

ORANGE COUNTY CONVENTION CENTER  
WEST PHONE BANK 1-  
SIGNAGE ADVERTISING AND BRANDING



TECHNICAL SPECIFICATIONS

100% CONSTRUCTION DOCUMENTS

DECEMBER 15, 2017

PREPARED BY:

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ORLANDO, FLORIDA 32810

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END OF SECTION

SECTION 000115 - LIST OF DRAWING SHEETS

1.1 LIST OF DRAWINGS

- A. Drawings: Drawings consist of the Contract Drawings and other drawings listed on the Table of Contents page of the separately bound drawing set titled Orange County Convention Center West Phone Bank 1 – Signage, Advertising and Branding, dated December 15, 2017, as modified by Contract modifications.
- B. List of Drawings: Drawings consist of the following Contract Drawings and other drawings of type indicated:

<b>ORANGE COUNTY CONVENTION CENTER WEST ENTRANCE IDF ROOM HVAC UPGRADE 100% CONSTRUCTION DOCUMENTS LIST OF DRAWING SHEETS</b>		
<b>SHEET No</b>	<b>DRAWING TITLE</b>	<b>SCALE</b>
G-000	COVER SHEET AND SHEET INDEX	No Scale
A-001	LEGENDS AND ABBREVIATIONS	No Scale
A-121	REFLECTED CEILING PLAN	1/8"=1'-0"
E-001	ELECTRICAL LEGEND	No Scale
E-101	ELECTRICAL NEW PLAN	1/8"=1'-0"

END OF SECTION 000115

## SECTION 011100 - SUMMARY OF WORK (OCCC)

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.
- B. When the titles such as Engineer, Project Engineer, or Owner are used throughout this specification, this implies Orange County as property owner and/or an officially appointed County Representative.
- C. The term "Engineer" shall also refer to the Architect of Record, or any other Designer/Consultant of Record on the Project.

#### 1.2 PROJECT DESCRIPTION

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

#### 1.3 SCOPE OF WORK

- A. Summary of Work:
  - Installation and mounting of three projectors and three media players including pole mounted brackets, shelves, ceiling plate, data wiring, power wiring and circuit breakers. Provide a ceiling receptacle, and an access panel at each projector location. Projectors and media players are owner provided. Contractor shall utilize an EPSON Certified Contractor for the installation and verify mounting height and location with an EPSON representative.

#### 1.4 CONTRACTOR RESPONSIBILITIES

- A. The contractor shall have all submittals approved by the Engineer and accepted by the Owner prior to the start of active construction.
- B. The contractor shall have all the installation material and County provided equipment necessary prior to start of active construction.
- C. The contractor shall submit to the Owner prior to the project pre-construction meeting the following:
  - Preliminary Schedule of Values
  - Construction Schedule
  - Submittal Schedule
  - Emergency Telephone List including subcontractors and suppliers
- D. The contractor shall field verify existing conditions of construction prior to start of active construction.

- E. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
  - a. Construct dustproof partitions with two layers of 6-mil (0.14-mm) polyethylene sheet on each side. Cover floor with two layers of 6-mil (0.14-mm) polyethylene sheet, extending sheets 18 inches (460 mm) up the sidewalls. Overlap and tape full length of joints.
  - b. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
  - c. Protect flooring finishes, smoke detectors, light fixtures, diffusers and other ceiling devices from dust and debris during construction.
  - d. Protect air distribution system from dust and dirt.
  - e. Provide walk-off mats at each entrance through temporary partition.
- F. The contractor is responsible for moving furniture and/or equipment if necessary to perform the work included in the contract. The contractor is responsible for placing the furniture and/or equipment back in its original location. The contractor is responsible for any damages to furniture, equipment, etc., which occur during construction. The contractor shall provide protection for floors, walls, furniture, equipment and any other items that may be subject to damage during the construction periods and will be required to repair or replace to original or better condition.
- G. The contractor shall coordinate with the Owner on the operation of the security alarm system prior to the start of active construction. The contractor shall submit an action plan for operation of the security alarm system during construction to the Owner for acceptance prior to start of active construction. This active plan shall be in place prior to the start of active construction. Any false security alarms that occur during construction and deemed by the Owner to be the fault of the contractor, the contractor shall pay all cost incurred from the local police and or sheriff department for responding to a false alarm.
- H. The contractor shall videotape or take pictures of pre-existing conditions of the building interior, exterior and site prior to the start of active construction. Failure to provide photographs or videotape prior to start of construction, places the responsibility on the Contractor to complete the necessary replacement, repairs, and or cleaning as determined by the Owner at no additional cost to the Owner. One set of photographs (in a three-ring binder) or videotape of the site existing conditions shall be submitted to the Owner.
- I. The contractor shall at all times maintain daily cleanup of construction areas. Work areas that are not cleaned by the contractor, and cleaned by the Owner, those costs shall be charged back to the contractor via change order.
- J. The contractor shall provide a construction schedule to the Owner's Project Manager prior to the pre-construction meeting.
- K. The contractor shall update the construction schedule weekly and submit it to the Owner's Project Manager for review.
- L. The contractor shall discard all demolished equipment.

## 1.5 WORK UNDER OTHER CONTRACTS

- A. Separate contracts may be issued to perform certain construction operations at the site. The contractor of this project will allow reasonable access and coordination to the other contractor/s.

#### 1.6 WORK SEQUENCE

- A. Portions of the facility shall remain occupied and operational while work is in progress. The facility shall remain occupied and operational while work is in progress. All work shall be fully coordinated in writing with Orange County Convention Center Project Manager prior to commencement of work. Material and equipment deliveries shall be made during normal business hours.
- B. The contractor may work on the weekends at his or her discretion with prior written approval from Orange County Convention Center Project Manager. Weekend work shall not be an additional cost to the Owner. The contractor will coordinate with the Orange County Convention Center Project Manager for access to the building on weekends and after hours work.
- C. Orange County Convention Center Project Manager shall direct contractor on which days and hours are acceptable for work.

#### 1.7 CONTRACTOR USE OF PREMISES

- A. General: During the construction period, the Contractor shall have limited use of the premises for construction operations, including use of the site. The Contractor shall coordinate which areas are acceptable to Convention Center Staff for use during the life of the project. The Contractor's use of the premises is limited only by the Owner's right to perform construction operations with its own forces or to employ separate contractors on portion of the project.
- B. General: Limited use of the premises to construction activities in areas indicated within the limit of the premises. The Contractor may use any portion(s) of the site for storage or work areas only with prior approval from Orange County Convention Center Project Manager.
  - 1. Confine operations to areas within Contract limits indicated on the Drawings. Portions of the site beyond areas in which construction operations are indicated are not to be disturbed.
  - 2. Keep driveways and entrances serving the premises clear and available to the Owner and the Owners' employees 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 organic and hazardous material on site, either by burial or by burning.
  - 4. Where appropriate, maintain the existing building in a watertight condition

throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and it's occupants during the construction period.

5. Confine construction operations to the areas permitted by the contract documents and other Owner directives.
6. Provide protection and safekeeping of material and equipment stored on premises.
7. Contractor will move any stored material and equipment, which interfere with operations of the Owner or other contractors at no additional cost to the Owner.
8. Comply with Owners' requirements for ingress and egress procedures, prohibitions against firearms, procedures for transportation of workers, safety and fire prevention requirements and pollution control requirements. Refer to the following reference requirements:
  - a) Orange County Safety and Health Manual  
<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>
  - b) Orange County Policy Manual page 96 regarding Firearms  
<http://www.orangecountyfl.net/portals/0/resource%20library/employment%20-%20volunteerism/Policy%20Manual.pdf>
9. Contractor to require all employees and subcontractors to wear non-objectionable clothing; prohibit revealing clothing and articles of clothing with offensive writings displayed. The contractor shall require offending personnel to leave the premises until such clothing is changed.
10. Contractor employees and subcontractors will not fraternize with County employees or the general public during the entire construction period.
11. Use of sound equipment (such as boom boxes, stereos, radios, etc.) is not allowed.
12. Contractor and their personnel shall abide to Orange County Tobacco free policy while on any Orange County Convention Center property. This policy shall apply to building, parking lots, parks, break areas and worksites. Tobacco is defined as tobacco products, including but not limited to: Cigars, cigarettes, pipes, chewing tobacco and snuff. Failure to abide by the policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or Contract enforcement remedies. Refer to the following documents:
  - a) Orange County Smoking Policy:  
<http://www.orangecountyfl.net/Portals/0/resource%20library/employment%20-%20volunteerism/Employee%20Handbook.pdf>
13. Conduct that is disrespectful, abusive or otherwise objectionable to the Owners'

employees or general public will not be allowed at any time during the construction period. Repetitive complaints and violations of the requirements listed above will be cause for dismissal and or permanent removal of offending personnel from the project.

14. Contractor to coordinate with the Owner the site location for storage of equipment, machinery, materials, tools and a construction waste dumpster.
15. Contractor shall at all times keep the premises free of all waste or surplus materials, rubbish and debris, which is caused by contractor employees or subcontractors resulting from their work. Contractor shall maintain a safe work environment to all building occupants during the construction period.

