide products for each door that comply with requirements indicated in Part 2 and door hardware schedule.
   1. Door hardware is scheduled in Part 3.

2.3 MATERIALS AND FABRICATION

A. Base Metals: Produce hardware units of basic metal and forming method indicated, using manufacturer's standard metal alloy, composition, temper, and hardness, but in no case of lesser (commercially recognized) quality than specified for applicable hardware units by applicable ANSI/BHMA A156 series standards for each type of hardware

item and with ANSI/BHMA A156.18 for finish designations indicated. Do not furnish "optional" materials or forming methods for those indicated, except as otherwise specified.

B. Fasteners: Provide hardware manufactured to conform to published templates, generally prepared for machine screw installation. Do not provide hardware that has been prepared for self-tapping sheet metal screws, except as specifically indicated.

C. Furnish screws for installation with each hardware item. Provide Phillips flat-head screws except as otherwise indicated. Finish exposed (exposed under any condition) screws to match hardware finish or, if exposed in surfaces of other work, to match finish of this other work as closely as possible including "prepared for paint" surfaces to receive painted finish.

D. Provide concealed fasteners for hardware units that are exposed when door is closed except to the extent no standard units of type specified are available with concealed fasteners. Do not use thru-bolts for installation where bolt head or nut on opposite face is exposed in other work unless their use is the only means of reinforcing the work adequately to fasten the hardware securely. Where thru-bolts are used as a means of reinforcing the work, provide sleeves for each thru-bolt or use sex screw fasteners.

2.4 HINGES, GENERAL

A. Quantity: Provide the following, unless otherwise indicated:
1. Three Hinges: For doors with heights 61 to 90 inches.

B. Template Requirements: Except for hinges and pivots to be installed entirely (both leaves) into wood doors and frames, provide only template-produced units.

C. Hinge Weight: As indicated in hardware sets.

D. Hinge Base Metal: Unless otherwise indicated, provide the following:
1. Interior Hinges: Steel with steel pin.

E. Hinge Options: Where indicated in door hardware sets or on Drawings:
1. Corners: Square.

F. Fasteners: Comply with the following:
1. Machine Screws: For metal doors and frames. Install into drilled and tapped holes.
2. Wood Screws: For wood doors and frames.

2.5 LOCKS, LATCHES, AND BOLTS

A. Strikes: Provide manufacturer's standard wrought box strike for each latch or lock bolt, with curved lip extended to protect frame, finished to match hardware set, unless otherwise indicated.

B. Lock Throw: Provide 5/8-inch minimum throw of latch on pairs of doors. Comply with UL requirements for throw of bolts and latch bolts on rated fire openings.

C. Cylindrical Locks - ANSI A156.2 Series 4000, Grade 1 Strength and Operational requirements. Meets A117.1 Accessibility Codes. Latch bolts shall be steel with minimum ½” throw, deadlocking on keyed and exterior functions. ¾” throw anti-friction latchbolt on pairs of fire doors. Locksets to be tested to exceed 3,000,000 cycles. Lock case shall be steel. Lock shall incorporate one piece spring cage and spindle. Provide 5/8" minimum throw of latch and deadbolt used on pairs of doors. Provide Seven Year Warranty.

2.6 KEYING REQUIREMENTS

A. General: Supplier will meet with Owner to finalize keying requirements and obtain final instructions in writing.

B. Review the keying system with the Owner and provide a new Primus/Everest D master, grandmaster or great-grandmaster integrated with Owner's existing system. If key pinning charts are required, owner to furnish charts to hardware supplier.

C. Furnish temporary keyed cores for the construction period, and remove these when directed. The construction cores remain property of the supplier and shall be returned to the supplier when they are removed. Contractor shall install the permanent cores in the presence of the owner's representative.

D. Permanent Keys: Secured shipment direct from point of origination to Owner's Representative
1. For estimate: 2 keys per change combination, 5 master keys per group, 5 grand-master keys, 3 control keys.

2.7 TRIM AND STOPS

A. Doorstops shall be furnished for all doors to prevent damage to doors or hardware from striking adjacent walls or fixtures. Wall stops are preferred. Floor stops are used only where noted in hardware schedule. Where conditions prohibit the use wall type stops, furnish overhead stops either surface mounted or concealed as noted in hardware sets.

2.8 LOCK CYLINDERS

A. Lock Cylinders: Tumbler type, constructed from brass or bronze, stainless steel, or nickel silver. Provide cylinder from same manufacturer of locking devices.

B. Standard Lock Cylinders: BHMA A156.5; Grade 1 permanent cores; face finished to match lockset.

2.9 HARDWARE FINISHES

A. Match items to the manufacturer's standard color and texture finish for the latch and locksets (or push-pull units if no latch or lock sets).

B. Provide finishes that match those established by BHMA or, if none established, match the Architect's sample.

C. Provide quality of finish, including thickness of plating or coating (if any), composition, hardness, and other qualities complying with manufacturer's standards, but in no case less than specified by referenced standards for the applicable units of hardware.

D. The designations used in schedules and elsewhere to indicate hardware finishes are those listed in ANSI/BHMA A156.18, "Materials and Finishes," including coordination with the traditional U.S. finishes shown by certain manufacturers for their products.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine doors and frames, with Installer present, for compliance with requirements for installation tolerances, labeled fire door assembly construction, wall and floor construction, and other conditions affecting performance.

B. Examine roughing-in for electrical power systems to verify actual locations of wiring connections before electrified door hardware installation.

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

3.2 PREPARATION

A. Wood Doors: Comply with DHI A115-W Series.

3.3 INSTALLATION

A. Pre-installation conference shall be conducted prior to installation of hardware at Project site. Meet with the, Owner, Contractor, installer, and manufacturers representatives. A separate pre-installation conference shall be conducted prior to the installation of electronic security hardware with the electrical contractor Review catalogs, brochures, templates, installation instructions, and the approved hardware schedule. Survey installation procedures and

workmanship, with special emphasis on unusual conditions, as to ensure correct technique of installation, and coordination with other work. Notify participants at least ten, 10 working days before conference.

B. Hardware Installers must have a minimum of five (5) years experience in installation of hardware. Provide verification of installer's qualification to Consultant for approval. All installers to attend review meetings with the hardware distributor.

C. Install hardware using only manufacturer supplied and approved fasteners in strict adherence with manufacturers published installation instructions.

D. Mounting Heights: Mount door hardware units at heights indicated, as follows, unless otherwise indicated or required to comply with governing regulations.
1. Wood Doors: DHI WDHS.3, "Recommended Locations for Architectural Hardware for Wood Flush Doors."

E. Install each door hardware item to comply with manufacturer's written instructions. Where cutting and fitting are required to install door hardware onto or into surfaces that are later to be painted or finished in another way, coordinate removal, storage, and reinstallation of surface protective trim units with finishing work specified in Division 09 Sections. Do not install surface-mounted items until finishes have been completed on substrates involved.
1. Set units level, plumb, and true to line and location. Adjust and reinforce attachment substrates as necessary for proper installation and operation.
2. Drill and countersink units that are not factory prepared for anchorage fasteners. Space fasteners and anchors according to industry standards.

3.4 ADJUSTING

A. Initial Adjustment: Adjust and check each operating item of door hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate as intended. Adjust door control devices to compensate for final operation of heating and ventilating equipment and to comply with referenced accessibility requirements.

B. Occupancy Adjustment: Approximately six months after date of Substantial Completion, Installer's Architectural Hardware Consultant shall examine and readjust, including adjusting operating forces, each item of door hardware as necessary to ensure function of doors, door hardware, and electrified door hardware.

3.5 CLEANING AND PROTECTION

A. Clean adjacent surfaces soiled by door hardware installation.

B. Clean operating items as necessary to restore proper function and finish.

C. Provide final protection and maintain conditions that ensure that door hardware is without damage or deterioration at time of Substantial Completion.

3.6 DOOR HARDWARE SETS

Hardware Set 1

Doors: DR#-105,106
Each to Receive:

2	EA	CYLINDER	20-766	626	SCHLAGE
1	SET	HARDWARE	BY MANUFACTURER		UNKNOWN

Hardware Set 2

Doors: DR#-110
Each to Receive:

3	EA	HINGE	TA2714 4.5 X 4.5	626	MCKINNEY
1	EA	STOREROOM	AL80PD RHO	626	SCHLAGE
1	EA	DOOR STOPS	406	626	ROCKWOOD

END OF SECTION 08 7100

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SECTION 08 8000 - GLAZING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:
   1. Glass for doors, interior borrowed lites, storefront framing.
   2. Glazing sealants and accessories.

1.2 COORDINATION

A. Coordinate glazing channel dimensions to provide necessary bite on glass, minimum edge and face clearances, and adequate sealant thicknesses, with reasonable tolerances.

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Glazing Schedule: List glass types and thicknesses for each size opening and location. Use same designations indicated on Drawings.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. AGC Glass Company North America, Inc.
   2. Cardinal Glass Industries.
   3. Guardian Glass; SunGuard.
   4. Northwestern Industries, Inc.
   5. Oldcastle BuildingEnvelope™.
   6. Pilkington North America.
   7. PPG Industries, Inc.
   8. Viracon, Inc.

2.2 PERFORMANCE REQUIREMENTS

A. Safety Glazing: Where safety glazing is indicated, provide glazing that complies with 16 CFR 1201, Category II.

2.3 GLASS PRODUCTS, GENERAL

A. Glazing Publications: Comply with published recommendations of glass product manufacturers and organizations below unless more stringent requirements are indicated. See these publications for glazing terms not otherwise defined in this Section or in referenced standards.
   1. IGMA Publication for Insulating Glass: SIGMA TM-3000, "North American Glazing Guidelines for Sealed Insulating Glass Units for Commercial and Residential Use."

B. Safety Glazing Labeling: Where safety glazing is indicated, permanently mark glazing with certification label of the SGCC or manufacturer. Label shall indicate manufacturer's name, type of glass, thickness, and safety glazing standard with which glass complies.

C. Thickness: Where glass thickness is indicated, it is a minimum. Provide glass that complies with performance requirements and is not less than the thickness indicated.

D. Strength: Where annealed float glass is indicated, provide annealed float glass, heat-strengthened float glass, or fully tempered float glass as needed to comply with "Performance Requirements" Article. Where heat-strengthened float glass is indicated, provide heat-strengthened float glass or fully tempered float glass as needed to comply with

"Performance Requirements" Article. Where fully tempered float glass is indicated, provide fully tempered float glass.

2.4 GLASS PRODUCTS

A. Fully Tempered Float Glass: ASTM C 1048, Kind FT (fully tempered), Condition A (uncoated) unless otherwise indicated, Type I, Class 1 (clear), Quality-Q3.

B. Heat-Strengthened Float Glass: ASTM C 1048, Kind HS (heat strengthened), Type I, Condition A (uncoated) unless otherwise indicated, Type I, Class 1 (clear), Quality-Q3.

2.5 GLAZING SEALANTS

A. General:
   1. Compatibility: Compatible with one another and with other materials they contact, including glass products, seals of insulating-glass units, and glazing channel substrates, under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
   2. Suitability: Comply with sealant and glass manufacturers' written instructions for selecting glazing sealants suitable for applications indicated and for conditions existing at time of installation.
   3. Colors of Exposed Glazing Sealants: As selected by Architect from manufacturer's full range.

2.6 MISCELLANEOUS GLAZING MATERIALS

A. Cleaners, Primers, and Sealers: Types recommended by sealant or gasket manufacturer.

B. Setting Blocks: Elastomeric material with a Shore, Type A durometer hardness of 85, plus or minus 5.

C. Spacers: Elastomeric blocks or continuous extrusions of hardness required by glass manufacturer to maintain glass lites in place for installation indicated.

D. Edge Blocks: Elastomeric material of hardness needed to limit glass lateral movement (side walking).

E. Cylindrical Glazing Sealant Backing: ASTM C 1330, Type O (open-cell material), of size and density to control glazing sealant depth and otherwise produce optimum glazing sealant performance.

PART 3 - EXECUTION

3.1 GLAZING, GENERAL

A. Comply with combined written instructions of manufacturers of glass, sealants, gaskets, and other glazing materials, unless more stringent requirements are indicated, including those in referenced glazing publications.

B. Protect glass edges from damage during handling and installation. Remove damaged glass from Project site and legally dispose of off Project site. Damaged glass includes glass with edge damage or other imperfections that, when installed, could weaken glass, impair performance, or impair appearance.

C. Apply primers to joint surfaces where required for adhesion of sealants, as determined by preconstruction testing.

D. Install setting blocks in sill rabbets, sized and located to comply with referenced glazing publications, unless otherwise required by glass manufacturer. Set blocks in thin course of compatible sealant suitable for heel bead.

E. Do not exceed edge pressures stipulated by glass manufacturers for installing glass lites.

F. Provide spacers for glass lites where length plus width is larger than 50 inches.

G. Provide edge blocking where indicated or needed to prevent glass lites from moving sideways in glazing channel, as recommended in writing by glass manufacturer and according to requirements in referenced glazing publications.

3.2 GASKET GLAZING (DRY)

A. Cut compression gaskets to lengths recommended by gasket manufacturer to fit openings exactly, with allowance for stretch during installation.

B. Insert soft compression gasket between glass and frame or fixed stop so it is securely in place with joints miter cut and bonded together at corners.

C. Installation with Drive-in Wedge Gaskets: Center glass lites in openings on setting blocks, and press firmly against soft compression gasket by inserting dense compression gaskets formed and installed to lock in place against faces of removable stops. Start gasket applications at corners and work toward centers of openings. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended by gasket manufacturer.

D. Installation with Pressure-Glazing Stops: Center glass lites in openings on setting blocks, and press firmly against soft compression gasket. Install dense compression gaskets and pressure-glazing stops, applying pressure uniformly to compression gaskets. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended by gasket manufacturer.

E. Install gaskets so they protrude past face of glazing stops.

3.3 CLEANING AND PROTECTION

A. Immediately after installation remove nonpermanent labels and clean surfaces.

B. Protect glass from contact with contaminating substances resulting from construction operations. Examine glass surfaces adjacent to or below exterior concrete and other masonry surfaces at frequent intervals during construction, but not less than once a month, for buildup of dirt, scum, alkaline deposits, or stains.
   1. If, despite such protection, contaminating substances do come into contact with glass, remove substances immediately as recommended in writing by glass manufacturer. Remove and replace glass that cannot be cleaned without damage to coatings.

C. Remove and replace glass that is damaged during construction period.

3.4 MONOLITHIC GLASS SCHEDULE

A. Glass Type: Clear fully tempered float glass.
   1. Minimum Thickness: 6 mm.
   2. Safety glazing required.

B. Glass Type: Clear heat-strengthened float glass.
   1. Minimum Thickness: 6 mm.

END OF SECTION 08 8000

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T A B L E O F C O N T E N T S

DIVISION 09 - FINISHES

092900	GYPSUM BOARD
095113	ACOUSTICAL PANEL CEILINGS
096513	RESILIENT BASE AND ACCESSORIES
096519	RESILIENT TILE FLOORING
096813	TILE CARPETING
099123	INTERIOR PAINTING

SECTION 09 2900 - GYPSUM BOARD

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Interior gypsum board.
   2. Texture finishes.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Samples:
   1. Textured Finishes: Manufacturer's standard size for each textured finish indicated and on same backing indicated for Work.

PART 2 - PRODUCTS

2.1 INTERIOR GYPSUM BOARD

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. American Gypsum.
   2. CertainTeed Corp.
   3. Georgia-Pacific Gypsum LLC.
   4. National Gypsum Company.
   5. PABCO Gypsum.
   6. USG Corporation.

B. Gypsum Board, Type X: ASTM C 1396/C 1396M.
   1. Thickness: 5/8 inch.
   2. Long Edges: Tapered.

C. Gypsum Ceiling Board: ASTM C 1396/C 1396M.
   1. Thickness: 1/2 inch.
   2. Long Edges: Tapered.

2.2 TRIM ACCESSORIES

A. Interior Trim: ASTM C 1047.
   1. Material: Galvanized or aluminum-coated steel sheet or rolled zinc.

B. Aluminum Trim: ASTM B 221, Alloy 6063-T5.

2.3 JOINT TREATMENT MATERIALS

A. General: Comply with ASTM C 475/C 475M.

B. Joint Tape:
   1. Interior Gypsum Board: Paper.

C. Joint Compound for Interior Gypsum Board: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.

2.4 AUXILIARY MATERIALS

A. Laminating Adhesive: Adhesive or joint compound recommended for directly adhering gypsum panels to continuous substrate.

B. Steel Drill Screws: ASTM C 1002, unless otherwise indicated.

2.5 TEXTURE FINISHES

A. Primer: As recommended by textured finish manufacturer.

B. Aggregate Finish: Water-based, job-mixed, aggregated, drying-type texture finish for spray application.
   1. Products: Subject to compliance with requirements, provide one of the following:
      a. CertainTeed Corp.; ProRoc Wall and Ceiling Spray Texture.
      b. Georgia-Pacific Gypsum LLC; ToughRock Ceiling Textures/Vermiculite.
      c. USG Corporation; SHEETROCK Wall and Ceiling Spray Texture (Aggregated).
   2. Ceiling Texture: Light stipple. Field verify and match existing.
   3. Wall Texture: Orange Peel. Field verify and match existing.

PART 3 - EXECUTION

3.1 APPLYING AND FINISHING PANELS

A. Comply with ASTM C 840.

B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.

C. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments, except floors. Provide 1/4- to 1/2-inch-wide spaces at these locations and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.

D. Install trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
   1. Interior Trim: Install in the following locations:
      a. Cornerbead: Use at outside corners, unless otherwise indicated.
      b. Bullnose Bead: Use where indicated.
      c. LC-Bead: Use at exposed panel edges.
      d. L-Bead: Use where indicated.
      e. U-Bead: Use at exposed panel edges.
      f. Curved-Edge Cornerbead: Use at curved openings.
   2. Aluminum Trim: Install in locations indicated on Drawings.
   3. Control Joints: Install control joints according to ASTM C 840 and in specific locations approved by Architect for visual effect.

E. Prefill open joints and damaged surface areas.

F. Apply joint tape over gypsum board joints, except for trim products specifically indicated as not intended to receive tape.

G. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C 840:
   1. Level 1: Ceiling plenum areas, concealed areas, and where indicated.
   2. Level 2: Panels that are substrate for tile.
   3. Level 3: Panels that are substrates for wall coverings and wall panels..
   4. Level 4: At panel surfaces that will be exposed to view unless otherwise indicated.
      a. Primer and its application to surfaces are specified in Section 09 9123 "Interior Painting."
   5. Level 5: In areas with oblique lighting such as painted marker board areas, corridors with a window at the end, lobby walls that end at windows and on wall surfaces to receive deep tone paints or satin or glossier paint coatings.
      a. Primer and its application to surfaces are specified in Section 09 9123 "Interior Painting."

H. Texture Finish Application: Prepare and apply primer to gypsum panels and other surfaces receiving texture finishes. Mix and apply finish using powered spray equipment, to produce a uniform texture matching approved mockup and free of starved spots or other evidence of thin application or of application patterns.

I. Protect adjacent surfaces from drywall compound and texture finishes and promptly remove from floors and other non-drywall surfaces. Repair surfaces stained, marred, or otherwise damaged during drywall application.

J. Remove and replace panels that are wet, moisture damaged, and mold damaged.

END OF SECTION 09 2900

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SECTION 09 5113 - ACOUSTICAL PANEL CEILINGS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes acoustical panels and exposed suspension systems for ceilings.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Samples: For each exposed product and for each color and texture specified.

