

# **West Orange Soccer Field Sanitary Force Main and Lift Stations**

**TECHNICAL SPECIFICATIONS**

**BAE PROJECT NO. 2012.011.I**

**OCTOBER 15, 2014**

Owner:



**Prepared By:**

**BENTLEY ARCHITECTS + ENGINEERS INC.**

# ORANGE COUNTY CAPITAL PROJECTS DIVISION

## DIVISION 1

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**SECTION 01005  
ADMINISTRATIVE**

**PROVISIONS PART I**

**GENERAL**

**1.01 WORK COVERED BY CONTRACT DOCUMENTS**

- A. Work of this Contract comprises, site work and utility work related to the demolition and removal of two existing septic systems and the construction of two private lift stations and force main to connect to City of Winter Garden public gravity sewer system. Construction activities include but are not limited to the following milestone activities:
  - a. Contractor shall obtain a Health Department permit for the removal of existing septic tanks and abandonment in place of existing drain fields. All septic system work shall be performed by a State licensed septic system contractor.
  - b. Installation of erosion control measures to prevent the transport of sediment, from runoff or dewatering activities, into existing on-site storm sewer and stormwater management systems.
  - c. Force main construction and installation, testing and startup of Lift Station #2 (Concession Lift Station) with connectivity to the City of Winter Garden public gravity sewer.
  - d. Force main construction and installation, testing and startup of Lift Station #1 (Office/West Restroom Lift Station) with connectivity to the City of Winter Garden public gravity sewer.
- B. Work shall be in accordance with the plans entitled "Construction Document Plans for West Orange Soccer Field Sanitary Force Main and Lift Station".

**1.02 CONTRACT METHOD**

- A. Construct the work under a single lump sum contract.

**1.03 COORDINATION**

- A. Coordinate work of the various Sections of Specifications and plans to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items installed later.
- B. Verify characteristics of elements of interrelated operating equipment are compatible; coordinate work of various Sections having interdependent responsibilities for installing, connecting to and placing in service, such equipment. Differences shall be brought to the Owner's attention during bid process or remain the responsibility of the Contractor
- C. Coordinate space requirements and installation of items, such as, but not limited to, erosion and sediment control, dewatering for lift station and electrical work which are indicated diagrammatically or otherwise on drawings. Follow routing shown for pipes, ducts and conduits, as closely as practicable; make

runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance and for repairs.

- D. In finished areas (except as otherwise shown), conceal pipes, ducts, and wiring in the construction. Coordinate locations of fixtures and outlets with finish elements
- E. Execute cutting and patching to integrate elements of work, uncover ill timed, defective and nonconforming work, provide openings for penetrations of existing surfaces and provide samples as specified in individual sections for testing. Seal penetrations of existing surfaces and provide samples as specified in individual sections for testing. Seal penetrations through floors, walls and ceilings, and fire safe where necessary as part of the lump sum price.

#### 1.04 FIELD ENGINEERING SURVEYING

- A. Provide field engineering surveying services; establish grades, lines and levels, by use of engineering survey practices recognized as standard by the survey industry. Said work shall be required to be provided by a Professional Land Surveyor, registered as such in the State of Florida.
- B. Control datum for survey is that shown on the Topographic Survey as prepared by Southeastern Surveying and Mapping Corporation, drawing number 44891003C. Locate and protect control and reference points, per requirements stated in Part F, Article 6 of the GENERAL CONDITIONS.

#### 1.05 REFERENCE STANDARDS

- A. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. The date of the standard is that in effect at the time of the date of this document unless a date is provided in a specific specification section herein.
- C. Obtain copies of referenced standards listed in individual specification sections. Maintain copy at job site during progress of the specific work.
- D. Refer to the Construction Document Plans for West Orange Soccer Field Sanitary Force Main for additional reference standards.

**END OF SECTION 01005**

**SECTION 01010  
SUMMARY OF WORK**

**PART 1 GENERAL**

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 PROJECT DESCRIPTION

- A. Performance of all tasks specified in the contract documents shall be the responsibility of the contractor unless specified otherwise.

1.03 BUILDING/SITE SECURITY

- A. Security of the construction site shall be coordinated with the Owner. The existing facility is fenced and gated. No unauthorized access or use of the facility is permitted. The contractor shall not use, stage over or travel over any portion of the soccer playing fields. All access shall be coordinated with the Owners Representative. The contractor shall secure construction areas from access while maintaining access to the site and other areas in use and in a manner consistent with the project's Overall Site and Phasing Plan. The septic system demolition and lift station construction areas shall be secured by means of a construction fence, located around the entire perimeter of the work zone. Trenches and other excavation areas, not secured behind locked construction fencing, shall be backfilled at the end of each work day and when construction personnel leave the site during the day. At no time shall trenches or excavations remain open when not under the observation and control of the contractor. This construction fence shall be required to be secure from unwarranted entry at the end of each day and when construction personnel leave the site during the day.
- B. Refer to Section 01500 for specified requirements for construction fence.

1.04 CONTRACTOR USE OF PREMISES

- A. General: During the construction period, the Contractor shall coordinate his staging and storage areas and use of the premises for construction operations with the Owner. The Contractor will not have full use of the site during construction.
- B. General: Limited use of the premises to construction activities in areas indicated within the limit of the premises.
  - 1. Confine operations to areas within the Limits of Construction indicated on the Drawings. The contractor shall not use, stage over or travel over any portion of the soccer playing fields.
  - 2. Keep driveways and entrances serving the premises clear and available to the Owner, the Owners' employees and park patrons at

all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.

3. Burial of Waste Materials: Do not dispose of any materials including but not limited organic and hazardous material on site, either by burial or by burning.

#### 1.05 DISTRIBUTION OF RELATED DOCUMENTS

- A. The Contractor is solely responsible for the distribution of ALL related documents/drawings to ALL appropriate vendors/subcontractors to ensure proper co- ordination of all aspects of the project and its related parts during bidding and construction.

#### 1.06 CONSTRUCTION BULLETIN BOARD

- A. The Contractor shall erect and maintain a weather protected bulletin board of sufficient size to display all permits, notices and other documents required to be posted for the Project. Said bulletin board shall be in a location that provides unobstructed access for inspection by the Engineer, the Project Manager, County Representatives, and authorities having jurisdiction over the project.

### **PART 2 PRODUCTS**

#### 2.01 ASBESTOS FREE MATERIAL

- A. Contractor shall provide a written and notarized statement on company letter- head(s) to certify and warrant that ONLY ASBESTOS FREE MATERIALS AND PRODUCTS were provided. Such statement shall be submitted with the final payment request. Final payment shall not be made until such statement is submitted. Contractor agrees that if materials containing asbestos are subsequently discovered at any future time to have been included in the construction, the Contractor shall be liable for all costs related to the redesign or modification of the construction of the project so that materials containing asbestos are removed from the facility. If construction has begun or has been completed pursuant to a design that includes asbestos containing materials, the Contractor shall also be liable for all costs related to the abatement of such asbestos.

### **PART 3 EXECUTION (Not applicable).**

#### **END OF SECTION 01010**

**SECTION 01027  
APPLICATION FOR**

**PAYMENT PART I**

**GENERAL**

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.
- B. The Contractor's Construction Schedule and Submittal Schedule are included in Section 01300 SUBMITTALS.

1.03 SCHEDULE OF VALUES

- A. Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
  - 1. Submit the Schedule of Values to the Owner at the earliest feasible date, but in no case later than Preconstruction Meeting. Refer to Section 01200 PROJECT MEETINGS.
  - 2. Sub-Schedules: Where the Work is separated into phases that require separately phased payments, provide sub-schedules showing values correlated with each phase of payment.
- B. Format and Content: Use the Project Manual Table of Contents as a guide to establish the format for the Schedule of Values.
  - 1. Identification: Include the following project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of the Engineer
    - c. Project Number
    - d. Contractor's name and address
    - e. Date of submittal

2. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
  - a. Generic name
  - b. Related Specification Section
  - c. Change Orders (numbers) that have affected value
  - d. Dollar Value
  - e. Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent
  
3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Break principal subcontract amounts down into several line items:
  - a. A value will be given for at least every major specification section (subsections can logically be grouped together).
  - b. A single material subcontractor (i.e. sod, window blinds) will not be required to be broken down into labor and material unless it is anticipated the materials will be stored and invoiced prior to installation.
  - c. All multiple item subcontracts or work items (i.e. concrete, roofing, painting, mechanical, electrical items, etc.) will be shown broken down at least in labor and material (all taxes, burden and overhead and profit included).
  - d. Mobilization (move-on, bond, insurance, temporary office and sanitary service installation) shall not exceed 2 1/2% of contract price.
  - e. For multi-story work all items broken down per floor.
  - f. Concrete broken down at least into foundation slab on grade, columns, beams and suspended slabs.
  - g. Masonry divided into C.M.U. brick, stem walls, exterior walls, interior walls and elevator shaft.
  - h. Plumbing broken down at least into underslab rough-in, vents and stacks supply piping, equipment items (each listed separately), fixtures and trim.
  - i. HVAC: Typically shown per specification section, labor and material, per floor.
  - j. Electrical: same as HVAC.
  - k. Fire protection broken down at least into underground, rough-in and trim. All per building and labor and material.
  - l. Logical grouping of specification subsections is permitted.
  
4. Round amounts off the nearest whole dollar, the total shall equal the Contract Sum.
  
5. For each part of the Work where an Application for Payment may include materials or equipment, purchased or fabricated and



stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

6. Margins of Cost: Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.
  - a. At the Contractors' option, temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values or distributed as general overhead expense.
7. Schedule Updating: Update and resubmit the Schedule of Values when Change Orders or Construction Change Directives result in a change in the contract sum.

#### 1.04 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as reviewed by the Owner representative and paid for by the Owner.
  1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the Final Application for Payment involve additional requirements. See items F, G, and H of this section.
- B. Payment Application Times: The period of construction work covered by each Application of Payment is the period indicated in the Agreement.
- C. Payment Application Forms: Use the County's most updated form as the form for Application for Payment. The form will be provided at the Preconstruction Conference.
- D. Application Preparation: Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Owner. Incomplete applications will be returned without action.
  1. Entries shall match data on the Schedule of Values and Contractors' Construction Schedule. Use updated schedules if revisions have been made.
  2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period

covered by the application.

- E. Transmittal: Submit five (5) original executed copies of each Application for Payment to the Project Manager by means ensuring receipt within 24 hours; one copy shall be complete, including waivers of lien and similar attachments, when required.
  - 1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to the Project Manager.
- F. Payment will be processed once a month. Payment for item will be based on percentage completed as determined and approved by the County Project Manager or invoice for stored materials. Retainage (10%) will be held for all applications.
- G. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; this application shall reflect any Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work. Application shall also include all items listed in Part H. above.
- H. Final Payment Application: Administrative actions and submittals, which must precede or coincide with submittal of the final payment. Application for Payment includes the following:
  - 1. Completion of Project Close-Out requirements
  - 2. Completion of items specified for completion after Substantial Completion (Punch List)
  - 3. Contractor's release of lien (on Owner's form)
  - 4. Subcontractor and material supplier release of lien
  - 5. Consent of Surety
  - 6. Power of attorney
  - 7. Asbestos-free letter

**PART 2            PRODUCTS (Not Applicable)**

**PART 3            EXECUTION (Not Applicable)**

**END OF SECTION 01027**

## **SECTION 01035 MODIFICATION**

### **PROCEDURES PART 1**

#### **GENERAL**

##### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this section.

##### **1.02 SUMMARY**

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

##### **1.03 MINOR CHANGES IN THE WORK**

- A. Supplemental instructions authorizing minor changes in the work, not involving an adjustment to the Contract Sum or Contract Time, will be issued by the Project Manager.

