

DIVISION 01: GENERAL REQUIREMENTS

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SECTION 01 1100

SUMMARY OF WORK

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements Summary of Work requirements.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Provisions contained in Division 01 apply to Sections of Divisions 02 through 49 of Specifications. Instructions contained in Specifications are directed to Contractor. Unless specifically provided otherwise, obligations set forth in Contract Documents are obligations of Contractor.
- B. Contractor shall furnish total labor, materials, equipment, and services necessary to perform The Work in accordance with Contract Documents.
- C. Mechanical contractors are the prime contractors and should cover all work as described in these documents. There will be a General Contractor on site at the same time doing a re-roof project and Architectural work that will need to coordinate with this contractor.

1.3 SCOPE OF WORK

- A. Base Bid: Includes replacement of (1) existing Fan Coil unit and Condensing unit with new. Including all piping, ductwork, controls and electrical.
- B. Alternate Bid: Includes upgrading (3) existing temperature control systems for the air handlers and condensing units in the three existing classrooms.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 1400**WORK RESTRICTIONS****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Work Restrictions.

1.2 PROJECT CONDITIONS

A. During construction period, Contractor will have use of premises for construction operations. Contractor will ensure that Contractor, its employees, subcontractors, and their employees comply with following requirements:

1. Confine operations to areas within Contract limits shown on Drawings. Do not disturb portions of site beyond Contract limits.
2. Do not allow alcoholic beverages, illegal drugs, or persons under their influence on Project site.
3. Do not allow use of tobacco in any form on Project Site.
4. Do not allow pornographic or other indecent materials on site.
5. Do not allow work on Project site on Sundays except for emergency work.
6. Refrain from using profanity or being discourteous or uncivil to others on Project Site or while performing The Work.
7. Wear shirts with sleeves, wear shoes, and refrain from wearing immodest, offensive, or obnoxious clothing, while on Project Site.
8. Do not allow playing of obnoxious and loud music on Project Site. Do not allow playing of any music within existing facilities.
9. Do not build fires on Project Site.
10. Do not allow weapons on Project Site, except those carried by law enforcement officers or other uniformed security personnel who have been retained by Owner or Contractor to provide security services.

B. Do not load or permit any part of the structure to be loaded with a weight that will endanger its safety. Questions of structural loading as part of construction means and methods shall be addressed by a licensed structural engineer engaged by Contractor, subject to the review by Architect.

C. Subcontractors performing work on the project shall employ at least one individual on the work crew that speaks ENGLISH and can converse fluently with the project superintendent.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used****END OF SECTION**

SECTION 01 2100

ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements to prepare and process Allowances.

1.2 CASH ALLOWANCES

A. Allowances with be issued by Addendum.

B. If actual purchase price differs from Allowance, change order will be issued adjusting Contract Sum by amount of difference.

C. Actual purchase price is actual amount paid by Contractor, including applicable sales and use taxes, before taking into account cash discounts for prompt payment.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 2200

UNIT PRICES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Unit Prices.

1.2 UNIT PRICE MEASUREMENT

A. Unit prices listed by Addendum will be used to price changes to Contract Sum. Such unit prices include all labor, material, equipment, overhead, profit, and taxes.

B. Unit Price Measurement:

1. Keep daily log of each Unit Price item which includes:
 - a. A description of Unit Price Item.
 - b. Quantity.
 - c. Date.
 - d. Time of Day with place for AM and PM.
 - e. Signature of person preparing log.
2. Submit copy of log to Architect with daily construction reports.

1.3 UNIT PRICE PAYMENT

A. Contract Sum will be adjusted by change order to reflect variance, if any, of actual quantities from amount included in base bid for each Unit Price.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 2300

ALTERNATES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements to prepare and process Alternates.

B. With its bid, Contractor has provided prices for following alternate products, materials, equipment, systems, methods, units of work, or major elements of The Work. Any of these Alternates may, at Owner's option, be selected for The Work in place of corresponding requirements of Contract Documents

1. Alternate No. A: Upgrade temperature controls for the other (3) existing Air Handler/Condensing Mini Split Systems for the 3 classroom systems. (Note, this does not include Ductless Mini Split Systems.)

C. Contractor acknowledges that description for each Alternate is incomplete and abbreviated, but that it implies that each Alternate will be complete for scope of work affected.

D. Contractor will coordinate related work and modify surrounding work as required to properly integrate with work of each Alternate selected by Owner.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 2900**PAYMENT PROCEDURES****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements to prepare and process Applications for Payments.

1.2 PAYMENT REQUESTS

A. Use Payment Request forms provided by Owner.

B. Each Payment Request will be consistent with previous requests and payments certified by Architect and paid for by Owner.

C. Request Preparation:

1. Complete every entry on Payment Request form.
2. Entries will match data on approved schedule of values and Contractor's Construction Schedule. Use updated schedules if revisions have been made.
3. Submit signed Payment Request to Architect with current Construction Schedule.

D. Provide following submittals before or with submittal of Initial Payment Request:

1. List of Subcontractors.
2. Initial progress report.
3. Contractor's Construction Schedule.
4. Submittal Schedule.

E. Provide Affidavit of Contractor and Consent of Surety with Payment Request following Substantial Completion.

1.3 SCHEDULE OF VALUES

A. Submit schedule of values on Owner's standard form to Architect 20 days minimum before submission of Initial Payment Request as a necessary condition before payment will be processed. Coordinate preparation of schedule of values with preparation of Contractor's Construction Schedule. Correlate line items in Schedule of Values with other required administrative schedules and forms, including:

1. Contractor's Construction Schedule.
2. Payment Request form.
3. Schedule of Allowances.
4. Schedule of Alternates.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used****END OF SECTION**

SECTION 01 3100**PROJECT MANAGEMENT AND COORDINATION****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Project Management and Coordination on Projects.

1.2 PROJECT COORDINATION

A. Project designation for this Project is:

LDS# 510-1131
HONOLULU INSTITUTE A/C
HONOLULU, HI

B. This Project designation will be included on documents generated for Project by Contractor and Subcontractors, or be present on a cover letter accompanying such documents.

1.3 MULTIPLE CONTRACT COORDINATION

- A. Contractor shall be responsible for accurately maintaining and reporting schedule of The Work from Notice to Proceed to date of Substantial Completion.
- B. Contractor shall be responsible for providing Temporary Facilities And Controls for those who perform work on Project from Notice to Proceed to date of Substantial Completion.
- C. Contractor shall be responsible for providing Construction Waste Management And Disposal services for those who perform work on Project from Notice to Proceed to date of Substantial Completion.
- D. Contractor shall be responsible for Final Cleaning for entire Project.

1.4 PROJECT MEETINGS AND CONFERENCES

A. Preconstruction Conference:

1. Attend preconstruction conference and organizational meeting scheduled by Architect at Project site or other convenient location.
2. Be prepared to discuss items of significance that could affect progress, including such topics as:
 - a. Construction schedule.
 - b. Critical Work sequencing.
 - c. Current problems.
 - d. Designation of responsible personnel.
 - e. Distribution of Contract Documents.
 - f. Equipment deliveries and priorities.
 - g. General schedule of inspections by Architect and its consultants.
 - h. General inspection of tests.
 - i. Office, work, and storage areas.
 - j. Preparation of record documents and O & M manuals.
 - k. Procedures for processing interpretations and Modifications.
 - l. Procedures for processing Payment Requests.