1.3 INFORMATIONAL SUBMITTALS

A. Product test reports.

B. Evaluation reports.

C. Field quality-control reports.

1.4 CLOSEOUT SUBMITTALS

A. Maintenance data.

1.5 QUALITY ASSURANCE

A. Testing Agency Qualifications: Qualified according to NVLAP.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. Seismic Performance: Acoustical ceiling shall withstand the effects of earthquake motions determined according to ASCE/SEI 7, IBC-2012 Chapter 16, ASTM 635 and ASTM 636.

B. Surface-Burning Characteristics: Comply with ASTM E 84; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
   1. Flame-Spread Index: Comply with ASTM E 1264 for Class A materials.
   2. Smoke-Developed Index: 50 or less.

2.2 ACOUSTICAL PANEL CEILINGS, GENERAL

A. Acoustical Panel Standard: Comply with ASTM E 1264.

B. Metal Suspension System Standard: Comply with ASTM C 635.

C. Attachment Devices: Size for five times the design load indicated in ASTM C 635, Table 1, "Direct Hung," unless otherwise indicated. Comply with seismic design requirements.

2.3 ACOUSTICAL PANELS

A. WATER-FELTED, MINERAL-BASE ACOUSTICAL PANELS FOR ACOUSTICAL PANEL CEILINGS
   1. Classification: Provide panels complying with ASTM E 1264 for Type III, mineral base with painted finish; Form 2, water felted; and pattern as follows:
      a. Pattern: CD (perforated, small holes, fissured).

b. Color: White.
c. LR: Not less than 0.83.
d. NRC: Not less than 0.55.
e. CAC: Not less than 35.
f. Edge Detail: Reveal sized to fit flange of exposed suspension system members.
g. Thickness: 5/8 inch.
h. Size: 24 by 48 inches.
i. Location: All rooms with acoustical panel ceilings not otherwise noted.
j. Products:
    1) Fine Fissured School Zone; Armstrong World Industries, Inc.
    2) Radar; USG Interiors, Inc.

2.4 METAL SUSPENSION SYSTEM

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Armstrong World Industries, Inc.
2. CertainTeed Corp.
3. Chicago Metallic Corporation.
4. USG Interiors, Inc.; Subsidiary of USG Corporation.

B. Wide-Face, Capped, Double-Web, Steel Suspension System: Main and cross runners roll formed from cold-rolled steel sheet; prepainted, electrolytically zinc coated, or hot-dip galvanized according to ASTM A 653/A 653M, not less than G30 coating designation; with prefinished 15/16-inch-wide metal caps on flanges.
1. Structural Classification: Heavy-duty system.
2. End Condition of Cross Runners: butt-edge type.
3. Face Design: Flat, flush.
4. Cap Material: Steel or aluminum cold-rolled sheet.
5. Cap Finish: Painted white.

C. Roll-Formed, Sheet-Metal Edge Moldings and Trim: Type and profile indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations that comply with seismic design requirements; formed from sheet metal of same material, finish, and color as that used for exposed flanges of suspension-system runners.

D. Seismic Struts: Manufacturer's standard compression struts designed to accommodate seismic forces. Struts will be required at 12 feet on center both ways for all suspended ceilings according to UBC Standard 25-2. (Seismic calculations have been done which require rigid struts at 12 feet on center in order to allow for 7/8” perimeter wall molding in lieu of a 2” perimeter wall mold.) In lieu of compression struts provide a seismic clip with an ES Report number from ICC demonstrating that the compression struts and the 2” perimeter wall mold are not required. Equal to:
1. BERC seismic clips as manufactured by Armstrong.
2. 1496 Perimeter Clip as manufactured by Chicago Metallic Corp.
3. ACM-7 clip as manufactured by USG.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install acoustical panel ceilings to comply with ASTM C 636/C 636M and seismic design requirements indicated, according to manufacturer's written instructions and CISCA's "Ceiling Systems Handbook."

B. Measure each ceiling area and establish layout of acoustical panels to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width panels at borders, and comply with layout shown on reflected ceiling plans.
1. Arrange directionally patterned acoustical panels as indicated on reflected ceiling plans.

END OF SECTION 09 5113

SECTION 09 6513 - RESILIENT BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Resilient base.
   2. Resilient molding accessories.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product indicated.

B. Samples: For each type of product indicated, in manufacturer's standard-size Samples but not less than 12 inches long, of each resilient product color, texture, and pattern required.

1.3 QUALITY ASSURANCE

A. Fire-Test-Response Characteristics: As determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.
   1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm.

1.4 PROJECT CONDITIONS

A. Maintain ambient temperatures within range recommended by manufacturer in spaces to receive resilient products.

B. Until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer.

C. Install resilient products after other finishing operations, including painting, have been completed.

PART 2 - PRODUCTS

2.1 THERMOPLASTIC-RUBBER BASE

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Roppe Corporation, USA.

B. Product Standard: ASTM F 1861, Type TP (rubber, thermoplastic).
   1. Group: I (solid, homogeneous).
   2. Style: Style B, Cove.

C. Thickness: 0.125 inch.

D. Height: 4 inches.

E. Lengths: Manufacturer's standard length.

F. Outside Corners: Pre-formed.

G. Inside Corners: Job formed.

H. Colors: As selected by Architect from full range of industry colors.

2.2 RESILIENT MOLDING ACCESSORY

A. Resilient Molding Accessory:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. Burke Mercer Flooring Products; Division of Burke Industries, Inc.
   b. Flexco, Inc.
   c. Johnsonite; A Tarkett Company
   d. Roppe Corporation, USA.

B. Description: Carpet edge for glue-down applications, transitions strips between tile and carpet.

C. Material: Rubber.

D. Profile and Dimensions: As indicated.

E. Colors and Patterns: As selected by Architect from full range of industry colors.

2.3 INSTALLATION MATERIALS

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

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

PART 3 - EXECUTION

3.1 PREPARATION

A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.

B. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.

C. Do not install resilient products until they are same temperature as the space where they are to be installed.
   1. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.

D. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation.

3.2 RESILIENT BASE INSTALLATION

A. Comply with manufacturer's written instructions for installing resilient base.

B. Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.

C. Install resilient base in lengths as long as practicable without gaps at seams and with tops of adjacent pieces aligned.

D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.

E. Do not stretch resilient base during installation.

3.3 RESILIENT ACCESSORY INSTALLATION

A. Comply with manufacturer's written instructions for installing resilient accessories.

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

3.4 CLEANING AND PROTECTION

A. Comply with manufacturer's written instructions for cleaning and protection of resilient products.

B. Cover resilient products until Substantial Completion.

END OF SECTION 09 6513

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SECTION 09 6519 - RESILIENT TILE FLOORING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Resilient vinyl floor tile.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Samples: Full-size units of each color and pattern of floor tile required.

1.3 CLOSEOUT SUBMITTALS

A. Maintenance data.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. Fire-Test-Response Characteristics: For resilient tile flooring, as determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.
   1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm.

2.2 RESILIENT VINYL FLOOR TILE

A. Products: Subject to compliance with requirements, provide one of the following:
   1. Karndean, Korlock, RKP8111 Baltic Limited Oak.

B. Thickness: 0.25 inch.

C. Size: 9 by 56 inches plank.

D. Colors and Patterns: As indicated by manufacturer's designations.

2.3 INSTALLATION MATERIALS

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

PART 3 - EXECUTION

3.1 PREPARATION

A. Prepare substrates according to floor tile manufacturer's written instructions to ensure adhesion of resilient products.

B. Concrete Substrates: Prepare according to ASTM F 710.
   1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
   2. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by floor tile manufacturer. Do not use solvents.
   3. Alkalinity and Adhesion Testing: Perform tests recommended by floor tile manufacturer. Proceed with installation only after substrate alkalinity falls within range on pH scale recommended by manufacturer in writing, but not less than 5 or more than 9 pH.

4. Moisture Testing: Proceed with installation only after substrates pass testing according to floor tile manufacturer's written recommendations, but not less stringent than the following:
    a. Perform anhydrous calcium chloride test according to ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24 hours.
    b. Perform relative humidity test using in situ probes according to ASTM F 2170. Proceed with installation only after substrates have a maximum 75 percent relative humidity level.

C. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound; remove bumps and ridges to produce a uniform and smooth substrate.

D. Do not install floor tiles until they are the same temperature as the space where they are to be installed.

E. Immediately before installation, sweep and vacuum clean substrates to be covered by resilient floor tile.

3.2 FLOOR TILE INSTALLATION

A. Comply with manufacturer's written instructions for installing floor tile.

B. Lay out floor tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths that equal less than one-half tile at perimeter.
    1. Lay tiles square with room axis.

C. Match floor tiles for color and pattern by selecting tiles from cartons in the same sequence as manufactured and packaged, if so numbered. Discard broken, cracked, chipped, or deformed tiles.
    1. Lay tiles with grain running in one direction.

D. Scribe, cut, and fit floor tiles to butt neatly and tightly to vertical surfaces and permanent fixtures including built-in furniture, cabinets, pipes, outlets, and door frames.

E. Extend floor tiles into toe spaces, door reveals, closets, and similar openings. Extend floor tiles to center of door openings.

F. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on floor tiles as marked on substrates. Use chalk or other nonpermanent marking device.

G. Install floor tiles on covers for telephone and electrical ducts, building expansion-joint covers, and similar items in finished floor areas. Maintain overall continuity of color and pattern between pieces of tile installed on covers and adjoining tiles. Tightly adhere tile edges to substrates that abut covers and to cover perimeters.

3.3 CLEANING AND PROTECTION

A. Comply with manufacturer's written instructions for cleaning and protecting floor tile.

B. Cover floor tile until Substantial Completion.

END OF SECTION 09 6519

SECTION 09 6813 - TILE CARPETING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes modular entry carpet tile and carpet base.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Samples: For each exposed product and for each color and texture required.

1.3 CLOSEOUT SUBMITTALS

A. Maintenance data.

1.4 WARRANTY

A. Special Warranty for Carpet Tiles: Manufacturer agrees to repair or replace components of carpet tile installation that fail in materials or workmanship within specified warranty period.
   1. Warranty Period: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 CARPET TILE

A. Manufacturers: Subject to compliance with requirements, provide products by the following:
   1. Interface Great Lengths II Collection, Entrobean II Colorline.

B. Color: 9926 Optical.

C. Size: 50 by 50 cm.

2.2 INSTALLATION ACCESSORIES

A. Trowelable Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet tile manufacturer.

B. Adhesives: Water-resistant, mildew-resistant, nonstaining, pressure-sensitive type to suit products and subfloor conditions indicated, that comply with flammability requirements for installed carpet tile, and are recommended by carpet tile manufacturer for releasable installation.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Concrete Slabs:
   1. Moisture Testing: Perform tests so that each test area does not exceed 200 sq. ft., and perform no fewer than three tests in each installation area and with test areas evenly spaced in installation areas.
      a. Anhydrous Calcium Chloride Test: ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24 hours.
      b. Relative Humidity Test: Using in situ probes, ASTM F 2170. Proceed with installation only after substrates have a maximum 75 percent relative humidity level measurement.
      c. Perform additional moisture tests recommended in writing by adhesive and carpet tile manufacturers. Proceed with installation only after substrates pass testing.

3.2 PREPARATION

A. General: Comply with CRI's "CRI Carpet Installation Standards" and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile.

B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 1/8 inch wide or wider, and protrusions more than 1/32 inch unless more stringent requirements are required by manufacturer's written instructions.

C. Concrete Substrates: Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, without using solvents. Use mechanical methods recommended in writing by adhesive and carpet tile manufacturers.

D. Broom and vacuum clean substrates to be covered immediately before installing carpet tile.

3.3 INSTALLATION

A. General: Comply with CRI's "CRI Carpet Installation Standard," Section 18, "Modular Carpet" and with carpet tile manufacturer's written installation instructions.

B. Installation Method: Glue down; install every tile with full-spread, releasable, pressure-sensitive adhesive.

C. Maintain dye-lot integrity. Do not mix dye lots in same area.

D. Maintain pile-direction patterns recommended in writing by carpet tile manufacturer.

E. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.

F. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.

G. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on carpet tile as marked on subfloor. Use nonpermanent, nonstaining marking device.

H. Install pattern parallel to walls and borders.

I. Protect carpet tile against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by carpet tile manufacturer.

END OF SECTION 09 6813

SECTION 09 9123 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes surface preparation and the application of paint systems on the following interior substrates:
   1. Wood.
   2. Gypsum board.

1.2 DEFINITIONS

A. MPI Gloss Level 1: Not more than five units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.

B. MPI Gloss Level 2: Not more than 10 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.

C. MPI Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.

D. MPI Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.

E. MPI Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.

F. MPI Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.

G. MPI Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product. Include preparation requirements and application instructions.
   1. Include Printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.

B. Samples: For each type of paint system and in each color and gloss of topcoat.

1.4 QUALITY ASSURANCE

A. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
   1. Architect will select one surface to represent surfaces and conditions for application of each paint system.
      a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft..
      b. Other Items: Architect will designate items or areas required.
   2. Final approval of color selections will be based on mockups.
      a. If preliminary color selections are not approved, apply additional mockups of additional colors selected by Architect at no added cost to Owner.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Benjamin Moore & Co.
   2. Coronado Paint; Benjamin Moore Company.
   3. Dulux (formerly ICI Paints); a brand of AkzoNobel.
   4. Glidden Professional.
   5. Kelly-Moore Paint Company Inc.
   6. Kwal Paint; Comex Group.

B. Products: Subject to compliance with requirements, provide one of the products listed in the Interior Painting Schedule for the paint category indicated.

2.2 PAINT, GENERAL

A. MPI Standards: Products shall comply with MPI standards indicated and shall be listed in its "MPI Approved Products Lists."

B. Material Compatibility:
1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
2. For each coat in a paint system, products shall be recommended in writing by topcoat manufacturers for use in paint system and on substrate indicated.

C. Colors: As selected by Architect from manufacturer's full range.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.

B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
1. Wood: 15 percent.
2. Gypsum Board: 12 percent.

C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.

D. Proceed with coating application only after unsatisfactory conditions have been corrected.
1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and paint systems indicated.

B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.

3.3 APPLICATION

A. Apply paints according to manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual."

B. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 INTERIOR PAINTING SCHEDULE

A. Wood Substrates: Architectural woodwork and Doors.
1. Latex over Latex Primer System MPI INT 6.3T:
   a. Prime Coat: Primer, latex, for interior wood, MPI #39.
   b. Intermediate Coat: Latex, interior, matching topcoat.
   c. Topcoat: Latex, interior, semi-gloss (MPI Gloss Level 5), MPI #54.

B. Gypsum Board Substrates:
   1. Latex over Latex Sealer System MPI INT 9.2A:
      a. Prime Coat: Primer sealer, latex, interior, MPI #50.
      b. Intermediate Coat: Latex, interior, matching topcoat.
      c. Topcoat: Latex, interior, semi-gloss (MPI Gloss Level 5), MPI #54.

END OF SECTION 09 9123

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T A B L E O F C O N T E N T S

DIVISION 12 - FURNISHINGS

123623 PLASTIC-LAMINATE-CLAD COUNTERTOPS

SECTION 12 3623 - PLASTIC-LAMINATE-CLAD COUNTERTOPS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes plastic-laminate countertops.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

C. Samples:
1. Plastic laminates, for each color, pattern, and surface finish.

1.3 INFORMATIONAL SUBMITTALS

A. Woodwork Quality Standard Compliance Certificates: AWI Quality Certification Program certificates.

1.4 QUALITY ASSURANCE

A. Fabricator Qualifications: Certified participant in AWI's Quality Certification Program.

B. Installer Qualifications: Fabricator of products.

1.5 FIELD CONDITIONS

A. Environmental Limitations: Do not deliver or install countertops until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature and relative humidity at occupancy levels during the remainder of the construction period.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE COUNTERTOPS

A. Quality Standard: Unless otherwise indicated, comply with the "Architectural Woodwork Standards" for grades indicated for construction, installation, and other requirements.

B. Grade: Custom.

C. High-Pressure Decorative Laminate: NEMA LD 3, Grade HGS.
1. Manufacturers: Subject to compliance with requirements, provide products by the following:
   a. Formica Corporation.
   b. Lamin-Art, Inc.
   c. Panolam Industries International, Inc.
   d. Wilsonart International; Div. of Premark International, Inc.
   e. Pionite.

D. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
1. As selected by Architect from manufacturer's full range in the following categories:
   a. Solid colors, matte finish.
   b. Patterns, matte finish.

E. Edge Treatment: Same as laminate cladding on horizontal surfaces unless noted otherwise.

F. Edge Treatment: Oak wood edge for transparent finish.

G. Core Material at Sinks: Particleboard made with exterior glue or exterior-grade plywood.

H. Core Thickness: 3/4 inch.
1. Build up countertop thickness to 1-1/2 inches at front, back, and ends with additional layers of core material laminated to top.

2.2 WOOD MATERIALS

A. Wood Products: Provide materials that comply with requirements of referenced quality standard unless otherwise indicated.

B. Composite Wood and Agrifiber Products: Provide materials that comply with requirements of referenced quality standard for each type of woodwork and quality grade specified unless otherwise indicated.
1. Medium-Density Fiberboard: ANSI A208.2, Grade 130, made with binder containing no urea formaldehyde.
2. Particleboard: ANSI A208.1, Grade M-2-Exterior Glue.
3. Softwood Plywood: DOC PS 1.

2.3 ACCESSORIES

A. Wire-Management Grommets: Circular, molded-plastic grommets and matching plastic caps with slot for wire passage.
1. Outside Diameter: 1-1/4 inch.
2. Color: Black.

2.4 FABRICATION

A. Fabricate countertops to dimensions, profiles, and details indicated. Provide front and end overhang of 1 inch over base cabinets.

B. Complete fabrication, including assembly, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.

C. Shop cut openings to maximum extent possible to receive appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
1. Seal edges of openings in countertops with a coat of varnish.

PART 3 - EXECUTION

3.1 PREPARATION

A. Before installation, condition countertops to average prevailing humidity conditions in installation areas.

3.2 INSTALLATION

A. Grade: Install countertops to comply with same grade as item to be installed.

B. Assemble countertops and complete fabrication at Project site to the extent that it was not completed in the shop.
1. Provide cutouts for appliances, plumbing fixtures, electrical work, and similar items.
2. Seal edges of cutouts by saturating with varnish.

C. Field Jointing: Prepare edges to be joined in shop so Project-site processing of top and edge surfaces is not required.
1. Secure field joints in plastic-laminate countertops with concealed clamping devices located within 6 inches of front and back edges and at intervals not exceeding 24 inches. Tighten according to manufacturer's written instructions to exert a constant, heavy-clamping pressure at joints.

D. Install countertops level, plumb, true, and straight. Shim as required with concealed shims. Install level and plumb to a tolerance of 1/8 inch in 96 inches.

E. Scribe and cut countertops to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.

F. Countertops: Anchor securely by screwing through corner blocks of base cabinets or other supports into underside of countertop.
   1. Install countertops with no more than 1/8 inch in 96-inch sag, bow, or other variation from a straight line.
   2. Secure backsplashes to tops with concealed metal brackets at 16 inches o.c. and to walls with adhesive.
   3. Seal junctures of tops, splashes, and walls with mildew-resistant silicone sealant or another permanently elastic sealing compound recommended by countertop material manufacturer.