#### 1.8 SECURITY AND IDENTIFICATION

- A. All costs for background investigations will be Contractor's responsibility. The County shall have the right to request any additional investigative background information including, but limited to, the employment record, Right-To-Know records, E-Verify system records (if the Contractor uses this service as a means to determine employment eligibility, available through [www.uscis.gov](http://www.uscis.gov)), training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Contractor.
- B. A Level 1 (5 years) Background Check for the contractor's staff must be approved by Orange County's Security team prior to working in any County facility. Contractors are responsible for obtaining the necessary forms for background checks for work at the Convention Center.
- C. For security purposes and to maintain privacy when submitting FDLE Background Checks via e-mail the subject line of the email must contain the following **\*\*EXEMPT\*\***
- D. The Convention Center will inform the contractor of their Background Check results. Upon Background Check approval the contractor's staff shall arrange an appointment with the Convention Center staff to obtain an Orange County photo ID badge. An affidavit of Identity form (issued by the contractor) and a State of Florida ID or Drivers License will be required.
- E. Contractor's employees will not be allowed in Orange County facilities without completed and approved background investigations.

#### 1.9 OWNER OCCUPANCY

- A. Owner Occupancy: The Owner will be occupying the building during construction. Normal occupancy hours are 7:00 a.m. to 6:00 p.m. Monday through Friday, however this may vary with show activity. The contractor is to coordinate with the Owner's representative for areas in the building where work may be performed during normal business hours. Work performed after normal business hours can be done provided the area where work is done is fully operational and back in original condition prior to beginning of the next business day. Such placing of equipment and partial occupancy shall not constitute acceptance of the total work.
  1. A Certificate of Substantial Completion will be executed for each specific



- portion of the Work to be occupied prior to Owner occupancy.
2. Obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
  3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will provide operation and maintenance of mechanical and electrical systems in occupied portions of the building.

#### 1.10 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 coordination of all aspects of the project and its related parts during bidding and construction.

#### 1.11 CONTRACT DOCUMENT FILE

- A. Copies of the Contract Documents, Plans, Specifications, Addenda, Change Orders, Engineers Supplemental Instructions, approved Shop Drawings, Substitution Acceptances, etc. shall be placed and maintained at the project site by the Contractor throughout the entire contract period. These said documents shall be filed in a manner that allows for ease of retrieval. Documents shall be made available to the Engineer and the County's representatives throughout this same period.

### PART 2 - PRODUCTS

#### 2.1 ASBESTOS FREE MATERIAL

- A. Contractor shall provide a written and notarized statement on company letterhead(s) to certify and warrant that ONLY ASBESTOS FREE MATERIALS AND PRODUCTS were provided as required by the Engineer. 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

## SECTION 012500 – SUBSTITUTION PROCEDURES

### PART 1 GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling request for substitutions made during bidding and after award of the Contract.
- B. The Contractors Installation Schedule and the Schedule of Submittals are included under Section 013300 Submittal Procedures.

#### 1.3 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: The Contract will be awarded based on the design, methods, materials and/or equipment as addressed in the Contract Drawings and/or described in the Contract Specifications, without any consideration for substitution or "or-equal" replacement. Addressing, describing or naming an item is intended to establish the type, function, characteristics and quality required in order to establish a base for bidding.
  - 1. Within thirty (30) days after Contract award, the Contractor may submit for approval substitutes for any equipment and/or material. In addition to the product documents, a written certification shall accompany the documentation indicating that the proposed substitute will have the same characteristics, will perform in accordance with the design requirements and that complies with all the requirements set forth in the Contract. Any additional information required by the Owner or County Representative shall be provided by the Contractor. Rejection of any proposed substitute will be considered final and the Contractor shall not get into any agreement with manufacturers or providers until the submittal has been finally approved.
  - 2. The submission of this documentation shall follow the requirements and quality of performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features indicated in the construction documents in order to establish a base for bidding.

#### 1.4 SUBMITTALS

- A. Substitution Request Submittal: Request for substitution will be considered if received within thirty (30) days after contract award. 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 substitutions effect on the Contractors 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 Architect 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 Architect 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

### 2.1 SUBSTITUTIONS

- A. Conditions: The Contractors substitution request will be received and considered by the Architect 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.

PART 3 – EXECUTION (NOT USED)

END OF SECTION

## SECTION 012600 – CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. This section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections: The following sections contain requirements that relate to this section:
  - 1. Division 01 Section 012500 Substitution Procedures for administrative procedures for handling requests for substitutions made after award of the Contract.
  - 2. Division 01 Section 012900 Payment Procedures for administrative procedures governing applications for payment.
  - 3. Division 01 Section 013300 Submittal Procedures for requirements for the Contractor's Construction Schedule.

#### 1.3 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 County's Project Manager.

#### 1.4 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 County's 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 County's 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 County's Project Manager for 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 Representative's 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 012500 Substitution Procedures 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.
- C. Proposal Request Form: The County's Project Manager will transfer the information to the appropriate forms for approval. Use AIA Document G 709 for Change Order Proposal Requests.
- D. Proposal Request Form: Use forms provided by the Owner for Change Order Proposals.

#### 1.5 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 County's 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.

1.6 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Change Order Proposal Request, the County's 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



## SECTION 012900 – PAYMENT PROCEDURES

### PART I - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. 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 013300 – SUBMITTALS.

#### 1.3 SCHEDULE OF VALUES

- A. Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
  - 1. The Contractor shall submit a schedule of values for the work including quantities and unit prices totaling the total Contract Amount no later than twenty (20) days after receipt of the Notice to Proceed and prior to commencing Work on the project. The schedule of values shall be in a form satisfactory to the County.
  - 2. The schedule of values shall subdivide the Work into sufficient detail to serve as the basis for progress payments during construction. Upon acceptance of the schedule of values by the Project Manager, it may be incorporated into the form of application for payment prescribed by the County.
  - 3. The Contractor shall not imbalance its schedule of values nor artificially inflate any element thereof. The violation of this provision by the Contractor shall constitute a material breach of this contract.

#### 1.4 PROGRESS SCHEDULE

- A. The Contractor's Progress Schedule shall utilize the Critical Path Method (CPM). The Contractor's Progress Schedule shall be prepared using Primavera P-6 or other software approved by the County; the software shall be specifically intended for the preparation of construction schedules incorporating a critical path. The software used by the Contractor must be approved in advance by the County. The Contractor shall submit a Progress Schedule CPM (both in hard printed copy with network diagrams and electronic disc files) no later than twenty (20) days after receipt of the Notice to Proceed, and prior to commencing Work on the project. The Progress Schedule CPM shall clearly identify all controlling items of Work and activities defined as the critical path, which if delayed or prolonged, will delay the time of completion of the Contract. The critical path shall include a minimum 10% float time as part of the Contract Time for unforeseen conditions. Contractor shall provide additional float time above the required minimum

10% based on his experience, understanding of the scope, and inspection of the site.

- B. Progress Payment Update Schedules CPM: The Contractor shall submit an Update Schedule CPM to the Project Manager concurrent with each Application for Progress Payment.
1. The Update Schedule CPM shall focus on the period from the last Update Schedule CPM to the current Update Schedule CPM submitted with the Application for Progress Payment.
  2. Activities that have either started or finished shall be reported as they actually occurred and designated as complete, if actually completed. For activities in progress that are forecasted to complete longer than planned, the remaining durations shall be revised, not the original durations. All out of sequence activities are to be reviewed and their relationships either verified or changed
  3. The Contractor's failure to submit a Progress Payment Schedule CPM and Progress Payment Narrative Report as described herein with an Application for Progress Payment shall be sufficient reason for rejection of the Progress Payment request.
  4. If the Project Manager rejects the Progress Payment Update Schedule CPM or the Progress Payment Narrative Report, the entire Progress Payment request shall be rejected and must be resubmitted with the corrected Progress Payment Update Schedule CPM and Progress Payment Narrative Report.
- C. Progress Payment Narrative Report: Each Update Schedule CPM shall be accompanied by a written Narrative Report. The Narrative Report shall describe the physical progress during the report period, plans for continuing the Work during the forthcoming report period, actions planned to correct any delay and a detailed explanation of potential delays or problems and their estimated impact on performance, milestone completion dates, the forecasted completion date, and the forecasted substantial completion date. In addition, alternatives for possible schedule recovery to mitigate any potential delays shall be discussed.
1. The Contractor's Progress Payment Narrative Report shall include a detailed list of all outstanding Contract Claims with a detailed description of each Contract Claim. The Narrative Report shall follow the outline set forth below:  
  
Contractor's Narrative Report Outline:
    - a. Contractor's dated transmittal letter.
    - b. Work completed during the report period.
    - c. Description of the current critical path.
    - d. Description of problem areas.
    - e. Current and anticipated delays:
      - 1) Cause of the delay
      - 2) Corrective action and schedule adjustments to correct the delay.
    - f. Impact of the delay on other activities, milestones, and completion dates. Changes in construction sequences.

- g. Pending items and status thereof:
    - 1) Permits.
    - 2) Change orders.
    - 3) Time extensions.
  - h. A list of all outstanding Contract Claims and a detailed description of each Contract Claim.
  - i. Contract completion date status:
    - 1) Ahead of schedule and number of days.
    - 2) Behind schedule and number of days.
- D. Schedule and Report Format: The Contractor shall submit the Progress Schedule CPM, Progress Payment Update Schedules CPM, and the Progress Payment Narrative Report to the Project Manager on both: (1) electronic disc files; and, (2) printed copies of the network diagrams and narrative reports.
- E. Project Manager Review: The Project Manager shall review the Contractor's Progress Schedule CPM, Progress Payment Update Schedules CPM, and Progress Payment Narrative Reports.
- 1. The Project Manager may accept or reject Update Schedule CPMs or Narrative Reports. Rejected Update Schedule CPMs and Narrative Reports shall be corrected and re-submitted to the Project Manager.
- F. Final Schedule Update: The Contractor within fifteen (15) days after substantial completion shall submit a final update of the schedule with actual start and actual finish dates for all activities and controlling items of Work identified as the critical path. The Final Schedule Update shall be accompanied by a certification signed by the Contractor stating, "To the best of my knowledge, the enclosed final update of the project schedule reflects the actual start and completion dates of the activities and controlling items of Work on the critical path."

