

SECTION 01100 - SUMMARY

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. Section includes:

- B.

- 1. Work covered by Contract Documents.
 - 2. Contractor use of premises.
 - 3. Coordination with occupants.
 - 4. Work restrictions.
 - 5. Specification and drawing conventions.

- C. Related Section:

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

1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Madison Middle School Roof Replacement

- 1. Project Location: 4630 Madison Avenue, Trumbull, Connecticut, 06611.

- B. Owner: Town of Trumbull, 5866 Main Street, Trumbull, Connecticut.

- C. Architect: Antinozzi Associates, P.C.

- D. The Work consists of the following:

- 1. The Work includes installation of new single ply roofing system over existing roofing including associated work as indicated in the drawings and technical specifications.

1.4 CONTRACTOR USE OF PREMISES

- A. General: Contractor shall have limited use of Project site for construction operations during construction period. Contractor's use of Project site is limited to the areas where work is taking place at any particular time and to common areas required for access to work areas. All other

areas shall be restricted. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Limits: Confine construction operations to areas immediately adjacent to the work areas.
 2. Limits: Limit site disturbance. All areas disturb by the general contractors, subcontractors, vendors, deliveries, etc. shall be repaired by the contractor.
 3. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, Tenants and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- B. Condition of Existing Building: Maintain portions of existing building affected by construction operations in an acceptable condition throughout construction period. Repair damage caused by construction operations.
- C. The Contractor shall conduct his operations under this Contract in such a manner as to allow, at all times during the performance of the work ingress and egress for the tenants and the public with the Owner's representative to coordinate his work to meet this condition.
- D. The Contractor shall provide all necessary safety equipment, material, and personnel to protect the public walks, entrance to buildings and grounds within the work areas of this Contract in order that pedestrians, tenants and the public be protected at all times.
- E. Contractor must preserve as much of existing parking as possible for owner use during construction.
- F. At all times, the occupants must have safe and full access to all parts of the facility including all the exit stairs and corridors.

1.5 COORDINATION WITH OCCUPANTS

- A. Full Occupancy: Owner will occupy site and existing building during entire construction period. Cooperate with Owner and occupants during construction operations to minimize conflicts and facilitate Owner and occupant's usage. Perform the Work so as not to interfere with Owner's and occupant's day-to-day operations. Maintain existing exits unless otherwise indicated.
1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 2. Notify the Owner not less than 72 hours in advance of activities that will affect Owner's and occupant's operations.

1.6 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except as otherwise indicated.
 - 1. Weekend Hours: Only with prior approval from the owner.
 - 2. Early Morning Hours: Only with prior approval from owner.
 - 3. Hours for Utility Shutdowns: 48 hours notice and approval from owner.
- C. Excessive Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to the occupants with Owner.
 - 1. Notify Owner not less than two days in advance of proposed disruptive operations.
 - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- D. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor air intakes.
- E. Controlled Substances: Use of tobacco products and other controlled substances within the existing building or on the Project site is not permitted.
- F. Employee Identification: Provide identification tags for Contractor personnel working on the Project site. Require personnel to utilize identification tags at all times.
- G. Employee Screening: Comply with Owner's requirements regarding screening of Contractor personnel working on the Project site.
 - 1. Maintain list of approved screened personnel with Owner's Representative.
- I. Security: The Owner will not provide security guard service, watchman or escorts for this project. The employment of a security guard service to guard the contractor's employees, equipment or materials shall be at the discretion of the Contractor. However, the Contractor shall be solely responsible for theft, vandalism or similar acts at no extra cost to the Owner.

1.7 SCHEDULING OF WORK

- A. The roof replacement and associated work will be carried on while the existing facility is occupied.
- B. The Contractor shall be given reasonable latitude in scheduling of the work. The Town of Trumbull officials will cooperate mutually with the general contractor in adjusting to situations, which may arise during the construction. In no case will the existing building or any portion of the existing building be vacated.