##### **1.04 CHANGE ORDER PROPOSAL REQUESTS**

- A. Owner-Initiated Proposal Requests: Proposed changes in the work that will require adjustment to the Contract Sum or Contract Time will be issued by the Project Manager, with a detailed description of the proposed change and supplemental or revised Drawings and Specifications, if necessary.
  - 1. Proposal requests issued by the Project Manager are for information only. Do not consider them instruction either to stop work in progress, or to execute the proposed change.
  - 2. Unless otherwise indicated in the proposal request, within 7 days of receipt of the proposal request, submit to the Project Manager from the Owner's review, an estimate of cost necessary to execute the proposed change.
    - a. Include a list of quantities of products to be purchased and unit costs, along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include a statement indicating the effect the proposed change in the work will have on the Contract Time.

- d. Contractor and subcontractors will provide a complete detailed labor and material breakdown to justify change order request amount.
- B. Contractor-Initiated Change Order Proposal Requests: When latent or other unforeseen conditions in mutual accord with the Owner Representatives findings require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Engineer.
1. Include a statement outlining the 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 Contract Time.
  2. Include a list of quantities of products to be purchased and unit costs along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Comply with requirements in Section 01631 PRODUCT SUBSTITUTIONS if the proposed change in the work requires that substitution of one product or system for a product or system not specified.
  5. Contractor and subcontractors will provide a complete detailed labor and material breakdown to justify change order request amounts.

#### 1.05 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: When the Owner and Contractor are not in total agreement on the terms of a Change Order Proposal Request, the Project Manager may issue a Construction Change Directive instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. The Construction Change Directive will contain a complete description of the change in the Work and designate the method to be followed to determine change in the Contract Sum or 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 the change, submit an itemized account and supporting data necessary to substantiate cost and time

adjustments to the Contract.

**1.07 CHANGE ORDER PROCEDURES**

- A. Upon the Owner's approval of a Change Order Proposal Request, the Project Manager will issue a Change Order for signatures of the Owner and Contractor on County's Change Order form, as provided in the Conditions of the Contract.

**PART 2 PRODUCTS (Not Applicable)**

**PART 3 EXECUTION (Not Applicable)**

**END OF SECTION 01035**

**SECTION 01040**  
**PROJECT COORDINATION**

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section specifies administrative and supervisory requirements necessary for project coordination including, but not necessarily limited to:
  - 1. Coordination
  - 2. Administrative and supervisory personnel
  - 3. General installation provisions
  - 4. Cleaning and protection
- B. Progress meetings, coordination meetings and Pre-installation conferences are included in Section 01200 PROJECT MEETINGS.
- C. Requirements for the Contractor's Construction Schedule are included in Section 01300 SUBMITTALS.

1.03 COORDINATION

- A. Coordination: Coordinate construction activities included under various Sections of these Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections of the Specification that are dependent upon each other for proper installation, connection, and operation.
  - 1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
  - 2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.

3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required: notices, reports, and attendance at meetings.
1. Prepare similar memoranda for the Owner and separate Contractors where coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Schedules
  2. Installation and removal of temporary facilities
  3. Delivery and processing of submittals
  4. Progress meetings
  5. Project close-out activities
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment (if any) involved in performance of, but not actually incorporated in, the Work.
- E. Lack of coordination as specified in this and other sections of the contract documents are in grounds for assessment of back charges and/or termination in order to remediate the situation.

#### 1.04 SUBMITTALS

- A. Coordination Drawings: Prepare and submit coordination Drawings where close and careful coordination is required for installation of products and materials fabricated off-site by separate entities, and where limited space availability necessitates maximum utilization of space for efficient installation of different components.
1. Show the interrelationship of components shown on separate Shop Drawings.
  2. Indicate required installation sequences.

3. Comply with requirements contained in Section 01300 SUBMITTALS.

B. Staff Names: At the Preconstruction Conference submit a list of the Contractor's principal staff assignments, including the Superintendent and other personnel in attendance at the site; identify individuals, their duties and responsibilities; list their addresses and telephone numbers.

1. Post copies of the list in the project meeting room, the temporary field office, and each temporary telephone.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

### 3.01 GENERAL INSTALLATION PROVISIONS

A. Inspection of Conditions: Require the Installer of each major component to inspect both the substrate and conditions under which work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.

B. Manufacturer's Instructions: Comply with manufacturer's installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents.

C. Inspect materials or equipment immediately upon delivery and again prior to installation. Reject damaged and defective items.

D. Provide attachment and connection devices and methods necessary for securing work. Secure work true to line and level. Allow for expansion and building movement.

E. Visual Effects: Provide uniform joint widths in exposed work. Arrange joints in exposed work to obtain the best visual effect. Refer questionable choices to Project Manager for final decision.

F. Recheck measurements and dimensions, before starting each installation.

G. Install each component during weather conditions and Project status that will ensure the best possible results. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.



- H. Coordinate temporary enclosures with required inspections and tests, to minimize the necessity of uncovering completed construction for that purpose.
- I. Mounting Heights: Where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated. Refer questionable mounting height decisions to the Engineer/Project Manager for final decision.

### 3.02 CLEANING AND PROTECTION

- A. During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- B. Clean and maintain completed construction as directed by the Project Manager and as frequently as necessary to ensure its integrity and safety through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- C. Limiting Exposures: Supervise construction activities to ensure that no part of the construction completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where the applicable, such exposures include, but are not limited to, the following:
  - 1. Excessive static or dynamic loading
  - 2. Excessively high or low temperatures
  - 3. Excessively high or low humidity
  - 4. Air contamination or pollution
  - 5. Water
  - 6. Solvents
  - 7. Chemicals
  - 8. Soiling, staining and corrosion
  - 9. Rodent and insect infestation
  - 10. Combustion
  - 11. Destructive testing
  - 12. Misalignment

13. Excessive weathering
14. Unprotected storage
15. Improper shipping or handling
16. Theft
17. Vandalism

END OF SECTION 01040

## **SECTION 01045 CUTTING AND PATCHING**

### **PART 1 GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

#### **1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements for cutting and patching.
- B. Refer to other Sections and Manufacture's recommendations for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

#### **1.03 SUBMITTALS**

- A. Cutting and Patching Proposal: Where approval of procedures for cutting and patching is required before proceeding, submit a proposal describing procedures well in advance of the time cutting and patching will be performed and request approval to proceed. Include the following information, as applicable, in the proposal:
  - 1. Describe the extent of cutting and patching required and how it is to be performed; indicate why it cannot be avoided.
  - 2. Describe anticipated results in terms of changes to existing construction; include changes to structural elements and operating components as well as changes in the appearance and other significant visual elements.
  - 3. List products to be used and firms or entities that will perform Work.
  - 4. Indicate dates when cutting and patching is to be performed.
  - 5. List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
  - 6. Where cutting and patching involves addition of reinforcement to structural elements, submit details and engineering calculations to

show how reinforcement is integrated with the original structure.

7. Approval by the Engineer to proceed with cutting and patching does not waive the Engineer's right to later require complete removal and replacement of a part of the Work found to be unsatisfactory.

#### 1.04 QUALITY ASSURANCE

A. Requirements for Structural Work: Do not cut and patch structural elements in a manner that would reduce their load carrying capacity or load-deflection ratio.

1. Obtain approval of the cutting and patching proposal before cutting and patching the following structural elements.

- a. Foundation construction
- b. Bearing and retaining walls
- c. Structural concrete
- d. Structural steel
- e. Lintels
- f. Timber and primary wood framing
- g. Structural decking
- h. Miscellaneous structural metals
- i. Stair systems
- j. Exterior curtain wall construction
- k. Equipment supports
- l. Piping, ductwork, vessels and equipment

B. Operational and Safety Limitations: Do not cut and patch operating elements or safety related components in a manner that would result in reducing their capacity to perform as intended, or result in increased maintenance, or decreased operational life or safety.

1. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems.

- a. Shoring, bracing and sheeting
- b. Primary operational systems and equipment
- c. Air or smoke barriers
- d. Water, moisture, or vapor barriers
- e. Membranes and flashings
- f. Fire protection systems
- g. Noise and vibration control elements and systems

- h. Control systems
  - l. Communication systems
  - j. Conveying systems
  - k. Electrical wiring systems
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces, in a manner that would, in the Engineer's opinion, reduce the aesthetic qualities, or result in visual evidence of cutting and patching. Remove and replace work cut and patched in a visually unsatisfactory manner.
- 1. If possible retain the original installer or fabricator to cut and patch the following categories of exposed work, or if it is not possible to engage the original installer or fabricator, engage another recognized experienced and specialized firm:
    - a. Processed concrete finishes
    - b. Preformed metal panels
    - c. Window wall system
    - d. Stucco and ornamental plaster
    - e. Acoustical ceilings
    - f. Carpeting
    - g. Wall covering
    - h. HVAC enclosures, cabinets or covers
    - l. Roofing systems

## PART 2 PRODUCTS

### 2.01 MATERIALS

A. Use materials that are identical to existing materials. If identical materials are not available or cannot be used where exposed surfaces are involved, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect unless otherwise indicated by Engineer/Owner. Use materials whose installed performance will equal or surpass that of existing materials.

## PART 3 EXECUTION

### 3.01 INSPECTION

A. Before cutting existing surfaces, examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed. Take corrective action before proceeding, if unsafe or unsatisfactory conditions are encountered.

1. Before proceeding, meet at the site with all parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

### 3.02 PREPARATION

- A. Temporary Support: Provide temporary support of work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas and interruption of free passage to adjoining areas.
- D. Take all precautions necessary to avoid cutting existing pipe, conduit or ductwork serving the building, but scheduled to be removed or relocated until provisions have been made to bypass them.

### 3.03 PERFORMANCE

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay.
  1. Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent fitting and patching required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction using methods least likely to damage elements to be retained or adjoining construction. Where possible review proposed procedures with the original installer; comply with the original installer's recommendations.
  1. In general, where cutting is required use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots neatly to size required with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.

3. Cut through concrete and masonry using a cutting machine such as a Carborundum saw or diamond core drill.
  4. Comply with requirements of applicable plan notes and specifications where cutting and patching required excavating and backfilling.
  5. By-pass utility services such as pipe or conduit, before cutting, where services are shown or required to be removed. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
  2. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
  3. Where removal of walls or partitions extends one finished area into another, patch and repair floor and wall surfaces in the new space to provide an even surface of uniform color and appearance. Remove existing floor and wall coverings and replace with new materials if necessary to achieve uniform color and appearance.
    - a. Where patching occurs in smooth painted surfaces, extend final coat over entire unbroken surfaces containing the patch, after the patched area has received primer and second coat.

### 3.04 CLEANING

- A. Thoroughly clean areas and spaces where cutting and patching is performed or used as access. Remove completely paint, mortar, oils, putty and items of similar nature. Thoroughly clean piping, conduit and similar features before painting or other finishing is applied. Restore damaged materials to their original condition.

END OF SECTION 01045

**SECTION 01095**  
**REFERENCE STANDARDS AND DEFINITIONS**

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. Indicated: The term *indicated* refers to graphic representations, notes or schedules on the Drawings, or other Paragraphs or Schedules in the Specifications, and similar requirements in the Contract Documents. Where terms such as shown, noted, scheduled and specified are used, it is to help the reader locate the reference; no limitation on location is intended.
- C. Directed: Terms such as directed, requested, authorized, selected, accepted, required, and permitted mean directed by the Project Manager, requested by the Engineer/Project Manager and similar phrases.
- D. Approved: This term approved means accepted, where used in conjunction with the Engineer's action on the Contractor's submittals, applications, and requests, is limited to the Engineer's duties and responsibilities as stated in the Conditions of the Contract.
- E. Regulations: The term Regulations includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. Furnish: The term furnish is used to mean supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. Install: The term install is used to describe operations at project site including the actual unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting,



cleaning, and similar operations.

- H. Provide: The term provide means to furnish and install, complete and ready for the intended use.
- I. Installer: An Installer is the Contractor or an entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier for performance of a particular construction activity, including installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.
  - 1. The term experienced, when used with the term Installer, means having a minimum of five previous projects similar in size and scope to this Project, being familiar with the special requirements indicated, and having complied with requirements of the authority having jurisdiction.
  - 2. Trades: Use of titles such as carpentry is not intended to 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 trades persons of the corresponding generic name.
- J. Project Site is the space available to the Contractor for performance of construction activities, either exclusively or in conjunction with others performing other work as part of the Project. 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.
- K. Testing Laboratories: A testing laboratory is an independent entity engaged to perform specific inspections or tests, either at the Project sites or elsewhere, and is to report on and, if required, to interpret results of those inspections or tests.