END OF SECTION 12 3623.13

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T A B L E O F C O N T E N T S

DIVISION 22 - PLUMBING

220501 COMMON PLUMBING REQUIREMENTS
220502 DEMOLITION AND REPAIR
220503 PIPE, PIPE FITTINGS, PIPE HANGERS & VALVES
220703 MECHANICAL INSULATION AND FIRE STOPPING
220710 POTABLE WATER PIPE INSULATION
220711 HANDICAPPED FIXTURES INSULATION
220800 FIRE STOPPING
221116 DOMESTIC WATER PIPING SYSTEMS (COPPER)
221313 SOIL, WASTE, & VENT PIPING SYSTEMS

SECTION 220501 - COMMON PLUMBING REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Furnish labor, materials, and equipment necessary for completion of work as described in Contract Documents.

B. It is the intent of these specifications that the systems specified herein are to be complete and operational before being turned over to the owner. During the bidding process, the contractor is to ask questions or call to the engineer's attention any items that are not shown or may be required to make the system complete and operational. Once the project is bid and the contractor has accepted the contract, it is his responsibility to furnish and install all equipment and parts necessary to provide a complete and operational system without additional cost to the owner.

C. Furnish and install fire stopping materials to seal penetrations through fire rated structures and draft stops.

1.3 **SUBMITTALS**

A. Substitutions: By specific designation and description, standards are established for specialties and equipment. Other makes of specialties and equipment of equal quality will be considered provided such proposed substitutions are submitted to the Architect for his approval, complete with specification data showing how it meets the specifications, at least 5 working days prior to bid opening. A list of approved substitutions will be published as an addendum, but does not relieve Contractor from meeting all requirements of the specifications.
   1. Submit a single copy of Manufacturer's catalog data including Manufacturer's complete specification for each proposed substitution.
   2. The Architect or Engineer is to be the sole judge as to the quality of any material offered as an equal.

B. Product Data, Shop Drawings: Within 30 days after award of contract, submit 10 sets of Manufacturer's catalog data for each manufactured item.
   1. Literature shall include enough information to show complete compliance with Contract Document requirements.
   2. Mark literature to indicate specific item with applicable data underlined.
   3. Information shall include but not be limited to capacities, ratings, type of material used, guarantee, and such dimensions as are necessary to check space requirements.
   4. When accepted, submittal shall be an addition to Contract Documents and shall be in equal force. No variation shall be permitted.
   5. Even though the submittals have been accepted by the Engineer, it does not relieve the contractor from meeting all of the requirements of the plans and specifications and providing a complete and operational system.

C. Drawings of Record: One complete set of blue line mechanical drawings shall be provided for the purpose of showing a complete picture of the work as actually installed.
   1. These drawings shall serve as work progress report sheets. Contractor shall make notations neat and legible therein daily as the work proceeds.
   2. The drawings shall be kept at the job at a location designated by the Mechanical Engineer.
   3. At completion of the project these "as-built" drawings shall be signed by the Contractor, dated, and returned to the Architect.

D. Operating Instructions and Service Manual: The Mechanical Contractor shall prepare 2 copies of an Operation and Maintenance Manual for all mechanical systems and equipment used in this project. Manuals shall be bound in hard-backed binders and the front cover and spine of each binder shall indicate the name and location of the project. Use plastic tab indexes for all sections. Provide a section for each different type of equipment item. The following items shall be included in the manual, together with any other pertinent data. This list is not complete and is to be used as a guide.
   1. Provide a master index at the beginning of the manual showing all items included.
   2. The first section of the manual shall contain:
      a. Names, addresses, and telephone numbers of Architect, Mechanical Engineer, Electrical Engineer, General Contractor, Plumbing Contractor, Sheet Metal Contractor, and Temperature Control Contractor.

b. List of Suppliers which shall include a complete list of each piece of equipment used with the name, address, and telephone number of vendor.
c. General Description of Systems including –
1) Location of all major equipment
2) Description of the various mechanical systems
3) Description of operation and control of the mechanical systems
4) Suggested maintenance schedule
d. Copy of contractor's written warranty

3. Provide a copy of approved submittal literature for each piece of equipment.
4. Provide maintenance and operation literature published by the manufacturer for each piece of equipment which includes: oiling, lubrication and greasing data; belt sizes, types and lengths; wiring diagrams; step-by-step procedure to follow in putting each piece of mechanical equipment in operation.
5. Include parts numbers of all replaceable items.
6. Provide control diagram and operation sequence, along with labeling of control piping and instruments to match diagram.
7. Include a valve chart indicating valve locations.
8. Include air balance and/or water balance reports.

1.4 QUALITY ASSURANCE

A. Requirements of Regulatory Agencies:
1. Perform work in accordance with applicable provisions of local and state Plumbing Code, Gas Ordinances, and adoptions thereof. Provide materials and labor necessary to comply with rules, regulations, and ordinances.
2. In case of differences between building codes, state laws, local ordinances, utility company regulations, and Contract Documents, the most stringent shall govern. Promptly notify Architect in writing of such differences.

B. Applicable Specifications: Referenced specifications, standards, and publications shall be of the issues in effect on date of Advertisement for Bid.
1. "Heating, Ventilating and Air Conditioning Guide" published by the American Society of Heating and Air Conditioning Engineers.
2. "Engineering Standards" published by the Heating, Piping, and Air Conditioning Contractors National Association.
3. "2015 International Building Code", "2015 International Mechanical Code", and "2015 International Fire Code" as published by the International Conference of Building Officials.
4. “2015 Idaho Plumbing Code” as published by the International Association of Plumbing and Mechanical Officials.
5. "National Electrical Code" as published by the National Fire Protection Association.
6. "2015 International Energy Conservation Code ".

1.5 INSPECTIONS AND PERMITS

A. Pay for permits, fees, or charges for inspection or other services. Local and state codes and ordinances must be properly executed without expense to Owner and are considered as minimum requirements. Local and state codes and ordinances do not relieve the Contractor from work shown that exceeds minimum requirements.

1.6 ADDITIONAL WORK:

A. Design is based on equipment as described in the drawing equipment schedule. Any change in foundation bases, electrical wiring, conduit connections, piping, controls and openings required by alternate equipment submitted and approved shall be paid for by this division. All work shall be in accordance with the requirements of the applicable sections.

PART 2 - NOT USED

PART 3 - EXECUTION

3.1 EXAMINATION

A. Site Inspection:
1. Examine premises and understand the conditions which may affect performance of work of this Division before submitting proposals for this work.
2. No subsequent allowance for time or money will be considered for any consequence related to failure to examine site conditions.

B. Drawings:
   1. Plumbing drawings show general arrangement of piping, equipment, etc, and do not attempt to show complete details of building construction which affect installation. This Contractor shall refer to architectural, structural, mechanical, and electrical drawings for additional building detail which affect installation of his work.
      a. Follow plumbing drawings as closely as actual building construction and work of other trades will permit.
      b. No extra payments will be allowed where piping and/or ductwork must be offset to avoid other work or where minor changes are necessary to facilitate installation.
      c. Everything shown on the plumbing drawings shall be the responsibility of Plumbing Contractor unless specifically noted otherwise.
   2. Consider architectural and structural drawings part of this work insofar as these drawings furnish information relating to design and construction of building. These drawings take precedence over mechanical drawings.
   3. Because of small scale plumbing drawings, it is not possible to indicate all offsets, fittings, and accessories which may be required. Investigate structural and finish conditions affecting this work and arrange work accordingly, providing such fittings, valves, and accessories required to meet conditions. Do not scale drawings for locations of equipment or piping. Refer to large scale dimensioned drawings for exact locations.

C. Insure that items to be furnished fit space available. Make necessary field measurements to ascertain space requirements including those for connections and furnish and install equipment of size and shape so final installation shall suit true intent and meaning of Contract Documents.
   1. If approval is received to use other than specified items, responsibility for specified capacities and insuring that items to be furnished will fit space available lies with this Division.
   2. If non-specified equipment is used and it will not fit job site conditions, this Contractor assumes responsibility for replacement with items named in Contract Documents.

3.2 PREPARATION

A. Cut carefully to minimize necessity for repairs to existing work. Do not cut beams, columns, or trusses.
   1. Patch and repair walls, floors, ceilings, and roofs with materials of same quality and appearance as adjacent surfaces unless otherwise shown. Surface finishes shall exactly match existing finishes of same materials.
   2. Each Section of this Division shall bear expense of cutting, patching, repairing, and replacing of work of other Sections required because of its fault, error, tardiness, or because of damage done by it.
   3. Cutting, patching, repairing, and replacing pavements, sidewalks, roads, and curbs to permit installation of work of this Division is responsibility of Section installing work.

3.3 INSTALLATION

A. Arrange pipes, ducts, and equipment to permit ready access to valves, unions, traps, starters, motors, control components, and to clear openings of doors and access panels.

3.4 STORAGE AND PROTECTION OF MATERIALS:

A. Provide storage space for storage of materials and assume complete responsibility for losses due to any cause whatsoever. Storage shall not interfere with traffic conditions in any public thoroughfare.

B. Protect completed work, work underway, and materials against loss or damage.

C. Close pipe openings with caps or plugs during installation. Cover fixtures and equipment and protect against dirt, or injury caused by water, chemical, or mechanical accident.

3.5 EXCAVATION AND BACKFILL

A. Perform necessary excavation of whatever substance encountered for proper laying of all pipes and underground ducts.
   1. Excavated materials not required for fill shall be removed from site as directed by Engineer.
   2. Excavation shall be carried low enough to allow a minimum coverage over underground piping of 5'-0" or to be below local frost level.
   3. Excess excavation below required level shall be backfilled at Contractor's expense with earth, sand, or gravel as directed by Engineer. Tamp ground thoroughly.
   4. Ground adjacent to all excavations shall be graded to prevent water running into excavated areas.

B. Backfill pipe trenches and allow for settlement.
   1. Backfill shall be mechanically compacted to same density as surrounding undisturbed earth.
   2. Cinders shall not be used in backfilling where steel or iron pipe is used.

3. No backfilling shall be done until installation has been approved by the Engineer.

3.6 COOPERATION

A. Cooperate with other crafts in coordination of work. Promptly respond when notified that construction is ready for installation of work under Division 22. Contractor will be held responsible for any delays which might be caused by his negligence or failure to cooperate with the other Contractors or crafts.

3.7 SUPERVISION

A. Provide a competent superintendent in charge of the work at all times. Anyone found incompetent shall be removed at once and replaced by someone satisfactory, when requested by the Architect.

3.8 INSTALLATION CHECK:

A. An experienced, competent, and authorized representative of the manufacturer or supplier of each item of equipment indicated in the equipment schedule shall visit the project to inspect, check, adjust if necessary, and approve the equipment installation. In each case, the equipment supplier's representative shall be present when the equipment is placed in operation. The equipment supplier's representative shall revisit the project as often as necessary until all trouble is corrected and the equipment installation and operation is satisfactory to the Engineer.

B. Each equipment supplier's representative shall furnish to the Owner, through the Engineer, a written report certifying the following:
   1. Equipment has been properly installed and lubricated.
   2. Equipment is in accurate alignment.
   3. Equipment is free from any undue stress imposed by connecting piping or anchor bolts.
   4. Equipment has been operated under full load conditions.
   5. Equipment operated satisfactorily.

C. All costs for this installation check shall be included in the prices quoted by equipment suppliers.

3.9 CLEANING EQUIPMENT AND PREMISES

A. Properly lubricate equipment before Owner's acceptance.

B. Clean exposed piping, equipment, and fixtures. Repair damaged finishes and leave everything in working order.

C. Remove stickers from fixtures and adjust flush valves.

D. Trap elements shall be removed during cleaning and flushing period. Replace trap elements and adjust after cleaning and flushing period.

3.10 TESTS

A. No piping work, fixtures, or equipment shall be concealed or covered until they have been inspected and approved by the inspector. Notify inspector when the work is ready for inspection.

B. All work shall be completely installed, tested as required by Contract Documents and the city and county ordinances and shall be leak-tight before the inspection is requested.

C. Tests shall be repeated to the satisfaction of those making the inspections.

D. Water piping shall be flushed out, tested at 100 psi and left under pressure of supply main or a minimum of 40 psi for the balance of the construction period.

3.11 WARRANTEE

A. Contractor shall guarantee work under Division 22 to be free from inherent defects for a period of one year from acceptance.
   1. Contractor shall repair, revise or replace any and all such leaks, failure or inoperativeness due to defective work, materials, or parts free of charge for a period of one year from final acceptance, provided such defect is not due to carelessness in operation or maintenance.

B. In addition to warrantee specified in General Conditions and plumbing systems are to be free from noise in operation that may develop from failure to construct system in accordance with Contract Documents.

3.12 SYSTEM START-UP, OWNER'S INSTRUCTIONS

A. Owner's Instructions
   1. Instruct building maintenance personnel and Owner Representative in operation and maintenance of mechanical systems utilizing Operation & Maintenance Manual when so doing.
   2. Minimum instruction periods shall be as follows –
      a. Plumbing - Four hours.
   3. Instruction periods shall occur after Substantial Completion inspection when systems are properly working and before final payment is made.
   4. None of these instructional periods shall overlap another.

END OF SECTION 220501

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SECTION 220502 - DEMOLITION AND REPAIR

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 22 0501 apply to this Section.

1.2 SUMMARY

A. Under this section remove obsolete piping and mechanical equipment and relocate, reconnect or replace existing piping affected by demolition or new construction. Remove concealed piping abandoned due to demolition or new construction, or cap piping flush with existing surfaces.

1.3 DRAWINGS AND EXISTING CONDITIONS

A. All relocations, reconnections and removals are not necessarily indicated on the drawings. As such, the Contractor shall make adequate allowance in his proposal for this work as no extra charges will be allowed for these items.

PART 2 - NOT USED

PART 3 - EXECUTION

3.1 TEMPORARY CONNECTIONS

A. Where existing piping must remain in service to supply occupied areas during construction, provide temporary piping, connections, and equipment to maintain service to such areas. All shall be performed in a neat and safe manner to prevent injury to the building or its occupants.

3.2 EXISTING TO BE ABANDONED

A. All Required drilling, cutting, block-outs and demolition work required for the removal and/or installation of the mechanical system is the responsibility of this Contractor.

B. No joists, beams, girders, trusses or columns shall be cut by any Contractor without written permission from the Architect.

C. The patching, repair, and finishing to existing or new surfaces is the responsibility of this Contractor, unless specifically called for under sections of specifications covering these materials.

D. Disconnect all equipment that is to be removed or relocated. Relocate any existing equipment that obstructs new construction.

3.3 EXISTING TO REMAIN IN USE

A. Where affected by demolition or new construction, relocate, replace, extend, or repair piping and equipment to allow continued use of same. Use methods and materials as specified for new construction.

3.4 MATERIALS AND EQUIPMENT REMOVED

A. All obsolete materials, piping, and equipment shall become the property of the Contractor and be removed from the site promptly.

END OF SECTION 220502

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SECTION 220503 - PIPE, PIPE FITTINGS, PIPE HANGERS & VALVES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 22 05 01 apply to this Section.

1.2 SUMMARY

A. General piping and valve materials and installation procedures for all piping systems.

1.3 QUALITY ASSURANCE

A. Manufacture:
1. Use domestic made valves, pipe and pipe fittings.

B. General: Support components shall conform to Manufacturer's Standardization Society Specification SP-58.

PART 2 - PRODUCTS

2.1 VALVES

A. Ball Valves:
1. 2" and smaller for domestic water service:
a. Milwaukee BA-100, bronze, screwed, 600# WOG ball valve with Teflon seats
b. Victaulic S/722.
2. Ball valves shall be used where ever possible.

B. Use ball valves or butterfly valves everywhere unless noted otherwise.

C. Approved Manufacturers:
1. Crane
2. Nibco
3. Hammond
4. Stockham
5. Milwaukee
6. Victaulic

2.2 **PIPE**

A. Exposed waste, vent and water piping connections to fixtures shall be chrome plated.

B. Condensate Drain Piping: Type "M" copper with sweat fittings or Schedule 40 PVC pipe and fittings.

2.3 PIPE HANGERS

A. Adjustable, malleable iron clevis type of a diameter adequate to support pipe size.

B. Approved Manufacturers:
1. B-Line Systems Fig. B3100
2. Grinnell No. 260
3. Kin-Line 455
4. Superstrut CL-710

2.4 INSULATING COUPLINGS

A. Suitable for at least 175 PSIG WP at 250 deg F.

B. Approved Manufacturers:
1. Central Plastics Co
2. Victaulic Co

3. Watts Regulator Co

2.5 EXPANSION JOINTS

A. Install at all building expansion joints and as shown on the drawings, flexible, or nipple/flexible coupling combinations for added expansion/deflection. Submit Manufacturer's data.

B. Approved Manufacturers
1. Victaulic Style 155, 150
2. Grinnell - Gruv-Lok
3. Garlock Garlflex 8100
4. Vibration Mountings & Controls, Inc.

2.6 SLEEVES

A. Sleeves shall be standard weight galvanized iron pipe, Schedule 40 PVC, or 14 gauge galvanized sheet metal two sizes larger than pipe or insulation.

B. Steel or heavy steel metal of the telescoping type of a size to accommodate pipe and covering wherever it passes through floors, walls, or ceilings.

2.7 INTERMEDIATE ATTACHMENTS

A. Continuous threaded rod may be used wherever possible.

B. No chain, wire, or perforated strap shall be used.

2.8 FLOOR AND CEILING PLATES

A. Brass chrome plated

2.9 APPROVED MANUFACTURERS - Grinnell and Fee/Mason

A. Concrete Inserts: Grinnell Fig. 282

B. Pipe Hanger Flange: Grinnell Fig. 163

C. Vertical Pipe: Grinnell Fig. 261 or equal.

D. Cast Iron Pipe: Grinnell Fig. 260 clevis hanger or equal

E. Pipe Attachments for steel pipe with 1" or less of insulation:
1. Grinnell Fig. 108 ring
2. Grinnell Fig. 114 turnbuckle adjuster
3. Or equal

PART 3 - EXECUTION

3.1 INSTALLATION

A. Furnish and install complete system of piping, valved as indicated or as necessary to completely control entire apparatus. Pipe drawings are diagrammatic and indicate general location and connections. Piping may have to be offset, lowered, or raised as required or directed at site. This does not relieve this Contractor from responsibility for proper erection of systems of piping in every respect.

B. Properly support piping and make adequate provisions for expansion, contraction, slope, and anchorage.
1. Cut piping accurately for fabrication to measurements established at site and work into place without springing or forcing.
2. Do not use pipe hooks, chains, or perforated metal for pipe support.
3. Remove burr and cutting slag from pipes.
4. Make changes in direction with proper fittings.
5. Insulate hangers for copper pipe from piping by means of at least two layers of Scotch 33 plastic tape.
6. Support piping at 8 feet on center maximum for pipe 1-1/4 inches or larger and 6 feet on center maximum for pipe one inch or less. Provide support at each elbow. Install additional support as required.

7. Suspend piping from roof trusses or clamp to vertical walls using Unistrut and clamps (except underground pipe). Laying of piping on any building member is not allowed.

C. Arrange piping to not interfere with removal of other equipment, ducts, or devices, or block access to doors, windows, or access openings. Provide accessible, ground joint unions in piping at connections to equipment.