#### 1.5 APPLICATION FOR PROGRESS PAYMENT

- A. Applications for payments shall be processed in accordance with Florida Statute 218.735, Part VII "Local Government Prompt Payment Act".
- 1. The Project Manager shall provide written notice to the Contractor identifying the name, address, phone number and email address of the agent or employee the Contractor is required to submit payment requests or invoices to. This notice will be provided no later than ten (10) days after issuance of the Notice to Proceed.
  - 2. Not more often than once a month, on a date established at the Project Pre-Construction Conference, the Contractor may submit to the Project Manager for review the County's standard application for payment form filled out and signed by the Contractor covering the Work completed as of the date of the Application and supported by such data as the Project Manager may reasonably require. Also, if payment is requested on the basis of materials and equipment not incorporated in the work but delivered and suitably stored at the site or at another location agreed to in writing, the application for payment shall also be accompanied by such supporting

data, satisfactory to the Project Manager, as will establish the County's title to the material and equipment and protect its interest therein, including applicable insurance, partial Consent of Surety, and detailed inventory listing of stored material.

3. Each such request shall include the submittal by the Contractor of (1) a detailed, itemized inventory listing the material stored at the site for which payment is requested, (2) documentation to indicate and substantiate the cost or value attributed to the items included in the stored material inventory list, and (3) the County's "Responsibility And Liability For Materials And Equipment Not Included In The Work" form executed by the Contractor. Failure to provide proper supporting documentation may subject the Progress Payment application to rejection. All progress payments will be subject to the retainage percentage specified in the Contract Documents that will be issued in the final payment after acceptance by the County of the Work.
- B. Based upon Applications for Payment submitted to the Project Manager by the Contractor and Certificates for Payment issued by the Project Manager the County shall make progress payments on account of the Contract Amount to the Contractor as provided in the Contract Documents as follows:
1. In the timeframes outlined in FS 218.735, Section 2, ninety percent (90%) of the portion of the Contract Amount properly allocable to labor, materials and equipment incorporated in the Work and ninety percent (90%) of the portion of the Contract Amount properly allocable to materials and equipment suitably stored at the site or at some other location agreed upon in writing, for the period covered by the application for payment, less the aggregate of previous payments made by the Owner. When the completion of the Work ascertained as payable exceeds fifty percent (50%) of the total contract amount the retainage percentage withheld shall be reduced to 5%.
- C. Upon Final completion of the entire Work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract Amount, less such amounts as the Owner shall determine for all incomplete work and unsettled claims as provided in the Contract Documents.
- D. The Contractor may, at the discretion of the County's Project Manager, be required to have applications for Progress Payments accompanied by Consent of Surety to Partial Payment. However, if there are no payment or performance bonds required, the County's Project Manager may require applications for Progress Payments accompanied by legally effective partial releases or waivers of liens executed by all Subcontractors which performed services and suppliers of material or equipment for the Contractor for services or supplies which were included in the previous Application for Progress Payment. The Contractor shall include the following certification on each Application for Progress Payments and the Application for Final Payment:
1. "The undersigned Contractor certifies that the work covered by this application for payment has been done, or completed in accordance with the Contract documents, that all amounts have been paid by Contractor for work, supplies, material or equipment for which previous Certificates for Payment were issued and that the current payment shown herein is now due".

- E. Contractor's Warranty Of Title: The Contractor warrants and guarantees that title to all work, materials and equipment covered by an application for payment, whether incorporated in the Project or not, will have passed to the County prior to the making of the application for payment, free and clear of all liens, claims, security interests and encumbrances; and that no work, materials or equipment covered by an application for payment will have been acquired by the Contractor or by any other person performing the work at the site or furnishing materials and equipment for the Project subject to an agreement under which an interest therein or encumbrance thereon is retained by the seller or otherwise imposed by the Contractor or such other person.
- F. Approval of Payments: The Project Manager will, within twenty (20) business days after receipt of each application for payment, either indicate his approval of payment or return the Application to the Contractor indicating in writing the reason for refusing to approve payment. In the latter case, the Contractor may make the necessary corrections and re-submit the Application. The County will pay the Contractor the amount approved within the time frame set forth in the Local Government Prompt Payment Act.
1. In the event the Contractor and the Project Manager do not achieve mutual agreement on the basis or amount of the payment, and should the Contractor be unwilling to make the necessary corrections or modifications, and re-submit the Application, then the County, to avoid delay in paying the Contractor the amount the County has determined the Contractor is entitled to receive, shall approve and process the Application by making such adjustments thereto as the County deems appropriate so that the Contractor receives, without delay, payment of the amount the County has determined to have been earned and owing to the Contractor.
  2. In the event a dispute arises involving payments or invoices that have been rejected by the Project Manager and resubmitted by the Contractor and that cannot be resolved in accordance with F.S. 218.735 (3) the Orange County Payment/Invoice Disputes Resolution Process Procedure shall be used to resolve the dispute. The procedures can be obtained by contacting the Procurement Division at (407)-836-5635.
  3. The Project Manager's approval of any payment requested in an application for payment shall constitute a representation by him to the County, based on the Project Manager's on-site observations of the Work in progress and on his review of the application for payment and the supporting data, that the Work has progressed to the point indicated; that, to the best of his knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning Project upon Substantial Completion, to the results of any subsequent tests called for in his approval); and that the Contractor is entitled to payment of the amount approved.
  4. However, by approving any such payment, the Project Manager shall not thereby be deemed to have represented that he made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, that he has reviewed the means, methods, techniques, sequences and procedures of construction nor that he has made any examination to ascertain how or for what purpose the Contractor has used the moneys paid or to be paid to him on account of the Contract Amount.

5. The Project Manager's approval of final payment shall constitute an additional representation by him to the County that the conditions precedent to the Contractor's belief being entitled to final payment as set forth in this Article have been fulfilled.
- G. The Project Manager may refuse to approve the whole or any part of any payment if in his opinion he is unable to make such representations to the County. He may then refuse to approve any such payment because of subsequently discovered evidence or the results of subsequent inspections or tests, nullify any such payment previously approved, to such extent as may be necessary in his opinion to protect the County from loss because:
1. The Work is defective.
  2. Claims have been filed or there is reasonable evidence indicating the probable filing thereof;
  3. The Contract Amount has been reduced because of Change Order(s);
  4. The County has been required to correct defective Work or complete the Work in accordance with Article 16; or
  5. Of unsatisfactory prosecution of the Work, including failure to clean up as required by Article 9.
- H. Substantial Completion: Prior to final payment, the Contractor shall certify in writing to the Project Manager that the entire Work is Substantially Complete and request that the Project Manager issue a certificate of Substantial Completion. Within a reasonable time thereafter, the Project Manager and Contractor will make an inspection of the Work to determine the status of completion. If the Project Manager does not consider the Work Substantially Complete, the Contractor will be notified in writing giving the reasons therefore. If the Project Manager considers the Work Substantially complete, a tentative certificate of Substantial Completion will be issued. This Certificate shall fix the date of Substantial Completion and the responsibilities between the County and the Contractor for maintenance, heat and utilities.
1. There shall be attached to the Certificate a single punch list of items to be completed or corrected by the Contractor. The punch list must specify a date, not to exceed five (5) days after the punch list has been developed and reviewed, in which the delivery of the punch list to the Contractor must be made. Items not included on the punch list cannot be used as a basis to withhold final payment for retainage. In addition, the final contract completion date shall be at least thirty (30) days after the delivery of the punch list to the Contractor.
  2. Punch lists not provided to the Contractor by the date agreed upon for delivery will cause the contract time for completion to be extended by the number of days the local government exceeded the delivery date.
  3. Damages may only be assessed against the Contractor in the event the Contractor fails to complete the project within the contract period as was extended by the guidelines set forth in this provision.