### 1.03 SPECIFICATION FORMAT AND CONTENT EXPLANATION

- A. Specification Format: These Specifications are organized into Divisions and Sections based on the Construction Specifications Institute's 16 Division format and MASTER FORMAT numbering system. Refer to plan notes and plan specifications for additional requirements.
- B. Specification Content: This Specification uses certain conventions in the use of language and the intended meaning of certain terms, words,

and phrases when used in particular situations or circumstances. These conventions are explained as follows:

1. **Abbreviated Language:** Language used in Specifications and other Contract Documents is the abbreviated type. Words and meaning shall be interpreted as appropriate. Words that are implied, but not stated shall be interpolated as the sense required. Singular words will be interpreted as plural and plural words interpreted as singular where applicable and the context of the Contract Documents so indicates.
2. **Imperative and streamlined language** is used generally in the Specifications. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the text, for clarity, subjective language is used to describe responsibilities that must be fulfilled indirectly by the Contractor, or by others when so noted.
  - a. The words, shall be shall be included by inference wherever a colon (:) is used within a sentence or phrase.

#### 1.04 INDUSTRY STANDARDS

- A. **Applicability of Standards:** Except where the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copies directly into the Contract Documents to the extend reference. Such standards are made part of the Contract Documents by reference.
- B. **Publication Dates:** Comply with the standard in effect as of the date of the Contract Documents.
- C. **Conflicting Requirements:** Where compliances with two or more standards are specified, and the standards may establish different or conflicting requirements for minimum quantities or quality levels. Refer requirements that are different, but apparently equal, and uncertainties to the Engineer for a decision before proceeding.
  1. **Minimum Quantity or Quality Levels:** The quantity of 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. In complying with these requirements, indicated numeric values are minimum or maximum, as appropriate for the context of the requirements. Refer uncertainties to the Engineer/Owner for a decision before

proceeding.

- D. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to that entity's construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed for performance of a required construction activity. The Contractor shall obtain copies directly from the publication source or any other authorized source.
- E. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. Where such acronyms or abbreviations are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards generating organization, authority having jurisdiction, or other entity applicable to the context of the text provision. See Trade Reference List  
at the end of this Section refer to the Encyclopedia of Associations, published by Gale Research Co., available in most libraries.

#### 1.05 GOVERNING REGULATIONS/AUTHORITIES

- A. The Engineer has contacted authorities having jurisdiction where necessary to obtain information necessary the preparation of Contract Documents. Contact authorities having jurisdiction directly for information and decisions having a bearing on the work.

#### 1.06 SUBMITTALS

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

#### 1.07 TRADE REFERENCES

Acronyms for abbreviations used in the Specifications or other Contract Documents mean the recognized name of the trade association, standards generating organization, authority that have jurisdiction or other entity applicable to the context of the text provision.

AA	Aluminum Association
AABC	Associated Air Balance Council
AAMA	American Architectural Manufacturer's Association
AAN	American Association of Nurserymen
AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
ACIL	American Council of Independent Laboratories
ACPA	American Concrete Pipe Association
ADC	Air Diffusion Council
AGA	American Gas Association
AHA	American Hardboard Association
AI	Asphalt Institute
AIHA	American Industrial Hygiene Association
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AMCA	Air Movement and Control Association
ANSI	American National Standards Institute
APA	American Plywood Association
ARI	Air Conditioning and Refrigeration Institute
ASA	Acoustical Society of America
ASC	Adhesive and Sealant Council
ASHRAE	American Society of Heating, Refrigerating, and Air Conditioning Engineers

ASME	American Society of Mechanical Engineers
ASPE	American Society of Plumbing Engineers
ASSE	American Society of Sanitary Engineers
ASTM	American Society of Testing of Materials
AWI	Architectural Woodwork Institute
AWPB	American Wood Preservers Bureau
AWS	American Welding Society
AWWA	American Water Works Association
BHMA	Builders' Hardware Manufacturers Association
CISPI	Cast Iron Soil Pipe Institute
CRSI	Concrete Reinforcing Steel Institute
DHI	Door and Hardware Institute
DLPA	Decorative Laminate Products Association
EIMA	Exterior Insulation Manufacturers Association
FGMA	Flat Glass Marketing Association
FM	Factory Mutual Engineering and Research
GA	Gypsum Association
ICBO	International Conference of Building Officials
IEEE	Institute of Electrical and Electronic Engineers
IESNA	Illuminating Engineering Society of North America

MBMA	Metal Building Manufacturer's Association
ML/SFA	Metal Lath/Steel Framing Association
MSS	Manufacturers Standardization Society of the Valve and Fittings Industry
NAAMM	National Association of Architectural Metal Mfgs.
NAPA	National Asphalt Pavement Association
NAPF	National Association of Plastic Fabricators (Now DLPA)
NBHA	National Builder's Hardware Association (Now DHI)
NCMA	National Concrete Masonry Association
NEC	National Electric Code
NECA	National Electric Contractors Association
NEII	National Elevator Industry, Inc.
NFPA	National Fire Protection Association
NHLA	National Hardwood Lumber Association
NPA	National Particle board Association
NPCA	National Paint and Coatings Association
NRCA	National Roofing Contractors Association
NSF	National Sanitation Foundation
NWMA	National Woodwork Manufacturers Association (Now NWWDA)
NWWDA	National Wood Window and Door Association (Formerly NWMA)
PDI	Plumbing and Drainage Institute
RFCI	Resilient Floor Covering Institute
RMA	Rubber Manufacturers Association

SDI	Steel Deck Institute
S.D.I.	Steel Door Institute
SGCC	Safety Glazing Certification Council
SHLMA	Southern Hardwood Lumber Manufacturers Association (Now HMA)
SIGMA	Sealed Insulating Glass Manufacturers Association
SMACNA	Sheet Metal and Air Conditioning Contractor's National Association
SJI	Steel Joist Institute
SPRI	Single Ply Roofing Institute
SSPC	Steel Structures Painting Council
SWI	Steel Window Institute
TCA	Tile Council of America
UL	Underwriters' Laboratories
WCMA	Wall Covering Manufacturers Association
WRI	Wire Reinforcement Institute
WSFI	Wood and Synthetic Flooring Institute

## 1.08 FEDERAL GOVERNMENT AGENCIES

- A. Names and titles of federal government standard or Specification producing agencies are frequently abbreviated. The following acronyms or abbreviations referenced in the Contract Documents indicate names of standard or Specification producing agencies of the federal government. Names and addresses are subject to change but are believed to be, but are not assured to be, accurate and up-to-date as of the date of the Contract Documents.

CE Corps of Engineers  
(US Department of the Army) Chief of Engineers - Referral  
  
Washington, DC 20314 (202) 272-0660

CFR Code of Federal Regulations  
Available from the Government Printing Office North Capitol St. Between  
G and H Street, NW Washington, DC 20402 (202) 783-3238

(MATERIAL IS USUALLY FIRST PUBLISHED IN THE FEDERAL REGISTER)

CPSC Consumer Product Safety Commission  
5401 Westbard Avenue  
Washington, DC 20816 (800) 638-2772

CS Commercial Standard  
(US Department of Commerce)  
Government Printing Office  
Washington, DC 20402 (202) 377-2000

DOC Department of Commerce  
14th Street and Constitution Ave., NW  
Washington, DC 20230 (202) 377-2000

DOT Department of Transportation  
400 Seventh St., SW Washington, DC  
20590 (202) 426-4000

EPA Environmental Protection Agency  
401 M. St., SW Washington, DC 20460  
(202) 382-2090



FAA	Federal Aviation Administration (U.S. Department of Transportation) 800 Independence Avenue SW Washington, DC 20590	(202) 366-4000
FCC	Federal Communications Commission 1919 M. Street NW Washington, DC 20554	(202) 632-7000
NBS	National Bureau of Standards (U.S. Department of Commerce) Gaithersburg, MD 20899	(301) 921-1000
OSHA	Occupational Safety and Health Administration (U.S. Department of Labor) Government Printing Office Washington, DC 20402	(202) 523-7001
PS	Product Standard of NBS (U.S. Department of Commerce) Government Printing Office Washington, DC 20402	(202) 783-3238
USDA	U.S. Department of Agriculture Independence Avenue Between 12th and 14 Street, SW Washington, DC 20250	(202) 447-8732

PART 2      PRODUCTS  
  
(Not Applicable)

PART 3      EXECUTION  
  
(Not Applicable)

END OF SECTION 01095

## SECTION 01200

### PROJECT MEETINGS

#### PART 1 GENERAL

##### 1.01 RELATED DOCUMENTS

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

##### 1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements for project meetings including but not limited to:

1. Pre-Construction Conference
2. Pre-Installation Conference
3. Coordination Meetings
4. Progress Meetings

- B. Construction schedules are specified in Section 01300 Submittals.

##### 1.03 PRE-CONSTRUCTION CONFERENCE

- A. Schedule a pre-construction conference and organizational meeting at the project site or other convenient location no later than 20 days after execution of the agreement and prior to commencement of construction activities. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attends: The OWNERS, Representative, the Contractor and its superintendent, major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the work.
- C. Agenda: Discuss items of significance that could affect progress including such topics as:
  1. Tentative construction schedule
  2. Critical Work sequencing and/coordinating
  3. Designation of responsible personnel

4. Procedures for processing field decisions and Change Orders
5. Procedures for processing Applications for Payment
6. Distribution of Contract Documents
7. Submittal of Shop Drawings, Product Data and Samples
8. Preparation of record documents
9. Use of the Premises
10. Office, Work and storage areas
11. Equipment deliveries and priorities
12. Safety procedures
13. First aid
14. Security
15. Housekeeping
16. Working hours

D. Contractor must submit at the time of the meeting at least the following items:

1. Schedule of Values
2. Listing of key personnel including project superintendent and subcontractors with their addresses, telephone numbers, and emergency telephone numbers.
3. Preliminary Construction Schedule
4. Submittal Schedule

#### 1.04 PRE-INSTALLATION CONFERENCE

A. Conduct a Pre-installation conference at the site before each construction activity that requires coordination with other construction. The 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 at least 48 hours in advance the Project Manager of scheduled meeting dates.

1. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for:
  - a. Contract Documents
  - b. Options
  - c. Related Change Orders

- d. Purchases
- e. Deliveries
- f. Shop Drawings, Product Data and Quality Control Samples
- g. Possible conflicts
- h. Compatibility problems
- l. Time schedules
- j. Weather limitations
- k. Manufacturer's recommendations
- l. Comparability of materials
- m. Acceptability of substrates
- n. Temporary facilities
- o. Space and access limitations
- p. Governing regulations
- q. Safety
- r. Inspection and testing requirements
- s. Required performance results
- t. Recording requirements
- u. Protection

- 2. Record significant discussions and agreements and disagreements of each conference along with and approved schedule. Distribute the record of the meeting to everyone concerned promptly including the Owner and Engineer.
- 3. Do not proceed if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

#### 1.05 COORDINATION MEETINGS

- A. Conduct project coordination meeting at weekly intervals on day and time as established by the Project Manager or more frequently, if necessary convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.
- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved, to include subcontractors and representatives.
- C. Contractor shall record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from

each meeting.

## 1.06 PROGRESS MEETINGS

- A. Conduct progress meetings at the Project site at bimonthly intervals or more frequently if necessary as directed by the Project Manager. Notify the Owner at least 48 hours in advance of scheduled meeting time and dates. Coordinate dates of meetings with preparation of the payment request.
- B. Attendees: In addition to representatives of the Owner and Architect, each subcontractor, supplier or other entity concerned with current progress of involved in planning, coordination or performance of future activities with the project and authorized to conclude matters relating to progress.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the Project.
  - 1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time, ahead, or behind 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.
  - 2. Review the present and future needs of each entity present, including such items as:
    - a. Interface requirements
    - b. Time
    - c. Sequences
    - d. Deliveries
    - e. Off-site fabrication problems
    - f. Access
    - g. Site utilization
    - h. Temporary facilities and services
    - i. Hours of work
    - j. Hazards and risks
    - k. Housekeeping
    - l. Quality and work standards
    - m. Change Orders

n. Documentation of information for payment requests.