D. Make connections of dissimilar metals with insulating couplings.

E. Provide sleeves around pipes passing through floors, walls, partitions, or structural members.
1. Seal sleeves with plastic or other acceptable material.
2. Do not place sleeves around soil, waste, vent, or roof drain lines passing through concrete floors on grade.

F. Cap or plug open ends of pipes and equipment to keep dirt and other foreign materials out of system. Do not use plugs of rags, wool, cotton waste, or similar materials.

G. Install piping systems so they may be easily drained.

H. Grade soil and waste lines within building perimeter 1/4 inch fall per ft in direction of flow.

I. Insulate water piping buried within building perimeter.
1. Do not use reducing bushings, street elbows, or close nipples.
2. Bury water piping 6 inches minimum below bottom of slab and encase in 2 inches minimum of sand.
3. Do not install piping in shear walls.

3.2 HORIZONTAL PIPING INSTALLATION

A. Locate hangers, supports, and anchors near or at changes in piping direction and concentrated loads.

B. Provide for vertical adjustment to maintain pitch required for proper drainage.

C. Allow for expansion and contraction of the piping.

3.3 PIPE SLEEVES AND INSERTS

A. Set sleeves before concrete is poured or floors finished.

B. Inserts for units should be placed in the concrete or masonry during construction to avoid cutting of finished work. When and if cutting becomes necessary, it must be done in accordance with the cutting and patching specifications.

3.4 FLOOR AND CEILING PLATES

A. Install on all pipes passing through floors, partitions, and ceilings.

3.5 UNIONS AND CONNECTIONS

A. Install malleable ground joint unions in hot and cold water piping throughout the system so that any portion can be taken down for repairs or inspections without injury to same or covering.

B. Running threads or long screws will not be permitted in jointing any pipe.

C. Provide dielectric waterways Style #47 between ferrous and non-ferrous metals.

3.6 FIRE STOPPING

A. Fire stop all penetrations of fire walls, fire barriers, fire petitions, and other fire rated walls and ceilings and floors as per IBC Section 711. See Specification 22 0800.

END OF SECTION 220503

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SECTION 220703 - MECHANICAL INSULATION AND FIRE STOPPING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 22 05 01 apply to this Section.

1.2 SUMMARY

A. Furnish and install mechanical insulation and fire stopping as described in Contract Documents including but not limited to the following:
   1. Cold Water and Rain Drain Piping Insulation
   2. Hot Water Piping Insulation (Domestic)
   3. Fire Stopping

1.3 QUALITY ASSURANCE

A. Insulation shall have composite (insulation, jacket or facing and adhesive used to adhere facing or jacket to insulation) fire and smoke hazard ratings as tested by Procedure ASTM E-84, NFPA 255 and UL 723 not exceeding: Flame Spread of 25 and Smoke Developed of 50.

B. Insulation Contractor shall certify in writing, prior to installation, that all products to be used will meet the above criteria.

C. Accessories, such as adhesives, mastics, cements, and tapes, for fittings shall have the same component ratings as listed above.

D. Products, or their shipping cartons, shall bear a label indicating that flame and smoke ratings do not exceed above requirements.

E. Any treatment of jacket or facings to impart flame and smoke safety shall be permanent.

F. The use of water-soluble treatments is prohibited.

END OF SECTION 220703

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SECTION 220710 - POTABLE WATER PIPE INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 22 05 01 apply to this Section.

1.2 SUMMARY

A. Furnish and install insulation on above ground hot and cold water lines, fittings, valves, pump bodies, flanges, and accessories as described in Contract Documents.

PART 2 - PRODUCTS

2.1 INSULATION

A. One inch thick snap-on glass fiber pipe insulation.

B. Heavy density pipe insulation with factory vapor jacket equal to Fiberglass ASJ may be used.

C. Approved Manufacturers:
   1. CTM
   2. Manville
   3. Owens-Corning
   4. Knauf

2.2 PVC FITTING, VALVE, & ACCESSORY COVERS

A. Approved Manufacturers:
   1. Knauf
   2. Zeston

PART 3 - EXECUTION

3.1 APPLICATION

A. Piping:
   1. Apply insulation to clean, dry piping with joints tightly butted.
   2. Adhere "factory applied vapor barrier jacket lap" smoothly and securely at longitudinal laps with a white vapor barrier adhesive.
   3. Adhere 3 inch wide self-sealing butt joint strips over end joints.

B. Fittings, Valves, & Accessories:
   1. Insulate with same type and thickness of insulation as pipe, with ends of insulation tucked snugly into throat of fitting and edges adjacent to pipe insulation tufted and tucked in.
   2. Cover insulation with one piece fitting cover secured by stapling or taping ends to adjacent pipe covering.

C. Pipe Hangers:
   1. Do not allow pipes to come in contact with hangers.
   2. Provide 16 ga x 6 inch long galvanized shields at each pipe hanger to protect pipe insulation from crushing by clevis hanger.

END OF SECTION 220710

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SECTION 220711 - HANDICAPPED FIXTURES INSULATION

PART 1 - GENERAL

1.1 **RELATED DOCUMENTS**

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, and Section 22 05 00 apply to this Section.

1.2 SUMMARY

A. Furnish and install handicapped fixtures insulation as described in Contract Documents.

1.3 **QUALITY ASSURANCE**

A. Insulating device must comply with UBC-85 and federal accessibility standards.

B. Cover must meet federal standards for protection from burns and abrasions.

PART 2 - PRODUCTS

2.1 MANUFACTURED UNITS

A. Insulating device shall be molded fire resistant foam, to encapsulate hot water piping, stop, and P-trap.
   1. Approved Manufacturers:
      a. TCI Products' Skal+Gard SG-100B

B. Safety cover with recloseable sealing strips which allow for removal and replacement for line maintenance may be used on drain and supply lines under lavatories.
   1. Approved Manufacturers:
      a. Handy-Shield
      b. Plumberex

C. Color shall be white.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install tamper-proof locking strap to discourage pilferage.

END OF SECTION 220711

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SECTION 220800-- FIRE STOPPING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 22 05 01 apply to this Section.

1.2 SUMMARY

A. Furnish and install fire stopping as described in Contract Documents.

1.3 QUALITY ASSURANCE

A. Fire stopping material shall meet ASTM E814, E84 and be UL listed.

PART 2 - PRODUCTS

2.1 MANUFACTURED UNITS

A. Material shall be flexible, long lasting, intumescent acrylic seal to accommodate vibration and building movement.

B. Caulk simple penetrations with gaps of 1/4" or less with:
   1. Dow Corning Fire Stop Sealant
   2. Pensil 300

C. Caulk multiple penetrations and/or penetrations with gaps in excess of 1/4" with:
   1. Dow Corning Fire Stop Foam
   2. Pensil 200
   3. IPC flame safe FS-1900
   4. Tremco “Tremstop 1A”

PART 3 - EXECUTION

3.1 INSTALLATION

A. Follow manufacturer's installation instructions explicitly.

B. Seal penetrations of ductwork, piping, and other mechanical equipment through one-hour and two-hour rated partitions as shown on Architectural and Mechanical Drawings.

C. Install fire stopping material on clean surfaces to assure adherence.

END OF SECTION 220800

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SECTION 221116 – POTABLE WATER PIPING SYSTEMS (COPPER)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 22 05 01 apply to this Section.

1.2 SUMMARY

A. Furnish and install potable water piping complete with necessary valves, connections, and accessories inside building and connect with outside utility lines 5 feet from building perimeter.

B. Perform excavating and backfilling required by work of this Section.

1.3 SUBMITTALS

A. Quality Control:
   1. Submit written report of sterilization test to Architect.

PART 2 - PRODUCTS

2.1 **PIPE**

A. Type K copper for piping underground or beneath concrete slab. 3/4 inch minimum under slabs.

B. Type L hard drawn copper for above ground applications.

2.2 **FITTINGS**

A. Wrought copper.

2.3 **CONNECTIONS**:

A. Sweat copper type with 95/5 or 96/4 Tin-Antimony solder. Victaulic copper connection system with "FS" flush-seal gasket and zero-flex couplings.

B. Joints under slabs, if allowed by local codes, shall be brazed.

2.4 BALL VALVES

A. Use ball valves exclusively unless otherwise specified. Ball valves shall be by single manufacturer from approved list below. Valves shall be for 150 PSI SWP.

B. Approved Manufacturers:
   1. Nibco-Scott T595 or S595 or equal by
   2. ConBraCo (Apollo)
   3. Crane
   4. Hammond
   5. Jenkins
   6. Ohio Brass
   7. Stockham
   8. Walworth
   9. Watts
   10. Victaulic

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install piping under slabs without joints where possible.

B. Locate cold water lines a minimum of 6 inches from hot water line.

C. Run main water pipe and branches to all fixtures.

D. Size piping as shown.

E. Run piping direct and concealed from view, unless otherwise shown.

F. Grade horizontal runs to allow for drainage.

G. Provide sufficient drains to draw water from entire domestic water system and sections thereof where cutoffs are shown.

H. Furnish and install complete hot and/or cold water to all fixtures as shown on drawings.

I. Run lines parallel to each other and parallel with the lines of the building.

J. Cut pipes accurately to required measurements and work into place without springing or forcing.

K. Provide for expansion and contraction of piping.

L. Paint exposed threads on underground piping one coat asphaltum varnish.

3.2 FIELD QUALITY CONTROL

A. Before pipes are covered, test systems in presence of Architect at 100 psi hydrostatic pressure for two hours and show no leaks.

B. Sterilize potable water system with solution containing 250 parts per million minimum of available chlorine. Introduce chlorinating materials into system in manner approved by Architect. Allow sterilization solution to remain for 24 hours and open and close valves and faucets several times during that time.

C. After sterilization, flush solution from system with clean water until residual chlorine content is less than 0.2 parts per million.

D. Water system will not be accepted until negative bacteriological test is made on water taken from system. Repeat dosing as necessary until such negative test is accomplished.

END OF SECTION 221116

SECTION 221313 – SOIL, WASTE, & VENT PIPING SYSTEMS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 22 05 01 apply to this Section.

1.2 SUMMARY

A. Furnish and install soil, waste, and vent piping systems within building and connect with outside utility lines 5 feet out from building where applicable.

B. Perform excavation and backfill required by work of this Section.

PART 2 - PRODUCTS

2.1 BURIED LINES

A. Service weight, single-hub type cast iron soil pipe and fittings meeting requirements of ASTM A 74-87, "Specification for Cast Iron Soil Pipe & Fittings".
   1. Joint Material:
      a. Rubber gaskets meeting requirements of ASTM C 564-88, "Specification for Rubber Gaskets for Cast Iron Soil Pipe and Fittings".
      b. No hub stainless steel clamps with neoprene gasket.

B. ABS-DWV or PVC-DWV plastic waste pipe and fittings as permitted by state and local plumbing code.

2.2 ABOVE GRADE PIPING & VENT LINES

A. Same as specified for buried lines except no-hub pipe may be used.

B. Vent lines 2-1/2 inches or smaller may be Schedule 40 galvanized steel.

C. Joint Material:
   1. Bell & Spigot Pipe - rubber gaskets meeting requirements of ASTM C 564-88, "Specification for Rubber Gaskets for Cast Iron Soil Pipe and Fittings".
   2. No-Hub Pipe - Neoprene gaskets with stainless steel cinch bands.
   3. Galvanized Pipe - Screwed Durham tarred drainage fittings, or Victaulic.
   4. ABS-DWV solvent weld fittings

PART 3 - EXECUTION

3.1 INSTALLATION

A. Do not caulk threaded work.

B. Slope horizontal pipe at 1/4 in/ft.

C. Cleanouts:
   1. Provide and set full size cleanouts at foot of each riser, and ends of branches from toilets, at points where a change of direction occurs, on exposed and accessible traps, at points where required to remove rust accumulation or other obstructions and as shown on plans. Set screw cap in cleanout with graphite paste. Cleanouts in walls shall be flush and covered with a chrome plated cleanout cover screwed into the cleanout plug. Cleanouts in floors shall be flush using Zurn, Josam, or Wade floor level cleanout fittings. Location of all cleanouts subject to approval of inspector.

D. Each fixture and appliance discharging water into sanitary sewer or building sewer lines shall have seal trap in connection with complete venting system so gasses pass freely to atmosphere with no pressure or syphon condition on water seal.

E. Vent entire waste system to atmosphere. Discharge 14 inches above roof. Join lines together in fewest practicable number before projecting above roof. Set back vent lines so they will not pierce roof near edge or valley.

F. Use torque wrench to obtain proper tension in cinch bands when using hubless cast iron pipe. Butt ends of pipe against centering flange of coupling.

G. Flash pipes passing through roof with 16 oz sheet copper flashing fitted snugly around pipes and calk between flashing and pipe with flexible waterproof compound. Flashing base shall be at least 24 inches square.
   1. Flashing may be 4 lb per sq ft lead flashing fitted around pipes and turned down into pipe 1/2 inch with turned edge hammered against pipe wall.

3.2 FIELD QUALITY CONTROL

A. Before piping is covered, conduct tests for leaks and defective work. Notify Architect prior to testing. Correct leaks and defective work. Fill waste and vent system to roof level with water, 10 feet minimum, and show no leaks for two hours.

END OF SECTION 221313

END OF DIVISION 22

T A B L E O F C O N T E N T S

DIVISION 23 – HEATING, VENTILATING AND AIR CONDITIONING

230501 COMMON HVAC REQUIREMENTS
230502 DEMOLITION AND REPAIR
230593 TESTING, ADJUSTING, AND BALANCING
230716 DUCTWORK INSULATION
230717 ROUND SUPPLY DUCT INSULATION
230718 DUCT LINING
230800 FIRE STOPPING
233114 LOW-PRESSURE STEEL DUCTWORK
233346 FLEX DUCT
233713 AIR OUTLETS & INLETS

SECTION 230501 – COMMON HVAC REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Furnish labor, materials, and equipment necessary for completion of work as described in Contract Documents.

B. It is the intent of these specifications that the systems specified herein are to be complete and operational before being turned over to the owner. During the bidding process, the contractor is to ask questions or call to the engineer's attention any items that are not shown or may be required to make the system complete and operational. Once the project is bid and the contractor has accepted the contract, it is his responsibility to furnish and install all equipment and parts necessary to provide a complete and operational system without additional cost to the owner.

C. Furnish and install fire stopping materials to seal penetrations through fire rated structures and draft stops.

D. Includes But Not Limited To:
   1. General procedures and requirements for HVAC.

E. Related Sections:
   1. Section 23 0593: Testing, Adjusting, and Balancing for HVAC.

1.3 SUBMITTALS

A. Substitutions: By specific designation and description, standards are established for specialties and equipment. Other makes of specialties and equipment of equal quality will be considered provided such proposed substitutions are submitted to the Architect for his approval, complete with specification data showing how it meets the specifications, at least 5 working days prior to bid opening. A list of approved substitutions will be published as an addendum.
   1. Submit a single copy of Manufacturer's catalog data including Manufacturer's complete specification for each proposed substitution.
   2. The Architect or Engineer is to be the sole judge as to the quality of any material offered as an equal.

B. Product Data, Shop Drawings: Within 30 days after award of contract, submit 10 sets of Manufacturer's catalog data for each manufactured item.
   1. Literature shall include enough information to show complete compliance with Contract Document requirements.
   2. Mark literature to indicate specific item with applicable data underlined.
   3. Information shall include but not be limited to capacities, ratings, type of material used, guarantee, and such dimensions as are necessary to check space requirements.
   4. When accepted, submittal shall be an addition to Contract Documents and shall be in equal force. No variation shall be permitted.
   5. Even though the submittals have been accepted by the Engineer, it does not relieve the contractor from meeting all of the requirements of the plans and specifications and providing a complete and operational system.

C. Drawings of Record: One complete sets of blue line mechanical drawings shall be provided for the purpose of showing a complete picture of the work as actually installed.
   1. These drawings shall serve as work progress report sheets. Contractor shall make notations neat and legible therein daily as the work proceeds.
   2. The drawings shall be kept at the job at a location designated by the Mechanical Engineer.
   3. At completion of the project these "as-built" drawings shall be signed by the Contractor, dated, and returned to the Architect.

D. Operating Instructions and Service Manual: The Mechanical Contractor shall prepare 2 copies of an Operation and Maintenance Manual for all mechanical systems and equipment used in this project. Manuals shall be bound in hard-backed binders and the front cover and spine of each binder shall indicate the name and location of the project. Use plastic tab indexes for all sections. Provide a section for each different type of equipment item. The following items shall be included in the manual, together with any other pertinent data. This list is not complete and is to be used as a

guide.

1. Provide a master index at the beginning of the manual showing all items included.
2. The first section of the manual shall contain:
    a. Names, addresses, and telephone numbers of Architect, Mechanical Engineer, Electrical Engineer, General Contractor, Plumbing Contractor, Sheet Metal Contractor, and Temperature Control Contractor.
    b. List of Suppliers which shall include a complete list of each piece of equipment used with the name, address, and telephone number of vendor.
    c. General Description of Systems including –
        1) Location of all major equipment
        2) Description of the various mechanical systems
        3) Description of operation and control of the mechanical systems
        4) Suggested maintenance schedule
    d. Copy of contractor's written warranty
3. Provide a copy of approved submittal literature for each piece of equipment.
4. Provide maintenance and operation literature published by the manufacturer for each piece of equipment which includes: oiling, lubrication and greasing data; belt sizes, types and lengths; wiring diagrams; step-by-step procedure to follow in putting each piece of mechanical equipment in operation.
5. Include parts numbers of all replaceable items.
6. Provide control diagram and operation sequence, along with labeling of control piping and instruments to match diagram.
7. Include a valve chart indicating valve locations.

E. Include air balance and/or water balance reports.

1.4 SUBMITTALS FOR COMMON HVAC REQUIREMENTS

A. Samples: Sealer and gauze proposed for sealing ductwork.

B. Quality Assurance / Control:
1. Manufacturer’s installation manuals providing detailed instructions on assembly, joint sealing, and system pressure testing for leaks.
2. Specification data on sealer and gauze proposed for sealing ductwork.

C. Quality Assurance
1. Requirements: Construction details not specifically called out in Contract Documents shall conform to applicable requirements of SMACNA HVAC Duct Construction Standards.
2. Pre-Installation Conference: Schedule conference immediately before installation of ductwork.

1.5 QUALITY ASSURANCE

A. Requirements of Regulatory Agencies:
1. Perform work in accordance with applicable provisions of local and state Plumbing Code, Gas Ordinances, and adoptions thereof. Provide materials and labor necessary to comply with rules, regulations, and ordinances.
2. In case of differences between building codes, state laws, local ordinances, utility company regulations, and Contract Documents, the most stringent shall govern. Promptly notify Architect in writing of such differences.

B. Applicable Specifications: Referenced specifications, standards, and publications shall be of the issues in effect on date of Advertisement for Bid.
1. "Heating, Ventilating and Air Conditioning Guide" published by the American Society of Heating and Air Conditioning Engineers.
2. "Engineering Standards" published by the Heating, Piping, and Air Conditioning Contractors National Association.
3. "2015 International Building Code", "2015 International Mechanical Code", “2015 International Plumbing Code” and "2015 International Fire Code" as published by the International Conference of Building Officials.
4. "National Electrical Code" as published by the National Fire Protection Association.
5. "2015 International Energy Conservation Code ".

C. Identification: Motor and equipment name plates as well as applicable UL and AGA labels shall be in place when Project is turned over to Owner.