- m. Project cleanup.
 - n. Security.
 - o. Status of permits.
 - p. Submittal of Product Data, Shop Drawings, Samples, Quality Assurance / Control submittals.
 - q. Use of the premises.
 - r. Work restrictions.
 - s. Working hours.
3. Architect will record minutes of meetings and distribute copies to Owner and Contractor within three (3) working days.
- B. Progress Meetings:
1. Attend progress meetings at Project site at regularly scheduled intervals determined by Architect, at least once a month.
 2. Progress meetings will be open to Owner, Architect, Subcontractors, and anyone invited by Owner, Architect, and Contractor.
 3. Be prepared to discuss items of significance that could affect progress, including following:
 - a. Progress since last meeting.
 - b. Whether Contractor is on schedule.
 - c. Activities required to complete Project within Contract Time.
 - d. Labor and materials provided under separate contracts.
 - e. Off-site fabrication problems.
 - f. Access.
 - g. Site use.
 - h. Temporary facilities and services.
 - i. Hours of work.
 - j. Hazards and risks.
 - k. Project cleanup.
 - l. Quality and Work standards.
 - m. Status of pending modifications.
 - n. Documentation of information for Payment Requests.
 - o. Maintenance of Project records.
 4. Architect will prepare minutes of progress meetings and distribute copies of minutes to Owner and Contractor within three (3) working days.
- C. Pre-Installation Conferences:
1. Attend pre-installation conferences specified in Contract Document.
 - a. If possible, schedule these conferences on same day as regularly scheduled Progress Meetings. If this is not possible, coordinate scheduling with Architect.
 - b. Request input from attendees in preparing agenda.
 2. Be prepared to discuss following items:
 - a. Requirements of Contract Documents.
 - b. Completed work necessary for installation of items or systems.
 - c. Conditions not in compliance with installation requirements.
 - d. Installation and inspection schedule.
 - e. Coordination between trades.
 - f. Space and access limitations.
 - g. Testing.

3. Architect will prepare meeting minutes and distribute minutes to Owner and Contractor within three (3) working days.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 3200**CONSTRUCTION PROGRESS DOCUMENTATION****PART 1 - GENERAL****1.1 SUMMARY****A. Section Includes But is Not Limited To:**

1. Administrative and procedural requirements for documenting the progress of construction during performance of the Work.

1.2 SCHEDULING OF WORK**A. Daily Construction Reports:**

1. Prepare daily reports of operations at Project including at least following information:
 - a. List of Subcontractors at site.
 - b. Approximate count of personnel at site by trade.
 - c. High and low temperatures, general weather conditions.
 - d. Major items of equipment on site.
 - e. Materials, equipment, or Owner-furnished items arriving at or leaving site.
 - f. Accidents and unusual events.
 - g. Site or structure damage by water, frost, wind, or other causes.
 - h. Meetings, conferences, and significant decisions.
 - i. Visitors to the job including meeting attendees.
 - j. Stoppages, delays, shortages, losses.
 - k. Any tests made and their result if known.
 - l. Meter readings and similar recordings.
 - m. Emergency procedures.
 - n. Orders and requests of governing authorities.
 - o. Modifications received, carried out.
 - p. Services connected, disconnected.
 - q. Equipment or system tests and start-ups.
 - r. Brief summary of work accomplished that day.
 - s. Signature of person preparing report.
2. Submit daily reports to Architect at least weekly.
3. Maintain copies of daily reports at field office.

B. Construction Digital Photographs:

1. Project superintendent shall have on project a digital camera during entire construction period.
2. Digital photographs shall be taken during entire construction period and include at least:
 - a. All framing stages.
 - b. Roof sheathing and nailing prior to roofing.
 - c. At all other significant construction stages and covered work.
 - d. Provide CD copy of pictures to Architect with O & M Manuals.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used****END OF SECTION**

SECTION 01 3300**SUBMITTAL PROCEDURES****PART 1 - GENERAL****1.1 SUMMARY****A. Section Includes But is Not Limited To:**

1. Administrative and procedural requirements for Submittal Procedures.

B. Related Requirements:

1. Section 01 7800: 'Closeout Submittals' for administrative and procedural requirements for closeout submittals.

1.2 SUBMITTAL SCHEDULE**A. Furnish submittal schedule within 20 days after receipt of Notice to Proceed, listing items specified to be furnished for review to Architect including product data, shop drawings, samples, and Informational submittals.**

1. Coordinate submittal schedule with Contractor's construction schedule.
2. Enclose the following information for each item:
 - a. Scheduled date for first submittal.
 - b. Related Section number.
 - c. Submittal category.
 - d. Name of Subcontractor.
 - e. Description of part of the Work covered.
 - f. Scheduled date for resubmittal.
 - g. Scheduled date for Architect's final release or approval.

B. Print and distribute copies to Architect and Owner and post copy in field office. When revisions are made, distribute to same parties and post in same location.**C. Revise schedule monthly. Send copy of revised schedule to Owner and Architect and post copy in field office.****1.3 SUBMITTAL PROCEDURES****A. Coordination:**

1. Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently before performance of related construction activities to avoid delay.
 - a. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - b. Coordinate transmittal of different types of submittals required for related elements of The Work so processing will not be delayed by need to review submittals concurrently for coordination. Architect reserves right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
2. Processing Time:
 - a. Allow sufficient review time so installation will not be delayed by time required to process submittals, including time for resubmittals.
 - 1) Allow 21 days for initial review. Allow additional time if processing must be delayed allowing coordination with subsequent submittals. Architect will promptly advise Contractor when submittal being processed must be delayed for coordination.

- 2) If an intermediate submittal is necessary, process same as initial submittal.
 - 3) Allow 10 days for reprocessing each submittal.
 - 4) No extension of Contract Time will be authorized because of failure to transmit submittals to Architect in sufficient time before work is to be performed to allow processing.
3. Identification:
- a. Place permanent label or title block on each submittal for identification. Include name of entity that prepared each submittal on label or title block.
 - 1) Provide space approximately 4 by 5 inches on label or beside title block on Shop Drawings to record Contractor's review and approval markings and action taken.
 - 2) Include following information on label for processing and recording action taken:
 - a) Project name.
 - b) Date.
 - c) Name and address of Architect.
 - d) Name and address of Contractor.
 - e) Name and address of Subcontractor.
 - f) Name and address of supplier.
 - g) Name of manufacturer.
 - h) Number and title of appropriate Specification Section.
 - i) Drawing number and detail references, as appropriate.
4. Transmittal:
- a. Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Architect using transmittal letter. On transmittal, record relevant information and requests for data. Include Contractor's certification that information complies with Contract Document requirements, or, on form or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations.
 - b. Submittals received from sources other than Contractor or not marked with Contractor's approval will be returned without action.

1.4 ACTION SUBMITTALS

A. Product Data:

1. Submit Product Data, as required by individual Sections of Specifications.
2. Mark each copy of each set of submittals to show choices and options used on Project. Where printed Product Data includes information on products that are not required for Project, mark copies to indicate information relating to Project.
3. Certify that proposed product complies with requirements of Contract Documents. List any deviations from those requirements on form or separate sheet.
4. Submit five copies of each required submittal unless otherwise required. Architect will return three copies marked with action taken and with corrections or modifications required.
5. Submit electronic files PDF: Architect will return a PDF copy marked with action taken and with corrections or modifications required.