D. Reporting: No later than 3 days after each progress meeting date, distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, or progress since the previous meeting and report.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END OF SECTION 01200

## **SECTION 01300**

### **SUBMITTALS**

#### **PART 1 GENERAL**

##### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

##### **1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements for submittals required for performance of the Work, including:
  - 1. Contractor's Construction Schedule
  - 2. Submittal Schedule
  - 3. Daily Construction Reports
  - 4. Shop Drawings
  - 5. Product Data
  - 6. Samples
- B. Administrative Submittals: Refer to other Division-1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to:
  - 1. Permits
  - 2. Applications for Payment
  - 3. Performance and Payment Bonds
  - 4. Insurance Certificates
  - 5. List of Subcontractors with start and finish dates (update as necessary)
  - 6. Schedule of Values
  - 7. Construction Schedule
- C. The Schedule of Values submittal is included in Section 01027 APPLICATIONS FOR PAYMENT.
- D. Inspection and test reports are included in Section 01440 Quality Control Services.

### 1.03 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
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 elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
    - a. The Project Manager reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
  3. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals.
    - a. Allow two weeks for initial review. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The Project Manager will promptly advise the Contractor when a submittal being processed must be delayed for coordination.
    - b. If an intermediate submittal is necessary, process the same as the initial submittal.
    - c. Allow two weeks for reprocessing each submittal.
    - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the Engineer sufficiently in advance of the Work to permit processing.
- B. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
1. Provide a space approximately 4" x 5" on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.



2. Include the following information on the label for processing and recording action taken.
  - a. Project name
  - b. Date
  - c. Name and address of Engineer
  - 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.
  
- C. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Project Manager using transmittal form as provided by the Project Manager. Submittals received from sources other than the Contractor will be returned without action.
  1. On the transmittal record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitation. Include Contractor's certification that information complies with Contract Document requirements.
  
  2. Transmittal Form: As provide by the Project Manager
  
- D. Contractor shall be responsible for cost of re-review of rejected submittals, shop drawing, etc. Costs for re-review shall be reimbursed to the County by deducting the cost from the Contractors monthly progress payments. Costs to be determined by applying the consultant's standard billing rates plus 10% handling by the County.
  
- E. Substitution request to specified products will be made within 30 days of Notice to Proceed. After the 30 day period, no requests for substitutions from the Contractor will be considered.
  1. Substitution submitted within the first 30 days will have product data from specified and requested substitute submitted together and demonstrate better quality, cost savings if of equal quality, or show benefit to the County for accepting the substitute.
  
- F. Once submittals are approved or approved as noted, they will be scanned and converted to PDF documents with OCR (optical character recognition) and given to the owner.

## 1.04 CONTRACTORS CONSTRUCTION SCHEDULE

- A. Critical Path Method (CPM) Schedule: Prepare a fully developed, horizontal bar-chart type Contractor's construction schedule. Submit in accordance with Section 01200 PROJECT MEETINGS.
1. Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the work as indicated in the Schedule of Values.
  2. Within each time bar, indicate estimated completion percentage in 10 percent increments. As work progresses, place a contrasting mark in each bar to indicate Actual Completion.
  3. Prepare the schedule on a sheet, series of sheets, stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
  4. Secure time commitments for performing critical elements of the work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the work. Show each activity in proper sequence. Indicate graphically sequences necessary for completion of related portions of the work.
  5. Coordinate the Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment request and other schedules.
  6. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Engineer's procedures necessary for certification of Substantial Completion.
- B. Phasing: Provide notations on the schedule to show how the sequence of the work is affected by requirements for phased completion to permit work by separate Contractors and partial occupancy by the Owner prior to Substantial Completion.
- C. Work Stages: Indicate important stages of construction for each major portion of the work, including testing and installation.
- D. Area Separations: Provide a separate time bar to identify each major construction area for each major portion of the work. Indicate where each

element in an area must be sequenced or integrated with other activities.

- E. Cost Correlation: At the head of the schedule, provide a two item cost correlation line, indicating pre-calculated and actual costs. On the line show dollar-volume of work performed as the dates used for preparation of payment requests.
  - 1. Refer to Section Applications for Payment for cost reporting and payment procedures.
  
- F. Distribution: Following response to the initial submittal, print and distribute copies to the Engineer, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the project meeting room and temporary field office.
  - 1. When revision are made distribute 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 construction activities.
  
- G. Schedule Updating: Revise the schedule monthly or activity, where revisions have been recognized or made. Issue the updated schedule concurrently monthly pay request.

#### 1.05 SUBMITTAL LOG

- A. After development and acceptance of the Contractor's construction schedule, prepare a complete log of submittals.
  - 1. Coordinate submittals log with the list of subcontracts, schedule of values and the list of products as well as the Contractor's construction schedule.
  
  - 2. Prepare the log in chronological order; include all submittals required. Provide the following information:
    - a. Scheduled date for the first submittal
    - b. Related Section number
    - c. Submittal category
    - d. Name of subcontractor
    - e. Description of the part of the work covered
    - f. Scheduled date for resubmittal
    - g. Scheduled date the Engineer's final release or approval.

3. All submittals must be received within the first 25% of contract time.
- B. Distribution: Following response to initial submittal, print and distribute copies to the Project Manager, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the project meeting room and field office.
1. When revisions are made, distribute 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 construction activities.
- C. Log Updating: Revise the log after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.

#### 1.06 DAILY CONSTRUCTION REPORTS

- A. Prepare a daily construction report, recording the following information concerning events at the site; and submit duplicate copies to the Project Manager at weekly intervals:
1. List of subcontractors at the site
  2. Approximate count of personnel at the site
  3. High and low temperatures, general weather conditions
  4. Accidents and unusual events
  5. Meetings and significant decisions
  6. Stoppages, delays, shortages, losses
  7. Meter readings and similar recordings
  8. Emergency procedures
  9. Orders and requests of governing authorities
  10. Change Orders received, implemented
  11. Services connected, disconnected
  12. Equipment or system tests and start-ups
  13. Partial completions, occupancies
  14. Substantial Completions authorized

## 1.07 SHOP DRAWINGS

- A. Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not considered a Shop Drawings and will be rejected.
  
- B. Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:
  - 1. All required dimensions
  - 2. Identification of products and materials included
  - 3. Compliance with specified standards
  - 4. Notation of coordination requirements
  - 5. Notation of dimensions established by field measurement
  - 6. Sheet Size: Except for templates, patterns and similar full-size Drawings on sheets at least 8 1/2" x 11" but no larger than 24" x 36".
  - 7. Initial Submittal: Submit one correctable translucent reproducible print and one blue-or black-line print for the Project Manager's review; the reproducible print will be returned.
  - 8. Initial Submittal: Submit 2 blue-or black-line prints for the Engineer's review; one will be returned.
  - 9. Final Submittal: Submit 5 blue-or black-line prints; submit 7 prints where required for maintenance manuals. 3 prints will be retained; the remainder will be returned.
  - 10. Final Submittal: Submit 3 blue-or black-line prints; submit 5 prints where required for maintenance manuals. 2 prints will be retained; the remainder will be returned.
    - a. One of the prints returned shall be marked-up and maintained as a Record Documents.
  - 11. Do not use Shop Drawings without an appropriate final stamp indicating action taken in connections with construction.
  
- C. Coordination drawings are a special type of Shop Drawing that show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or function as intended.

1. Preparation of coordination Drawings is specified in section Project Coordination and may include components previously shown in detail on Shop Drawings or Product Data.
2. Submit coordination Drawings for integration of different construction elements. Show sequence and relationships of separate components to avoid any conflict including conflicts in use of space.
3. Contractor is not entitled to additional payments due to lack of compliance with this Section.

#### 1.08 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and performance curves. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as a Shop Drawing.
  1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products and where some of which are not required, mark copies to indicate the applicable information. Include the following information:
    - a. Manufacturer's printed recommendations
    - b. Compliance with recognized trade association standards
    - c. Compliance with recognized testing agency standards
    - d. Application of testing agency labels and seals
    - e. Notation of dimensions verified by field measurement
    - f. Notation of coordination requirements
    - g. Manufacturers local representative and phone number.
  2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
  3. Preliminary Submittal: Submit a preliminary single-copy of Product Data where selection of options is required.

4. Submittals: Submit six (6) copies of each required submittal. The Project Manager will return two (2) sets to the Contractor marked with action taken and corrections or modifications required.
  - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
5. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
  - a. Do not proceed with installation until an applicable copy of Product Data applicable is in the Installer's possession.
  - b. Do not permit use of unmarked copies of Product Data in connection with construction.

#### 1.09 SAMPLES

- A. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of materials, color range sets, and swatches showing color, texture and pattern.
  1. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Prepare Samples to match the Engineer's/Owner's Sample. Include the following:
    - a. Generic description of the Sample
    - b. Sample source
    - c. Product name or name of manufacturer
    - d. Compliance with recognized standards
    - e. Availability and delivery time
  2. Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
    - a. Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units (not less than 3), that show approximate limits of the 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.

3. Preliminary submittals: Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.
    - a. Preliminary submittals will be reviewed and returned with the Engineers/Owners mark indicating selection and other action.
  4. Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit 3 sets; one will be returned marked with the action taken.
  5. Maintain sets of Samples, as returned, at the project site, for quality comparisons throughout the course of construction.
    - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
    - b. Sample sets may be used to obtain final acceptance of the construction associated with each set.
- B. Distribution of Samples: Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
1. Field Samples specified in individual sections are special types of Samples. Field Samples are full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the work will be judged.
    - a. Comply with submittal requirements. Process transmittal forms to provide a record of activity.



## 1.10 ENGINEERS ACTION

- A. Except for submittals for record, information or similar purposes, where action and return is required or requested, the Engineer/Project Manager will review each submittal, mark to indicate action taken, and return promptly.
  - 1. Compliance with specified characteristics is the Contractor's responsibility.
- B. Action Stamp: The Engineer/Project Manager will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, similarly as follows, to indicate the action taken:
  - 1. Final Unrestricted Release: Where submittals are marked No Exceptions Taken, that part of the work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
  - 2. Final-But-Restricted Release: When submittals are marked Made Corrections Noted that part of the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
  - 3. Returned for Resubmittal: When submittal is marked Revise and Resubmit, do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
    - a. Do not permit submittals marked Revise and Resubmit to be used at the Project site, or elsewhere where work is in progress.
  - 4. Rejected: Submittal does not comply with requirements of the Contract Documents. Submittal must be discarded and entirely new submittal shall be forward to the Project Manager without delay.

PART 2 PRODUCTS (Not Applicable)

PART 3 Execution

(Not Applicable)

END OF SECTION 01300

**SECTION 01400**  
**QUALITY CONTROL SERVICES**

PART 1 GENERAL

1.01 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division -1 Specification Sections, apply to this Section.

1.02 SUMMARY

A. This Section specifies administrative and procedural requirements for quality control services.

B. Quality control services include inspections and tests and related actions including reports, performed by independent agencies, governing authorities, and the Contractor. They do not include Contract enforcement activities performed by the Engineer.

C. Inspection and testing services are required to verify compliance with requirements specified or indicated. These services do not relieve the Contractor of responsibility for compliance with Contract Document requirements.

D. Requirements of this Section relate to customized fabrication and installation procedures, not production of standard products.

1. Specific quality control requirements for individual construction activities are specified in the Sections that specify those activities. Those requirements, including inspections and test, cover production of standard products as well as customized fabrication and installation procedures.
2. Inspection, test and related actions specified are not intended to limit the Contractor's quality control procedures that facilitate compliance with Contract Document requirements.
3. Requirements for the Contractor to provide quality control services required by the Engineer, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

### 1.03 GENERAL QUALITY CONTROL

A. The Contractor shall be responsible for maintaining and ensuring quality control over subcontractors, suppliers, manufacturers, materials, equipment, products, services, site conditions and workmanship to product work of specified quality. The completed work shall be of high quality throughout.