- C. The Contractor shall include any overtime work that may be required to perform work that can not be completed during regular working hours. If overtime work is required, the contractor must pay the Director of Facilities employed by the Owner, Town of Trumbull for all hours when overtime is in force. No overtime work can take place without the Director of Facilities present.
- D. It is the intent of the Contractor to prosecute the work as rapidly as possible. The final construction schedule will be subject to the approval of the Owner and Architect.

1.8 SPECIFICATIONS AND DRAWING CONVENTIONS

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01100

SECTION 01210 - ALLOWANCES

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 includes administrative and procedural requirements governing allowances.
 - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
 - 1. Quantity allowances.

1.3 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.6 QUANTITY ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include taxes, freight, and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.

1.7 UNUSED MATERIALS

- A. Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
 - 1. If requested by Architect, prepare unused material for storage by Owner when it is not economically practical to return the material for credit. If directed by Architect, deliver unused material to Owner's storage space. Otherwise, disposal of unused material is Contractor's responsibility.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

- A. Refer to Bid Form for list of Allowances.

END OF SECTION 01210

SECTION 01230 - ALTERNATES

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 includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. A schedule of alternates is included in the Bid Form.

END OF SECTION 01230

SECTION 01250 - CONTRACT MODIFICATION PROCEDURES

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 handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Division 1 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, within this specification.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 5 days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and

finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Recommended form is AIA Document G709 for Proposal Requests.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701 (or similar format).

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714 (or similar format). Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01250

SECTION 01270 - UNIT PRICES

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 includes administrative and procedural requirements for unit prices.
- B. Related Sections include the following:
 - 1. Division 1 Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders.

1.3 DEFINITIONS

- A. Unit price is a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary labor, material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: Refer to individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- D. List of Unit Prices: A list of unit prices is included in the Bid Form. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

13049

Town of Trumbull

Madison Middle School
Roof Replacement

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not used)

END OF SECTION 01270

SECTION 01290 - PAYMENT PROCEDURES

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 necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
 - 1. Division 1 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - c. Contractor's Construction Schedule.
 - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
 - 1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.

- b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
- a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value.
 - 1) Percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
- a. Differentiate between items stored on-site and items stored off-site. If specified, include evidence of insurance or bonded warehousing.
6. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.
- C. Retainage: Owner shall retain 10% of each progress payment until proof of the project's substantial completion. Upon substantial completion, Owner shall retain 5% of the remaining project completion cost. Upon final project completion and closeout, the Owner will then proceed to release the remaining retainage amount and make final payment to the Contractor.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.

- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
1. When an application shows completion of an item, submit final or full waivers.
 2. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 3. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 4. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's Construction Schedule (preliminary if not final).
 4. Products list.
 5. Schedule of unit prices.
 6. Submittals Schedule (preliminary if not final).
 7. List of Contractor's staff assignments.
 8. List of Contractor's principal consultants.
 9. Copies of building permits.
 10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 11. Initial progress report.
 12. Report of preconstruction conference.
 13. Certificates of insurance and insurance policies.
 14. Performance and payment bonds.
 15. Data needed to acquire Owner's insurance.
 16. Initial settlement survey and damage report if required.

- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 9. Final, liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01290

SECTION 01310 - PROJECT MANAGEMENT AND COORDINATION

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 includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Coordination
 - 2. Administrative and supervisory personnel.
 - 3. Project meetings.
 - 4. Requests for Interpretation (RFIs).
- B. Related Sections include the following:
 - 1. Division 1 Section "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.
 - 2. Division 1 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Division 1 Section "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. RFI: Request from Contractor seeking interpretation or clarification of the Contract Documents.

1.4 COORDINATION

- A. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.

2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
 4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's Construction Schedule.
 2. Preparation of the Schedule of Values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

1.5 SUBMITTALS

- A. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
- B. Coordination Drawings: Prepare Coordination Drawings where space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
1. Indicate relationship of components shown on separate Shop Drawings.
 2. Indicate required installation sequences.