1.6 INSPECTIONS AND PERMITS

A. Pay for permits, fees, or charges for inspection or other services. Local and state codes and ordinances must be

properly executed without expense to Owner and are considered as minimum requirements. Local and state codes and ordinances do not relieve the Contractor from work shown that exceeds minimum requirements.

1.7 ADDITIONAL WORK:

A. Design is based on equipment as described in the drawing equipment schedule. Any change in foundation bases, electrical wiring, conduit connections, piping, controls and openings required by alternate equipment submitted and approved shall be paid for by this division. All work shall be in accordance with the requirements of the applicable sections.

PART 2 - PRODUCTS FOR COMMON HVAC REQUIREMENTS

A. Finishes, Where Applicable: Colors as selected by Architect.

B. Duct Hangers:
   1. One inch 25 mm by 18 ga 1.27 mm galvanized steel straps or steel rods as shown on Drawings, and spaced not more than 96 inches 2 400 mm apart. Do not use wire hangers.
   2. Attaching screws at trusses shall be 2 inch 50 mm No. 10 round head wood screws. Nails not allowed.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Site Inspection:
   1. Examine premises and understand the conditions which may affect performance of work of this Division before submitting proposals for this work.
   2. No subsequent allowance for time or money will be considered for any consequence related to failure to examine site conditions.

B. Drawings:
   1. Mechanical drawings show general arrangement of piping, ductwork, equipment, etc, and do not attempt to show complete details of building construction which affect installation. This Contractor shall refer to architectural, structural, and electrical drawings for additional building detail which affect installation of his work.
      a. Follow mechanical drawings as closely as actual building construction and work of other trades will permit.
      b. No extra payments will be allowed where piping and/or ductwork must be offset to avoid other work or where minor changes are necessary to facilitate installation.
      c. Everything shown on the mechanical drawings shall be the responsibility of Mechanical Contractor unless specifically noted otherwise.
   2. Consider architectural and structural drawings part of this work insofar as these drawings furnish information relating to design and construction of building. These drawings take precedence over mechanical drawings.
   3. Because of small scale of mechanical drawings, it is not possible to indicate all offsets, fittings, and accessories which may be required. Investigate structural and finish conditions affecting this work and arrange work accordingly, providing such fittings, valves, and accessories required to meet conditions. Do not scale drawings for locations of equipment or piping. Refer to large scale dimensioned drawings for exact locations.

C. Insure that items to be furnished fit space available. Make necessary field measurements to ascertain space requirements including those for connections and furnish and install equipment of size and shape so final installation shall suit true intent and meaning of Contract Documents.
   1. If approval is received to use other than specified items, responsibility for specified capacities and insuring that items to be furnished will fit space available lies with this Division.
   2. If non-specified equipment is used and it will not fit job site conditions, this Contractor assumes responsibility for replacement with items named in Contract Documents.

3.2 PREPARATION

A. Cut carefully to minimize necessity for repairs to existing work. Do not cut beams, columns, or trusses.
   1. Patch and repair walls, floors, ceilings, and roofs with materials of same quality and appearance as adjacent surfaces unless otherwise shown. Surface finishes shall exactly match existing finishes of same materials.
   2. Each Section of this Division shall bear expense of cutting, patching, repairing, and replacing of work of other Sections required because of its fault, error, tardiness, or because of damage done by it.
   3. Cutting, patching, repairing, and replacing pavements, sidewalks, roads, and curbs to permit installation of work of this Division is responsibility of Section installing work.

3.3 INSTALLATION

A. Arrange pipes, ducts, and equipment to permit ready access to valves, unions, traps, starters, motors, control components, and to clear openings of doors and access panels.

3.4 STORAGE AND PROTECTION OF MATERIALS:

A. Provide storage space for storage of materials and assume complete responsibility for losses due to any cause whatsoever. Storage shall not interfere with traffic conditions in any public thoroughfare.

B. Protect completed work, work underway, and materials against loss or damage.

C. Close pipe openings with caps or plugs during installation. Cover fixtures and equipment and protect against dirt, or injury caused by water, chemical, or mechanical accident.

3.5 EXCAVATION AND BACKFILL

A. Perform necessary excavation of whatever substance encountered for proper laying of all pipes and underground ducts.
   1. Excavated materials not required for fill shall be removed from site as directed by Engineer.
   2. Excavation shall be carried low enough to allow a minimum coverage over underground piping of 5'-0" or to be below local frost level.
   3. Excess excavation below required level shall be backfilled at Contractor's expense with earth, sand, or gravel as directed by Engineer. Tamp ground thoroughly.
   4. Ground adjacent to all excavations shall be graded to prevent water running into excavated areas.

B. Backfill pipe trenches and allow for settlement.
   1. Backfill shall be mechanically compacted to same density as surrounding undisturbed earth.
   2. Cinders shall not be used in backfilling where steel or iron pipe is used.
   3. No backfilling shall be done until installation has been approved by the Engineer.

3.6 COOPERATION

A. Cooperate with other crafts in coordination of work. Promptly respond when notified that construction is ready for installation of work under Division 23000. Contractor will be held responsible for any delays which might be caused by his negligence or failure to cooperate with the other Contractors or crafts.

3.7 SUPERVISION

A. Provide a competent superintendent in charge of the work at all times. Anyone found incompetent shall be removed at once and replaced by someone satisfactory, when requested by the Architect.

3.8 INSTALLATION CHECK:

A. An experienced, competent, and authorized representative of the manufacturer or supplier of each item of equipment indicated in the equipment schedule shall visit the project to inspect, check, adjust if necessary, and approve the equipment installation. In each case, the equipment supplier's representative shall be present when the equipment is placed in operation. The equipment supplier's representative shall revisit the project as often as necessary until all trouble is corrected and the equipment installation and operation is satisfactory to the Engineer.

B. Each equipment supplier's representative shall furnish to the Owner, through the Engineer, a written report certifying the following:
   1. Equipment has been properly installed and lubricated.
   2. Equipment is in accurate alignment.
   3. Equipment is free from any undue stress imposed by connecting piping or anchor bolts.
   4. Equipment has been operated under full load conditions.
   5. Equipment operated satisfactorily.

C. All costs for this installation check shall be included in the prices quoted by equipment suppliers.

3.9 CLEANING EQUIPMENT AND PREMISES

A. Properly lubricate equipment before Owner's acceptance.

B. Clean exposed piping, ductwork, equipment, and fixtures. Repair damaged finishes and leave everything in working order.

C. Remove stickers from fixtures and adjust flush valves.

D. At date of Substantial Completion, air filters shall be new, clean, and approved by Owner's representative.

E. Trap elements shall be removed during cleaning and flushing period. Replace trap elements and adjust after cleaning and flushing period.

3.10 TESTS

A. No piping work, fixtures, or equipment shall be concealed or covered until they have been inspected and approved by the inspector. Notify inspector when the work is ready for inspection.

B. All work shall be completely installed, tested as required by Contract Documents and the city and county ordinances and shall be leak-tight before the inspection is requested.

C. Tests shall be repeated to the satisfaction of those making the inspections.

D. Water piping shall be flushed out, tested at 100 psi and left under pressure of supply main or a minimum of 40 psi for the balance of the construction period.

3.11 WARRANTEE

A. Contractor shall guarantee work under Division 23 to be free from inherent defects for a period of one year from acceptance.
   1. Contractor shall repair, revise or replace any and all such leaks, failure or inoperativeness due to defective work, materials, or parts free of charge for a period of one year from final acceptance, provided such defect is not due to carelessness in operation or maintenance.
   2. In addition, the Contractor shall furnish all refrigeration emergency repairs, emergency service and all refrigerant required due to defective workmanship, materials, or parts for a period of one year from final acceptance at no cost to the Owner, provided such repairs, service and refrigerant are not caused by lack of proper operation and maintenance.

B. In addition to warrantee specified in General Conditions, heating, cooling, and plumbing systems are to be free from noise in operation that may develop from failure to construct system in accordance with Contract Documents.

3.12 SYSTEM START-UP, OWNER'S INSTRUCTIONS

A. Off-Season Start-up
   1. If Substantial Completion inspection occurs during heating season, schedule spring start-up of cooling systems. If inspection occurs during cooling season, schedule autumn start-up for heating systems.
   2. Notify Owner 7 days minimum before scheduled start-up.
   3. Time will be allowed to completely service, test, check, and off-season start systems. During allowed time, train Owner's representatives in operation and maintenance of system.
   4. At end of off-season start-up, furnish Owner with letter confirming that above work has been satisfactorily completed.

B. Owner's Instructions
   1. Instruct building maintenance personnel and Owner Representative in operation and maintenance of mechanical systems utilizing Operation & Maintenance Manual when so doing.
   2. Minimum instruction periods shall be as follows –
      a. Mechanical - Four hours.
      b. Temperature Control - Four hours.
      c. Refrigeration - Two hours.
   3. Instruction periods shall occur after Substantial Completion inspection when systems are properly working and before final payment is made.
   4. None of these instructional periods shall overlap another.

3.13 PROTECTION

A. Do not run heat pump, air handling units, fan coil units, or other pieces of equipment used for moving supply air without proper air filters installed properly in system.

B. The mechanical systems are not designed to be used for temporary construction heat. If any equipment is to be started prior to testing and substantial completion, such equipment will be returned to new condition with full one year warranties, from date of substantial completion after any construction use. This includes, but is not necessarily limited to: Equipment, filters, ductwork, fixtures, etc.

3.14 COMMON HVAC REQUIREMENTS:

A. INSTALLATION
   1. During installation, protect open ends of ducts by covering with plastic sheet tied in place to prevent entrance of debris and dirt.
   2. Make necessary allowances and provisions in installation of sheet metal ducts for structural conditions of building. Revisions in layout and configuration may be allowed, with prior written approval of Architect. Maintain required airflows in suggesting revisions.
   3. Hangers And Supports:
      a. Install pair of hangers close to each transverse joint and elsewhere as required by spacing indicated in table on Drawings.
      b. Install upper ends of hanger securely to floor or roof construction above by method shown on Drawings.
      c. Attach strap hangers to ducts with cadmium-plated screws. Use of pop rivets or other means will not be accepted.
      d. Where hangers are secured to forms before concrete slabs are poured, cut off flush all nails, strap ends, and other projections after forms are removed.
      e. Secure vertical ducts passing through floors by extending bracing angles to rest firmly on floors without loose blocking or shimming. Support vertical ducts, which do not pass through floors, by using bands bolted to walls, columns, etc. Size, spacing, and method of attachment to vertical ducts shall be same as specified for hanger bands on horizontal ducts.

B. CLEANING
   1. Clean interior of duct systems before final completion.

END OF SECTION 230501

SECTION 230502 - DEMOLITION AND REPAIR

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Under this section remove obsolete piping and mechanical equipment and relocate, reconnect or replace existing piping affected by demolition or new construction. Remove concealed piping abandoned due to demolition or new construction, or cap piping flush with existing surfaces.

1.3 DRAWINGS AND EXISTING CONDITIONS

A. All relocations, reconnections and removals are not necessarily indicated on the drawings. As such, the Contractor shall make adequate allowance in his proposal for this work as no extra charges will be allowed for these items.

PART 2 - NOT USED

PART 3 - EXECUTION

3.1 TEMPORARY CONNECTIONS

A. Where existing piping must remain in service to supply occupied areas during construction, provide temporary piping, connections, and equipment to maintain service to such areas. All shall be performed in a neat and safe manner to prevent injury to the building or its occupants.

3.2 EXISTING TO BE ABANDONED

A. All required drilling, cutting, block-outs and demolition work required for the removal and/or installation of the mechanical system is the responsibility of this Contractor.

B. No joists, beams, girders, trusses or columns shall be cut by any Contractor without written permission from the Architect.

C. The patching, repair, and finishing to existing or new surfaces is the responsibility of this Contractor, unless specifically called for under sections of specifications covering these materials.

D. Disconnect all equipment that is to be removed or relocated. Relocate any existing equipment that obstructs new construction.

3.3 EXISTING TO REMAIN IN USE

A. Where affected by demolition or new construction, relocate, replace, extend, or repair piping and equipment to allow continued use of same. Use methods and materials as specified for new construction.

3.4 MATERIALS AND EQUIPMENT REMOVED

A. All obsolete materials, piping, and equipment shall become the property of the Contractor and be removed from the site promptly.

END OF SECTION 230502

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SECTION 230593 - TESTING, ADJUSTING, AND BALANCING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Division 23 0501 - Common HVAC Requirements and Basic Mechanical Materials and Methods Sections apply to work of this section.

1.2 SUMMARY SCOPE

A. This Section includes TAB to produce design objectives for the following:
   1. Air Systems.
      a. Rooftop Units
      b. VVT Zones

1.3 SUBMITTALS

A. Agency Data:
   1. Submit proof that the proposed testing, adjusting, and balancing agency meets the qualifications specified below. The firm or individuals performing the work herein specified may not be the installing firm.

B. Engineer and Technicians Data:
   1. Submit proof that the Test and Balance Engineer assigned to supervise the procedures, and the technicians proposed to perform the procedures meet the qualifications specified below.

C. Procedures and Agenda: Submit a synopsis of the testing, adjusting, and balancing procedures and agenda proposed to be used for this project.

D. Sample Forms: Submit sample forms, if other than those standard forms prepared by the AABC or NEBB are proposed.

E. Certified Reports: Submit testing, adjusting, and balancing reports bearing the seal and signature of the Test and Balance Engineer. The reports shall be certified proof that the systems have been tested, adjusted, and balanced in accordance with the referenced standards; are an accurate representation of how the systems have been installed; are a true representation of how the systems are operating at the completion of the testing, adjusting, and balancing procedures; and are an accurate record of all final quantities measured, to establish normal operating values of the systems. Follow the procedures and format specified below.
   1. Draft Reports: Upon completion of testing, adjusting, and balancing procedures, prepare draft reports on the approved forms. Draft reports may be hand written, but must be complete, factual, accurate, and legible. Organize and format draft reports in the same manner specified for the final reports. Submit 2 complete sets of draft reports. Only 1 complete set of draft reports will be returned.
   2. Final Report: Upon verification and approval of draft reports, prepare final reports, type written, and organized and formatted as specified below. Submit 4 complete sets of final reports.
   3. Report Format: Report forms shall be those standard forms prepared by the referenced standard for each respective item and system to be tested, adjusted, and balanced. Bind report forms complete with schematic systems diagrams and other data. Divide the contents of the binder into the below listed divisions, separated by divider tabs:
      a. General Information and Summary
      b. Air Systems
      c. Temperature Control System Verification.

F. Report Contents: Provide the following minimum information, forms, and data:
   1. General information and Summary: Inside cover sheet to identify testing, adjusting, balancing agency, Contractor, Owner, Engineer, and Project. Include addresses and contact names and telephone numbers. Also include a certification sheet containing the seal and name, address, telephone number, and signature of the Certified Test and Balance Engineer. Include in this division a listing of the instrumentation used for the procedures along with the instrument calibration sheet.
   2. The remainder of the report shall contain the appropriate forms containing as a minimum, the information indicated on the standard report forms prepared by the AABC or NEBB, for each respective item and system. Prepare a schematic diagram for each item of equipment and system to accompany each respective report form. The report shall contain the following information, and all other data resulting from the testing, adjusting, and balancing work:

a. All nameplate and specification data for all air handling equipment and motors.
b. Actual metered running amperage for each phase of each motor on all pumps and air handling equipment.
c. Actual metered voltage at air handling equipment (phase-to-phase for all phases).
d. Fan RPM for each piece of air handling equipment.
e. Total actual CFM being handled by each piece of air handling equipment.
f. Actual CFM of systems by rooms.

3. Certify that all smoke and fire dampers operate properly and can be reset under actual system operating conditions.

G. Calibration Reports:
1. Submit proof that all required instrumentation has been calibrated to tolerances specified in the referenced standards, within a period of six months prior to starting the project.

1.4 CERTIFICATION

A. Agency Qualifications:
1. Employ the services of a certified testing, adjusting, and balancing agency meeting the qualifications specified below, to be the single source of responsibility to test, adjust, and balance the building mechanical systems identified above, to produce the design objectives. Services shall include checking installations for conformity to design, measurement, and establishment of the fluid quantities of the mechanical systems as required to meet design specifications, recording and reporting the results, and operation of all systems to demonstrate satisfactory performance to the owner.
2. The testing, adjusting, and balancing agency certified by National Environmental Balancing Bureau (NEBB) or Associated Air Balance Council (AABC) in those testing and balancing disciplines required for this project, and having at least one person certified by NEBB or AABC as a Test and Balance supervisor, and a registered professional mechanical engineer, licensed in the state where the work will be performed.

B. Codes and Standard:
1. NEBB: "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems."
2. AABC: "National Standards for Total System Balance."
3. ASHRAE: ASHRAE Handbook, 1984 Systems Volume, Chapter 37, Testing, Adjusting, and Balancing.

1.5 PROJECT CONDITIONS

A. Systems Operation: Systems shall be fully operation and clean prior to beginning procedures.

1.6 SEQUENCING AND SCHEDULING

A. Test, adjust, and balance the air systems before hydronic, steam, and refrigerant systems within +10% to -5% of contract requirements.

B. The report shall be approved by the Engineer. Test and balance shall be performed prior to substantial completion.

PART 2 - NOT USED

PART 3 - EXECUTION

3.1 PRELIMINARY PROCEDURES FOR AIR SYSTEM BALANCING

A. Before operating the system, perform these steps.
1. Obtain design drawings and specifications and become thoroughly acquainted with the design intent.
2. Obtain copies of approved shop drawings of all air handling equipment, outlets (supply, return, and exhaust) and temperature control diagrams.
3. Compare design to installed equipment and field installations.
4. Walk the system from the system air handling equipment to terminal units to determine variations of installation from design.
5. Check filters for cleanliness and to determine if they are the type specified.
6. Check dampers (both volume and fire) for correct and locked position. Check automatic operating and safety controls and devices to determine that they are properly connected, functioning, and at proper operating setpoint.
7. Prepare report test sheets for both fans and outlets. Obtain manufacturer's outlet factors and recommended procedures for testing. Prepare a summation of required outlet volumes to permit a cross-check with required fan volumes.

8. Determine best locations in main and branch ductwork for most accurate duct traverses.
9. Place outlet dampers in the full open position.
10. Prepare schematic diagrams of system "As-Built" ductwork and piping layouts to facilitate reporting.
11. Lubricate all motors and bearings.
12. Check fan belt tension.
13. Check fan rotation.

3.2 MEASUREMENTS

A. Provide all required instrumentation to obtain proper measurements, calibrated to the tolerances specified in the referenced standards. Instruments shall be properly maintained and protected against damage.

B. Provide instruments meeting the specifications of the referenced standards.

C. Use only those instruments which have the maximum field measuring accuracy and are best suited to the function being measured.

D. Apply instrument as recommended by the manufacturer.

E. Use instruments with minimum scale and maximum subdivisions and with scale ranges proper for the value being measured.

F. When averaging values, take a sufficient quantity of readings which will result in a repeatability error of less than 5%. When measuring a single point, repeat readings until 2 consecutive identical values are obtained.

G. Take all readings with the eye at the level of the indicated value to prevent parallax.

H. Use pulsation dampeners where necessary to eliminate error involved in estimating average of rapidly fluctuation readings.

I. Take measurements in the system where best suited to the task.

3.3 PERFORMING TESTING, ADJUSTING, AND BALANCING

A. Perform testing and balancing procedures on each system identified, in accordance with the detailed procedures outlined in the referenced standards. Balancing of the air systems and hydronic systems shall be achieved by adjusting the automatic controls, balancing valves, dampers, air terminal devices, and the fan/motor drives within each system.