4. The final undisputed retainage payment must be made within twenty (20) business days after receipt of a proper payment request. This would be less any amount withheld in accordance with the contract provisions for incomplete or uncorrected work unless otherwise provided for by written notice to the Contractor specifying the failure of the Contractor to meet contract requirements in the development of the punch list.
  5. The County shall have the right to exclude the Contractor from the Work after achievement of Substantial Completion, but the County will allow the Contractor reasonable access to complete items on the punch list.
- I. Partial Utilization: Prior to Substantial Completion, the Project Manager may request the Contractor to permit the use of a specified part of the Work which it believes it may use without significant interference with construction of other parts of the Work. If the Contractor agrees, he will certify to the Project Manager that said part of the Work is Substantially Complete and request the Project Manager issue a certificate of Substantial Completion for that part of the Work. Within a reasonable time thereafter, the Project Manager and Contractor will make an inspection of that part of the Work to determine its status of completion.
1. If the County and the Project Manager consider that part of the Work to be Substantially Complete, the Project Manager will deliver to the Contractor a certificate to that effect, fixing the date of Substantial Completion as to that part of the Work, attaching thereto a punch list of items to be completed or corrected before final payment and fixing the responsibility between the County and Contractor for maintenance, heat and utilities as to that part of the Work.
  2. The County shall have the right to exclude the Contractor from any part of the Work which is so certified to be Substantially Complete but the County will allow the Contractor reasonable access to complete or correct items on the punch list.
- J. Final Inspection: Upon written notice from the Contractor that the Work is complete, including the "punch" listed deficiencies, the Project Manager will make a final inspection with the Contractor and will notify the Contractor in writing of any particulars in which this inspection reveals that the Work is defective. The Contractor shall immediately make such corrections as are necessary to remedy such defects and to complete all the required work.
- K. Final Inspection For Payment - After the Contractor has completed any such corrections to the satisfaction of the Project Manager and delivered all maintenance and operating instructions, schedules, guarantees, bonds, Certificates of Inspection and other documents as required by the Contract Documents, he may make application for final payment following the procedure for progress payments.
1. For projects that the Contractor was required to furnish a payment and performance bond, the final application for payment shall be accompanied by legally effective final release or waiver of lien from the Contractor and the consent of Surety to final payment. The Final Release of Lien, Form E-12, must be utilized in all Final Pay Applications.

2. For projects not requiring bonds the final application for payment shall be accompanied by legally effective final releases or waivers of liens from the Contractor and all Subcontractors which performed services for the Contractor and all suppliers of material and/or equipment to the Contractor. The Final Release of Lien, Form E-12, must be utilized in all Final Pay Applications.
- L. Approval Of Final Payment: If, on the basis of its observations and review of the Work during construction, its final inspection and its review of the final application for payment (all as required by the Contract Documents), the Project Manager is satisfied that the Work has been completed and the Contractor has fulfilled all of his obligations under the Contract Documents, it will, within twenty (20) business days after receipt of the final application for payment, indicate in writing its approval of payment. Otherwise, it will return the Application to the Contractor, indicating in writing its reason for refusing to approve final payment, in which case the Contractor will make the necessary corrections and re-submit the Application.
1. The County will, in accordance with the Local Government Prompt Payment Act, pay the Contractor the amount approved by the County and issue a Certificate of Final Completion.
  2. If after Substantial Completion of the Work, Final Completion is materially delayed through no fault of the Contractor, and the Project Manager so confirms, the County shall, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than the retainage stipulated in the Contract, the written consent of the Surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Project Manager prior to certification of such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.
- M. Contractor's Continuing Obligation: The Contractor's obligation to perform the Work and complete the Work in accordance with the Contract Documents shall be absolute. Neither approval of any progress or final payment by the County, the issuance of Certificate of Completion, any payment by the County to the Contractor under the Contract Documents, any use or occupancy of the Work or any part thereof by the County, any act of acceptance by the County, any failure to do so, nor any correction of defective Work by the County shall constitute an acceptance of Work not in accordance with the Contract Documents.
- N. Waiver of Claims - The making and acceptance of final payment shall constitute:
1. A waiver of all claims by the County against the Contractor other than those arising from unsettled liens, from defective Work appearing after final payment or from failure to comply with the requirements of the Contract Documents, or from the terms of any special guarantees specified therein, and,
  2. A waiver of all claims by the Contractor against the County other than those previously made in writing and still unsettled.



PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

## SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

### PART 1 -GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. 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 013100 Project Meetings.
- C. Requirements for the Contractor's Construction Schedule are included in Section 013300 Submittal Procedures.

#### 1.3 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 grounds for assessment of back charges and/or termination.

#### 1.4 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 013300 Submittal Procedures.
- 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

##### 3.1 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 Project Manager for final decision.

### 3.2 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

## SECTION 013119 - PROJECT MEETINGS

### PART 1 - GENERAL

#### 1.1 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.

#### 1.2 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 013300 Submittal Procedures.

#### 1.3 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 County's 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

#### 1.4 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
  - I. 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 Architect.

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.

#### 1.5 COORDINATION MEETINGS

- A. Conduct project coordination meeting at biweekly intervals on day and time as established by the County's Project Manager. Project coordination meetings are in addition to specific meetings held for other purposes.
- 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.

#### 1.6 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 Engineer, 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

## SECTION 013300 – SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. 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 012900 Payment Procedures.

#### 1.3 ELECTRONIC SUBMITTAL PROCEDURES

- A. General: Submittals shall be submitted electronically directly to the Engineer from the General/Mechanical/Electrical Contractor.
  - 1. All shop drawings and other submittals as specified herein, shall be submitted in electronic format. All electronic CAD generated drawings shall be in Acrobat PDF format and all product data or other information shall be submitted in Acrobat PDF format. Coordinate with Engineer prior to submitting. All electronic submittals shall be posted to the Engineer's FTP site. Information regarding the username and password shall be distributed to all parties prior to the pre-construction meeting.
- B. Electronic copies of CAD drawings made from the Construction/Contract Documents will not be provided by Engineer without a written indemnification. Indemnification form will be provided by the Engineer at Pre-Construction Meeting to the General/Mechanical/Electrical Contractor upon written request.

- C. 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.
- D. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Engineer.
  3. Include the following information on 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. Submittal number or other unique identifier, including revision identifier.
      - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 221116.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 221116.01.A).
      - 2) Where multiple products are shown, highlight/circle or identify product intended to be used

- i. Number and title of appropriate Specification Section.
  - j. Drawing number and detail references, as appropriate.
  - k. Location(s) where product is to be installed, as appropriate.
  - l. Other necessary identification.
- E. 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 consultants standard billing rates, plus 10% handling by the County.
- F. 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.
- G. Once electronic submittals are approved or approved as noted, they will be transmitted to the owner.

#### 1.4 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Critical Path Method (CPM) Schedule: Prepare a fully developed, horizontal bar-chart type Contractor's construction schedule.
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 Payment Procedures 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.

#### 1.5 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 re-submittal
    - g. Scheduled date for 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.

#### 1.6 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

#### 1.7 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" x 11" but no larger than 24" x 36".
  7. Number of Copies: Submit one (1) electronic copy of each submittal to the County's Representative, unless copies are required for operation and maintenance manuals. Submit one (1) electronic copy where copies are required for operation and maintenance manuals. Engineer will retain 1 electronic copy. Mark up and retain one returned electronic copy as a Project Record Drawing.
  8. Submit one (1) hard copy once approved for legal seal stamping if needed at jobsite. Coordinate with Engineer and County's Representative.
  9. 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.

## 1.8 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 "Shop Drawing".
1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products, 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.

#### 1.9 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 Engineer's/Owner's 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 ENGINEER'S 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

## SECTION 017329 – CUTTING AND PATCHING

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

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

#### 1.3 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 building 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 Architect to proceed with cutting and patching does not waive the Architect's right to later require complete removal and replacement of a part of the Work found to be unsatisfactory.

#### 1.4 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
  - m. Structural systems of special construction in Division 13.
  
- 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
    - i. Communication systems
    - j. Conveying systems
    - k. Electrical wiring systems
    - l. Special construction specified by Division-13 Sections

- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces, in a manner that would, in the Architect's opinion, reduce the building's 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
    - i. Roofing systems

## PART 2 - PRODUCTS

### 2.1 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 Architect/Owner. Use materials whose installed performance will equal or surpass that of existing materials.

## PART 3 - EXECUTION

### 3.1 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.

### 3.2 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.

### 3.3 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 Sections of Division-2 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 a smooth painted surfaces, extend final coat over entire unbroken surfaces containing the patch, after the patched area has received primer and second coat.

### 3.4 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 017329

## SECTION 017700 – CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. 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 requirement).
  - 3. Operating and Maintenance Manual Submittal (substantial completion requirement).
  - 4. Submittal of warranties (substantial completion requirement).
  - 5. Final cleaning
- B. Final Payment to be made when the County has received all required close-out documents.
- C. The term “Engineer” shall also refer to the Architect of Record, or any other Designer/Consultant of Record on the Project.

#### 1.3 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 coincided 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 County's Project Manager will either proceed with inspection or advise the Contractor of unfilled requirements. The County's 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 Engineer and the Owner. Cost will be deducted from the Contractor's retainage.

#### 1.4 FINAL ACCEPTANCE

- A. Preliminary Procedures: Complete the following list prior to the request for final inspection for certification of final acceptance and final payment:
1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and complete operations where required.
  2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
  3. Submit a certified copy of the final inspection punch list stating that each item has been completed or resolved for acceptance and the list has been endorsed and dated by the County's 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. Re-inspection Procedure: The Engineer will re-inspect 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 Engineer.

1. Upon completion of re-inspection, the Engineer 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.

#### 1.5 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 Engineer's reference during normal working hours.
- B. Record Drawings: Maintain a clean, undamaged set of blue or black line white-prints of Contract 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 Owner's 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. Submit one (1) hardcopy of the most current record set of drawings when the project is considered 50% substantially complete for review and comment by Owner.
  5. Organize record drawing sheets, and print suitable titles, dates and other identification on the cover of each set.
  6. Provide three (3) additional sets of black line drawing sets of As-Built Drawings.
  7. Provide one (1) CD-ROM with all As-Built Drawings in AutoCAD and PDF format.
- 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 Engineer for the Owner's 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 manufacturer's 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 Engineer for the Owner's records.
- E. Record Sample Submitted: Immediately prior to the date or dates of substantial completion, the Contractor will meet at the site with the Engineer and the Owner's 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 Owner's 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 Owner's records.
- G. Maintenance Manuals: Organize operating and maintenance data into four (4) suitable sets of manageable size and electronically as PDFs on one (1) CD-ROM compact disc, or USB thumb drive. Bind properly indexed data in individual heavy-duty 2-inch, 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

### 3.1 CLOSE-OUT PROCEDURES

- A. Operating and Maintenance Instructions: Arrange for each installer of equipment that required regular maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's 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.