1.6 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
1. Minutes: Architect will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Contractor, within three days of the meeting.
- B. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. Preparation of Record Documents.
 - l. Use of the premises.
 - m. Work restrictions.
 - n. Owner's occupancy requirements.
 - o. Responsibility for temporary facilities and controls.
 - p. Construction waste management and recycling.
 - q. Parking availability.
 - r. Office, work, and storage areas.
 - s. Equipment deliveries and priorities.
 - t. First aid.
 - u. Security.
 - v. Progress cleaning.
 - w. Working hours.
 3. Minutes: Architect will record and distribute meeting minutes.
- C. Progress Meetings: Conduct progress meetings at regular intervals not exceeding every 2 weeks. Coordinate dates of meetings with preparation of payment requests.

1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) RFIs.
 - 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
3. Minutes: Architect will record and distribute the meeting minutes to the Project team.
4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

1.7 REQUESTS FOR INTERPRETATION (RFIs)

- A. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.
1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
1. Project name.
 2. Date.
 3. Name of Contractor.
 4. Name of Architect.
 5. RFI number, numbered sequentially.
 6. Specification Section number and title and related paragraphs, as appropriate.
 7. Drawing number and detail references, as appropriate.
 8. Field dimensions and conditions, as appropriate.
 9. Contractor's suggested solution(s). If Contractor's solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 10. Contractor's signature.
 11. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
 - a. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.
- C. Hard-Copy RFIs: CSI Form 13.2A.
1. Identify each page of attachments with the RFI number and sequential page number.
- D. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- E. Architect's Action: Architect will review each RFI, determine action required, and return it. Allow five working days for Architect's response for each RFI. RFIs received after 3:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.

- c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or RFIs with numerous errors.
2. Architect's action may include a request for additional information, in which case Architect's time for response will start again.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 1 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
- G. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log at each progress meeting. Include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number including RFIs that were dropped and not submitted.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01310

SECTION 01320 - CONSTRUCTION PROGRESS DOCUMENTATION

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 includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Contractor's Construction Schedule.
 - 2. Submittals Schedule.
 - 3. Special reports.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for submitting the Schedule of Values.
 - 2. Division 1 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
 - 3. Division 1 Section "Submittal Procedures" for submitting schedules and reports.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - 1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. Cost Loading: The allocation of the Schedule of Values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum, unless otherwise approved by Architect.
- C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

- E. Event: The starting or ending point of an activity.
- F. Float: The measure of leeway in starting and completing an activity.
 - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- G. Fagnet: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- H. Major Area: A story of construction, a separate building, or a similar significant construction element.
- I. Milestone: A key or critical point in time for reference or measurement.
- J. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.
- K. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

1.4 SUBMITTALS

- A. Submittals Schedule: Submit three copies of schedule. Arrange the following information in a tabular format:
 - 1. Scheduled date for first submittal.
 - 2. Specification Section number and title.
 - 3. Submittal category (action or informational).
 - 4. Name of subcontractor.
 - 5. Description of the Work covered.
 - 6. Scheduled date for Architect's final release or approval.
- B. Contractor's Construction Schedule: Submit two opaque copies of initial schedule, large enough to show entire schedule for entire construction period.
- C. Special Reports: Submit two copies at time of unusual event.

1.5 QUALITY ASSURANCE

- A. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination." Review methods and procedures related to the Preliminary Construction Schedule and Contractor's Construction Schedule, including, but not limited to, the following:

1. Review software limitations and content and format for reports.
2. Verify availability of qualified personnel needed to develop and update schedule.
3. Discuss constraints.
4. Review delivery dates for Owner-furnished products.
5. Review schedule for work of Owner's separate contracts.
6. Review time required for review of submittals and resubmittals.
7. Review requirements for tests and inspections by independent testing and inspecting agencies.
8. Review time required for completion and startup procedures.
9. Review and finalize list of construction activities to be included in schedule.
10. Review submittal requirements and procedures.
11. Review procedures for updating schedule.

1.6 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.