B. Shop Drawings:

1. Submit newly prepared graphic data to accurate scale. 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 36 by 48 inches. Highlight, encircle, or otherwise show deviations from Contract Documents. Include following information as a minimum:
 - a. Dimensions.
 - b. Identification of products and materials included.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
2. Do not reproduce Contract Documents or copy standard information as basis of Shop Drawings. Standard printed information prepared without specific reference to Project is not acceptable as Shop Drawings.

3. Review and designate (stamp) approval of shop drawings. Unless otherwise specified, submit to Architect six copies of shop drawings required by Contract Documents. Shop drawings not required by Contract Documents, but requested by Contractor or supplied by Subcontractor, need not be submitted to Architect for review.

C. Samples:

1. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
 - a. Mount, display, or package Samples to ease review of qualities specified. Prepare Samples to match samples provided by Architect, if applicable. Include following:
 - 1) Generic description of Sample.
 - 2) Sample source.
 - 3) Product name or name of manufacturer.
 - 4) Compliance with recognized standards.
 - 5) Availability and delivery time.
2. Submit Samples for review of kind, color, pattern, and texture, for final check of these characteristics with other elements, and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
 - a. Where variations in color, pattern, texture or other characteristics are inherent in material or product represented, submit set of three samples minimum that show approximate limits of variations.
 - b. Refer to other specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.
 - c. Refer to other Sections for Samples to be returned to Contractor for incorporation into The Work. Such Samples shall be undamaged at time of use. On transmittal, indicate special requests regarding disposition of Sample submittals.
3. Where Samples are for selection of color, pattern, texture, or similar characteristics from a range of standard choices, submit full set of choices for material or product. Preliminary submittals will be reviewed and returned with Architect's mark indicating selection and other action.
4. Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit three sets. One will be returned marked with action taken.
5. Samples, as accepted and returned by Architect, will be used for quality comparisons throughout course of construction.
 - a. Unless noncompliance with Contract Documents is observed, submittal may serve as final submittal.
 - b. Sample sets may be used to obtain final acceptance of construction associated with each set.

1.5 INFORMATIONAL SUBMITTALS

- A. Informational submittals are design data, test reports, certificates, manufacturer's instructions, manufacturer's field reports, and other documentary data affirming quality of products and installations. Submit five copies of each required submittal unless otherwise required. Architect will return three copies marked with action taken and with corrections or modifications required. [or] Submit electronic files: PDF. Architect will return a PDF copy marked with action taken and with corrections or modifications required.
 1. Certificates: Describe certificates intended to document affirmations by Contractor or others that the work is in accordance with the Contract Documents, but do not repeat provisions of Parts 2 or 3.
 2. Delegated Design Submittals / Design Data: Describe submittals intended to demonstrate design work prepared by Contractor's licensed professionals.
 3. Test And Evaluation Reports: Describe submittal of test reports or evaluation service reports intended to document required tests.

4. Manufacturer Instructions: Describe submittals intended to document manufacturer instructions.
5. Source Quality Control Submittals: Describe submittal of source quality control documentation.
6. Field Quality Control Submittals: Describe submittal of field quality control documentation.
7. Manufacturer Reports: Describe submittal of Manufacturer reports as documentation of manufacturer activities.
8. Special Procedure Submittals: Describe submittals intended to document special procedures. An example would be construction staging or phasing for remodeling an existing facility while keeping it in operation. While the Contractor would normally be responsible for managing this, submittal of his plan as documentation could be specified.
9. Qualification Statements: Describe submittals intended to document qualifications of entities employed by Contractor.

1.6 CLOSEOUT SUBMITTALS

- A. This title groups submittals that occur during project closeout. Coordinate with section 01 7800 Closeout Submittals.
 1. As Built Record Drawings as defined in the Agreement.
 2. Project Manual: Complete Project Manual including Addenda and Modifications as defined in General Conditions.
 3. Maintenance Contracts: Describe submittal of the maintenance contract specific to the Section.
 4. Operations & Maintenance Data: Describe submittal of operation and maintenance data necessary for products of the Section.
 5. Warranty Documentation: Describe submittal of final executed warranty document specific to the Section.
 6. Record Documentation: Describe submittal of record documentation specific to the Section.
 7. Software: Describe submittal system software and programming software specific to the Section.

1.7 MAINTENANCE MATERIAL SUBMITTALS

- A. This title groups maintenance material required submittals specific to the Section. Items may be provided at completion of Work or submitted with section 01 7800 Closeout Submittals:
 1. Spare Parts: Describe spare parts necessary for Owner's use in facility operation and maintenance. 'Parts' are generally understood to be items such as filters, motor drive belts, lamps, and other similar manufactured items that require only simple replacement.
 2. Extra Stock Materials: Describe extra stock materials to be provided for Owner's use in facility operation and maintenance. Extra stock materials are generally understood to be items such as ceiling tiles, flooring, paint etc.
 3. Tools:
 - a. Describe tools to be provided for Owner's use in facility operation and maintenance. Tools are generally understood to be wrenches, gauges, circuit setters, etc, required for proper operation or maintenance of a system.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 3500**SPECIAL PROCEDURES****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Special Procedures.

1.2 REFERENCES

A. Association Publications:

1. U.S. Department of Labor, Occupational Safety and Health Administration:
 - a. 29 CFR 1926 OSHA, 'Construction Industry Regulations' (January 2014 or latest version).
 - 1) 29 CFR 1926.20, 'General Safety And Health Provisions'.
 - 2) 29 CFR 1926.64, 'Hot Work Permit'.
 - 3) 29 CFR 1926.352, 'Fire Prevention'.
 - 4) 29 CFR 1926.500, 'Fall Protection'.

1.3 ADMINISTRATIVE REQUIREMENTS

A. Acceleration of Work:

1. Complete The Work in accordance with Construction Schedule. If Contractor falls behind schedule, take such actions as are necessary, at no additional expense to Owner, to bring progress of The Work back in accordance with schedule.
2. Owner may request proposal for completion of The Work at date earlier than expiration of Contract Time:
 - a. Promptly provide requested proposal showing cost of such acceleration of The Work. Consult with Owner and Architect regarding possible options to decrease cost of such acceleration.
 - b. If Owner determines to order acceleration of The Work, change in Contract Sum and Contract Time resulting from acceleration will be included in a Change Order.

1.4 QUALITY ASSURANCE

A. Regulatory Agency Sustainability Approvals:

1. Meet regulations of 29 CFR 1926 OSHA, 'Construction Industry Regulations'.
2. Owner's Safety Requirements:
 - a. Personal Protection:
 - 1) Contractor shall ensure:
 - a) Positive means of fall protection, such as guardrails system, safety net system, personal fall arrest system, etc, is provided to employees whenever exposed to a fall 6 feet or more above a lower level.
 - b) Personnel working on Project shall wear hard hats and safety glasses as required by regulation and hazard.
 - c) Personnel working on Project shall wear long or short sleeve shirts, long pants, and hard-toed boots or other sturdy shoes appropriate to type and phase of work being performed.
 - b. Contractor Tools And Equipment:
 - 1) Contractor shall ensure:
 - a) Tools and equipment are in good working condition, well maintained, and have necessary guards in place.
 - b) Ground Fault Circuit Interrupters (GFCI) is utilized on power cords and tools.