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

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

- A. Submit Project Close-out Manuals prior to issuance of final application for payment. Provide one (1) hardcopy.
- B. Bind in commercial quality 8 1/2" 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. Manufacturer's 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.
- I. Electronic Close-out DVD: At the completion of the project, submit one copy of a DVD with entire project close out information below in PDF format. All letter, legal and brochure size sheets shall be portrait and the As-built drawings will be landscape. All fonts will be Arial. All items will be in PDF with OCR (Optical Character Recognition). This will enable a search engine to identify words on the scanned documents.
  - 1. Contacts: Set up a separate PDF for the contacts. No bookmarks are needed for this section.
  - 2. As-Built: All as-built drawings will be landscape.
  - 3. Submittals: All technical submittal items (approved and approved as noted) will be provided and sorted by the 02-48 standard divisions. Bookmarks will be needed for the appropriate divisions.
  - 4. Operations and Maintenance Manual: Specify the division name only in the bookmarks (02-48). Please note that all items will be in PDF with OCR (Optical Character Recognition). This will enable a search engine to identify works on the scanned documents.
  - 5. Permitting: This should include the Certificate of Occupancy and any other document that the Project Manager may include pertaining to the permitting for the project.

3.3 FINAL CLEANING

- A. General: General cleaning during construction is required by the General Conditions.
- 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 manufacturer's 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.
  - 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 Owner's 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 Owner's property, arrange for disposition of these materials as directed.

END OF SECTION

## SECTION 017800 - WARRANTIES AND BONDS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. 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 017700 Closeout Procedures.
  - 3. Specific requirements for warranties for the work and products and installations that are specified to be warranted are included in this document.
  - 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.
- C. The term "Engineer" shall also refer to the Architect of Record, or any other Designer/Consultant of Record on the Project.

#### 1.3 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.

#### 1.4 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 on site 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 or drawings. But in no case less than one year.

#### 1.5 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 for 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 "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

## SECTION 024119 - SELECTIVE DEMOLITION

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for removing selective portions of the building to accommodate new construction
  - 1. Remodeling construction work and patching are included within the respective sections of specifications, including removal of materials for reuse and incorporation into remodeling or new construction.

#### 1.2 SUBMITTALS

- A. Submit digital photographs in JPEG format of existing conditions of structure surfaces, equipment, and adjacent improvements that might be misconstrued as damage related to removal operations. File with Architect prior to start of work. This is in addition to the requirements for the pre-construction photos required.

#### 1.3 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: An experienced firm that has specialized in demolition work similar in material and extent, to that indicated for this Project.
- B. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- C. Standards: Comply with ANSI A10.6 and NFPA 241.

#### 1.4 PROJECT CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
  - 1. Owner assumes no responsibility for actual condition of items or structures to be demolished.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
  - 1. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Owner will remove hazardous materials under a separate contract.
- E. Items indicated to be removed but of salvageable value to Contractor may be removed from structure as work progresses. Transport salvaged items from site as they are removed.
  - 1. Storage or sale of removed items or materials on-site is not permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and

protect them against damage during selective demolition operations.

1. Do not interrupt utilities serving occupied facilities, except when authorized in writing by Owner. Provide temporary services during interruptions to existing utilities, as acceptable to Owner.
2. Maintain fire-protection facilities in service during selective demolition operations.

### 1.5 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.
  1. Use original installer to the greatest extent possible

## PART 2 - PRODUCTS (Not Used)

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped.
- B. Survey of Existing Conditions: Correlate with requirements indicated to determine extent of selective demolition required.
  1. Record existing conditions by use of preconstruction photographs. Comply with requirements specified in Division 01 Section, Pre-Construction Video Recording.
- C. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective demolition operations.
- D. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

### 3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems: Maintain services/systems indicated to remain and protect them against damage during selective demolition operations.
- B. Service/System Requirements: Locate, identify, disconnect, and seal or cap off indicated utility services and mechanical/electrical systems serving areas to be selectively demolished.
  1. Owner will arrange to shut off indicated services/systems when requested by Contractor.

### 3.3 PREPARATION

- A. Temporary Facilities: Provide temporary barricades and other protection

required to prevent injury to people and damage to adjacent buildings and facilities to remain.

1. Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
2. Erect temporary covered passageways as required by authorities having jurisdiction.
3. Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
4. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
5. Cover and protect furniture, furnishings, and equipment that have not been removed.

B. Temporary Shoring: Provide and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.

1. Strengthen or add new supports when required during progress of selective demolition.
2. Cease operations and notify Architect immediately if safety of structure appears to be endangered. Take precautions to support structure until determination is made for continuing operations.

### 3.4 DEMOLITION

A. Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:

1. Proceed with selective demolition systematically, from higher to lower level.
2. Cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, to minimize disturbance of adjacent surfaces. Temporarily cover openings to remain.
3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.
5. Maintain adequate ventilation when using cutting torches.
6. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
7. Provide services for effective air and water pollution controls as required by local authorities having jurisdiction.

- B. Removed and Salvaged Items:
  - 1. Clean salvaged items.
  - 2. Pack or crate items after cleaning. Identify contents of containers.
  - 3. Store items in a secure area until delivery to Owner.
  
- C. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and reinstalled in their original locations after selective demolition operations are complete.
  
- D. If unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure both nature and extent of the conflict. Submit report to Architect in written, accurate detail. Pending receipt of directive from Architect, rearrange selective demolition schedule as necessary to continue overall job progress without undue delay.

### 3.5 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from Site and legally dispose in an EPA-approved landfill.
  - 1. Do not allow demolished materials to accumulate on-site.
  - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
  
- B. Burning: Do not burn demolished materials.
  
- C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

### 3.6 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 02411

## SECTION 083100 - ACCESS DOORS AND PANELS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Access door and frame units, fire-rated and non-fire-rated, in wall, ceiling, and floor locations.
- B. Wall and ceiling access door and frame units.
- C. Floor access door and frame units, interior and exterior.

#### 1.2 REFERENCE STANDARDS

- A. General: Refer to most recent edition or edition adopted by authorities having jurisdiction, including all applicable amendments and supplements.
- B. 29 CFR 1910.23 - Ladders.
- C. ASTM B221M - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes (Metric).
- D. ASTM B221 - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes.
- E. ITS (DIR) - Directory of Listed Products.
- F. UL (FRD) - Fire Resistance Directory.

#### 1.3 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's detailed technical materials data, including technical bulletins, drawings, guides, and manuals, as applicable to the work of this Project. Provide sizes, types, finishes, hardware, scheduled locations, and details of adjoining work.
- C. Shop Drawings: Indicate exact position of each access door and/or panel unit.
- D. Samples: Submit four access units, 6 by 6 inch (150 by 150 mm) in size illustrating frame configuration, anchors, and finish.
- E. Manufacturer's Installation Instructions: Indicate installation requirements and rough-in dimensions.
- F. Project As-Built Documents: Record actual locations of all access units.

#### 1.4 PROJECT CONDITIONS

- A. Determine specific locations and sizes required for access panels necessary to provide access concealed equipment, valves, and similar items as applicable.
- B. Sequencing/scheduling:
  - 1. Coordinate and sequence installation of work of this Section with adjacent/integral materials, products, and work specified in other Sections.

2. Order specified products and similar items with extended long-lead (ordering) times sufficiently in advance of scheduled installation dates to permit required shop or field alteration/modification/finishing and to not delay scheduled progress of the Work. Such items include, but are not limited to, the following:
  - a. Items of rare (short) supply.
  - b. Items of nonstandard or custom fabrication.
  - c. Items with nonstandard, optional, or custom finishes.

## PART 2 PRODUCTS

### 2.1 ACCESS DOORS AND PANELS ASSEMBLIES

### 2.2 MANUFACTURERS

- A. Access Doors:
  1. Acudor Products Inc: [www.acudor.com](http://www.acudor.com) (Basis of Design).
  2. Karp Associates, Inc: [www.karpinc.com](http://www.karpinc.com).
  3. Milcor by Commercial Products Group of Hart & Cooley, Inc: [www.milcorinc.com](http://www.milcorinc.com).
  4. Bilco, Inc.: [www.bilco.com](http://www.bilco.com) (Basis of Design).

### 2.3 ACCESS DOORS AND PANELS

- A. All Units: Factory fabricated, fully assembled units with corner joints welded, filled, and ground flush; square and without rack or warp; coordinate requirements with assemblies units are to be installed in.
- B. Units in Fire Rated Assemblies: Fire rating equivalent to the fire rated assembly in which they are to be installed.
  1. Provide products listed and labeled by UL or ITS (Warnock Hersey) as suitable for the purpose specified and indicated.
  2. Provide certificate of compliance from authority having jurisdiction indicating approval of fire rated doors.