B. Cut insulation, ductwork, and piping for installation of test probes to the minimum extent necessary to allow adequate performance of procedures.

C. Patch insulation, ductwork, and housings, using materials identical to those removed.

D. Seal ducts and piping, and test for and repair leaks.

E. Seal insulation to re-establish integrity of the vapor barrier.

F. Adjust timing relays of environmental equipment motor reduced voltage starters to the optimum time period for the motor to come up to the maximum reduced voltage speed and then transition to the full voltage speed to prevent damage to motor, and to limit starting current spike to the lowest possible and practical.

G. Mark equipment settings, including damper control positions, valve indicators, fan speed control levers, and similar controls and devices, to show final settings. Mark with paint or other suitable, permanent identification materials.

H. Retest, adjust, and balance systems subsequent to significant system modifications, and resubmit test results.

3.4 RECORD AND REPORT DATA

A. Record all data obtained during testing, adjusting, and balancing in accordance with, and on the forms recommended by the referenced standards, and as approved on the sample report forms.

B. Prepare report of recommendations for correcting unsatisfactory mechanical performances when system cannot be

successfully balanced.

C. Report shall be certified and stamped by a registered professional mechanical engineer employed by the agency and licensed in the state where the work will be performed.

D. Engineer is to provide a floor plan and test and balance contractor to include the plan in test and balance report and identify actual cfm on drawing or number the diffusers to match report.

3.5 DEMONSTRATION

A. If requested, testing, adjusting, and balancing agency shall conduct any or all of the field tests in the presence of the engineer.

B. Agency shall include a maximum of one (1) call back to the project within the one year warranty period to make additional adjustments if requested by the engineer.

END OF SECTION 230593

SECTION 230716 - DUCTWORK INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Furnish and install insulation on air ducts outside building insulation envelope as described in Contract Documents.

B. Furnish and install insulation on fresh air ducts and combustion air ducts within building insulation envelope as described in Contract Documents.

C. Furnish and install insulation on other air ducts where indicated on Drawings.

PART 2 - PRODUCTS

2.1 INSULATION

A. 1-1/2 inch thick fiberglass with aluminum foil scrim kraft facing and have a density of one lb/cu ft.

B. Approved Manufacturers:
   1. Manville Microlite FSK
   2. CSG Type IV standard duct insulation
   3. Owens-Corning FRK
   4. Knauf (Duct Wrap FSK)

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install duct wrap in accordance with Manufacturer's recommendations.

B. Do not compress insulation except in areas of structural interference.

C. Completely seal joints.

END OF SECTION 230716

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SECTION 230717 – ROUND SUPPLY DUCT INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Furnish and install round supply duct insulation as described in Contract Documents.

1.3 QUALITY ASSURANCE

A. Insulation shall be UL rated with FSK (foil-skrim-kraft) facing.

PART 2 - PRODUCTS

2.1 MANUFACTURED UNITS

A. Fiberglass blanket insulation

B. Approved Manufacturers:
   1. Johns-Manville R-4 Microlite (R-4 does not include the vapor barrier material).
   2. Owens-Corning faced duct wrap insulation FRK-25 ED-150
   3. Certainteed Standard Duct Wrap.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Insulate round air supply ducts.

B. Facing shall overlap 2" at joints and shall be secured with outward clinch staples on 4" centers.

C. Ducts over 30" in width shall have spot application of adhesive, weld pins or metal screws and caps on not more than 18" centers applied to underside.

D. 3" wide vapor barrier paper shall be applied over seams and sealed with vapor barrier adhesive.

E. Insulate attenuators.

F. Insulate high and low pressure flex ducts.

END OF SECTION 230717

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SECTION 230718 - DUCT LINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Furnish and install acoustic lining in following above ground metal ductwork as described in Contract Documents unless detailed otherwise:
   1. Outside air
   2. Supply air
   3. Return air
   4. Mixed air
   5. Transfer air
   6. Relief air
   7. Exhaust air
   8. Elbows, fittings, and diffuser drops greater than 12 inches in length.
   9. Casings
   10. Plenums

B. Furnish and install lining in concrete underfloor boxes.

1.3 SYSTEM DESCRIPTION

A. Duct dimensions shown on Drawings are for free area inside insulation. Allowance must be made for insulation, where applicable.

1.4 RATINGS:

A. Material shall have maximum air friction correction factor of 1.10 at 1000 FPM velocity and have a minimum sound absorption coefficient NRC of .60.

PART 2 - PRODUCTS

2.1 DUCT LINER

A. One inch thick, 1-1/2 lb density fiberglass, factory edge coated.

B. Duct lining materials are to meet the requirements of UL 181 for mold, humidity, and erosion resistance.

C. Approved Manufacturers:
   1. Certainteed Ultralite 150 Certa Edge Coat
   2. Knauf - Type M
   3. Manville - Lina-Coustic
   4. Owen Corning Fiberglas - Aeroflex

2.2 ADHESIVE

A. Water Base Type:
   1. Cain - Hydrotak
   2. Duro Dyne - WSA
   3. Kingco - 10-568
   4. Miracle - PF-101
   5. Mon-Eco - 22-67
   6. Techno Adhesive - 133

B. Solvent Base (non-flammable) Type:
   1. Cain - Safetak
   2. Duro Dyne - FPG

3. Kingco - 15-137
4. Miracle - PF-91
5. Mon-Eco - 22-24
6. Techno Adhesive - 'Non-Flam' 106

C. Solvent Base (flammable) Type:
1. Cain - HV200
2. Duro Dyne - MPG
3. Kingco - 15-146
4. Miracle - PF-96
5. Mon-Eco - 22-22
6. Techno Adhesive - 'Flammable' 106

2.3 FASTENERS

A. Adhesively secured fasteners not allowed.

B. Approved Manufacturers:
1. AGM Industries Inc - "DynaPoint" Series DD-9 pin
2. Cain
3. Duro Dyne
4. Omark dished head "Insul-Pins"
5. Grip nails may be used if each nail is installed by "Grip Nail Air Hammer" or by "Automatic Fastener Equipment" in accordance with Manufacturer's recommendations.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install mat finish surface on air stream side. Secure insulation to cleaned sheet metal duct with continuous 100% coat of adhesive and with 3/4 inch long mechanical fasteners 12 inches on center maximum unless detailed otherwise on Drawings. Pin all duct liner.

B. Accurately cut liner and thoroughly coat ends with adhesive. Butt joints tightly. Top and bottom sections of insulation shall overlap sides. If liner is all one piece, folded corners shall be tight against metal. Ends shall butt tightly together.

C. In casings and plenums further contain insulation with wire mesh.

3.2 FIELD QUALITY CONTROL

A. If insulation is installed without longitudinal and end joints butted together, installation will be rejected and work removed and replaced with work that conforms to this Specification.

B. Insulation shall be installed in accordance with Duct Liner Application Standard SMACNA Manual 15.

3.3 ADJUSTING, CLEANING

A. Keep duct liner clean and free from dust. At completion of project, vacuum duct liner if it is dirty or dusty.

END OF SECTION 230718

SECTION 230800 – FIRE STOPPING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Furnish and install fire stopping as described in Contract Documents.

1.3 QUALITY ASSURANCE

A. Fire stopping material shall meet ASTM E814, E84 and be UL listed.

PART 2 - PRODUCTS

2.1 MANUFACTURED UNITS

A. Material shall be flexible, long lasting, intumescent acrylic seal to accommodate vibration and building movement.

B. Caulk simple penetrations with gaps of 1/4" or less with:
   1. Dow Corning Fire Stop Sealant
   2. Pensil 300

C. Caulk multiple penetrations and/or penetrations with gaps in excess of 1/4" with:
   1. Dow Corning Fire Stop Foam
   2. Pensil 200
   3. IPC flame safe FS-1900
   4. Tremco “Tremstop 1A”

PART 3 - EXECUTION

3.1 INSTALLATION

A. Follow manufacturer's installation instructions explicitly.

B. Seal penetrations of ductwork, piping, and other mechanical equipment through one-hour and two-hour rated partitions as shown on Architectural and Mechanical Drawings.

C. Install fire stopping material on clean surfaces to assure adherence.

END OF SECTION 230800

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SECTION 233114 - LOW-PRESSURE STEEL DUCTWORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Furnish and install above-grade ductwork and related items as described in Contract Documents.

PART 2 - PRODUCTS

2.1 DUCTS

A. Fabricate of zinc-coated lockforming quality steel sheets meeting requirements of ASTM 653A/653M, "Specification for Sheet Steel Zinc-Coated (Galvanized) by the Hot-Dip Process, Lock Forming Quality", with G 60 coating.

B. Use of aluminum, non-metallic, or round ducts is not permitted. [Specification writer: Use of aluminum ducts in areas with high chlorine content (eg.: ventilation for pools, spas, etc.) should be considered on a per job basis.]

2.2 DUCT JOINTS

A. Ducts with sides up to and including 36 inches shall be as detailed in the SMACNA manual.

B. Duct sizes over 36 inches shall be fabricated using SMACNA T-24 flange joints or pre-fabricated systems as follows:
   1. Ducts with sides over 36 inches to 48 inches:
      a. transverse duct joint system by Ductmate/25, Nexus, Ward, or WDCI (Lite) (SMACNA "E" or "G" Type connection).
   2. Ducts 48 inches & larger:
      a. Ductmate/35, Nexus, or WDCI (Heavy) (SMACNA "J" Type connection).
   3. Approved Manufacturers:
      a. Ductmate Industries Inc, 10760 Bay Meadows Drive, Sandy, UT 84092 (801) 571-5308
      b. Nexus, Exanno Corp, P O Box 729, Buffalo, NY 14206 (716) 849-0545
      c. Ward Industries Inc, 1661 Lebanon Church Road, Pittsburg, PA 15236 (800) 466-9374
      d. WDCI, P O Box 10868, Pittsburg, PA 15236 (800) 245-3188

2.3 ACCESS DOORS IN DUCTS

A. At each manual outside air damper and at each motorized damper, install factory built insulated access door with hinges and sash locks. Locate doors within 6 inches of installed dampers. Construction shall be galvanized sheet metal, 24 ga minimum.

B. Fire and smoke damper access doors shall have a minimum clear opening of 12" x 12" or as specified on Drawings to easily service fire or smoke damper. Doors shall be within 6 inches of fire and smoke dampers and in Mechanical Room if possible.

C. Identify each door with 1/2" high letters reading “smoke damper” or “fire damper”.

D. Approved Manufacturers:
   1. AirBalance - Fire/Seal #FSA 100
   2. Air Control Products - HAD-10
   3. Cesco-Advanced Air - HAD-10
   4. Elgen - Model 85 A
   5. Kees Inc - ADH-D.
   6. Louvers & Dampers - #SMD-G-F
   7. Nailor-Hart Industries Inc - Series 0831
   8. National Controlled Air Inc - Model AD-FL-1

2.4 FLEXIBLE EQUIPMENT CONNECTIONS

A. 30 oz closely woven UL approved glass fabric, double coated with neoprene.

B. Fire retardant, waterproof, air-tight, resistant to acids and grease, and withstand constant temperatures of 250 deg F.

C. Approved Manufacturers:
   1. Cain - N-100
   2. Duro Dyne - MFN
   3. Elgen - ZLN
   4. Ventfabrics - Ventglas

2.5 CONCEALED CEILING DAMPER REGULATORS

A. Approved Manufacturers:
   1. Cain
   2. Duro Dyne
   3. Metco Inc
   4. Vent-Lock - #666
   5. Young - #303

2.6 VOLUME DAMPERS

A. In Main Ducts:
   1. 16 gauge galvanized steel, opposed blade type with 3/8 inch pins and end bearings. Blades shall have 1/8 inch clearance all around.
   2. Damper shall operate within acoustical duct liner.
   3. Provide channel spacer equal to thickness of duct liner.
   4. Approved Manufacturers:
      a. Air Balance - Model AC-2
      b. Air Control Products - CD-OB
      c. American Warming - VC-2-AA
      d. Greenheck - VCD-1100
      e. NCA, Safe Air
      f. Vent Products - 5100

B. In Sheet Metal Branch Ducts:
   1. Extruded aluminum, opposed blade type. When in open position, shall not extend beyond damper frame.
   2. Maximum blade length 12 inches.
   3. Damper Regulator shall be concealed type with operation from bottom or with 90 deg miter gear assembly from side.
   4. Approved Manufacturers:
      a. Air Control Products - TCD-OB
      b. Air Guide - OB
      c. Arrow - OBDAF-207
      d. CESCO - CDA
      e. Reliable Metals - OBD-RO
      f. Tuttle & Bailey - A7RDDM
      g. Safe Air
      h. Young - 820-AC

C. Dampers above removable ceiling and in Mechanical Rooms shall have locking quadrant on bottom or side of duct. Otherwise, provide concealed ceiling damper regulator and cover plate.

2.7 MOTORIZED OUTSIDE AIR DAMPERS

A. Damper Blades:
   1. 18 gauge galvanized steel or equivalent aluminum with replaceable rubber blade edges, 9 inches wide maximum.
   2. End seals shall be flexible metal compression type.
   3. Opposed blade type.

B. Make provision for damper actuators and actuator linkages to be mounted external of air flow.

C. Approved Manufacturers & Models:

1. Air Balance - AC-2
2. American Warming - VC-2-AAVA
3. Arrow - OBDAF-207
4. Greenheck - VCD-2100
5. Honeywell - D641
6. Johnson - D1300
7. Louvers & Dampers - TSD400
8. Ruskin - CD36 or CD60
9. Safe Air - 610
10. Vent Products - 5800

2.8 BACKDRAFT DAMPER

A. Backdraft blades shall be nonmetallic and shall be neoprene coated fiberglass.

B. Stop shall be galvanized steel screen or expanded metal, 1/2 inch mesh.

C. Frame shall be galvanized steel or extruded aluminum alloy.

D. Approved Models & Manufacturers:
1. Air Control Products - FBD
2. American Warming - BD-15
3. CESCO - FBD 101
4. Ruskin - NMS2
5. Safe Air

2.9 DUCT HANGERS

A. 1" x 18 gauge galvanized steel straps or steel rods as shown on Drawings, and spaced not more than 8 feet apart. Do not use wire hangers.

B. Attaching screws at trusses shall be 1-1/2 inch No. 10 round head wood screws. Nails not allowed.

2.10 DUCT SEALER

A. Cain - Duct Butter or Butter Tak

B. Design Polymerics - DP 1010

C. DSC - Stretch Coat

D. Duro Dyne - S2

E. Hardcast - #601 Iron-Grip or Peel-N-Seal Tape
1. Kingco - 15-325
2. Mon-Eco - 44-41
3. Trans-Continental Equipment Co - Multipurpose Duct Sealant
4. United - Sheet Metal duct-sealer

PART 3 - EXECUTION

3.1 INSTALLATION

A. Ducts:
1. Straight and smooth on inside with joints neatly finished unless otherwise directed.
2. Duct panels through 48 inch dimension having acoustic duct liner need not be crossbroken or beaded.
3. Crossbreak unlined ducts and duct panels larger than 48 inch or bead 12 inches on center.
4. Securely anchor ducts to building structure with specified duct hangers attached with screws. Do not hang more than one duct from a duct hanger.
5. Brace and install ducts so they shall be free of vibration under all conditions of operation.
6. Ducts shall not bear on top of structural members.
7. Make duct take-offs to branches, registers, grilles, and diffusers as detailed on Drawings.
8. Ducts shall be large enough to accommodate inside acoustic duct liner. Dimensions shown on Drawings are net clear inside dimensions after duct liner has been installed.
9. Properly flash where ducts protrude above roof.

10. Install internal ends of slip joints in direction of flow. Make joints air tight using specified duct sealer.
11. Cover horizontal and longitudinal joints on exterior ducts with two layers of Hardcast tape installed with Hardcast HC-20 adhesive according to Manufacturer's recommendations.
12. Paint ductwork visible through registers, grilles, and diffusers flat black.

B. Install flexible inlet and outlet duct connections to each furnace, fan, fan coil unit, and air handling unit.

C. Install concealed ceiling damper regulators.
1. Paint cover plates to match ceiling tile.
2. Damper regulators will not be required for dampers located directly above removable ceilings or in Mechanical Rooms.

D. Provide each take-off with an adjustable volume damper to balance that branch.
1. Anchor dampers securely to duct.
2. Install dampers in main ducts within insulation.
3. Dampers in branch ducts shall fit against sheet metal walls, bottom and top of duct, and be securely fastened. Cut duct liner to allow damper to fit against sheet metal.
4. Where concealed ceiling damper regulators are installed, provide a cover plate.

E. Install grilles, registers, and diffusers. Level floor registers and anchor securely into floor.

F. Air Turns:
1. Permanently installed, consisting of single thickness curved metal blades with one inch straight trailing edge to permit air to make abrupt turn without appreciable turbulence, in 90 degree elbows of above ground supply and return ductwork.
2. 4-1/2 inch wide minimum vane rail. Do not use junior vane rails.
3. Double thickness vanes not acceptable.
4. Quiet and free from vibration when system is in operation. See SMACNA Manual

G. Install motorized dampers

END OF SECTION 233114

SECTION 233346 - FLEX DUCT

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Furnish and install supply air branch duct runouts to diffusers as described in Contract Documents.

PART 2 - PRODUCTS

2.1 DUCTS

A. Formable, flexible, circular duct which shall retain its cross-section, shape, rigidity, and shall not restrict air flow after bending.

B. Nominal 1-1/2 inches thick, 3/4 lb/cu ft density fiberglass insulation with air-tight, polyehtylene or polyester core, sheathed in seamless vapor barrier jacket factory installed over flexible assembly.

C. Assembly, including insulation and vapor barrier, shall meet Class I requirement of NFPA 90A and be UL 181 rated, with flame spread of 25 or less and smoke developed rating of 50 or under.

D. Length of flexible ductwork shall not exceed 8'-0".

2.2 APPROVED MANUFACTURERS

A. ANCO-FLEX - 4625

B. Flex-Aire - PF/UPC #090

C. Hart & Cooley - F114

D. Thermaflex - G-KM

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install duct in fully extended condition free of sags and kinks.

B. Make duct connections by coating exterior of duct collar for 3 inches with duct sealer and securing duct in place over sheet metal collar with 1/2 inch wide metal cinch bands and sheet metal screws.

END OF SECTION 233346

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SECTION 233713 - AIR OUTLETS & INLETS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

1.2 SUMMARY

A. Furnish and install wall supply registers, transfer grilles, return air grilles, soffit grilles, ceiling diffusers, louvers connected to ductwork, and registers as described in Contract Documents.

PART 2 - PRODUCTS

2.1 GRILLES & REGISTERS

A. Approved Manufacturers:
   1. Price
   2. Anemostat
   3. Krueger
   4. Titus
   5. Tuttle & Bailey

2.2 SPIN-IN FITTINGS

A. Low pressure round take-offs to diffusers shall be made with spin-in fittings. They shall incorporate a manual balancing damper. The damper shall be spring loaded and a positive locking wing nut shall secure the damper position.

B. Approved Manufacturers:
   1. Sheet metal fittings: Genflex DB-1DEL, Hercules

PART 3 - EXECUTION

3.1 INSTALLATION

A. Anchor securely into openings.

B. Install with screws to match color and finish of grilles and registers.

C. Touch-up any scratched finish surfaces.

D. Install in accordance with manufacturer's instructions.

E. Check location of outlets and inlets and make necessary adjustments in position to conform with architectural features, symmetry, and lighting arrangement.