- c) Scaffolding and man lifts are in good working condition, erected and maintained as required by governmental regulations.
- d) Ladders are in good condition, well maintained, used as specified by Manufacturer, and secured as required.
- c. Miscellaneous:
 - 1) Contractor shall ensure:
 - a) Protection is provided on protruding rebar and other similar objects.
 - b) General Contractor Superintendent has completed the OSHA 10-hour construction outreach training course or equivalent.
 - c) Implementation and administration of safety program on Project.
 - d) Material Safety Data Sheets (MSDS) are provided for substances or materials for which an MSDS is required by governmental regulations before bringing on site.
 - e) Consistent safety training is provided to employees on Project.
 - f) Implement and coordinate Lockout / Tagout procedures with Owner's Representative as required.
 - 2) Report accidents involving injury to employees on Project that require off-site medical treatment to Owner's designated representative.
- d. Hot Work Permit:
 - 1) Permit shall document that fire prevention and protection requirements in 29 CFR 1926.352, 'Fire Prevention' have been implemented prior to beginning hot work operations.
 - 2) Required for doing hot work involving open flames or producing heat or sparks such as:
 - a) Brazing.
 - b) Cutting.
 - c) Grinding.
 - d) Soldering.
 - e) Thawing pipe.
 - f) Torch applied roofing.
 - g) Welding.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 4000**QUALITY REQUIREMENTS****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Related Requirements:
 - 1. Section 01 3100: 'Project Management and Coordination' for Pre-Installation Conferences for testing and inspection.
 - 2. Section 01 3200: 'Construction Progress Documentation' for developing a schedule of required tests and inspections.
 - 3. Section 01 3300: 'Submittal Procedures'.
 - 4. Section 01 4301: 'Quality Assurance – Qualifications' establishes minimum qualification levels required.
 - 5. Divisions 01 thru 49 establish responsibility for providing specific testing and inspections.

1.3 REFERENCES

- A. Definitions:
 - 1. Accreditation: Process in which certification of competency, authority, or credibility is presented. Verify that laboratories have an appropriate quality management system and can properly perform certain test methods (e.g., ANSI, ASTM, and ISO test methods) and calibration parameters according to their scopes of accreditation.
 - 2. Approved: To authorize, endorse, validate, confirm, or agree to.
 - 3. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with requirements indicated; and having complied with requirements of authorities having jurisdiction.
 - 4. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a construction operation, including installation, erection, application, and similar operations.
 - a. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to trades people of corresponding generic name.
 - 5. Mockups: Full-size, physical assemblies that are constructed on-site. Mockups are used to verify selections made under sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. Approved mockups establish standard by which the Work will be judged.
 - 6. Observation: Visual observation of building / site elements or structural system by registered design professional for general conformance to approved construction documents at significant construction stages and at completion. Observation does not include or waive responsibility for performing inspections or special inspections.
 - 7. Preconstruction Testing: Tests and inspections that are performed specifically for Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.

8. Product Testing: Tests and inspections that are performed by testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.
9. Service Provider: Agency or firm qualified to perform required tests and inspections.
10. Source Quality Control Testing: Tests and inspections that are performed at source, i.e., plant, mill, factory, or shop.
11. Testing Agency: Entity engaged to perform specific tests, inspections, or both.
12. Testing Agency Laboratory: Agency or firm qualified to perform field and laboratory tests to determine characteristics and quality of materials and workmanship.
13. Verification: Act of reviewing, inspecting, testing, etc. to establish and document that product, service, or system meets regulatory, standard, or specification requirements.

B. Reference Standards:

1. International Code Council (IBC) (2015 or most recent edition adopted by AHJ):
 - a. IBC Chapter 17, 'Structural Tests and Special Inspections'.

1.4 ADMINISTRATIVE REQUIREMENTS

A. Conflicting Requirements:

1. General:
 - a. If compliance with two or more standards is specified and standards establish different or conflicting requirements for minimum quantities or quality levels, comply with most stringent requirement.
 - b. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.
2. Minimum Quantity or Quality Levels:
 - a. Quantity or quality level shown or specified shall be minimum provided or performed.
 - b. Actual installation may comply exactly with minimum quantity or quality specified, or it may exceed minimum within reasonable limits.
 - c. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for context of requirements.
 - d. Refer uncertainties to Architect for decision before proceeding.

B. Coordination:

1. Coordinate sequence of activities to accommodate required quality assurance and quality control services with minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

C. Scheduling:

1. Schedule times for tests, inspections, obtaining samples, and similar activities.

1.5 QUALITY ASSURANCE

- A. Testing and inspecting services are used to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with Contract Document requirements.
1. Specific quality assurance and quality control requirements for individual construction activities are specified in Sections that specify those activities and Section 01 4523. Requirements in those Sections may also cover production of standard products.
 2. Specified tests, inspections, and related actions do not limit Contractor's other quality control procedures that facilitate compliance with Contract Document requirements.

3. Requirements for Contractor to provide quality assurance and quality control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

B. Quality Assurance Services:

1. Activities, actions, and procedures performed before and during execution of the Work to verify compliance and guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
2. Owner or Owner's designated representative(s) will perform quality assurance to verify compliance with Contract Documents.

C. Mockups:

1. General:
 - a. Arrange schedule to allow construction of mockup a minimum of 30 days prior to scheduled work to begin.
 - b. Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with following requirements, using materials indicated for completed Work.
 - c. No work requiring mockups shall begin until a mockup has been approved by Architect.
2. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with following requirements, using materials indicated for completed Work:
 - a. Coordinate with individual section in Division 01 through Division 49 if there are any additional requirements or modification to these requirements:
 - 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 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 undisturbed condition as standard for judging completed Work.
 - a) Demolish and remove mockups when directed, unless otherwise indicated.

1.6 QUALITY CONTROL

A. Quality Control Services:

1. Quality Control will be sole responsibility of Contractor.
 - a. 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 performed by Contractor:
 - 1) They do not include inspections, tests or related actions performed by Architect, Owner, governing authorities or independent agencies hired by Owner or Architect.
 - 2) Quality assurance performed by Owner will be used to validate Quality Control performed by Contractor.
 - b. Where services are indicated as Contractor's responsibility, engage a qualified Testing Agency to perform these quality control services.
 - 1) Contractor shall not employ same testing entity engaged by Owner, without Owner's written approval.

- B. Manufacturer's Field Services: Where indicated, engage factory-authorized service representative to inspect field-assembled components and equipment installation. Report results in writing as specified in Section 01 3300: 'Submittal Procedures'.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION****3.1 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. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
 - 2. Comply with Contract Document requirements for Section 01 7300 'Execution' for cutting and patching.
- B. Protect construction exposed by or for Quality Assurance and Quality Control activities.
- C. Repair and protection are Contractor's responsibility, regardless of assignment of responsibility for Quality Assurance and Quality Control Services.

END OF SECTION

SECTION 01 4200**REFERENCES****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Reference standards, definitions, specification format, and industry standards.