### 1.04 WORKMANSHIP

A. Comply with well-known standards recognized by each trade except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.

B. Perform work by persons qualified to produce workmanship of specified quality. Said qualifications shall be determined by well-known standards recognized by the trade for each respective portion of contract work.

C. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration and racking.

### 1.05 MANUFACTURER'S INSTRUCTIONS

A. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from Engineer before proceeding.

### 1.06 MANUFACTURER'S CERTIFICATES

A. When required by individual Specifications Section, submit manufacturer's certificate and supporting documentation, in duplicate, that products meet or exceed specified requirements.

B. ASBESTOS FREE MATERIALS - Manufacturer and/or supplier shall provide a written and notarized statement on manufacturer's company letterhead to certify and warrant that product(s) utilized on project are asbestos free.

### 1.07 MOCKUPS

A. When required by individual Specifications Section, erect complete, full-scale mockup of assembly at Project Site.

#### 1.08 MANUFACTURER'S FIELD SERVICES

A. When specified in respective Specification Sections, require supplier and/or manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, test, adjust and balance of equipment as applicable and to make appropriate recommendations.

B. Representative shall submit written report to Owner listing observations, recommendations, and certifying full conformance and compliance with manufacturers standards or requirements.

#### 1.09 TESTING LABORATORY SERVICES

A. The County shall employ and pay for services of an Independent Testing Laboratory to perform inspections, tests for construction materials (soils, concrete) and threshold inspections.

B. Services will be performed in accordance with requirements of governing authorities and with specified standards.

C. Reports will be submitted to the County, Contractor and Engineer giving observations and results of tests, indicating compliance or noncompliance with specified standards and with Contract Documents.

D. Contractor shall cooperate with testing laboratory personnel; furnish tools, samples of materials, design, mix equipment, storage and assistance as requested.

1. The contractor shall be responsible for notifying the testing laboratory at least 24 hours prior to expected time for operations requiring testing services. Longer length of notice to testing laboratory shall be provided by Contractor when required by the testing laboratory to ensure the timely scheduling and performance of all tests required.
2. The Contractor is responsible for obtaining and paying tests including but not limited to test and balance, portable water bacteriological tests and test

required in Divisions 7 through 16.

E. The costs of any tests that fail will be paid for by the Contractor. The amount to be reimbursed to the County by the Contractor will be the amount invoiced to the County by the testing laboratory in accordance with the testing services fees set forth in its contract with the County.

#### 1.10 TEMPERATURE/HUMIDITY LOG

A. The Contractor shall be responsible for preparing rain, temperature and humidity measuring devices at the project site and maintaining a log of temperature and humidity measurements.

B. Said log shall contain a daily record of exterior temperature, rainfall amount and humidity conditions and where environmental conditions are specified in individual sections, a daily record of the temperature and humidity conditions where the work of those sections is stored and installed.

C. The Temperature/Humidity Log shall be available to the Project Manager as part of the Contract Documents.

#### 1.11 RESPONSIBILITIES

A. The Owner shall provide inspections, tests and similar quality control services, specified in individual Specification Sections and these services include those specified to be performed by an independent agency and not by the Contractor.

B. The Contractor shall cover all costs of tests or inspections to evaluate means and methods of installation performed as a substitution and not as originally specified.

1. Re-testing: The Contractor is responsible for re-testing where results of required inspections, test or similar services prove unsatisfactory and do not indicate compliance with Contract Documents requirements, regardless of whether the original test was the Contractor's responsibility.

a. Cost of re-testing construction revised or replaced by the Contractor is the Contractor's responsibility, where required tests were performed on original construction.

2. Associated Services: The Contractor shall cooperate with agencies performing required inspections, tests and similar services and provide

reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Auxiliary services required include, but are not limited to:

- a. Providing access to the work and furnishing incidental labor and facilities necessary to facilitate inspections and tests.
  - b. Taking adequate quantities of representatives' samples of materials that require testing or assisting the agency in taking samples.
  - c. Providing facilities for storage and curing the test samples.
  - d. Providing the agency with a preliminary design mix proposed for use for materials mixes that require control by the testing agency.
  - e. Security and protection of samples and test equipment at the Project site.
- C. Duties of the Testing Agency: The independent testing agency engages to perform inspections, sampling and testing of materials and construction specified in individual Specification Sections shall cooperate with Engineer and Contractor in performance of its duties, and shall provide qualified personnel to perform required inspections and tests.
1. The agency shall notify the Engineer and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. The agency is not authorized to release, revoke, alter or enlarge requirements of the Contract Documents, or approve or accept any portion of the Work.
  3. The agency shall not perform any duties of the Contractor.
- D. Coordination: The Contractor and each agency engaged to perform inspection, tests and similar services shall coordinate the sequence of activities to accommodate required services with a minimum of delay. In addition, the Contractor and each agency shall coordinate activities to avoid the necessity of removing and replacing construction to accommodate inspections and tests.
1. The Contractor is responsible for scheduling times for inspections, tests, taking samples and similar activities.

## 1.12 SUBMITTALS

A. Qualification for Service Agencies: Engage inspection and testing service agencies, including independent testing laboratories, which are pre-qualified as complying with Recommended Requirements for Independent Laboratory qualification by the American Council of Independent Laboratories, and which specialize in the types of inspections and tests to be performed.

1. Each independent inspection and testing agency engaged on the Project shall be authorized by authorities having jurisdiction to operate in the State in which the Project is located.

## PART 2 PRODUCTS (Not Applicable)

## PART 3 EXECUTION

### 3.01 REPAIR AND PROTECTION

A. General: Upon completion of inspection, testing, sample-taking and similar services, repair damaged construction and restore substrates and finishes to eliminate deficiencies, including deficiencies in visual qualities of exposed finishes. Comply with Contract Document requirements for Cutting and Patching.

B. Protect construction exposed by or for quality control service activities, and protect and repaired construction.

C. Repair and protection in the Contractor's responsibility regardless of the assignment of responsibility for inspection, testing or similar services.

END OF SECTION 01400



## **SECTION 01500**

### **TEMPORARY FACILITIES**

#### **PART 1 GENERAL**

##### **1.01 RELATED DOCUMENTS**

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

##### **1.02 SUMMARY**

- A. This Section specifies requirements for temporary services and facilities, including utilities, construction and support facilities, security and protection.
- B. Temporary utilities required include but are not limited to:
  - 1. Water service and distribution
  - 2. Temporary electric power and light
  - 3. Telephone service
  - 4. Sanitary facilities
- C. Temporary construction and support facilities required include but are not limited to:
  - 1. Temporary heat and ventilation as required to facilitate construction process and personnel.
  - 2. Field office and storage sheds.
  - 3. Sanitary facilities, including drinking water.
  - 4. Temporary enclosures.
  - 5. Hoists and temporary elevator use.
  - 6. Temporary project identification signs and bulletin boards
  - 7. Waste disposal services.
  - 8. Rodent and pest control
  - 9. Construction aids and miscellaneous services and facilities.

- D. Security and protection facilities required include but are not limited to:
1. Temporary fire protections
  2. Barricades, warning signs, lights
  3. Sidewalk bridge or enclosure fence for the site.
  4. Environmental protection
  5. Fencing
  6. Barriers
    - a. Contractor shall be responsible for providing a temporary 6' high chain link construction fence around the entire perimeter of the construction site. Fence shall be removed upon completion of the job. Limits of construction fence indicate on the site plan drawings.
    - b. Contractor shall be responsible for providing security measures as required to prevent public entry to construction areas and adjacent properties from damage from construction operations.
    - c. Contractor shall be responsible for providing a protective barrier around trees and plants designated to remain as indicated in plans. Protect against vehicular traffic, stored materials, dumping, chemically injurious materials and puddling or continuous running water.
  7. Enclosures
    - a. Provide temporary weather-tight closures of openings in exterior surfaces to provide acceptable working conditions and protection for materials, in allow for temporary heating, and to prevent entry of unauthorized persons. Provide temporary doors with self-closing hardware and locks.
  8. Protection of Installed Work
    - a. Provide temporary protection for installed products. Control work and traffic in immediate area to avoid damage.
    - b. Provide protective coverings at walls, projections, jambs, sills and soffits of openings. Provide barriers or coverings to protect roof and finished floors and stairs from work and traffic, movement of heavy objects and storage.

- c. Prohibit work, traffic and storage on waterproofed and roofed surfaces, and on lawn and landscaped areas that is not a part of the work for those surfaces and areas.

9. Security and Maintenance

- a. Vehicular and pedestrian gates, when indicated or required, shall be securely locked at all times when no work is in progress and when not required for construction activities. During all work hours, gates which must be open shall be continuously monitored by the contractor to prevent unauthorized personnel or vehicles from entering the construction site.
- b. Fencing shall be as specified in 1.02 D above and shall prevent pedestrian travel through the site for any reason.
- c. Temporary fencing shall be removed only for construction reasons. If temporary fencing removal is required for non-construction reasons, fencing shall be immediately replaced and secured as soon as the activity for which its removal was required is completed, or if the activity cannot be completely by the end of the work day, temporary security measures shall be taken by the Contractor to ensure that there is no breach of security even during off-work periods.
- d. 'No Trespassing' and similar signs shall be posted at gates and along fencing adjacent to public areas to inform non-construction personnel of the reason for the fence and potential hazards of entering the construction site. Said signs shall be of a size and spacing to be legible from any point along the entire perimeter of the construction site.

1.03 SUBMITTALS

- A. Temporary Utilities: Submit reports of tests, inspections, meter readings and similar procedures performed on temporary utilities.

1.04 QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations if authorities having jurisdiction, including but not limited to:

1. Building Code requirements
  2. Health and safety regulations
  3. Utility company regulations
  4. Police, Fire Department and Rescue Squad rules
  5. Environmental Protection regulations
- B. Standards: Comply with NFPA Code 241, 'Building Construction and Demolition Operations', ANSI-A10 Series standards for 'Safety Requirements for Construction and Demolition', and NECA Electrical Design Library 'Temporary Electrical Facilities'.
1. Refer to 'Guidelines for Bid Conditions for Temporary Job Utilities and Services', prepared jointly by AGC and ASC, for industry recommendations.
  2. Electrical Services: Comply with NEMA, NECA and UL standards and regulations for temporary electric service. Install service in compliance with National Electric Code (NFPA 70).
- C. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

#### 1.05 PROJECT CONDITIONS

- A. Temporary Utilities: Prepare a schedule indicating dates for implementation and termination of each temporary utility. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary service to use for the permanent service.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities, nor permit them to interfere with progress. Do not allow hazardous dangerous, unsanitary conditions, nor public nuisances to develop or persist on the site.
- C. Water Control: Grade site to drain. Maintain excavations free of water. Provide and operate pumping equipment if necessary. Provide silt barriers required by the Florida Department of Transportation St. Johns and any other authority having jurisdiction over the Project.

- D. Cleaning During Construction: Control accumulation of waste materials and rubbish so as to maintain a neat, clean and orderly and safe project; periodically dispose of off-site as needed. Clean interior areas prior to start of finish work, maintain areas free of dust and other contaminants during finishing operations.
- E. Project Identification: Provide a sign as outlined in SECTION 01580 PROJECT SIGN. Locate to provide an unobstructed view from adjoining roadway. Remove project sign upon final completion acceptance.
- F. Field Office and Sheds: Office: Weather-tight with lighting, electrical outlets, heating, cooling, and ventilating equipment, and equipped with furniture. Storage Sheds for Tools, Materials, and Equipment: Weather-tight with adequate space for organized storage and access, and lighting for inspection of stored materials. Contractor provide 10 x 8 minimum size office with plan table, telephone, heat, a/c for projects exceeding 10,000 sq. ft. building area.
- G. Protection of Adjacent Properties: Locate on site construction operations that will generate noise and/or dust as far as practical from occupied structures on adjacent properties so as to minimize disturbances to the occupants of these structures or properties. Prevent dust or other contaminants caused by construction operations for this Project from being carried to adjacent properties by installation of protective barriers and/or suspension of construction operations during high winds. Dispose of all construction debris which may be carried to adjacent properties by winds. Remove debris daily and/or more often as required to prevent contamination of adjacent properties.
- H. Removal: Remove temporary materials, equipment and construction facilities prior to Substantial Completion inspection. Remove temporary utility services prior to Final Completion Inspection. Clean and repair damage caused by installation or use of temporary facilities. Remove underground installations; grade and complete all work on site as indicated.
- I. Conversion to Public Utilities: General Contractor is to coordinate and arrange with the appropriate utility service providing agencies and make arrangements for the installation and connection to final utilities prior to Final Completion inspection. General Contractor shall provide any and all coordination, scheduling and layouts as may be required by the service utilities.