### 2.4 WALL AND CEILING MOUNTED UNITS

- A. Door and Frame Units: Formed steel.
  1. Frames and flanges: 16 gauge minimum.
  2. Door panels: 14 gauge minimum.
  3. Door/Panel Size: As indicated on the drawings.
  4. Hardware:
    - a. Hinges for Non-Fire-Rated Units: Concealed, constant force closure spring type.
    - b. Hinge: Concealed constant force closure spring type.
    - c. Lock: Screw driver slot for quarter turn cam lock for units in backstage areas.
    - d. Lock: Narrow stile auxiliary locks manufactured by Adams-Rite, to match Owner's keying system, where exposed to guest contact.
  5. Galvanized, hot dipped finish at exterior locations.

6. Finish: factory- and electrostatically-applied baked-on, rust inhibitive primer color as selected by Owner or indicated on Drawings.
- B. Non-Fire Rated Door and Frame Units in Walls:
  1. In Gypsum Board on Steel Studs:
    - a. Model DW-5040 manufactured by Acudor Products, Inc.
  2. In Plaster on Metal Furring:
    - a. Model PS-5030 manufactured by Acudor Products, Inc.
- C. Fire Rated Door and Frame Units in Walls:
  1. In Gypsum Board on Steel Studs:
    - a. 1-1/2 hour UL Class B label fire rating.
    - b. Model FW-5050 manufactured by Acudor Products, Inc.
- D. Recessed Panel Door and Frame Units in Walls:
  1. In Plaster on Metal Framing:
    - a. Model AP-5010 manufactured by Acudor Products, Inc.
    - b. Provide recess depth to accommodate finish material, as indicated on Drawings.
  2. In Wood on Wood Framing:
    - a. Model AT-5020 manufactured by Acudor Products, Inc.
    - b. Modify as required to accept wood finish.
- E. Provide access panels with heavier gauge security type swinging panels, recessed pan-type swinging panels, galvanized finish, stainless steel finish, louvers, cylinder locks, and other features as required by installation conditions.
- F. Mechanical and electrical access panels: Furnished under Divisions 15 and 16 for installation as part of the work of this Section.

## 2.5 FLOOR ACCESS UNITS

- A. Floor Access Units: Factory fabricated, fully assembled units with corner joints welded, filled, and ground flush; square and without rack or warp; coordinate requirements with type of installation assembly being used for each unit.
  1. Size: As indicated on the drawings.
  2. Hardware: Steel, hot-dipped galvanized.
    - a. Hinges: Removable pin.
- B. Hatch and Frame Units: Formed aluminum.
  1. Frames and anchors: 1/4 x 3 x 3 inch (6 x 75 x 75 mm) angle frame with internal mounting flange and 7/16 inch diameter anchor holes.
  2. Gasket: Extruded EPDM rubber, permanently adhered to cover to provide weathertight perimeter gasketing.
  3. Hatch Panels: 1/8 inch (3 mm) aluminum plate cover; 1/4 inch aluminum angle frame; diamond pattern tread plate reinforced for minimum 105 psf live load.
  4. Size: As indicated on Drawings.
  5. Hardware: all hardware shall be Type 316 stainless steel.
    - a. Hinge: Heavy duty stainless steel pintle hinges with 3/8 inch Type 316 stainless steel hinge pins.
      - 1) Hinges shall be concealed, to ensure they are tamperproof when the door is in the closed position.



- b. Lock: Provide fully welded padlock hasp.
  - c. Latch: Type 316 stainless steel slam lock with fixed interior handle and removable exterior turn/lift handle.
    - 1) Latch release shall be protected by flush, gasketed, removable screw plug.
  - d. Lift Assistance: Gas strut lifting mechanism with manufacturer's standard powdercoated finish; automatic hold-open arm with grip handle release.
  - e. Safety Post: Completely assembled unit, with fasteners for securing to ladder rungs. Telescoping tubular section which locks automatically when fully extended. Type 316 stainless steel spring balancing mechanism controls movement.
    - 1) "LadderUp" safety post, Model LU-4, manufactured by Bilco, Inc.
    - 2) Refer to, and coordinate with, Section 05 50 00 - Metal Fabrications, for ladders.
  - 6. Finish: Mill finish.
  - 7. Type SM manufactured by Bilco, Inc. (Basis of Specification).
  - 8. In Concrete Floors:
    - a. Model SM manufactured by Bilco, Inc.
- C. Accessories:
- 1. Safety Railing System: Commercially available accessory safety rail system mounted directly to floor substrate or mounted securely to permanently attached mounting bracket or sockets.
    - a. Loading: Design guardrails to accept 200 pounds (90 kg) load applied to top rail within 2 inches (50 mm) of top edge, in any outward or downward direction, at any point along top edge, or greater loads if required by authorities having jurisdiction. Top rail shall not deflect more than 3 inches (75 mm) in the direction of applied load. Loading shall not be less than required by 29 CFR 1910.23, with a safety factor of two.
    - b. Posts and Rails: Aluminum tube.
    - c. Gate: Same material as railing; automatic closing with latch, meets same loading criteria as posts and rails.
    - d. Finish: Manufacturer's standard, factory applied finish.
    - e. Gate Hinges and Post Guides: ASTM B221 (ASTM B221M), 6063 alloy, T5 temper aluminum.
    - f. Mounting Brackets: Hot dipped galvanized steel, 1/4 inch (6.4 mm) thick, minimum.
    - g. Fasteners: Type 316 stainless steel.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Verify that rough openings are correctly sized and located.
- B. Examine surfaces for conditions that will adversely affect execution, permanence, and quality of work of this Section.
- C. Do not proceed with work until unsatisfactory conditions have been corrected.

### 3.2 INSTALLATION

- A. Install units in accordance with manufacturer's instructions and, for fire-rated units, in accordance with governing Code and authority having jurisdiction.
- B. Install frames plumb, true to alignment, and level in openings. Secure rigidly in place.
- C. Position units to provide convenient access to the concealed work requiring access. Ensure that panel orientation permits full opening and complete access to items requiring access.

### 3.3 ADJUST AND CLEAN

- A. Adjust access panel and lock operating mechanisms for proper operation.
- B. Cleaning: Immediately clean exposed surfaces of foreign materials. Do not use cleaning materials or processes which alter exposed finishes.

END OF SECTION 083100

## SECTION 260519 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

### 1.1 RELATED DOCUMENTS

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

### 1.2 SUMMARY

- A. Section Includes:
  - 1. Building wires and cables rated 600 V and less.
  - 2. Connectors, splices, and terminations rated 600 V and less.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS: Subject to compliance with requirements, provide products by one of the following:

- 1. American Insulated Wire Corp.; a Leviton Company.
- 2. General Cable Corporation.
- 3. Senator Wire & Cable Company.
- 4. Southwire Company.

### 2.2 CONDUCTORS AND CABLES

- A. Copper Conductors: Comply with NEMA WC 70/ICEA S-95-658.
- B. Conductor Insulation: Comply with NEMA WC 70/ICEA S-95-658 for Type THHN/THWN-2.

### 2.3 CONNECTORS AND SPLICES

- A. Description: Factory-fabricated connectors and splices of size, ampacity rating, material, type, and class for application and service indicated.

### 2.4 SYSTEM DESCRIPTION

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with NFPA 70.

### PART 3 - EXECUTION

#### 3.1 CONDUCTOR MATERIAL APPLICATIONS

- A. Feeders: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.
- B. Branch Circuits: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger, except VFC cable, which shall be extra flexible stranded.

#### 3.2 CONDUCTOR INSULATION AND MULTICONDUCTOR CABLE APPLICATIONS AND WIRING METHODS

- A. Exposed Feeders: Type THHN/THWN-2, single conductors in raceway.
- B. Feeders Concealed in Ceilings, Walls, Partitions, and Crawlspace: Type THHN/THWN-2, single conductors in raceway.
- C. Feeders Installed below Raised Flooring: Type THHN/THWN-2, single conductors in raceway.
- D. Exposed Branch Circuits, Including in Crawlspace: Type THHN/THWN-2, single conductors in raceway.
- E. Branch Circuits Concealed in Ceilings, Walls, and Partitions: Type THHN/THWN-2, single conductors in raceway.

#### 3.3 INSTALLATION OF CONDUCTORS AND CABLES

- A. Conceal cables in finished walls, ceilings, and floors unless otherwise indicated.
- B. Complete raceway installation between conductor and cable termination points according to Section 260533 "Raceways and Boxes for Electrical Systems" prior to pulling conductors and cables.
- C. Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.
- D. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips that will not damage cables or raceway.
- E. Install exposed cables parallel and perpendicular to surfaces of exposed structural members, and follow surface contours where possible.

### 3.4 CONNECTIONS

- A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A-486B.
- B. Make splices, terminations, and taps that are compatible with conductor material.
- C. Wiring at Outlets: Install conductor at each outlet, with at least 6 inches of slack.

### 3.5 IDENTIFICATION

- A. Identify and color-code conductors and cables according to Section 260553 "Identification for Electrical Systems."
- B. Identify each spare conductor at each end with identity number and location of other end of conductor, and identify as spare conductor.

### 3.6 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified testing agency to perform tests and inspections.
- B. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect components, assemblies, and equipment installations, including connections.
- C. Perform the following tests and inspections with the assistance of a factory-authorized service representative:
  - 1. After installing conductors and cables and before electrical circuitry has been energized, test service entrance and feeder conductors for compliance with requirements.
  - 2. Perform each visual and mechanical inspection and electrical test stated in NETA Acceptance Testing Specification. Certify compliance with test parameters.
- D. Cables will be considered defective if they do not pass tests and inspections.