1.2 REFERENCES

A. Definitions:

1. Approved: The term "approved," when used to convey Architect's action on Contractor's submittals, applications, and requests, is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
2. Directed: The term "directed" is a command or instruction by Architect. Other terms including "requested," "authorized," "selected," "approved," and "permitted" have the same meaning as "directed."
3. Experienced: The term "experienced," when used with an entity, means having successfully completed a minimum often previous projects similar in size and scope to this Project; being familiar with the special requirements indicated, and having complied with requirements of authority having jurisdiction.
4. Furnish: The term "furnish" means supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
5. General: Basic Contract definitions are included in the Conditions of the Contract.
6. Indicated: The term "indicated" refers to requirements expressed by graphic representations, or in written form on Drawings, in Specifications, and in other Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help the user locate the reference.
7. Install: The term "install" describes operations at Project site including unloading, temporary storage, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
8. Installer: An "Installer" is the Contractor or another entity engaged by the Contractor, as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
9. Project Site: The term "Project site" means the space available for performing construction activities. The extent of the Project site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is to be built.
10. Provide: The term "provide" means to furnish and install, complete and ready for the intended use.
11. Regulations: The term "regulations" includes 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.
12. Submitted: The terms "submitted," "reported," "satisfactory" and similar words and phrases means submitted to Architect, reported to Architect and similar phrases.
13. Testing Agencies: A "testing agency" is an independent entity engaged to perform specific inspections or tests, either at the Project site or elsewhere, or to report on and, if required, to interpret results of those inspections or tests.
14. Trades: Using terms such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespersons of the corresponding generic name.

B. References Standards:

1. Specification Format: Specifications will follow MasterFormat™ 2004 for organizing numbers and titles. (The Construction Specifications Institute, Project Resource Manual/CSI Manual of Practice, 5th Edition. New York, McGraw-Hill, 2005).
 - a. Specification Identifications:
 - 1) The Specifications use section numbers and titles to help cross referencing in the Contract Documents.
 - 2) Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of sections in the Contract Documents.
 - b. Specification Language:
 - 1) Specifications should be prepared, with concern and respect for their legal status. Specifications should be Clear, Concise, Correct and Complete.
 - 2) Streamlining: Streamlining is used to list products, materials, reference standards, and other itemized specifications. This technique places the subject first and provides keywords for quick reference
 - c. Sentence Structure:
 - 1) Specifications to be written in the "Imperative Mood".
 - a) The verb that clearly defines the action becomes the first word in the sentence.
 - b) The imperative sentence is concise and readily understandable.
 - 2) Streamlining is used to list products, materials, reference standards, and other itemized specifications. This technique places the subject first and provides keywords for quick reference.
 - d. Abbreviated Language:
 - 1) Abbreviations should be used only on drawings and schedules where space is limited.
 - 2) Abbreviations with multiple meanings should be avoided, unless used in different disciplines where their meaning is clear from the context in which they are used.
 - 3) Abbreviations should be limited to five or fewer letters
 - a) The verb that clearly defines the action becomes the first word in the sentence.
 - e. Symbols:
 - 1) Caution should apply to symbols substituted for words or terms.
 - f. Numbers:
 - 1) The use of Arabic numerals rather than words for numbers is recommended.

C. Industry Standards:

1. Except where Contract Documents specify otherwise, construction industry standards will apply and are made a part of Contract Documents by reference.
2. Where compliance with two or more standards is specified and standards apparently establish different or conflicting requirements for minimum quantities or quality levels, refer to Architect for decision before proceeding. Quantity or quality level shown or specified will be minimum provided or performed. Actual installation may comply exactly with minimum quantity or quality specified, or it may exceed minimum within reasonable limits. In complying with these requirements, indicated numeric values are minimum or maximum, as appropriate for context of requirements. Refer uncertainties to Architect for decision before proceeding.
3. Each entity engaged in construction on Project is required to be familiar with industry standards applicable to that entity's construction activity. Copies of applicable standards are not bound with Contract Documents. Where copies of standards are needed for performance of a required construction activity, Contractor will obtain copies directly from publication source.
4. Trade Association names and titles of general standards are frequently abbreviated. The following acronyms or abbreviations, as referenced in Contract Documents, are defined to mean association names. Names and addresses are subject to change and are believed to be, but are not assured to be, accurate and up to date as of date of Contract Documents.

PART 2 - PRODUCTS Not Used
PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 4301**QUALITY ASSURANCE - QUALIFICATIONS****PART 1 - GENERAL****1.1 SUMMARY**

A. Related Documents:

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

B. Related Requirements:

1. Section 01 4000: 'Quality Requirements' includes administrative and procedural requirements for quality assurance and quality control.

1.2 REFERENCES

A. Definitions:

1. Accreditation: Process in which certification of competency, authority, or credibility is presented. Verify that laboratories have an appropriate quality management system and can properly perform certain test methods (e.g., ANSI, ASTM, and ISO test methods) and calibration parameters according to their scopes of accreditation.
2. 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. Reference Standards:

1. ASTM International:
 - a. ASTM E329-14a, 'Standard Specification for Agencies Engaged in Construction Inspection and/or Testing.'

1.3 QUALIFICATIONS

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

1. Fabricator / Supplier / Installer Qualifications: Firm experienced in producing products similar to those indicated for this Project and with record of successful in-service performance, as well as sufficient production capacity to produce required units.
 - a. VMR (Value Managed Relationship):
 - 1) Where heading '*VMR (Value Managed Relationship) / Manufacturers / Suppliers / Installers*' is used to identify list of specified suppliers or installers, Owner has established relationships that extend beyond requirements of this Project.
 - 2) No other *Suppliers / Installers* will be acceptable.
 - 3) Follow specified procedures to preserve relationships between Owner and specified suppliers / installers and advantages that accrue to Owner from those relationships.
 - 4) Following areas of the Work have restrictions on sub-bids by Contractor:
 - b. Approved:
 - 1) Where heading '*Approved Suppliers / Distributors / Installers / Applicators / Fabricators*' is used to identify list of specified suppliers / distributors / installers / applicators / fabricators, use only listed suppliers / installers / fabricators.
 - 2) No substitutions will be allowed.
 - c. Acceptable Suppliers / Installers:

- 1) Where heading '*Acceptable Suppliers / Installers / Fabricators*' is used, qualifications as specified in Quality Assurance in Part 1 of individual sections will be used to determine requirements of those that will be acceptable to be used on Project. Lists for acceptable installers can include additional installers that may be approved before bidding or by addendum.
2. Factory-Authorized Service Representative Qualifications:
 - a. Authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
3. 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.
4. 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.
5. Manufacturer's Field Services Qualifications:
 - a. Experienced authorized representative of manufacturer to inspect field-assembled components and equipment installation, including service connections.
6. 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 kind indicated. Engineering services are defined as those performed for installations of system, assembly, or products that are similar to those indicated for this Project in material, design, and extent.
7. Specialists:
 - a. Certain sections of Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations.
 - b. Specialists shall satisfy qualification requirements indicated and shall be engaged for activities indicated.
 - c. Requirement for specialists shall not supersede building codes and regulations governing the Work.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used****END OF SECTION**

SECTION 01 5200**CONSTRUCTION FACILITIES****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Construction Facilities.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Prepare schedule indicating dates for implementation and termination of each temporary facility.

B. Keep temporary facilities clean and neat in appearance. Operate in safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities, or allow them to interfere with progress of The Work. Do not allow hazardous, dangerous or unsanitary conditions, or public nuisances to develop or persist on Project site.