## PART 2 PRODUCTS

### 2.01 MATERIALS

- A. General: Provide new materials; of acceptable to the Project Manager, undamaged previously used materials in serviceable condition maybe used. Provide materials suitable for the use intended.
- B. Lumber and Plywood: Comply with requirements in Division 6 Section 'Rough Carpentry'.
  - 1. For job-built temporary offices, shops and sheds within the construction area, provide UL labeled, fire treated lumber and plywood for framing, sheathing and siding.
  - 2. For signs and directory boards, provide exterior type, Grade B-B High Density Concrete Form Overlay Plywood conforming to PS-1 of sizes and thickness indicated.
  - 3. For fences and vision barriers, provide exterior type, minimum 3/8" thick plywood.
  - 4. For safety barriers, sidewalk bridges and similar uses, provide minimum 5/8" thick exterior plywood.
- C. Paint: Comply with requirements of Division 9 Section 'Finish Painting'.
  - 1. For job-built temporary offices, shops, sheds, fences and other exposed lumber and plywood, provide exterior grade acrylic-latex emulsion over exterior primer.
  - 2. For sign panels and applying graphics, provide exterior grade alkyd gloss enamel over exterior primer.
  - 3. For interior walls of temporary offices, provide two coats interior latex flat wall paint.
- D. Tarpaulins: Provide waterproof, fire-resistant, UL labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosure provide translucent nylon reinforced laminated polyethylene or polyvinyl chloride fire retardant tarpaulins.

- E. Water: Provide portable water approved by local health authorities.
- F. Open-Mesh Fencing: Provide 11-gage, galvanized 2-inch, chain link fabric fencing 6-feet high with galvanized barbed wire top strand and galvanized steel pipe post, 1 1/2" I.D. for line posts and 2 1/2" I.D. for corner posts.

## 2.02 EQUIPMENT

- A. General: Provide new equipment: if acceptable to the Project Manager, undamaged, previously used equipment in serviceable condition may be used. Provide equipment suitable for use intended.
- B. Water Hoses: Provide 3/4" heavy-duty, abrasion-resistant, flexible rubber hoses 100 ft. Long, with pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable shut-off nozzles at hose discharge.
- C. Electrical Outlets: Provide properly configured NEMA polarized outlets to prevent insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset bottom and pilot light, for connection of power tools and equipment.
- D. Electrical Power Cords: Provide grounded extension cords; use 1/2" hard-service 1/2" cords where exposed to abrasion and traffic. Provide water proof connectors to connect separate lengths of electric cords, if single lengths will not reach areas where construction activities are in progress.
- E. Lamps and Light Fixtures: Provide general service incandescent lamps of wattage required for adequate illumination. Provide guard cages or tempered glass enclosures, where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- F. Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM or another recognized trade association related to the type of fuel being consumed.
- G. Temporary Offices: Provide prefabricated or mobile units or similar job-built construction with lockage entrances, operable windows and serviceable finished. Provide heated and air-conditioned units on foundations adequate for normal loading.
- H. Temporary Toilet Units: Provide self-contained single-occupant toilet units of the chemical, aerated recirculation, or combustion type, properly vented and fully enclosed with a glass fiber reinforced polyester shell or similar

nonabsorbent material.

- I. First Aid Supplies: Comply with governing OSHA and any other regulations.
- J. Fire Extinguishers: Provide hand-carried, portable UL-rated, class □A□ fire extinguishers for temporary offices and similar spaces. In other locations provide hand-carried, portable UL-rated, class 'ABC' dry chemical extinguishers, or a combination of extinguishers of NEPA recommended classes for the exposures.
  - 1. Comply with NFPA 10 and 241 for classification, extinguishing agent and size required by location and class of fire exposure.

## PART 3 EXECUTION

### 3.01 INSTALLATION

- A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the project adequately and result in minimum interference with performance of the work. Relocate and modify facilities as required.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed, or are replaced by authorized use of completed permanent facilities.

### 3.02 TEMPORARY UTILITY INSTALLATION

- A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where the company provides only part of the service, provide the remainder with matching, compatible materials and equipment; comply with the company's recommendations.
  - 1. Arrange with the company and existing users for a time when service can be interrupted, where necessary, to make connections for temporary services.
  - 2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
  - 3. Obtain easements to bring temporary utilities to the site, where the Owner's easements cannot be used for that purpose.



4. Use Charges: Cost of use charges for temporary facilities are not chargeable to the Owner or Engineer, and will not be acceptable as a basis of claims for a Change Order.
- B. Water Service: Install water service and distribution piping of sized and pressures adequate for construction until permanent water service is in use.
- C. Temporary Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload protected disconnects, automatic ground-fault interrupters and main distribution switch gear.
- D. Temporary Lighting: Whenever overhead floor or roof deck has been installed, provide temporary lighting with local switching.
  1. Install and operate temporary lighting that will fulfill security and protection requirements, without operating the entire system, and will provide adequate illumination for construction operations and traffic conditions.
- E. Temporary Telephones: Provide temporary telephone service for all personnel engaged in construction activities, throughout the construction period. Install telephone on a separate line for each temporary office and first aid station. Where an office has more than two occupants, install a telephone for each additional occupant or pair of occupants.
  1. At each telephone, post a list of important telephone numbers.
- F. Sewers and Drainage: If sewers are available, provide temporary connections to remove effluent that can be discharged lawfully. If sewers are not available or cannot be used, provide drainage ditches, dry wells, stabilization ponds and similar facilities. If neither sewers nor drainage facilities can be lawfully used for discharge or effluent, provide containers to remove and dispose of effluent off the site in a lawful manner.
  1. Filter out excessive amounts of soil, construction debris, chemicals, oils and similar contaminants that might clog sewers or pollute waterways before discharge.
- G. Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by run-off of storm water from heavy rains.

### 3.03 TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION

- A. Locate field offices, storage sheds, sanitary facilities and other temporary construction and support facilities for easy access.
  - 1. Maintain temporary construction and support facilities until Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to the Owner.
- B. Provide incombustible construction for offices, shops and sheds located within the construction area or within 30 feet of building lines. Comply with requirements of NFPA 241.
- C. Temporary Heat: Provide temporary heat required by construction activities, for curing or drying of completed installations or protection of installed construction from adverse effects of low temperatures or high humidity. Select safe equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition required and minimize consumption of energy.
- D. Heating Facilities: Except where use of the permanent system is authorized, provide electric vented self-contained LP gas or fuel oil heaters with individual thermostatic control.
  - 1. Use of gasoline-burning space heaters, open flame, or salamander type heating units is prohibited.
- E. Storage and Fabrication Sheds: Install storage and fabrication sheds, sized, furnished and equipped to accommodate materials and equipment involved, including temporary utility service. Sheds may be open shelters or fully enclosed spaces with the building or elsewhere on the site.
- F. Temporary Paving: Construct and maintain temporary roads and paving to support the indicated loading and to withstand exposure to traffic during the construction period. Locate temporary paving the roads, storage areas and parking where the same permanent facilities will be located. Review proposed modifications to permanent paving with the Engineer.
  - 1. Paving: Comply with Division 2 Section 'Asphalt Concrete Paving' or construction and maintenance of temporary paving.

2. Coordinate temporary paving development with subgrade grading, compaction, installation, and stabilization of sub-base, and installation of base and finish courses of permanent pavings.
  3. Install temporary paving to minimize the need to rework the installations and to result in permanent roads and paved areas that are without damage or deterioration when occupied by the Owner.
  4. Delay installation of the final course of permanent asphalt concrete paving until immediately before Substantial Completion. Coordinate with either conditions to avoid unsatisfactory results.
  5. Extend temporary paving in and around the construction area as necessary to accommodate delivery and storage of materials, equipment usage, administration and supervision.
- G. Sanitary facilities include temporary toilets, wash facilities and drinking water fixtures. Comply with regulations and health codes for the type, number, location, operation and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
1. Provide toilet tissue, paper towels, paper cups and similar disposable materials for each facility. Provide covered waste containers for used material.
- H. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Use of pit-type privies will not be permitted. Provide one toilet for each 15 workers on site and have serviced weekly as a minimum.
- I. Wash Facilities: Install wash facilities supplied with portable water at convenient locations for personnel involved in handling materials that require wash-up for a healthy and sanitary condition. Dispose of drainage properly. Supply cleaning compounds appropriate for each condition.
1. Provide safety showers, eye-wash fountains and similar facilities for convenience, safety and sanitation of personnel.
- J. Drinking Water Fixtures: Provide drinking water fountains including paper supply.
- K. Drinking Water Fixtures: Provide drinking water fountains including paper supply.

1. Where power is accessible, provide electric water coolers to maintain dispensed water temperature at 45 to 55 degree F (7 to 13 degree C).
- L. Dewatering Facilities and Drains: For temporary drainage and dewatering facilities and operations not directly associated with construction activities included under individual Sections, comply with dewatering requirements of applicable Division 2 Sections. Where feasible, utilize the same facilities. Maintain the site, excavations and construction free of water.
- M. Temporary Enclosures: Provide temporary enclosure for protection of construction in progress and completed, from exposure, foul weather, other construction operations and similar activities.
1. Where heat is needed and the permanent building enclosure is not complete, provide temporary enclosures where there is no other provision for containment of heat. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
  2. Install tarpaulins securely, with incombustible wood framing and other materials. Close openings of 25 square feet or less with plywood or similar materials.
  3. Close openings through floor or roof decks and horizontal surfaces with load-bearing wood-framed construction.
  4. Where temporary wood or plywood enclosure exceeds 100 square feet in area, use UL-labeled fire-retardant treated material for framing and main sheathing.
- N. Temporary Lifts and Hoist: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting material are considered 'tools and equipment' and not temporary facilities.
- O. Temporary Elevator Use: Refer to Division 14 'Elevator' Sections.
- P. Project Identification and Temporary Signs: Prepare project identification and other signs of the size indicated. Install signs where indicated to inform the public and persons seeking entrance to the Project. Support on posts or framing of preservative treated wood or steel. Do not permit installation of unauthorized signs.

1. Project Identification Signs: Engage an experienced sign painter to apply graphics. Comply with details indicated.
  2. Temporary Signs: Prepare signs to provide directional information to construction personnel and visitors.
- Q. Temporary Exterior Lighting: Maintain exterior yard and sign lights so that signs are visible when work is being performed.
- R. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to raise above 80 degree F (27 degree). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of materials in a lawful manner.
- S. Rodent and Pest Control: Before foundation work has been completed, retain a local exterminator or pest control company to recommend practices to minimize attraction and harboring of rodents, roaches and other pests. Employ this service to perform extermination and control procedures at regular intervals so the project will be relatively free of pests and their residues at Substantial Completion. Perform control operations in a lawful manner using environmentally safe materials.

#### 3.04 SECURITY AND PROTECTIONS FACILITIES INSTALLATION

- A. Except for use of permanent fire protection as soon as available do not change over from use of temporary security and protection facilities to permanent facilities until Substantial Completion, or longer as requested by the Project Manager.
- B. Temporary Fire Protection: Until fire protection needs are supplied by permanent facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10 Standard for Portable Fire Extinguishers, and NFPA 141 Standard for Safeguarding Construction, Alternations and Demolition Operations.
1. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one extinguisher on each floor at or near each usable stairwell.