## SECTION 260529 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes:
1. Hangers and supports for electrical equipment and systems.

#### 1.2 ACTION SUBMITTALS

- A. Product Data: For steel slotted support systems.
1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for the following:
    - a. Hangers.
    - b. Steel slotted channel systems.
    - c. Clamps.
    - d. Brackets
    - e. Equipment supports.
  2. Include rated capacities and furnished specialties and accessories

#### 1.3 QUALITY ASSURANCE

- A. Comply with NFPA 70.

### PART 2 - PRODUCTS

#### 2.1 SUPPORT, ANCHORAGE, AND ATTACHMENT COMPONENTS

- A. Steel Slotted Support Systems: Comply with MFMA-4, factory-fabricated components for field assembly.
1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  2. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Allied Tube & Conduit.
    - b. Cooper B-Line, Inc.; a division of Cooper Industries.
    - c. ERICO International Corporation.
    - d. GS Metals Corp.
    - e. Thomas & Betts Corporation.

- f. Unistrut; Tyco International, Ltd.
  - g. Wesanco, Inc.
  - 3. Material: Galvanized steel.
  - 4. Channel Width: 1-5/8 inches.
  - 5. Metallic Coatings: Hot-dip galvanized after fabrication and applied according to MFMA-4.
  - 6. Channel Dimensions: Selected for applicable load criteria.
- B. Raceway and Cable Supports: As described in NECA 1 and NECA 101.
- C. Conduit and Cable Support Devices: Steel hangers, clamps, and associated fittings, designed for types and sizes of raceway or cable to be supported.
- D. Support for Conductors in Vertical Conduit: Factory-fabricated assembly consisting of threaded body and insulating wedging plug or plugs for non-armored electrical conductors or cables in riser conduits. Plugs shall have number, size, and shape of conductor gripping pieces as required to suit individual conductors or cables supported. Body shall be malleable iron.
- E. Structural Steel for Fabricated Supports and Restraints: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
- F. Mounting, Anchoring, and Attachment Components: Items for fastening electrical items or their supports to building surfaces include the following:
- 1. Powder-Actuated Fasteners: Threaded-steel stud, for use in hardened portland cement concrete, steel, or wood, with tension, shear, and pullout capacities appropriate for supported loads and building materials where used.
  - 2. Mechanical-Expansion Anchors: Insert-wedge-type, zinc-coated steel, for use in hardened portland cement concrete with tension, shear, and pullout capacities appropriate for supported loads and building materials in which used.
  - 3. Concrete Inserts: Steel or malleable-iron, slotted support system units similar to MSS Type 18; complying with MFMA-4 or MSS SP-58.
  - 4. Clamps for Attachment to Steel Structural Elements: MSS SP-58, type suitable for attached structural element.
  - 5. Through Bolts: Structural type, hex head, and high strength. Comply with ASTM A 325.
  - 6. Toggle Bolts: All-steel springhead type.
  - 7. Hanger Rods: Threaded steel.

### PART 3 - EXECUTION

#### 3.1 APPLICATION

- A. Comply with NECA 1 and NECA 101 for application of hangers and supports for electrical equipment and systems except if requirements in this Section are stricter.

- B. Comply with requirements for raceways and boxes specified in Section 260533 "Raceways and Boxes for Electrical Systems."
- C. Maximum Support Spacing and Minimum Hanger Rod Size for Raceway: Space supports for EMTs, IMCs, and RMCs as scheduled in NECA 1, where its Table 1 lists maximum spacings that are less than those stated in NFPA 70. Minimum rod size shall be 1/4 inch in diameter.
- D. Multiple Raceways or Cables: Install trapeze-type supports fabricated with steel slotted support system, sized so capacity can be increased by at least 25 percent in future without exceeding specified design load limits.
  - 1. Secure raceways and cables to these supports with two-bolt conduit clamps.
- E. E. Spring-steel clamps designed for supporting single conduits without bolts may be used for 1-1/2-inch and smaller raceways serving branch circuits and communication systems above suspended ceilings and for fastening raceways to trapeze supports.

### 3.2 SUPPORT INSTALLATION

- A. Comply with NECA 1 and NECA 101 for installation requirements except as specified in this Article.
- B. Raceway Support Methods: In addition to methods described in NECA 1, EMTs, IMCs, and RMCs may be supported by openings through structure members, according to NFPA 70.
- C. Strength of Support Assemblies: Where not indicated, select sizes of components so strength will be adequate to carry present and future static loads within specified loading limits. Minimum static design load used for strength determination shall be weight of supported components plus 200 lb.
- D. Mounting and Anchorage of Surface-Mounted Equipment and Components: Anchor and fasten electrical items and their supports to building structural elements by the following methods unless otherwise indicated by code:
  - 1. To Wood: Fasten with lag screws or through bolts.
  - 2. To New Concrete: Bolt to concrete inserts.
  - 3. To Masonry: Approved toggle-type bolts on hollow masonry units and expansion anchor fasteners on solid masonry units.
  - 4. To Existing Concrete: Expansion anchor fasteners.
  - 5. Instead of expansion anchors, powder-actuated driven threaded studs provided with lock washers and nuts may be used in existing standard-weight concrete 4 inches thick or greater. Do not use for anchorage to lightweight-aggregate concrete or for slabs less than 4 inches thick.
  - 6. To Steel: Welded threaded studs complying with AWS D1.1/D1.1M, with lock washers and nuts.
  - 7. To Light Steel: Sheet metal screws.
  - 8. Items Mounted on Hollow Walls and Nonstructural Building Surfaces: Mount cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices on slotted-channel racks attached to substrate.



- E. Drill holes for expansion anchors in concrete at locations and to depths that avoid reinforcing bars.

## SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Metal conduits, tubing, and fittings.
  - 2. Metal wireways and auxiliary gutters.
  - 3. Surface raceways.
  - 4. Boxes, enclosures, and cabinets.

#### 1.3 SUBMITTALS

- A. Product Data: For surface raceways, wireways and fittings, floor boxes, hinged-cover enclosures, and cabinets.
- B. Shop Drawings: For custom enclosures and cabinets. Include plans, elevations, sections, and attachment details.

### PART 2 - PRODUCTS

#### 2.1 METAL CONDUITS, TUBING, AND FITTINGS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following:
  - 1. AFC Cable Systems, Inc.
  - 2. Allied Tube & Conduit; a Tyco International Ltd. Co.
  - 3. Anamet Electrical, Inc.
  - 4. Electri-Flex Company.
  - 5. O-Z/Gedney; a brand of EGS Electrical Group.
  - 6. Picoma Industries, a subsidiary of Mueller Water Products, Inc.
  - 7. Republic Conduit.
  - 8. Robroy Industries.
  - 9. Southwire Company.
  - 10. Thomas & Betts Corporation.
  - 11. Western Tube and Conduit Corporation.
  - 12. Wheatland Tube Company; a division of John Maneely Company.

- B. Listing and Labeling: Metal conduits, tubing, and fittings shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. GRC: Comply with ANSI C80.1 and UL 6.
- D. Fittings for Metal Conduit: Comply with NEMA FB 1 and UL 514B.
  - 1. Fittings for EMT:
    - a. Material: Steel.
    - b. Type: Setscrew.
  - 2. Expansion Fittings: PVC or steel to match conduit type, complying with UL 651, rated for environmental conditions where installed, and including flexible external bonding jumper.
  - 3. Coating for Fittings for PVC-Coated Conduit: Minimum thickness of 0.040 inch, with overlapping sleeves protecting threaded joints.
- E. Joint Compound for GRC: Approved, as defined in NFPA 70, by authorities having jurisdiction for use in conduit assemblies, and compounded for use to lubricate and protect threaded conduit joints from corrosion and to enhance their conductivity.

## 2.2 METAL WIREWAYS AND AUXILIARY GUTTERS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following:
  - 1. Cooper B-Line, Inc.
  - 2. Hoffman; a Pentair company.
  - 3. Mono-Systems, Inc.
  - 4. Square D; a brand of Schneider Electric.
- B. Description: Sheet metal, complying with UL 870 and NEMA 250, Type 1 unless otherwise indicated, and sized according to NFPA 70.
  - 1. Metal wireways installed outdoors shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. Fittings and Accessories: Include covers, couplings, offsets, elbows, expansion joints, adapters, hold-down straps, end caps, and other fittings to match and mate with wireways as required for complete system.
- D. Wireway Covers: Hinged type unless otherwise indicated.
- E. Finish: Manufacturer's standard enamel finish.

## 2.3 BOXES, ENCLOSURES, AND CABINETS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following:

1. Adalet.
  2. Cooper Technologies Company; Cooper Crouse-Hinds.
  3. EGS/Appleton Electric.
  4. Erickson Electrical Equipment Company.
  5. FSR Inc.
  6. Hoffman; a Pentair company.
  7. Hubbell Incorporated; Killark Division.
  8. Kraloy.
  9. Milbank Manufacturing Co.
  10. Mono-Systems, Inc.
  11. O-Z/Gedney; a brand of EGS Electrical Group.
  12. RACO; a Hubbell Company.
  13. Robroy Industries.
  14. Spring City Electrical Manufacturing Company.
  15. Stahlin Non-Metallic Enclosures; a division of Robroy Industries.
  16. Thomas & Betts Corporation.
  17. Wiremold / Legrand.
- B. General Requirements for Boxes, Enclosures, and Cabinets: Boxes, enclosures, and cabinets installed in wet locations shall be listed for use in wet locations.
- C. Small Sheet Metal Pull and Junction Boxes: NEMA OS 1.
- D. Box extensions used to accommodate new building finishes shall be of same material as recessed box.