C. Maintain facilities in good operating condition until removal.

D. Remove each temporary facility when need has ended, or when replaced by authorized use of permanent facility, or by Substantial Completion. Complete 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 make up temporary facilities are property of Contractor.
2. By Substantial Completion, clean and renovate permanent facilities used during construction period.

1.3 FIELD OFFICES

A. Provide and maintain insulated, weather tight temporary office of sufficient size to accommodate Contractor's personnel at Project site and for use by Owner, Architect and Subcontractors.

1. Keep office clean and orderly.
2. Heat and cool office as needed.
3. Furnish office with locking door, light(s), table(s), bench(es), rack(s) for drawings, telephone, and computer with internet connection.
4. Make office available for progress meetings.
5. Provide an operable fire extinguisher in facility.
6. Provide hardhats for Owner's Representatives for site visits.

B. If Owner agrees to permit removal of temporary office before Substantial Completion, Contractor may use a room as an office after temporary office is removed. Equip room as specified above and restore to 'like-new' condition before Substantial Completion.

1.4 SANITARY FACILITIES

A. Contractor shall provide temporary sanitary toilet. Service and maintain temporary toilet in a clean, sanitary condition. The building restrooms shall not be used.

1.5 WASTE FACILITIES

A. Contractor shall provide a dumpster on site for waste of all material regarding this project. The onsite dumpster for use by members and FM Group is not to be used.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 5400

CONSTRUCTION AIDS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Construction Aids.

1.2 SCAFFOLDING, PLATFORMS, STAIRS, ETC

- A. Furnish and maintain equipment such as temporary stairs, ladders, ramps, platforms, scaffolds, hoists, runways, derricks, chutes, and elevators as required for proper execution of The Work.
- B. Apparatus, equipment, and construction shall meet requirements of applicable laws and safety regulations.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 5600**TEMPORARY BARRIERS AND ENCLOSURES****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Temporary Barriers and Enclosures.

1.2 ADMINISTRATIVE REQUIREMENTS

- A. Protection Of Existing Improvements: Protect streets, private roads, and sidewalks, including overhead protection where required. Repair damage to existing improvements caused by construction activities.
- B. Protection Of Adjacent Property: Provide necessary protection for adjacent property and lateral support thereof.
- C. Proprietary Camera Services: In its absolute discretion, and with or without notice to Contractor, Owner may provide from time to time, but is not obligated to provide, one or more cameras on or about Project site and/or signage or notices of the same:
1. If provided by Owner, such camera(s) and/or signage and notices are solely for Owner's benefit and convenience and shall not be for benefit of Contractor, Subcontractor(s) or for any third person.
 2. Owner shall have no liability, obligation, or responsibility to Contractor, Subcontractors, or any third person relative to such camera(s), signage, or notices, or absence of camera(s), signage, or notices, including without limitation, installation, maintenance, operation, repair, testing, functionality, capacity, recording, monitoring, posting, etc., of the same (hereafter 'Proprietary Camera Services').
 3. Contractor, with Owner's prior consent (which shall not be unreasonably withheld), may relocate such camera(s), signage, or notices as necessary to not unreasonably, materially and physically interfere with work at Project Site.
 4. Contractor's obligations under Contract Documents, including but not limited to, Contractor's obligation for security of Project Site, are not modified by Owner's opportunity to provide, actually providing, or not providing Proprietary Camera Services and/or signage or notices regarding the same.
 5. This Specification Section does not preclude Contractor from providing its own camera(s), signage, or notices pursuant to terms and conditions of this Agreement. Neither does this Section reduce, expand or modify any other right or obligation of Owner pursuant to terms of this Agreement.

1.3 TEMPORARY BARRICADES

- A. Comply with standards and code requirements in erecting barricades, warning signs, and lights.
- B. Take necessary precautions to protect persons, including members of the public, from injury or harm.

1.4 TEMPORARY FENCING

- A. Before construction begins, install 6 foot high enclosure fence with lockable entrance gates. Locate where shown on Drawings. If not shown on Drawings, enclose entire site or portion sufficient to accommodate construction operations.

1.5 TEMPORARY SECURITY BARRIERS

- A. Install temporary enclosures of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism, theft, and other violations of security.
- B. Secure materials and equipment stored on site.
- C. Secure building at the end of each work day.
- D. Maintain exterior building security until Substantial Completion.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 5700

TEMPORARY CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Temporary Controls.

1.2 TEMPORARY ENVIRONMENTAL CONTROLS

A. Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations, and reduce possibility that air, waterways, and subsoil might be contaminated or polluted, or that other undesirable effects might result:

1. Avoid use of tools and equipment that produce harmful noise.
2. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near site.

B. Provide protection against weather (rain, winds, storms, frost, or heat) to maintain all work, materials, apparatus, and fixtures free from injury or damage.

C. Protect building from damage from rain water, backing up of drains or sewers, and all other water.

D. Comply with governing ordinances relating to weed control and removal.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 6100**COMMON PRODUCT REQUIREMENTS****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Common Product Requirements.

1.2 ADMINISTRATIVE REQUIREMENTS

- A. Provide products that comply with Contract Documents, that are undamaged, and, unless otherwise indicated, new and unused at time of installation. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and for intended use and effect.
- B. Where specifications describe a product or assembly by specifying exact characteristics required, with or without use of brand or trade name, provide product or assembly that provides specified characteristics and otherwise complies with Contract requirements.
- C. Where Specifications require compliance with performance requirements, provide products that comply with these requirements and are recommended by manufacturer for application described. General overall performance of product is implied where product is specified for specific application. Manufacturer's recommendations may be contained in published product literature, or by manufacturer's certification of performance.
- D. Where specifications only require compliance with an imposed code, standard, or regulation, select product that complies with standards, codes or regulations specified.
- E. Where Specifications require matching an established Sample, Architect's decision will be final on whether proposed product matches satisfactorily. Where no product available within specified category matches satisfactorily nor complies with other specified requirements, refer to Architect.
- F. Where specified product requirements include phrase ` . . . as selected from manufacturer's standard colors, patterns, textures . . . ' or similar phrase, select product and manufacturer that comply with other specified requirements. Architect will select color, pattern, and texture from product line selected.
- G. Remove and replace products and materials not specified in Contract Documents but installed in the Work with specified products and materials at no additional cost to Owner and for no increase in Contract time.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used****END OF SECTION**

SECTION 01 6200**PRODUCT OPTIONS****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Product Options.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Product Selection:

1. When option of selecting between two or more products is given, product selected will be compatible with products previously selected, even if previously selected products were also options.
 - a. Regional materials.

B. Non-Conforming Work:

1. Non-conforming work as covered in Article 12.3 of General Conditions applies, but is not limited, to use of non-specified products or manufacturers.