F. Install diffusers to ductwork with air tight connection.

G. Provide balancing dampers on duct take-off to diffusers, and grilles and registers, despite whether dampers are specified as part of the diffuser, or grille and register assembly.

H. Paint ductwork visible behind air outlets and inlets matte black. Refer to Section 09 9000.

END OF SECTION 233713

END OF DIVISION 23

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T A B L E O F C O N T E N T S

DIVISION 26 – ELECTRICAL

260500	COMMON WORK RESULTS FOR ELECTRICAL
260519	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES
260533	RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS
262416	PANELBOARDS
265100	INTERIOR LIGHTING
260533	CONDUITS AND BACKBOXES FOR COMMUNICATIONS SYSTEMS

SECTION 260500 - COMMON WORK RESULTS FOR ELECTRICAL

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Supporting Devices for Electrical Components
   2. Electricity-Metering Components
   3. Electrical Demolition
   4. Cutting and Patching For Electrical Construction
   5. Touchup Painting

1.2 REFERENCES

A. ASTM International (ASTM) Publications:
   1. A53 "Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless"

B. American Welding Society (AWS) Publications:
   1. D1.1 "Structural Welding Code - Steel"

C. National Fire Protection Association (NFPA) Publications:
   1. 70 "National Electric Code"

D. National Electrical Manufacturers Association (NEMA) Publications:
   1. 250 “Enclosures for Electrical Equipment (1000 Volts Maximum)”

1.3 QUALITY ASSURANCE

A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

B. Comply with NFPA 70.

C. All work to be in accordance with latest requirements of the N.E.C. and all other applicable codes and regulations of authorities having jurisdiction over the work.

1.4 COORDINATION

A. Coordinate chases, slots, inserts, sleeves, and openings with general construction work and arrange in building structure during progress of construction to facilitate the electrical installations that follow.
   1. Set inserts and sleeves in poured-in-place concrete, masonry work, and other structural components as they are constructed.

B. Sequence, coordinate, and integrate installing electrical materials and equipment for efficient flow of the Work. Coordinate installing large equipment requiring positioning before closing in the building.

C. All electrical drawings are to be read in conjunction with the project specifications and all other related contract drawings.

D. The contractor shall examine the site and observe the conditions under which the work will be done or other circumstances which will affect the contemplated work. No allowance will be made subsequently in the connection for any error or negligence on the contractor’s part.

E. The contractor shall verify exact location, size and extent of all existing utilities, obstructions and/or other conditions which may affect the proposed work under the project. The contractor shall take every precaution to prevent damage to existing work and shall repair any damage as a result of this work.

F. The contractor shall carefully examine all contract drawings/specifications and be responsible for the proper fittings of materials and equipment at each location as indicated without substantial alteration. The drawings are generally diagrammatic and because of the small scale of the drawings, it is not possible to indicate all offsets, fittings and accessories which may be required. Furnishing such fittings that are required to meet such conditions shall be furnished and installed at no cost.

PART 2 - PRODUCTS

2.1 SUPPORTING DEVICES

A. Material: Cold-formed steel, with corrosion-resistant coating acceptable to authorities having jurisdiction.

B. Metal Items for Use Outdoors or in Damp Locations: Hot-dip galvanized steel.

C. Slotted-Steel Channel Supports: Flange edges turned toward web, and 9/16-inch diameter slotted holes at a maximum of 2 inches o.c., in webs.
1. Channel Thickness: Selected to suit structural loading.
2. Fittings and Accessories: Products of the same manufacturer as channel supports.

D. Raceway and Cable Supports: Manufactured clevis hangers, riser clamps, straps, threaded C-clamps with retainers, ceiling trapeze hangers, wall brackets, and spring-steel clamps or click-type hangers.

E. Cable Supports for Vertical Conduit: Factory-fabricated assembly consisting of threaded body and insulating wedging plug for nonarmored electrical cables in riser conduits. Plugs have number and size of conductor gripping holes as required to suit individual risers. Body constructed of malleable-iron casting with hot-dip galvanized finish.

F. Expansion Anchors: Carbon-steel wedge or sleeve type.

G. Toggle Bolts: All-steel springhead type.

2.2 TOUCHUP PAINT

A. For Equipment: Equipment manufacturer's paint selected to match installed equipment finish.

B. Galvanized Surfaces: Zinc-rich paint recommended by item manufacturer.

PART 3 - EXECUTION

3.1 ELECTRICAL EQUIPMENT INSTALLATION

A. Headroom Maintenance: If mounting heights or other location criteria are not indicated, arrange and install components and equipment to provide the maximum possible headroom.

B. Materials and Components: Install level, plumb, and parallel and perpendicular to other building systems and components, unless otherwise indicated.

C. Equipment: Install to facilitate service, maintenance, and repair or replacement of components. Connect for ease of disconnecting, with minimum interference with other installations.

D. Unless otherwise noted, mounting heights, as shown, are from finished floor to top of panelboard and to centerline of other equipment. Coordinate all mounting heights with contract drawings, local code requirements, and all A.D.A. requirements.
1. Toggle (snap) switch: 4’-0”.
2. Enclosed circuit breaker: 5’-0”
3. Disconnect (safety) switch: 5’-0”.
4. Motor starter: 5’-0”.
5. Panelboard: 6’-6”.

3.2 ELECTRICAL SUPPORTING DEVICE APPLICATION

A. Damp Locations and Outdoors: Hot-dip galvanized materials or nonmetallic, U-channel system components.

B. Dry Locations: Steel materials.

C. Support Clamps for PVC Raceways: Click-type clamp system.

D. Selection of Supports: Comply with manufacturer's written instructions.

E. Strength of Supports: Adequate to carry present and future loads, times a safety factor of at least four; minimum of 200-lb design load.

3.3 SUPPORT INSTALLATION

A. Install support devices to securely and permanently fasten and support electrical components.

B. Install individual and multiple raceway hangers and riser clamps to support raceways. Provide U-bolts, clamps, attachments, and other hardware necessary for hanger assemblies and for securing hanger rods and conduits.

C. Support parallel runs of horizontal raceways together on trapeze- or bracket-type hangers.

D. Size supports for multiple raceway installations so capacity can be increased by a 25 percent minimum in the future.

E. Support individual horizontal raceways with separate, malleable-iron pipe hangers or clamps.

F. Install 1/4-inch- diameter or larger threaded steel hanger rods, unless otherwise indicated.

G. Spring-steel fasteners specifically designed for supporting single conduits or tubing may be used instead of malleable-iron hangers for 1-1/2-inch and smaller raceways serving lighting and receptacle branch circuits above suspended ceilings and for fastening raceways to slotted channel and angle supports.

H. Arrange supports in vertical runs so the weight of raceways and enclosed conductors is carried entirely by raceway supports, with no weight load on raceway terminals.

I. Simultaneously install vertical conductor supports with conductors.

J. Separately support cast boxes that are threaded to raceways and used for fixture support. Support sheet-metal boxes directly from the building structure or by bar hangers. If bar hangers are used, attach bar to raceways on opposite sides of the box and support the raceway with an approved fastener not more than 24 inches from the box.

K. Install metal channel racks for mounting cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices unless components are mounted directly to structural elements of adequate strength.

L. Install sleeves for cable and raceway penetrations of concrete slabs and walls unless core-drilled holes are used. Install sleeves for cable and raceway penetrations of masonry and fire-rated gypsum walls and of all other fire-rated floor and wall assemblies. Install sleeves during erection of concrete and masonry walls.

M. Securely fasten electrical items and their supports to the building structure, unless otherwise indicated. Perform fastening according to the following unless other fastening methods are indicated:
   1. Wood: Fasten with wood screws or screw-type nails.
   2. Masonry: Toggle bolts on hollow masonry units and expansion bolts on solid masonry units.
   3. New Concrete: Concrete inserts with machine screws and bolts.
   4. Existing Concrete: Expansion bolts.
   5. Steel: Welded threaded studs or spring-tension clamps on steel.
      a. Field Welding: Comply with AWS D1.1.

6. Welding to steel structure may be used only for threaded studs, not for conduits, pipe straps, or other items.
7. Light Steel: Sheet-metal screws.
8. Fasteners: Select so the load applied to each fastener does not exceed 25 percent of its proof-test load.

3.4 FIRESTOPPING

A. Apply firestopping to cable and raceway penetrations of fire-rated floor and wall assemblies to achieve fire-resistance rating of the assembly. Firestopping materials and installation requirements are specified in Section 078400 - “Firestopping."

3.5 CUTTING AND PATCHING

A. Cut, channel, chase, and drill floors, walls, partitions, ceilings, and other surfaces required to permit electrical installations. Perform cutting by skilled mechanics of trades involved.

B. Repair and refinish disturbed finish materials and other surfaces to match adjacent undisturbed surfaces. Install new fireproofing where existing firestopping has been disturbed. Repair and refinish materials and other surfaces by skilled mechanics of trades involved.

3.6 FIELD QUALITY CONTROL

A. Inspect installed components for damage and faulty work, including the following:
1. Supporting devices for electrical components.
2. Cutting and patching for electrical construction.
3. Touchup painting.

3.7 CLEANING AND PROTECTION

A. On completion of installation, including outlets, fittings, and devices, inspect exposed finish. Remove burrs, dirt, paint spots, and construction debris.

B. Protect equipment and installations and maintain conditions to ensure that coatings, finishes, and cabinets are without damage or deterioration at time of Substantial Completion.

END OF SECTION 260500

SECTION 260519 LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Building wires and cables and associated connectors, splices, and terminations for wiring systems rated 600 V and less.

1.2 REFERENCES

A. National Electrical Manufacturer's Association (NEMA) Publications:
   1. WC 26 "Binational Wire and Cable Packaging Standard"
   2. WC 70 "Nonshielded Power Cables Rated 2000 Volts or less for the Distribution of Electrical Energy"

B. National Fire Protection Association (NFPA) Publications:
   1. 70 "National Electric Code"

C. Underwriter's Laboratories, Inc. (UL) Publications:
   1. 486A "Standard For Wire Connectors and Soldering Lugs for Use with Copper Conductors"
   2. 486B "Standard for Wire Connectors for Use With Aluminum Conductors"

1.3 SUBMITTALS

A. General: Submit the following in accordance with Conditions of Contract and Division 01 Specification Sections:
   1. Field Test Reports: Indicate and interpret test results for compliance with performance requirements.

1.4 QUALITY ASSURANCE

A. Listing and Labeling: Provide wires and cables specified in this Section that are listed and labeled.
   1. The Terms "Listed" and "Labeled": As defined in NFPA 70, Article 100.
   2. Listing and Labeling Agency Qualifications: A "Nationally Recognized Testing Laboratory" as defined in OSHA Regulation 1910.7.

B. Comply with NFPA 70.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Deliver wires and cables according to NEMA WC 26.

1.6 COORDINATION

A. Coordinate layout and installation of cables with other installations.

B. Revise locations and elevations from those indicated, as required to suit field conditions and as approved by Owner's Representative.

PART 2 - PRODUCTS

2.1 BUILDING WIRES AND CABLES

A. Approved Manufacturers:
   1. American Insulated Wire Corp.; Leviton Manufacturing Co. (800-366-2492)
   2. Carol Cable Co., Inc. (401-728-7000)
   3. Southwire Company (800-444-1700)
   4. Alcan Cable Division of Alcan Aluminum Corporation (770-392-2368)

B. UL-listed building wires and cables with conductor material, insulation type, cable construction, and rating as specified in Part 3 "Wire and Insulation Applications" Article.

C. Rubber Insulation Material: Comply with NEMA WC 70.

D. Thermoplastic Insulation Material: Comply with NEMA WC 70.

E. Cross-Linked Polyethylene Insulation Material: Comply with NEMA WC 70.

F. Ethylene Propylene Rubber Insulation Material: Comply with NEMA WC 70.

G. Conductor Material: Copper

H. Stranding: Solid conductor for No. 10 AWG and smaller; stranded conductor for larger than No. 10 AWG.

2.2 CONNECTORS AND SPLICES

A. Approved Manufacturers:
1. AMP Incorporated (800-522-6752)
2. General Signal; O-Z/Gedney Unit (203-584-0571)
3. Square D Co.; a Division of Groupe Schneider (888-778-2733)
4. Alcan Cable Division of Alcan Aluminum Corporation (770-392-2368)

B. UL-listed, factory-fabricated wiring connectors of size, ampacity rating, material, type, and class for application and service indicated. Comply with Project's installation requirements and as specified in Part 3 "Wire and Insulation Applications" Article.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine raceways and building finishes to receive wires and cables for compliance with requirements for installation tolerances and other conditions affecting performance of wires and cables. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 WIRE AND INSULATION APPLICATIONS

A. Horizontal Branch Circuits: Type THHN/THWN, in raceway

B. Vertical Branch Circuits: Type THNN/THWW in raceway

3.3 INSTALLATION

A. Install wires and cables as indicated, according to manufacturer's written instructions and NECA's "Standard of Installation."

B. Pull Conductors: Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.

C. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips, that will not damage cables or raceway.

D. Install exposed cables, parallel and perpendicular to surfaces of exposed structural members, and follow surface contours where possible.

E. Support cables according to Section 26 05 00 - "Common Work Results for Electrical."

3.4 CONNECTIONS

A. Conductor Splices: Keep to minimum.

B. Install splices and tapes that possess equivalent or better mechanical strength and insulation ratings than conductors being spliced.

C. Use splice and tap connectors compatible with conductor material.

D. Use oxide inhibitor in each splice and tap connector for aluminum conductors.

E. Wiring at Outlets: Install conductor at each outlet, with at least 12 inches of slack.

F. Connect outlets and components to wiring and to ground as indicated and instructed by manufacturer.

G. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

3.5 FIELD QUALITY CONTROL

A. Testing: On installation of wires and cables and before electrical circuitry has been energized, demonstrate product capability and compliance with requirements.
   1. Perform meggar and continuity tests on all conductors.

B. Correct malfunctioning conductors and cables at Project site, where possible, and retest to demonstrate compliance; otherwise, remove and replace with new units and retest.

END OF SECTION 260519

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SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Raceways include the following:
      a. RMC
      b. EMT
      c. FMC
      d. LFMC
      e. LFNC
      f. RNC
   2. Boxes, enclosures, and cabinets include the following:
      a. Device boxes
      b. Outlet boxes
      c. Pull and junction boxes

1.2 REFERENCES

A. National Electrical Contractors Association (NECA) Publications:
   1. 111 “Standard for Installing Nonmetallic Raceways (RNC, ENT, LFNC) (ANSI)”

B. National Electrical Manufacturer’s Association (NEMA) Publications:
   1. 250 “Enclosures for Electrical Equipment (1000 Volts Maximum)”
   2. ANSI/NEMA FB 1 “Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable”
   3. ANSI/NEMA OS 1 “Sheet-Steel Outlet Boxes, Device Boxes, Covers, and Box Supports”
   4. RN 1 “Polyvinyl Chloride (PVC) Externally Coated Galvanized Rigid Steel Conduit and Intermediate Metal Conduit”
   5. TC 2 “Electrical Polyvinyl Chloride (PVC) Tubing and Conduit”
   6. TC 3 “Polyvinyl Chloride (PVC) Fittings for Use with Rigid PVC Conduit and Tubing”

C. National Fire Protection Association (NFPA) Publications:
   1. 70 "National Electric Code"

D. Underwriter's Laboratories, Inc. (UL) Publications:
   1. 1660 “Liquid-Tight Flexible Nonmetallic Conduit”

1.3 DEFINITIONS

A. EMT: Electrical metallic tubing.

B. FMC: Flexible metal conduit.

C. LFMC: Liquidtight flexible metal conduit.

D. RMC: Rigid metal conduit.

1.4 QUALITY ASSURANCE

A. Listing and Labeling: Provide raceways and boxes specified in this Section that are listed and labeled.
   1. The Terms "Listed" and "Labeled": As defined in NFPA 70, Article 100.
   2. Listing and Labeling Agency Qualifications: A "Nationally Recognized Testing Laboratory" as defined in OSHA Regulation 1910.7.

B. Comply with NECA's "Standard for Installing Nonmetallic Raceways (RNC, ENT, LFNC) (ANSI).”

C. Comply with NFPA 70.

1.5 COORDINATION

A. Coordinate layout and installation of raceways and boxes with other construction elements to ensure adequate headroom, working clearance, and access.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Approved Manufacturers:
   1. Metal Conduit and Tubing:
      a. Anixter Brothers, Inc. (800-323-8166)
      b. Carol Cable Co., Inc. (401-728-7000)
      c. Wheatland Tube Co. (800-257-8128)
   2. Flexible Conduit:
      a. Carol Cable Co., Inc. (401-728-7000)
      b. Electri-Flex Co. (800-323-6174)
   3. Conduit Bodies and Fittings:
      a. Emerson Electric Co.; Appleton Electric Co. (800-727-5102)
      b. Hubbell, Inc.; Killark Electric Manufacturing Co. (314-531-0460)
      c. Lamson & Sessions; Carlon Electrical Products (800-322-7566)
   4. Surface Nonmetallic Raceways:
      a. Hubbell, Inc.; Wiring Device Division (203-882-4900)
      b. Panduit Corp. (800-777-3300)
      c. Wiremold Co. (The); Electrical Sales Division (800-621-0049)

2.2 METAL CONDUIT AND TUBING

A. Rigid Steel Conduit: ANSI C80.1.

B. Plastic-Coated Steel Conduit and Fittings: NEMA RN 1.

C. EMT and Fittings: ANSI C80.3.
   1. Fittings: Set-screw or compression type.

D. FMC: Zinc-coated steel.

E. LFMC: Flexible steel conduit with PVC jacket.

F. Fittings: NEMA FB 1; compatible with conduit/tubing materials.

2.3 OUTLET AND DEVICE BOXES

A. Sheet Metal Boxes: NEMA OS 1.

2.4 NONMETALLIC WIREWAYS

A. Description: PVC plastic, extruded and fabricated to size and shape indicated, with snap-on cover and mechanically coupled connections using plastic fasteners.

B. Fittings and Accessories: Include couplings, offsets, elbows, expansion joints, adapters, hold-down straps, end caps, and other fittings to match and mate with wireways as required for complete system.

C. Select features, unless otherwise indicated, as required to complete wiring system and to comply with NFPA 70.

2.5 SURFACE RACEWAYS

A. Surface Metal Raceways: Galvanized steel with snap-on covers. Finish with manufacturer's standard prime coating.

B. Surface Nonmetallic Raceways: 2-piece construction, manufactured of rigid PVC compound with matte texture and manufacturer's standard color.

C. Types, sizes, and channels as indicated and required for each application, with fittings that match and mate with raceways.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine surfaces to receive raceways, boxes, enclosures, and cabinets for compliance with installation tolerances and other conditions affecting performance of raceway installation. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 WIRING METHODS

A. Outdoors: Use the following wiring methods:
   1. Exposed: Rigid steel.
   2. Concealed: Rigid steel.

B. Indoors: Use the following wiring methods:
   1. Damp or Wet Locations: Rigid steel conduit.
   2. Boxes and Enclosures: NEMA 250, Type 1, except as follows:
      a. Damp or Wet Locations: NEMA 250, Type 4, stainless steel.