### PART 3 - EXECUTION

#### 3.1 RACEWAY APPLICATION

- A. Indoors: Apply raceway products as specified below unless otherwise indicated:
1. Exposed, Not Subject to Physical Damage: EMT.
  2. Exposed, Not Subject to Severe Physical Damage: EMT.
  3. Exposed and Subject to Severe Physical Damage: GRC. Raceway locations include the following:
    - a. Corridors used for traffic of mechanized carts, forklifts, and pallet-handling units.
    - b. Mechanical rooms.
  4. Concealed in Ceilings and Interior Walls and Partitions: EMT.
  5. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): FMC, except use LFMC in damp or wet locations.
- B. Minimum Raceway Size: 3/4-inch trade size.
- C. Raceway Fittings: Compatible with raceways and suitable for use and location.

1. Rigid and Intermediate Steel Conduit: Use threaded rigid steel conduit fittings unless otherwise indicated. Comply with NEMA FB 2.10.
2. EMT: Use setscrew, fittings. Comply with NEMA FB 2.10.
3. Flexible Conduit: Use only fittings listed for use with flexible conduit. Comply with NEMA FB 2.20.

### 3.2 INSTALLATION

- A. Comply with NECA 1 and NECA 101 for installation requirements except where requirements on Drawings or in this article are stricter. Comply with NFPA 70 limitations for types of raceways allowed in specific occupancies and number of floors.
- B. Keep raceways at least 6 inches away from parallel runs of flues and steam or hot-water pipes. Install horizontal raceway runs above water and steam piping.
- C. Complete raceway installation before starting conductor installation.
- D. Comply with requirements in Section 260529 "Hangers and Supports for Electrical Systems" for hangers and supports.
- E. Conceal conduit and EMT within finished walls, ceilings, and floors unless otherwise indicated. Install conduits parallel or perpendicular to building lines.
- F. Support conduit within 12 inches of enclosures to which attached.
- G. Threaded Conduit Joints, Exposed to Wet, Damp, Corrosive, or Outdoor Conditions: Apply listed compound to threads of raceway and fittings before making up joints. Follow compound manufacturer's written instructions.
- H. Terminate threaded conduits into threaded hubs or with locknuts on inside and outside of boxes or cabinets. Install bushings on conduits up to 1-1/4-inch trade size and insulated throat metal bushings on 1-1/2-inch trade size and larger conduits terminated with locknuts. Install insulated throat metal grounding bushings on service conduits.
- I. Install raceways square to the enclosure and terminate at enclosures with locknuts. Install locknuts hand tight plus 1/4 turn more.
- J. Do not rely on locknuts to penetrate nonconductive coatings on enclosures. Remove coatings in the locknut area prior to assembling conduit to enclosure to assure a continuous ground path.
- K. Cut conduit perpendicular to the length. For conduits 2-inch trade size and larger, use roll cutter or a guide to make cut straight and perpendicular to the length.
- L. Install pull wires in empty raceways. Use polypropylene or monofilament plastic line with not less than 200-lb tensile strength. Leave at least 12 inches of slack at each end of pull wire. Cap underground raceways designated as spare above grade alongside raceways in use.

## SECTION 260553 - IDENTIFICATION FOR ELECTRICAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Identification for raceways.
  - 2. Identification of power and control cables.
  - 3. Identification for conductors.
  - 4. Equipment identification labels.
  - 5. Miscellaneous identification products.

#### 1.2 ACTION SUBMITTALS

- A. Product Data: For each electrical identification product indicated.

#### 1.3 QUALITY ASSURANCE

- A. Comply with NFPA 70.
- B. Comply with ANSI A13.1.

### PART 2 - PRODUCTS

#### 2.1 POWER RACEWAY IDENTIFICATION MATERIALS

- A. Comply with ANSI A13.1 for minimum size of letters for legend and for minimum length of color field for each raceway size.
- B. Colors for Raceways Carrying Circuits at 600 V or Less:
  - 1. Black letters on an orange field.
  - 2. Legend: Indicate voltage and system or service type.
- C. Self-Adhesive Vinyl Labels for Raceways Carrying Circuits at 600 V or Less: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound adhesive tape for securing ends of legend label.

#### 2.2 MATERIALS

- A. Comply with ANSI A13.1 for minimum size of letters for legend and for minimum length of color field for each raceway and cable size.

- B. Self-Adhesive Vinyl Labels: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound adhesive tape for securing ends of legend label.
- C. Snap-Around Labels: Slit, pretensioned, flexible, preprinted, color-coded acrylic sleeve, with diameter sized to suit diameter of raceway or cable it identifies and to stay in place by gripping action.
- D. Snap-Around, Color-Coding Bands: Slit, pretensioned, flexible, solid-colored acrylic sleeve, 2 inches long, with diameter sized to suit diameter of raceway or cable it identifies and to stay in place by gripping action.

### 2.3 CONDUCTOR IDENTIFICATION MATERIALS

- A. Color-Coding Conductor Tape: Colored, self-adhesive vinyl tape not less than 3 mils (0.08 mm) thick by 1 inch wide.
- B. Self-Adhesive Vinyl Labels: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound adhesive tape for securing ends of legend label.
- C. Marker Tapes: Vinyl or vinyl-cloth, self-adhesive wraparound type, with circuit identification legend machine printed by thermal transfer or equivalent process.

### 2.4 EQUIPMENT IDENTIFICATION LABELS

- A. Adhesive Film Label with Clear Protective Overlay: Machine printed, in black, by thermal transfer or equivalent process. Minimum letter height shall be 3/8 inch. Overlay shall provide a weatherproof and UV-resistant seal for label.
- B. Self-Adhesive, Engraved, Laminated Acrylic or Melamine Label: Adhesive backed, with white letters on a dark-gray background. Minimum letter height shall be 3/8 inch.
- C. Stenciled Legend: In nonfading, waterproof, black Insert color ink or paint. Minimum letter height shall be 1 inch Insert dimension.

### 2.5 MISCELLANEOUS IDENTIFICATION PRODUCTS

- A. Fasteners for Labels and Signs: Self-tapping, stainless-steel screws or stainless-steel machine screws with nuts and flat and lock washers.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Location: Install identification materials and devices at locations for most convenient viewing without interference with operation and maintenance of equipment.
- B. Apply identification devices to surfaces that require finish after completing finish work.
- C. Self-Adhesive Identification Products: Clean surfaces before application, using materials and methods recommended by manufacturer of identification device.

### 3.2 IDENTIFICATION SCHEDULE

- A. Power-Circuit Conductor Identification, 600 V or Less: For conductors in pull and junction boxes, use color-coding conductor tape to identify the phase.
  - 1. Color-Coding for Phase and Voltage Level Identification, 600 V or Less: Use colors listed below for feeder and branch-circuit conductors.
    - a. Color shall be factory applied or field applied for sizes larger than No. 8 AWG, if authorities having jurisdiction permit.
    - b. Colors for 208/120-V Circuits:
      - 1) Phase A: Black.
      - 2) Phase B: Red.
      - 3) Phase C: Blue.
    - c. Colors for 480/277-V Circuits:
      - 1) Phase A: Brown.
      - 2) Phase B: Orange.
      - 3) Phase C: Yellow.
    - d. Field-Applied, Color-Coding Conductor Tape: Apply in half-lapped turns for a minimum distance of 6 inches from terminal points and in boxes where splices or taps are made. Apply last two turns of tape with no tension to prevent possible unwinding. Locate bands to avoid obscuring factory cable markings.
- B. Auxiliary Electrical Systems Conductor Identification: Identify field-installed alarm, control, and signal connections.
  - 1. Identify conductors, cables, and terminals in enclosures and at junctions, terminals, and pull points. Identify by system and circuit designation.
  - 2. Use system of marker tape designations that is uniform and consistent with system used by manufacturer for factory-installed connections.
  - 3. Coordinate identification with Project Drawings, manufacturer's wiring diagrams, and the Operation and Maintenance Manual.



- C. Workspace Indication: Install floor marking tape to show working clearances in the direction of access to live parts. Workspace shall be as required by NFPA 70 and 29 CFR 1926.403 unless otherwise indicated. Do not install at flush-mounted panelboards and similar equipment in finished spaces.
- D. Equipment Identification Labels: On each unit of equipment, install unique designation label that is consistent with wiring diagrams, schedules, and the Operation and Maintenance Manual. Apply labels to disconnect switches and protection equipment, central or master units, control panels, control stations, terminal cabinets, and racks of each system. Systems include power, lighting, control, communication, signal, monitoring, and alarm systems unless equipment is provided with its own identification.
  - 1. Labeling Instructions:
    - a. Indoor Equipment: Self-adhesive label. Unless otherwise indicated, provide a single line of text with 1/2-inch- high letters on 1-1/2-inch- high label; where two lines of text are required, use labels 2 inches high.
    - b. Elevated Components: Increase sizes of labels and letters to those appropriate for viewing from the floor.
    - c. Unless provided with self-adhesive means of attachment, fasten labels with appropriate mechanical fasteners that do not change the NEMA or NRTL rating of the enclosure.