C. Product selection is governed by Contract Documents and governing regulations, not by previous Project experience. Procedures governing product selection include:

1. Substitutions And Equal Products:

- a. Generally speaking, substitutions for specified products and systems, as defined in the Uniform Commercial Code, are not acceptable. However, equal products may be approved upon compliance with Contract Document requirements.
- b. Approved Products / Manufacturers / Suppliers / Distributors / Fabricators / Installers:
 - 1) Category One:
 - a) Owner has established 'Relationships' that extend beyond requirements of this Project. No substitutions or equal products will be allowed on this Project.
 - b) Specification Sections specify Owner Furnished and Owner Installed Manufacturers or Products.
 - c) Follow specified procedures to preserve relationships between Owner and specified manufacturers / suppliers and advantages that accrue to Owner from those relationships.
 - 2) Category Two:
 - a) Owner has established 'Relationships' that contain provisions extending beyond requirements of this Project. No substitutions or equal products will be allowed on this Project.
 - b) Specification Sections specify Owner Furnished and Contractor Installed Manufacturers, Suppliers, Distributors or Products.
 - c) Follow specified procedures to preserve relationships between Owner and specified manufacturers / suppliers and advantages that accrue to Owner from those relationships.
 - 3) Category Three:
 - a) Owner has established 'Relationships' that contain provisions extending beyond requirements of this Project. Use these products to preserve advantages that accrue to Owner from those programs. No substitutions or equal products will be allowed on this Project.
 - b) Specification Sections specify Contractor Furnished and Contractor Installed Manufacturers, Suppliers, Distributors, Fabricators or Products.

- 4) Category Four:
 - a) Provide only specified products available from manufacturers listed. No substitutions, private-labeled, or equal products, or mixing of manufacturers' products is allowed on this Project.
 - b) In Sections where lists recapitulating Manufacturers previously mentioned in Section are included under heading '*Manufacturers*' or '*Approved Manufacturers*', this is intended as a convenience to Contractor as a listing of contact information only. It is not intended that all manufacturers in list may provide products where specific products and manufacturers are listed elsewhere in Section.
- c. Acceptable Products / Manufacturers / Suppliers / Installers:
 - 1) Type One: Use specified products / manufacturers unless approval to use other products / manufacturers has been obtained from Architect by Addendum.
 - 2) Type Two: Use specified products / manufacturers unless approval to use other products and manufacturers has been obtained from Architect in writing before installing or applying unlisted or private-labeled products.
 - 3) Use 'Equal Product Approval Request Form' to request approval of equal products, manufacturers, or suppliers before bidding or before installation, as noted in individual Sections.
- d. Quality / Performance Standard Products / Manufacturers:
 - 1) Class One: Use specified product / manufacturer or equal product from specified manufacturers only.
 - 2) Class Two: Use specified product / manufacturer or equal product from any manufacturer.
 - 3) Products / manufacturers used shall conform to Contract Document requirements.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used****END OF SECTION**

SECTION 01 6600**PRODUCT DELIVERY, STORAGE, AND HANDLING REQUIREMENTS****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Product Delivery, Storage, and Handling Requirements.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Deliver, store, and handle products according to manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.

1.3 DELIVERY AND ACCEPTANCE REQUIREMENTS

- A. Schedule delivery to reduce long-term storage at site and to prevent overcrowding of construction spaces.
- B. 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.
- C. Deliver products to site in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- D. Inspect products upon delivery to ensure compliance with Contract Documents, and to ensure that products are undamaged and properly protected.

1.4 STORAGE AND HANDLING REQUIREMENTS

- A. Store products at site in manner that will simplify inspection and measurement of quantity or counting of units.
- B. Store heavy materials away from Project structure so supporting construction will not be endangered.
- C. Store products subject to damage by elements above ground, under cover in weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used**

END OF SECTION

SECTION 01 7300**EXECUTION****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for governing Execution of the Work.

1.2 COMMON INSTALLATION PROVISIONS

- A. Manufacturer's Instructions: Comply with Manufacturer's installation instructions and recommendations to extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents. Notify Architect of conflicts between Manufacturer's installation instructions and Contract Document requirements.
- B. Provide attachment and connection devices and methods necessary for securing Work. Secure work true to line and level. Anchor each product securely in place, accurately located, and aligned with other Work. Allow for expansion and building movement.
- C. Visual Effects: Provide uniform joint widths in exposed work. Arrange joints in exposed work to obtain best visual effect. Refer questionable choices to Architect for final decision.
- D. Install each component during weather conditions and Project status that will ensure best possible results. Isolate each part of completed construction from incompatible material as necessary to prevent deterioration.
- E. Coordinate temporary enclosures with required inspections and tests, to reduce necessity of uncovering completed construction for that purpose.
- F. Mounting Heights: Where mounting heights are not shown, install individual components at standard mounting heights recognized within the industry or local codes for that application. Refer questionable mounting height decisions to Architect for final decision.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

SECTION 01 7400**CLEANING AND WASTE MANAGEMENT****1.1 SUMMARY****A. Includes But Not Limited To:**

1. Administrative and procedural requirements for Cleaning and Waste Management as described in Contract Documents.

B. Related Requirements:

1. Section 01 1200: Coordination of responsibilities for waste management.
2. Section 01 6400: Waste removal of Owner furnished products.
3. In addition to standards described in this section, comply with all requirements for cleaning-up as described in various other Sections of these Specifications.

1.2 REFERENCES**A. Definitions:**

1. Asphalt Pavement, Brick, and Concrete (ABC) Rubble: Rubble that contains only weathered (cured) asphalt pavement, clay bricks and attached mortar normally used in construction, or concrete that may contain rebar. The rubble shall not be mixed with, or contaminated by, another waster or debris.
2. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, or repair operations. Construction waste includes packaging.
3. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
4. 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.
5. Recycle: Recovery of demolition or construction waste for subsequent processing for reuse.
6. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.
7. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

PART 2 - PRODUCTS: Not Used**PART 3 - EXECUTION****3.1 PROGRESS CLEANING**

- A. Comply with regulations of authorities having jurisdiction and safety standards for cleaning.
- B. Keep premises broom clean during progress of the Work.
- C. Keep site and adjoining streets reasonably clean. If necessary, sprinkle rubbish and debris with water to suppress dust.
- D. During handling and installation, protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from soiling, damage, or deterioration until Substantial Completion.

- E. Clean and maintain completed construction as frequently as necessary throughout construction period.
- F. Supervise construction activities to ensure that no part of construction completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during construction period.
- G. Before and during application of painting materials, clear area where such work is in progress of debris, rubbish, and building materials that may cause dust. Sweep and vacuum as required and take all possible steps to keep area dust free.
- H. Clean exposed surfaces and protect as necessary to avoid damage and deterioration.
- I. Place extra materials of value remaining after completion of associated work have become Owner's property as directed by Owner or Architect.
- J. Construction Waste Management And Disposal:
 - 1. Remove waste materials and rubbish caused by employees, Subcontractors, and contractors under separate contract with Owner and dispose of legally. Remove unsuitable or damaged materials and debris from building and from property.
 - a. Provide adequate waste receptacles and dispose of materials when full.
 - b. Properly store volatile waste and remove daily.
 - c. Do not deposit waste into storm drains, sanitary sewers, streams, or waterways. Do not discharge volatile, harmful, or dangerous materials into drainage systems.
 - 2. Do not burn waste materials or build fires on site. Do not bury debris or excess materials on Owner's property.

3.2 FINAL CLEANING

- A. Immediately before Substantial Completion, thoroughly clean building and area where The Work was performed. Remove all rubbish from under and about building, landscaped areas and parking lot and leave building and Project Site ready for occupancy by Owner.
- B. Comply with individual manufacturer's cleaning instructions.
- C. Clean each surface or unit to condition expected in normal, commercial building cleaning and maintenance program, including but not limited to:
 - 1. Exterior Cleaning (Where the work was performed, or other areas affected by the work.)
 - a. Clean outside glazing, exercising care not to scratch glass.
 - b. Remove marks, stains, and dirt from exterior surfaces.
 - c. Clean and polish finish hardware.
 - d. Remove temporary protection systems.
 - e. Clean dirt, mud, and other foreign material from paving, sidewalks, and gutters.
 - f. Clean drop inlets, through-curb drains, and other drainage structures.
 - g. Remove trash, debris, and foreign material from landscaped areas.