3.3 INSTALLATION

A. Install raceways, boxes, enclosures, and cabinets as indicated, according to manufacturer's written instructions.

B. Minimum Raceway Size: 3/4-inch trade size (DN21).

C. Conceal conduit and EMT, unless otherwise indicated, within finished walls, ceilings, and floors.

D. Keep raceways at least 6 inches away from parallel runs of flues and steam or hot-water pipes. Install horizontal raceway runs above water and steam piping.

E. Install raceways level and square and at proper elevations. Provide adequate headroom.

F. Complete raceway installation before starting conductor installation.

G. Support raceways as specified in Section 26 05 00 - "Common Work Results for Electrical."

H. Use temporary closures to prevent foreign matter from entering raceways.

I. Make bends and offsets so ID is not reduced. Keep legs of bends in the same plane and straight legs of offsets parallel, unless otherwise indicated.

J. Use raceway fittings compatible with raceways and suitable for use and location. For intermediate steel conduit, use threaded rigid steel conduit fittings, unless otherwise indicated.

K. Run concealed raceways, with a minimum of bends, in the shortest practical distance considering the type of building construction and obstructions, unless otherwise indicated.

L. Install exposed raceways parallel to or at right angles to nearby surfaces or structural members, and follow the surface contours as much as practical.
   1. Run parallel or banked raceways together, on common supports where practical.
   2. Make bends in parallel or banked runs from same centerline to make bends parallel. Use factory elbows only where elbows can be installed parallel; otherwise, provide field bends for parallel raceways.

M. Join raceways with fittings designed and approved for the purpose and make joints tight.
   1. Make raceway terminations tight. Use bonding bushings or wedges at connections subject to vibration. Use bonding jumpers where joints cannot be made tight.
   2. Use insulating bushings to protect conductors.

N. Tighten set screws of threadless fittings with suitable tools.

O. Terminations: Where raceways are terminated with locknuts and bushings, align raceways to enter squarely and install locknuts with dished part against the box. Where terminations are not secure with one locknut, use two locknuts: one inside and one outside the box.

P. Where raceways are terminated with threaded hubs, screw raceways or fittings tightly into the hub so the end bears against the wire protection shoulder. Where chase nipples are used, align raceways so the coupling is square to the box and tighten the chase nipple so no threads are exposed.

Q. Install pull wires in empty raceways. Use No. 14 AWG zinc-coated steel or monofilament plastic line with not less than 200-lb tensile strength. Leave at least 12 inches (300 mm) of slack at each end of the pull wire.

R. Install raceway sealing fittings according to manufacturer's written instructions. Locate fittings at suitable, approved, and accessible locations and fill them with UL-listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish similar to that of adjacent plates or surfaces. Install raceway sealing fittings at the following points:
   1. Where conduits pass from warm to cold locations, such as the boundaries of refrigerated spaces.
   2. Where otherwise required by NFPA 70.

S. Flexible Connections: Use maximum of 6 feet of flexible conduit for recessed and semirecessed lighting fixtures; for equipment subject to vibration, noise transmission, or movement; and for all motors. Use liquidtight flexible conduit in wet or damp locations. Install separate ground conductor across flexible connections.

T. Do not install aluminum conduits embedded in or in contact with concrete.

U. PVC Externally Coated, Rigid Steel Conduits: Use only fittings approved for use with that material. Patch all nicks and scrapes in PVC coating after installing conduits.

3.4 PROTECTION

A. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, that ensure coatings, finishes, and cabinets are without damage or deterioration at the time of Substantial Completion.
   1. Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.
   2. Repair damage to PVC or paint finishes with matching touchup coating recommended by manufacturer.

3.5 CLEANING

A. On completion of installation, including outlet fittings and devices, inspect exposed finish. Remove burrs, dirt, and construction debris and repair damaged finish, including chips, scratches, and abrasions.

END OF SECTION 260533

SECTION 262416 - PANELBOARDS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Panelboards, Overcurrent Protective Devices, And Associated Auxiliary Equipment Rated 600 V And Less For The Following Types:
      a. Lighting and Appliance Branch-Circuit Panelboards.
      b. Distribution Panelboards.

1.2 REFERENCES

A. American National Standards Institute (ANSI) Publications:

B. Institute of Electrical and Electronics Engineers, Inc. (IEEE) Publications:
   1. C57.13 “IEEE Standard Requirements for Instrument Transformers”

C. National Electrical Manufacturer’s Association (NEMA) Standards Publications:
   1. 250 “Enclosures for Electrical Equipment (1000 Volts Maximum)”
   2. AB 1 “Molded-Case Circuit Breakers, Molded Case Switches, and Circuit-Breaker Enclosures”
   3. EI 21.1, “Instrument Transformers for Revenue Metering (110 kV BIL and less)”
   4. FU 1 “Low Voltage Cartridge Fuses”
   5. PB 1 “Panelboards”
   6. PB 1.1 “General Instructions for Proper Installation, Operation, and Maintenance of Panelboards Rated 600 Volts or Less”

D. National Fire Protection Association (NFPA) Publications:
   1. 70 "National Electric Code"

E. Underwriters Laboratories, Inc. (UL) Publications:
   1. 486A “Standard For Wire Connectors and Soldering Lugs for Use With Copper Conductors”
   2. 486B “Standard for Wire Connectors for Use With Aluminum Conductors”

1.3 DEFINITIONS

A. EMI: Electromagnetic interference.

B. GFCI: Ground-fault circuit interrupter.

C. RFI: Radio-frequency interference.

D. RMS: Root mean square.

E. SPDT: Single pole, double throw.

F. TVSS: Transient voltage surge suppressor.

1.4 SUBMITTALS

A. General: Submit the following in accordance with Conditions of Contract and Division 01 Specification Sections:
   1. Product Data:
      a. For each type of panelboard, overcurrent protective device, accessory, and component indicated. Include dimensions and manufacturers' technical data on features, performance, electrical characteristics, ratings, and finishes.
   2. Shop Drawings: For each panelboard and related equipment.

a. Dimensioned plans, elevations, sections, and details, including required clearances and service space around equipment. Show tabulations of installed devices, equipment features, and ratings.

3. Panelboard Schedules: For installation in panelboards. Submit final versions after load balancing.
4. Maintenance Data: For panelboards and components to include in maintenance manuals specified in Division 01. In addition to requirements specified in Division 01 Section "Contract Closeout," include the following:
   a. Manufacturer's written instructions for testing and adjusting overcurrent protective devices.

1.5 QUALITY ASSURANCE

A. Test panel boards per manufacturer's instructions to verify proper operation. Testing shall be accomplished by electrical contractor.

B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

C. Comply with NEMA PB1 for panelboards.

D. Comply with NFPA 70.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Deliver in sections of lengths that can be moved past obstructions in delivery path.

B. Store indoors in clean dry space with uniform temperature to prevent condensation. Protect from exposure to dirt, fumes, water, corrosive substances, and physical damage.

1.7 PROJECT CONDITIONS

A. Existing Utilities: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
   1. Notify Owner's Representative not less than seven days in advance of proposed utility interruptions. Identify extent and duration of utility interruptions.
   2. Indicate method of providing temporary utilities.
   3. Proceed with utility interruptions only after receiving Owner's representative written authorizations.

B. Environmental Limitations: Rate equipment for continuous operation under the following, unless otherwise indicated:
   1. Ambient Temperature: Not exceeding 104 deg F.
   2. Altitude: Not exceeding 6600 feet.

1.8 COORDINATION

A. Coordinate layout and installation of panelboards, and components with other construction, including conduit, piping, equipment, and adjacent surfaces. Maintain required workspace clearances and required clearances for equipment access doors and panels.

PART 2 - PRODUCT

2.1 PANELBOARDS

A. Approved Manufacturers:
   1. Eaton Corp.; Cutler-Hammer Products (800-498-2678)
   2. General Electric Co.; Electrical Distribution & Control Div. (888-437-3765)
   3. Siemens Energy & Automation, Inc. (800-864-4114)
   4. Square D Co.; a Division of Groupe Schneider (888-778-2733)

B. Panelboard Short-Circuit Rating:
   1. Fully rated to interrupt symmetrical short-circuit current available at terminals.

C. Lighting And Appliance Branch-Circuit Panelboards:
1. Branch Overcurrent Protective Devices: Plug-in circuit breakers, replaceable without disturbing adjacent units.
2. Doors: Front mounted with concealed hinges; secured with flush latch with tumbler lock; keyed alike with hinged dead front cover.

D. Fabrication And Features:
1. Enclosures: Flush- and/or surface-mounted cabinets as indicated on drawings. NEMA PB 1, Type 1, to meet environmental conditions at installed location.
   a. Outdoor Locations: NEMA 250, Type 3R.
   b. Other Wet or Damp Indoor Locations: NEMA 250, Type 4.
2. Front: Secured to box with concealed trim clamps. For surface-mounted fronts, match box dimensions; for flush-mounted fronts, overlap box.
3. Hinged Dead Front Cover: Entire front trim hinged to box and with standard door within hinged trim cover.
4. Finish: Manufacturer's standard enamel finish over corrosion-resistant treatment or primer coat.
5. Directory Card: With transparent protective cover, mounted inside metal frame, inside panelboard door.
6. Bus: Hard-drawn copper, 98 percent conductivity or tin-plated aluminum.
7. Main and Neutral Lugs: Mechanical type suitable for use with conductor material.
8. Equipment Ground Bus: Adequate for feeder and branch-circuit equipment ground conductors; bonded to box.
9. Future Devices: Mounting brackets, bus connections, and necessary appurtenances required for future installation of devices.
10.
11. Extra-Capacity Neutral Bus: Neutral bus rated 200 percent of phase bus and UL listed as suitable for nonlinear loads.

2.2 OVERCURRENT PROTECTIVE DEVICES - PANELBOARDS

A. Approved Manufacturers:
1. Eaton Corp.; Cutler-Hammer Products (800-498-2678)
2. General Electric Co.; Electrical Distribution & Control Div. (888-437-3765)
3. Siemens Energy & Automation, Inc. (800-864-4114)
4. Square D Co.; a Division of Groupe Schneider (888-778-2733)

B. Molded-Case Circuit Breaker: NEMA AB 1, with interrupting capacity to meet available fault currents.
1. Thermal-Magnetic Circuit Breakers: Inverse time-current element for low-level overloads, and instantaneous magnetic trip element for short circuits. Adjustable magnetic trip setting for circuit-breaker frame sizes 250 A and larger.

PART 3 - EXECUTION

3.1 PROTECTION

A. Temporary Heating: Apply temporary heat to maintain temperature according to manufacturer's written instructions.

3.2 INSTALLATION

A. Install panelboards and accessories according to NEMA PB 1.1

B. Mounting of Panelboards: Plumb and rigid without distortion of box. Mount recessed panelboards with fronts uniformly flush with wall finish.

C. Circuit Directory: Create a directory to indicate installed circuit loads after balancing panelboard loads. Obtain approval before installing. Use a computer or typewriter to create directory and encapsulate in plastic, handwritten directories are not acceptable.

D. Install filler plates in unused spaces.
1. Provision for Future Circuits at Flush Panelboards: Stub four 1-inch (27-GRC) empty conduits from panelboard into accessible ceiling space or space designated to be ceiling space in the future. Stub four 1-inch (27-GRC) empty conduits into raised floor space or below slab not on grade.

E. Wiring in Panelboard Gutters: Arrange conductors into groups and bundle and wrap with wire ties after completing load balancing.

3.3 IDENTIFICATION

A. Identify field-installed conductors, interconnecting wiring, and components; provide warning signs as specified in Section 260553 "Identification for Electrical Systems."

B. Panelboard Nameplates: Label each panelboard with engraved metal or laminated-plastic nameplate mounted with corrosion-resistant screws.

3.4 CONNECTIONS

A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

END OF SECTION 262416

SECTION 265100 - INTERIOR LIGHTING

PART 1 - GENERAL

1.1 DESCRIPTION

A. Includes But Not Limited To -
   1. Furnish and install lighting system as described in Contract Documents complete with lamps.

B. Related Work Specified Elsewhere -
   1. See Section 260500 for general requirements.

1.2 JOB CONDITIONS

A. Coordination -
   1. Coordinate with ceiling layout to obtain symmetrical arrangement of fixtures.

PART 2 - PRODUCTS

2.1 MATERIAL

A. Lighting Fixtures -
   1. See Fixture Schedule on Drawings.
   2. All alternate light fixture packages shall be submitted a minimum of 10 days prior to bid for approval.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Securely fasten fixtures in place in all areas. Fixtures located in secure areas shall be anchored at four corners.

B. Do not install fixture lens enclosures or louvers in fixtures until general construction work is complete, including painting.

C. All light fixtures shall be left clean at the time of substantial completion of the work. It is the responsibility of the electrical contractor for protection and final cleaning of fixtures. If fixtures are dirty at completion of the project, the Contractor shall clean them at no additional cost to the Owner.

3.2 LIGHT FIXTURE ATTACHMENT

A. Pendant-hung fixtures shall be directly supported from structure with 9-gauge wire (or approved alternative).

END OF SECTION 265100

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SECTION 270533 - CONDUITS AND BACKBOXES FOR COMMUNICATIONS SYSTEMS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes conduit and tubing, surface raceways, wire ways, outlet boxes, pull and junction boxes, and hand holes.

1.2 REFERENCES

A. American National Standards Institute:
   1. ANSI C80.1 - Rigid Steel Conduit, Zinc Coated
   2. ANSI C80.3 - Specification for Electrical Metallic Tubing, Zinc Coated

B. National Electrical Manufacturers Association:
   1. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum)
   2. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit and Cable Assemblies
   3. NEMA OS 1 - Sheet Steel Outlet Boxes, Device Boxes, Covers, and Box Supports
   4. NEMA OS 2 - Nonmetallic Outlet Boxes, Device Boxes, Covers, and Box Supports

1.3 SYSTEM DESCRIPTION

A. Raceway and boxes located as indicated on Drawings, and at other locations required for splices, taps, wire pulling, equipment connections, and compliance with regulatory requirements. Raceway and boxes are shown in approximate locations unless dimensioned. Provide raceway to complete wiring system.

B. Concealed Dry Locations: Provide electrical metallic tubing and nonmetallic conduit. Provide sheet-metal boxes. Provide flush mounting outlet box in finished areas.

C. Exposed Dry Locations: Provide electrical metallic tubing and nonmetallic conduit. Provide sheet-metal boxes. Provide flush mounting outlet box in finished areas.

1.4 DESIGN REQUIREMENTS

A. Minimum Raceway Size: 3/4 inch unless otherwise specified.

1.5 SUBMITTALS

A. Section 013300 - Submittal Procedures: Submittal procedures.

B. Product Data: Submit for the following:
   1. Electrical metallic tubing
   2. Surface raceway
   3. Floor boxes

C. Manufacturer's Installation Instructions: Submit application conditions and limitations of use stipulated by Product testing agency specified under Regulatory Requirements. Include instructions for storage, handling, protection, examination, preparation, and installation of Product.

1.6 CLOSEOUT SUBMITTALS

A. Section 017000 - Execution and Closeout Requirements: Requirements for submittals.

B. Project Record Documents:
   1. Record actual locations and mounting heights of outlet, pull, and junction boxes.

1.7 DELIVERY, STORAGE, AND HANDLING

A. Section 016000 - Product Requirements: Product storage and handling requirements.

B. Protect conduit from corrosion and entrance of debris by storing above grade. Provide appropriate covering.

1.8 COORDINATION

A. Section 013000 - Administrative Requirements: Coordination and project conditions.

B. Coordinate installation of outlet boxes for equipment connected under Section 260533.

C. Coordinate mounting heights, orientation and locations of outlets mounted above counters, benches, and backsplashes.

PART 2 - PRODUCTS

2.1 ELECTRICAL METALLIC TUBING (EMT)

A. Product Description: ANSI C80.3; galvanized tubing.

B. Fittings and Conduit Bodies: NEMA FB 1; steel compression type.

2.2 SURFACE METAL RACEWAY

A. Manufacturers:
1. Carlon Electrical Products
2. Hubbell Wiring Devices
3. Thomas & Betts Corp.
4. Walker Systems Inc.
5. The Wiremold Co.

B. Product Description: Sheet metal channel with fitted cover, suitable for use as surface metal raceway.

2.3 SURFACE NONMETAL RACEWAY

A. Manufacturers:
1. Carlon Electrical Products
2. Hubbell Wiring Devices
3. Thomas & Betts Corp.
4. Walker Systems Inc.
5. The Wiremold Co.

B. Product Description: Fiberglass channel with fitted cover, suitable for use as surface raceway.

C. Finish: Ivory

D. Fittings, Boxes, and Extension Rings: Furnish manufacturer's standard accessories, finish to match raceway.

2.4 OUTLET BOXES

A. Sheet Metal Outlet Boxes: NEMA OS 1, galvanized steel.
1. Luminaire and Equipment Supporting Boxes: Rated for weight of equipment supported; furnish 1/2 inch male fixture studs where required.
2. Concrete Ceiling Boxes: Concrete type.

B. Wall Plates for Finished Areas: As specified in Section 262726.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Section 013000 - Administrative Requirements: Coordination and project conditions.

B. Verify outlet locations and routing and termination locations of raceway prior to rough-in.

3.2 EXISTING WORK

A. Remove exposed abandoned raceway. Cut raceway flush with walls and floors, and patch surfaces.

B. Remove concealed abandoned raceway to its source.

C. Disconnect abandoned outlets and remove devices. Remove abandoned outlets when raceway is abandoned and removed. Install blank cover for abandoned outlets not removed.

D. Maintain access to existing boxes and other installations remaining active and requiring access. Modify installation or provide access panel.

E. Extend existing raceway and box installations using materials and methods as specified.

F. Clean and repair existing raceway and boxes to remain or to be reinstalled.

3.3 INSTALLATION

A. Install Work in accordance with standards.

B. Identify raceway and boxes in accordance with Section 260553.

C. Arrange raceway and boxes to maintain headroom and present neat appearance.

3.4 INSTALLATION - RACEWAY

A. Raceway routing is shown in approximate locations unless dimensioned. Route to complete wiring system.

B. Arrange raceway supports to prevent misalignment during wiring installation.

C. Support raceway using coated steel or malleable iron straps, lay-in adjustable hangers, clevis hangers, and split hangers.

D. Do not support raceway with wire or perforated pipe straps. Remove wire used for temporary supports

E. Do not attach raceway to ceiling support wires or other piping systems.

F. Construct wire way supports from steel channel specified in Section 260529.

G. Route exposed raceway parallel and perpendicular to walls.

H. Route raceway installed above accessible ceilings parallel and perpendicular to walls.

I. Maintain clearance between raceway and piping for maintenance purposes.

J. Maintain 12-inch clearance between raceway and surfaces with temperatures exceeding 104 degrees F.

K. Cut conduit square using saw or pipe cutter; de-burr cut ends.

L. Bring conduit to shoulder of fittings; fasten securely.

M. Install no more than equivalent of three 90-degree bends between boxes. Install conduit bodies to make sharp changes in direction, as around beams.

3.5 INSTALLATION - BOXES

A. Owner to install all rough-in boxes for data cabling.

3.6 INTERFACE WITH OTHER PRODUCTS

A. Install conduit to preserve fire resistance rating of partitions and other elements.

3.7 CLEANING

A. Section 017000 - Execution and Closeout Requirements: Final cleaning.

B. Clean interior of boxes to remove dust, debris, and other material.

C. Clean exposed surfaces and restore finish.

END OF SECTION 270533