PART 2 - PRODUCTS

2.1 SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
 1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
 2. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Procedures: Comply with procedures contained in AGC's "Construction Planning & Scheduling."
- B. Time Frame: Extend schedule from date established for commencement of the Work to date of Final Completion.
 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each separate area as a separate numbered activity for each principal element of the Work. Comply with the following:

1. Activity Duration: Define activities so no activity is longer than **20** days, unless specifically allowed by Architect.
 2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 3. Submittal Review Time: Include review and resubmittal times indicated in Division 1 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
 4. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Use of premises restrictions.
 - b. Work Sequence.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
- F. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragnets to demonstrate the effect of the proposed change on the overall project schedule.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within 30 days of date established for the Notice to Proceed. Base schedule on the Preliminary Construction Schedule and whatever updating and feedback was received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

2.4 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At bi-monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule at each regularly scheduled progress meeting.
1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
1. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 01320

SECTION 01322 - PHOTOGRAPHIC DOCUMENTATION

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. Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Periodic construction photographs.
 - 3. Final completion construction photographs.

1.3 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph.
- B. Digital Photographs: Submit image files within three days of taking photographs.
 - 1. Digital Camera: Minimum sensor resolution of 8 megapixels.
 - 2. Format: Minimum 1600 by 1200 pixels, 400 dpi minimum, in unaltered original files, with same aspect ratio as the sensor, uncropped, date- and time- stamped, in folder named by date of photograph, accompanied by key plan file.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels, and at an image resolution of not less than 1600 by 1200 pixels and 400 dpi.

PART 3 - EXECUTION

3.1 CONSTRUCTION PHOTOGRAPHS

- A. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
 - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- B. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
 - 1. Date and Time: Include date and time in file name for each image.
 - 2. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect.
- C. Preconstruction Photographs: Before starting construction, take photographs of Project site including existing items to remain during construction, from different vantage points, as directed by Architect.
 - 1. Take a minimum of 50 color photographs of existing conditions to accurately record physical conditions at start of construction.
- D. Periodic Construction Photographs: Take a minimum total of 20 digital color photographs daily taken at a minimum of 2 periods of the work day. Select vantage points to show status of construction and progress since last photographs were taken.
- E. Final Completion Construction Photographs: Take a minimum of 50 color photographs after date of Substantial Completion for submission as project record documents.

END OF SECTION 01322

SECTION 01330 - SUBMITTAL PROCEDURES

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 includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for submitting Applications for Payment and the Schedule of Values.
 - 2. Division 1 Section "Closeout Procedures" for submitting warranties.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action. Submittals may be rejected for not complying with requirements.
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements.

1.4 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings may be provided by Architect for Contractor or sub-contractor use in preparing submittals. Fees and disclaimers will be requested.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that requires sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

- a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's and Architect's Consultants receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 10 working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 10 working days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 15 working days for initial review of each submittal.
 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 10 working days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
 6. Submittals requiring color selections will be reviewed for compliance only. Colors will be released all at the same time once approved by the Client.
- 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 (150 by 200 mm)** on label or beside title block to record Contractor's review and approval markings and action taken by Architect or Architect's Consultant.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name and Architect's Project number.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal numbers must be coordinated with the Architect's submittal procedures. Standard transmittal and memorandum to Contractors regarding submittal procedure will be provided by Architect, if necessary, upon award of Contract.
 - 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. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- F. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
 1. Submit one original and (2) copies of submittal to Architect in addition to specified number of copies to concurrent reviewer.
 2. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- G. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect and Architect's Consultants will return submittals, without review, received from sources other than General Contractor or Construction Manager.
 1. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Specification Section number and title.
 - i. Drawing number and detail references, as appropriate.
 - j. Transmittal number, numbered consecutively.
 - k. Submittal and transmittal distribution record.
 - l. Remarks.
 - m. Typed name and signature of transmitter.
 2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect and Architect's Consultant on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.
- H. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.

- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Use only final submittals with mark indicating "No Exceptions Taken" or "Make Corrections Noted" by Architect or Architect's Consultant.

1.5 CONTRACTOR'S USE OF ARCHITECT'S CAD FILES

- A. General: At Contractor's written request, copies of Architect's CAD files will be provided to Contractor for Contractor's use in connection with Project, subject to the following conditions:
 - 1. Review, approval and signing of disclaimer form regarding use of drawings.
 - 2. Fees will be requested as deemed appropriate per drawing sheet or file.