2. Store combustible materials in containers in fire-safe locations.
  3. Maintain unobstructed access in fire extinguishers, fire hydrants, temporary fire protection facilities, stairways and other access routes for fighting fires. Prohibit smoking in hazardous fire exposure areas.
  4. Provide supervision of welding operations, combustion type temporary heating units, and similar sources of fire ignition.
- C. Permanent Fire Protection: At the earliest feasible date in each area of the Project, complete installation of the permanent fire protection facility, including connected services, and place into operation and use. Instruct key personnel on use of facilities.
- D. Barricades, Warning Signs and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed, provide lighting including flashing red or amber lights.
- E. Enclosure Fence: When excavation begins, install an enclosure fence with lockable entrance gates. Locate where indicated, or enclose the entire site or the portion determined sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs and other animals from easily entering the site, except by the entrance gates.
1. Provide open-mesh, chain-link fencing with posts set in a compacted mixture of gravel and earth.
- F. Security Enclosure and Lockup: Install substantial temporary enclosure of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism, theft and similar violations of security.
1. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of materials to minimize the opportunity for theft and vandalism.
- G. Environmental Protection: Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways and sub-soil might be contaminated or polluted, or that other undesirable

effects might result. Avoid use of tools and equipment which produce harmful noise. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near the site.

### 3.05 OPERATION, TERMINATION AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.
- B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.
  - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24 hour day basis where required to achieve indicated results and to avoid possibility of damage.
  - 2. Protection: Prevent water filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- C. Termination and Removal: Unless the Engineer requests that it be maintained longer, remove each temporary facility when the need has ended, or when replaced by authorized use of a permanent facility, or no later than substantial completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with the temporary facility. Repair damaged work, clean exposed surfaces and replace construction that cannot be satisfactorily repaired.
  - 1. Materials and facilities that constitute temporary facilities are property of the Contractor. The Owner reserves the right to take possession of Project identification signs.
  - 2. Remove temporary paving that is not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that does not comply with requirements for fill or subsoil in the area. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances which might impair growth of plant materials or lawns. Repair or replace street pavings, curbs and sidewalks at the temporary entrances, as required by the governing

authority.

3. At Substantial Completion, clean and renovate permanent facilities that have been used during the construction period, including but not limited to:
  - a. Replace air filters and clean inside of ductwork and housings.
  - b. Replace significantly worn parts and parts that have been subject to unusual operating conditions.
  - c. Replace lamps that are burned out or noticeably dimmed by substantial hours of use as noted by the Owner's representative.

END OF SECTION 01500



**SECTION 01600**  
**MATERIALS AND EQUIPMENT**

**PART 1 GENERAL**

**1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

**1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements governing the Contractor's selection of products for use in the Project.
- B. The Contractor's Construction Schedule and the Schedule of Submittals are included under Section 01300 SUBMITTALS.
- C. Standards: Refer to Section – Definitions and Standards for applicability of industry standards to products specified.
- D. Administrative procedures for handling requests for substitutions made after award of the Contract are included under Section 01631 PRODUCT SUBSTITUTION.

**1.03 DEFINITIONS**

- A. Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents such as specialties, systems, structure, finishes, accessories, and similar terms. Such terms are self-explanatory and have well recognized meanings in the construction industry.
  - 1. Products are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term product includes the term material, equipment, system and terms of similar intent.
    - a. Named Products are items identified by manufacturer's product name, including make or model designation, indicated in the manufacturer's published product literature, that is current as of the date of the Contract Documents.

- b. Foreign Products, as distinguished from domestic products, are items substantially manufactured (50 percent or more of value) outside of the United States and its possessions; or produced or supplied by entities substantially owned (more than 50 percent) by persons who are not citizens nor living within the United States and its possessions.
2. Materials are products that are substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the work.
3. Equipment is a product with operational parts, whether motorized or manually operated, that requires service connections such as wiring or piping.

#### 1.04 SUBMITTALS

- A. Product List Schedule: Prepare a schedule showing products specified in a tabular form acceptable to the Project Manager. Include generic names of products required. Include the manufacturer's name and proprietary product names for each item listed.
  1. Coordinate the product list schedule with the Contractor's Construction Schedule and the Schedule of Submittals.
    - a. Related Specification Section Number
    - b. Generic name used in Contract Documents
    - c. Proprietary name, model number and similar designations.
    - d. Manufacturer's name and address
    - e. Supplier's name and address
    - f. Installer's name and address
    - g. Projected delivery date, or time span of delivery period.
  2. Initial Submittal: Within 30 days after date of commencement of the work, submit 3 copies of an initial product list schedule. Provide a written explanation for omissions of data, and for known variations from Contract requirements.
    - a. At the Contractor's option, the initial submittal may be limited to product selections and designations that must be established early in the Contract period.

3. Complete Scheduled: Within 45 days after date of commencement of the Work, submit 3 copies of the completed product list schedule. Provide a written explanation for omissions of data, and for known variations from Contract requirements.
4. Engineer's Action: The Engineer will respond in writing to the Contractor within 2 weeks of receipt of the completed product list schedule. No response within this time period constitutes no objection to listed manufacturers on products, but does not constitute a waiver of the requirement that products comply with Contract Documents. The Engineer's response will include the following:
  - a. A list of unacceptable product selections, containing a brief explanation of reasons for this action.

#### 1.05 QUALITY ASSURANCE

- A. Source Limitations: To the fullest extent possible, provide products of the same kind, from a single source.
- B. Compatibility of Options: When the Contractor is given the option of selecting between two or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.
- C. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products which will be exposed to view in occupied spaces or on the exterior.
  1. Labels: Locate required product labels and stamps on a concealed surface or, where required for observation after installation, on accessible surface that is not conspicuous.
  2. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface which is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data.

- a. Name of product and manufacturer
- b. Model and serial number
- c. Capacity
- d. Speed
- e. Ratings
- f. Additional pertinent information

#### 1.06 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Deliver, store and handle products in accordance with the manufacturer's recommendations, using means and methods that will prevent damage, deteriorating and loss, including theft.
  - 1. Schedule delivery to minimize long-term storage at the 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 the site in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting and installing.
  - 4. Inspect products upon delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
  - 5. Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.
  - 6. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
  - 7. Store products subject to damage by the elements above ground, under cover in a weather tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

## PART 2 PRODUCTS

### 2.01 PRODUCT SELECTION

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, unused at the time of installation.
  - 1. Provide products complete with all accessories, trim, finish, safety guards and other devices and details needed for a complete installation and for the intended use and effect.
  - 2. Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situation on other projects.
- B. Product Selection Procedures: Product selection is governed by the Contract Documents and governing regulations, not by previous project experience. Procedures governing product selection include the following:
  - 1. Proprietary Specification Requirements: Where only a single product or manufacturer is named, provide the product indicated. No substitutions will be permitted.
    - a. Where products or manufacturers are specified by name, accompanied by the term “or equal” or “or approved equal” comply with the Contractor Document provisions concerning substitutions to obtain approval for use of an unnamed product.
  - 2. Non-Proprietary Specifications: When the Specifications list products or manufacturers that are available and may be incorporated in the Work, but do not restrict the Contractor to use of those products only, the Contractor may propose any available product that complies with Contract requirements. Comply with Contract Document provisions concerning substitutions to obtain approval for use of an unnamed product.

3. Descriptive Specification Requirements: Where Specifications describe a product or assembly, listing exact characteristics required, with or without use of a brand or trade name, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements.
4. Performance Specification Requirements: Where Specifications require compliance with performance requirements, provide products that comply with these requirements, and are recommended by the manufacturer for the application indicated.
  - a. Manufacturer's recommendations may be contained in published product literature, or by the manufacturer's certification of performance.
5. Compliance with Standards, Codes and Regulations: Where the Specifications only require compliance with an imposed code, standard or regulation, select a product that complies with the standards, codes or regulations specified.
6. Visual Matching: Where Specifications require matching an established Sample, the Engineer's decision will be final on whether a proposed product matches satisfactorily.
  - a. Where no product available within the specified category matches satisfactorily and also complies with other specified requirements, comply with provisions of the Contract Documents concerning substitutions for selection of a matching product in another product category, or for noncompliance with specified requirements.
7. Visual Selection: Where specified product requirements include the phrase as selected from manufacturer's standard colors, pattern, textures or a similar phrase, select a product and manufacturer that complies with other specified requirements. The Engineer will select the color, pattern and texture from the product line selected.
8. Asbestos free materials: No products containing asbestos shall be used for any part of the work for this product. Provide verification.

## PART 3 EXECUTION

### 3.01 INSTALLATION OF PRODUCTS

- A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each project securely in place, accurately located and aligned with other work.
  - 1. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

END OF SECTION 01600

## **SECTION 01631 PRODUCTS SUBSTITUTIONS**

### **PART 1 GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary conditions and other Division-1 Specification Sections, apply to this Section.

#### **1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements for handling request for substitutions made during bidding and after award of the Contract.
- B. The Contractor's Installation Schedule and the Schedule of Submittals are included under Section 01300 SUBMITTALS.
- C. Standards: Refer to Section 01095 REFERENCE STANDARDS AND DEFINITIONS for applicability of industry standards to products specified.
- D. Procedural requirements governing the Contractor's selection of products and product options are included under Section 01600 MATERIALS AND EQUIPMENT.

#### **1.03 DEFINITIONS**

- A. Definitions used in this Article are not intended to change or modify the meaning of other terms used in the Contract Documents.
- B. Substitutions: Requests for changes in products, materials, equipment, and methods of installation required by Contract Documents proposed by the Contractor during and bidding after award of the Contract are considered requests for substitutions. The following are not considered substitutions:
  - 1. Only substitutions requested by Bidders during the bidding period, and accepted prior to bid opening and award of Contract, are considered as included in the Contract Documents and are not subject to requirements specified in Section for substitutions.



2. Revisions to Contract Documents requested by the Owner or Engineer.
3. Specified options of products and installation methods included in Contract Documents.
4. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

#### 1.04 SUBMITTALS

- A. Substitution Request Submittal: Request for substitution will be considered if received within thirty five (30) days after commencement of the Work. As long as this time allowance will not impact the construction schedule.
  1. Submit three (3) copies of each request for substitution for consideration. Submit requests in the form and in accordance with procedures required for Change Order proposals.
  2. Identify the product, or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers. Provide complete documentation showing compliance with the requirements for substitution, and the following information, as appropriate:
    - a. Product Data, including Drawings, and descriptions of products, fabrication and installation procedures.
    - b. Samples, where applicable or requested.
    - c. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements such as size, weight, durability, performance and visual effect.
    - d. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate Contractors, that will become necessary to accommodate the proposed substitution.
    - e. A statement indicating the substitution's effect on the Contractor's construction schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
    - f. Cost information, including a proposal of the net change, if any in the Contract Sum.

- g. Certification by the Contractor that the Substitution proposed is equal-to or better in every significant respect to that required by the Contract Documents, and that it will perform adequately in the application indicated. Include the contractor’s waiver of rights to additional payment or time, that may subsequently become necessary because of the failure of the substitution to perform adequately.
3. Engineer’s Action: Within two weeks of receipt of the request for substitution, the Engineer will request additional information or documentation necessary for evaluation of the request if needed. Within two (2) weeks of receipt of the request, or one week of receipt of the additional information or documentation, whichever is later, the Engineer will notify the Contractor of acceptance or rejection of the proposed substitution. If a decision on use of a proposed substitute cannot be made or obtained within the time allocated, use the project specified by name. Decision on the use of a product substitution or its rejection by the Engineer is considered final. Acceptance will be in the form of a Change Order.

## PART 2 PRODUCTS

### 2.01 SUBSTITUTIONS

- A. Conditions: The Contractor’s substitution request will be received and considered by the Engineer when one or more of the following conditions are satisfied, as determined by the Engineer; otherwise request will be returned without action except to record noncompliance with these requirements.
  1. Extensive revisions to Contract Documents are not required.
  2. Proposed changes are in keeping with the general intent of Contract Documents.
  3. The request is timely, fully documented and properly submitted.
  4. The specified product or method of construction cannot be provided within the Contract Time. The request will not be considered if the

product or method cannot be provided as a result of failure to pursue the work promptly or coordinate activities properly.

5. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
  6. A substantial advantage is offered to the Owner, in terms of cost, time, energy conservation or other considerations of merit, after deducting offsetting responsibilities the Owner may be required to bear. Additional responsibilities for the Owner may include additional compensation to the Engineer for redesign and evaluation services, increased cost of other construction by the Owner or separate Contractors, and similar consideration.
  7. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where the Contractor certifies that the substitution will overcome the incompatibility.
  8. The specified product or method of construction cannot be coordinated with other materials, and where the Contractor certifies that the proposed substitution can be coordinated.
  9. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provide the required warranty.
- B. The Contractor's submittal and Project Manager's acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute approval.
- C. Substitution request constitutes a representation that the Contractor:
1. Has investigated proposed product and determined that it meets or exceeds, in all respects, specified product.
  2. Will provide the same warranty for substitution as for specified product.
  3. Will coordinate installation and make other changes which may be required for work to be complete in all respects.

4. Waives claims for additional costs which may subsequently become apparent. All costs associated with the substitution will be paid by the Contractor regardless of approvals given, and regardless of subsequent difficulties experienced as a result of substitutions.

END OF SECTION 01631

**SECTION 01700  
PROJECT CLOSE-OUT**

**PART 1 GENERAL**

**1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements for project close-out, including but not limited to:
  - 1. Inspection procedures
  - 2. Project record document submittal. (Substantial Completion)
  - 3. Operating and maintenance manual submittal (Substantial Completion Requirements).
  - 4. Submittal of warranties (Substantial Completion Requirement).
  - 5. Final cleaning
- B. Close-out requirements for specific construction activities are included in the appropriate Sections in Divisions 2 through 16.
- C. Final payment to be made when the County has received all required close-out documents.

**1.03 SUBSTANTIAL COMPLETION**

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following: List exceptions in the request.
  - 1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
    - a. If 100 percent completion cannot be shown, include a

list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.

2. Advise Owner of pending insurance change-over requirements.
3. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
4. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases.
5. Complete final clean up requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes.

B. Inspection Procedures: On receipt of a request for inspection, the Project Manager will either proceed with inspection or advise the Contractor of unfilled requirements. The Project Manager will prepare the Certificate of Substantial Completion following inspection, or advise the Contractor of construction that must be completed or corrected before the certificate will be issued.

1. Results of the completed inspection will form the basis of requirements for final acceptance.
2. Should the project fail to meet the standards required for Substantial Completion as defined in the documents the Contractor will pay the expense of a second inspection by the Project Manager/Consultants and the Owner. Cost will be deducted from the Contractors retainage.

#### 1.04 FINAL ACCEPTANCE

A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following List exceptions in the request:

1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.

2. Submit and updated final statement, accounting for final additional changes to the Contract Sum.
  3. Submit a certified copy of the Project Managers final inspection list of item to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Project Manager.
  4. Submit final meter readings for utilities, a measured record of stored fuel and similar data as of the date of Substantial Completion, or when the Owner took possession of the responsibility for corresponding elements of the Work.
  5. Submit consent of surety to final payment.
  6. Submit a final liquidated damages settlement statement
  7. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Reinspection Procedure: The Project Manager will reinspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Project Manager.
1. Upon completion of reinspection, the Project Manager will prepare a certification of final acceptance, or advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.

#### 1.05 RECORD DOCUMENT SUBMITTALS

- A. General: Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Project Managers reference during normal working hours.
- B. Record Drawings: Maintain a clean, undamaged set of blue or black line white-prints of Contractor Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the

Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date. Provide for project photographs if deemed necessary by Owners representative.

1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work.
2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
3. Note related Change Order numbers where applicable.
4. Organize record drawing sheets, an print. suitable titles, dates and other identification on the cover of each set.
5. Provide three (3) additional sets of black line drawing sets of As-Builts Drawings.

C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda, and one copy of other written construction documents such as Change Orders and modifications issued in printed form during construction. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Project Data.

1. Upon completion of the Work, submit record Specifications to the Project Manager for the Owners records.

D. Record Project Data: Maintain one copy of each Product Data submittal. Mark these documents to show significant variation in actual Work performed in comparison with information submitted. Include variations in products delivered to the site, and from the manufacturers installation instructions and recommendations. Give particular attention to concealed products and portions of the Work which cannot otherwise be readily discerned later by direct observation. Note related Change Orders and mark-up of record drawings and Specifications.

1. Upon completion of mark-up, submit complete set of record Product Data in the three ring binder (indexed) to the Project



Manager for the Owners records.

- E. Record Sample Submitted: Immediately prior to the date or dates of Substantial Completion, the Contractor will meet at the site with the Project Manager and the Owners personnel to determine which of the submitted Samples that have been maintained during progress of the Work are to be transmitted to the Owner for record purposes. Comply with delivery to the Owners Sample storage area.
- F. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record-keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous record and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to the Project Manager for the Owners records.
- G. Maintenance Manuals: Organize operating and maintenance data into five (5) suitable sets of manageable size. Bind properly indexed data in individual heavy-duty 2-inc, 3-ring vinyl covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information:
  - 1. Emergency instructions
  - 2. Spare parts list
  - 3. Copies of warranties
  - 4. Wiring diagrams
  - 5. Recommended turn around cycles
  - 6. Inspection procedures
  - 7. Shop Drawings and Product Data
  - 8. Fixture lamping schedule

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.01 CLOSE-OUT PROCEDURES

- A. Operating and Maintenance Instructions: Arrange for each installer of equipment that requires regular maintenance. If installers are not experienced in procedures, provide instruction by manufacturers representatives. All items to be provided or completed prior to certificate of Substantial Completion being issued by the Owner. Include a detailed review of the following

items:

1. Maintenance manuals
2. Record documents
3. Spare parts and materials
4. Tools
5. Lubricants
6. Fuels
7. Identification systems
8. Control sequences
9. Hazards
10. Cleaning
11. Warranties and bonds
12. Maintenance agreements and similar continuing commitments
13. On site instructions to County maintenance personnel on major systems operations such as HVAC as per technical specifications.
14. Contractor shall provide certified as-builts (by licensed surveyor) of project, and turn these over to the Owner as part of Project Closeout.

B. As part of instruction for operating equipment, demonstrate the following procedures, prior to the Owner issuing Certificate of Substantial Completion:

1. Start-up
2. Shutdown
3. Emergency operations
4. Noise and vibration adjustments
5. Safety procedures
6. Economy and efficiency adjustments

### 3.02 PROJECT CLOSE-OUT MANUALS AT SUBSTANTIAL COMPLETION

- A. Submit Project Close-out Manuals prior to issuance of final application for payment. Provide three (3) copies.
- B. Bind in commercial quality 8 ½" x 11" three ring binder, indexed with hardback, cleanable, plastic covers.
- C. Label cover of each binder with typed title PROJECT CLOSE-OUT MANUAL, with title of project; name, address, and telephone number of Contractor and name of responsible Principal.

- D. Provide table of contents: Neatly typed, in the following sequence:
1. Final Certificate of Occupancy
  2. Warranty Service Subcontractors Identification List
  3. Final Lien Waivers and Releases
  4. Warranties and Guarantees
  5. Systems Operations and Maintenance Instruction
  6. Manufacturers Certificates and Certifications
  7. Maintenance Service Contracts
  8. Spare Parts Inventory List
  9. Special Systems Operating Permits or Approvals
  10. Asbestos free materials notarized statement
- E. Provide all documents for each section listed. List individual documents in each section in the table of contents, in the sequence of the Table of Contents of the Project Manual.
- F. Identify each document listed in the Table of Contents with the number and title of the specification section in which specified, and the name of the Product or Work item.
- G. Separate each section with index to sheets that are keyed to the Table of Contents listing.
- H. Warranty Service Subcontractors List shall identify subcontractor supplier, and manufacturer for each warranty with name, address and emergency telephone number.

### 3.03 FINAL CLEANING

- A. General: General cleaning during construction is required by the General Conditions and included in Section Temporary Facilities.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturers instructions.
1. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.
    - a. Remove labels that are not permanent labels.
    - b. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compound and other substances that are noticeable

vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.

- c. Clean exposed exterior and interior hard-surfaced finished to a dust-free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces. Apply floor wax to vinyl floors.
  - d. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
  - e. Clean the site, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas broom clean; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even-textured surface. Remove waste and surplus materials from the site in an appropriate manner.
- C. Pest Control: Engage an experienced exterminator to make a final inspection, and rid the Project of rodents, insects and other pests.
- D. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.
- E. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owners property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner.
- 1. Where extra materials of value remaining after completion of associated Work have become the Owners property, arrange for disposition of these materials as direct.

END OF SECTION 01700

## **SECTION 01740 WARRANTIES AND BONDS**

### **PART 1 GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

#### **1.02 SUMMARY**

- A. This Section specifies general administrative and procedural requirements for warranties and bonds required by the Contractor Documents, including manufacturers standard warranties on products and special warranties.
  - 1. Refer to the General Conditions for terms of the Contractor's special warranty of workmanship and materials.
  - 2. General close-out requirements are included in Section 01700 PROJECT CLOSE-OUT.
  - 3. Specific requirements for warranties for the work and products and installations that are specified to be warranted are included in the individual Sections of Division 2 through 16.
  - 4. Certifications and other commitments and agreements for continuing services to Owner are specified elsewhere in the Contract Documents.
- B. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties to not relieve the Contractor of the warranty on the work that incorporates the products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.

#### **1.03 WARRANTY REQUIREMENTS**

- A. Related Damages and Losses: When correcting warranted work that has failed, remove and replace other work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted work.
- B. Reinstatement of Warranty. When work covered by a warranty has failed

and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.

- C. Replacement Cost: Upon determination that work covered by a warranty has failed, replace or rebuild the work to an acceptable condition complying with requirements of Contract Documents.
- D. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligation, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligation, rights, or remedies.
  - 1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
- E. The Owner reserves the right to refuse to accept work for the Project where a special warranty, certification, or similar commitment is required on such work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

#### 1.04 WARRANTY PERIOD

- A. The Contractor shall participate with the County and the Engineer's representative, at the beginning of the tenth month of the warranty period, in conducting an onsite review and evaluation of all items of equipment, materials and workmanship covered by the warranties and guarantees. Contractor shall act promptly and without cost to the County to correct all defects, problems, or deficiencies determined as such by the Engineer/Owner during on the site review.
- B. All warranties and guarantees shall commence on the date of Substantial Completion except for items which are determined by the County to be incomplete or a non-comply status at the time of Substantial Completion. The coverage commencement date for warranties and guarantees of such work shall be the date of the County's acceptance of that work.
- C. Warranty period shall be manufacturer's standard for product specified except where specific warranty periods are specified in individual sections. But in no case less than one year.

## 1.05 SUBMITTALS

- A. Submit written warranties to the Owner prior to the date certified for Substantial Completion. If the Engineer's Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, or a designated portion of the work, submit written warranties upon request of the Project Manager.
  - 1. When a designated portion of the work is completed and occupied or used by the Owner, by separate agreement with the Contractor during the construction period, submit properly executed warranties to the Project Manager within fifteen days of completion of that designated portion of the work.
  
- B. When a special warranty is required to be executed by the Contractor, or the Contractor and a subcontractor, supplier or manufacturer, prepared a written document that contains appropriate terms and identification, ready for executing by the required parties. Submit a draft to the Engineer for approval prior to final execution.
  - 1. Refer to individual Sections of Division 2 through 16 for specific content requirements, and particular requirements for submittal of special warranties.
  
- C. Form of Submittal: At Final Completion compile two (2) copies of each required warranty and bond properly executed by the Contractor, or by the Contractor, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.
  
- D. Bind (3) three sets of warranties and bonds in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8 1/2 by 11" paper.
  - 1. Provide heavy paper dividers with Celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address and telephone number of the installer.

2. Identify each binder on the front and the spine with the typed or printed title 01740 WARRANTIES AND BONDS, the Project title or name, and the name of the Contractor.
3. When operating and maintenance manuals are required for warranted construction, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END OF SECTION 01740