END OF SECTION

SECTION 01 7700**CLOSEOUT PROCEDURES****PART 1 - GENERAL****1.1 SUMMARY**

A. Section Includes But is Not Limited To:

1. Administrative and procedural requirements for Closeout Procedures.

1.2 GENERAL

- A. Closeout process consists of three specific project closeout inspections. Contractor shall plan sufficient time in schedule to allow for required inspections before expiration of Contract Time.
- B. Contractor shall conduct his own inspections of The Work and shall not request closeout inspections until The Work of the contract is reasonably complete and correction of obvious defects or omissions are complete or imminent.
- C. Date of Substantial Completion shall not occur until completion of construction work, unless agreed to by Architect and included on Certificate of Substantial Completion.

1.3 PRELIMINARY CLOSEOUT REVIEW

- A. When Architect, Owner and Contractor agree that project is ready for closeout, Pre-Substantial Inspection shall be scheduled.
- B. Architect shall conduct an exterior inspection to review materials and workmanship and to demonstrate that systems and equipment are operational.
1. Punch list of items requiring completion and correction will be created.
 2. Time frame for completion of punch list items will be established, and date for Substantial Completion Inspection shall be set.

1.4 SUBSTANTIAL COMPLETION INSPECTION

- A. When Architect, Owner and Contractor agree that project is ready for Substantial Completion, an inspection is held. Punch list created at Pre-Substantial Inspection is to be substantially complete.
- B. Prior to this inspection, Contractor shall discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups and similar elements.
- C. Architect, Owner and Contractor review completion of punch list items. When Owner and Architect confirm that Contractor has achieved Substantial Completion of The Work, Owner, Architect and Contractor will execute Certificate of Substantial Completion that contains:
1. Date of Substantial Completion.
 2. Punch List Work not yet completed, including seasonal and long lead items.
 3. Amount to be withheld for completion of Punch List Work.
 4. Time period for completion of Punch List Work.
 5. Amount of liquidated damages set forth in Supplementary Conditions to be assessed if Contractor fails to complete Punch List Work within time set forth in Certificate.
- D. Contractor shall present Closeout Submittals to Architect and place tools, spare parts, extra stock, and similar items required by Contract Documents in locations as directed by Facilities Manager.

1.5 FINAL ACCEPTANCE MEETING

- A. When punch list items except for any seasonal items or long lead items which will not prohibit occupancy are completed, Final Acceptance Meeting is held.
- B. Owner, Architect, Contractor execute Owner's Project Closeout - Final Acceptance form, and verify:
 - 1. All seasonal and long lead items not prohibiting occupancy, if any, are identified, with committed to completion date and amount to be withheld until completion.
 - 2. Owner's maintenance personnel have been instructed on all system operation and maintenance as required by the Contract Documents.
 - 3. Final cleaning requirements have been completed.
- C. If applicable, once any seasonal and long lead items are completed, Closeout Inspection is held where Owner and Architect verify that The Work has been satisfactorily completed, and Owner, Architect and Contractor execute Closeout portion of the Project Closeout - Final Acceptance form.
- D. When Owner, Architect confirm The Work is satisfactorily complete, Architect will authorize final payment.

PART 2 - PRODUCTS Not Used**PART 3 - EXECUTION Not Used****END OF SECTION**

SECTION 01 7800**CLOSEOUT SUBMITTALS****PART 1 - GENERAL****1.1 SUMMARY****A. Section Includes But is Not Limited To:**

1. Administrative and procedural requirements for Closeout Submittals.

B. Related Requirements:

1. Section 01 3300: 'Submittal Procedures' for administrative and procedural requirements for submittal procedures.

1.2 ADMINISTRATIVE REQUIREMENTS**A. Project Record Documents:**

1. Do not use record documents for construction purposes:
 - a. Protect from deterioration and loss in secure, fire-resistive location.
 - b. Provide access to record documents for Architect's reference during normal working hours.
2. Maintain clean, undamaged set of Drawings:
 - a. Mark set to show actual installation where installation varies from the Work as originally shown.
 - b. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - c. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
 - d. Mark new information that is important to Owner, but was not shown on Drawings.
 - e. Note related Change Order numbers where applicable.

B. As Built Record Drawings:

1. As required in agreement with the Owner:
 - a. Architect will provide two full-size sets of prints of the As Built Record Drawings to the Facilities Management Office, printed from the updated AutoCAD drawing files, that have been modified to show actual dimensions and location of equipment, material, utility lines, and other work as actually constructed, based upon information provided by Contractor. Architect will submit updated As Built Record Drawings in PDF (ISO32000 format) to Owner.
 - b. Architect will submit following:
 - 1) Updated AutoCAD as built record drawing files with associated plot style tables.

1.3 CLOSEOUT SUBMITTALS**A. Operations And Maintenance Manual:**

1. General:
 - a. Include closeout submittal documentation as required by Contract Documentation.
 - b. Include workmanship bonds, final certifications, equipment check-out sheets, and similar documents.
 - c. Releases enabling Owner unrestricted use of The Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - d. Include Project photographs, damage or settlement survey, and similar record information required by Contract Documents.
 - e. Submittal Format:

- 1) Digital copies unless otherwise noted, required for each individual specification section that include 'Closeout Submittals'.
- 2) Include only closeout submittals as defined in individual specification section as required in Contract Documents.
2. Project Manual:
 - a. Copy of complete Project Manual including Addenda, Modifications as defined in General Conditions, and other interpretations issued during construction:
 - 1) Mark these documents to show variations in actual Work performed in comparison with text of specifications and Modifications.
 - 2) Show substitutions, selection of options, and similar information, particularly on elements that are concealed or cannot otherwise be readily discerned later by direct observation.
3. Maintenance Contracts:
 - a. Digital format only.
4. Operations and Maintenance Data:
 - a. Digital format only:
 - 1) Cleaning instructions.
 - 2) Maintenance instructions.
 - 3) Operations instructions.
 - 4) Equipment list.
 - 5) Parts list.
5. Warranty Documentation:
 - a. Digital format of final, executed warranties.
6. Record Documentation:
 - a. Digital format only.
 - 1) Certifications.
 - 2) Color and pattern selections.
 - 3) Design Data.
 - 4) Manufacture Reports.
 - 5) Manufacturer's literature or cut sheets.
 - 6) Shop Drawings.
 - 7) Source Quality Control.
 - 8) Special Procedures.

1.4 MAINTENANCE MATERIAL SUBMITTALS

- A. Submit item(s) required by Section 01 3300 'Submittal Procedures' and as defined in individual specification section if required in Contract Documents. Items may be provided at completion of Work or with Closeout Submittals.

1.5 WARRANTIES

- A. When written guarantees beyond one (1) year after substantial completion are required by Contract Documents, secure such guarantees and warranties properly addressed and signed in favor of Owner. Include these documents in Operations & Maintenance Manual(s) specified above.
- B. Delivery of guarantees and warranties will not relieve Contractor from obligations assumed under other provisions of Contract Documents.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

END OF SECTION

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