1.6 AMERICAN RECOVERY & REINVESTMENT ACT OF 2009 (ARRA)

- A. Per the American Recovery & Reinvestment Act of 2009 (ARRA), all products incorporated into the work of this project must be manufactured in the United States of America. It is the intent of the technical specifications to have specified only products made in the USA. All substitutions must comply with this requirement.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark each copy of each submittal to show which products and options are applicable.
 - 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.

- h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operation and maintenance manuals.
 - k. Compliance with specified referenced standards.
 - l. Testing by recognized testing agency.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
 4. Submit Product Data before or concurrent with Samples.
 5. Number of Copies: Submit four (4) copies of Product Data, unless otherwise indicated. Architect will return three (3) copies.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Construction Documents, unless submittals of Architect's CAD Drawings are otherwise permitted.
 1. Preparation: Fully illustrate requirements as shown in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - m. Relationship to adjoining construction clearly indicated.
 - n. Seal and signature of professional engineer if specified.
 - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 40 inches (750 by 1000 mm).
 3. Number of Copies: Submit four (4) copies of each submittal, where copies are not required for operation and maintenance manuals. Submit five (5) copies where copies are required for operation and maintenance manuals. Architect and Consultant will retain one copy each; remainder will be returned to Contractor.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed. Color photos or digital images are not accepted.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of appropriate Specification Section.
3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of samples: Submit two (2) full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three (3) sets of Samples. Architect will retain two (2) Sample sets; remainder will be returned.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
6. Paint samples:
 - a. General Contractor to provide one 2'x2' color sample for each color painted in finish as specified.
 - b. All colors to be submitted at once.

- c. Five (5) day notice required prior to submitting paint samples.
 - d. Architect reserves the right to change color.
- E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
- 1. Type of product. Include unique identifier for each product.
 - 2. Number and name of room or space.
 - 3. Location within room or space.
 - 4. Number of Copies: Submit three (3) copies of product schedule or list, unless otherwise indicated. Architect will return two (2) copies.
- F. Contractor's Construction Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
- G. Submittals Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
- H. Application for Payment: Comply with requirements specified in Division 1 Section "Payment Procedures."
- I. Schedule of Values: Comply with requirements specified in Division 1 Section "Payment Procedures."

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
- 1. Number of Copies: Submit two (2) copies of each submittal, unless otherwise indicated. Architect will not return copies.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - 3. Test and Inspection Reports: Comply with requirements specified in Division 1 Section "Quality Requirements."
- B. Contractor's Construction Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure

Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.

- E. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- F. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- G. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- I. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- J. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- K. Schedule of Tests and Inspections: Comply with requirements specified in Division 1 Section "Quality Requirements."
- L. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- M. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- N. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 1 Section "Operation and Maintenance Data."
- P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations.

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

- Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
1. Preparation of substrates.
 2. Required substrate tolerances.
 3. Sequence of installation or erection.
 4. Required installation tolerances.
 5. Required adjustments.
 6. Recommendations for cleaning and protection.
- R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
1. Name, address, and telephone number of factory-authorized service representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S AND ARCHITECT'S CONSULTANT ACTION

- A. General: Architect and Architect's Consultant will NOT review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect and Architect's Consultant will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect or Architect's Consultant will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
- C. Informational Submittals: Architect and Architect's Consultant will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.
- E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 01330

SECTION 01400 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, Construction Manager, or authorities having jurisdiction are not limited by provisions of this Section.

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect or Construction Manager.
- C. Mockups: Full size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.

1. Integrated Exterior Mockups: Mockups of the exterior envelope erected separately from the building but on the project site, consisting of multiple products, assemblies and subassemblies.
- D. Preconstruction Testing: Tests and inspections performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade or trades.
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 CONFLICTING REQUIREMENTS

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

1.5 ACTION SUBMITTALS

- A. Shop Drawings: For mockups, provide plans, sections, and elevations, indicating materials and size of mockup construction.
 - 1. Indicate manufacturer and model number of individual components.
 - 2. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Contractor's Quality-Control Manager Qualifications: For supervisory personnel.
- C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems.
 - 1. Seismic-force resisting system, designated seismic system, or component listed in the designated seismic system quality assurance plan prepared by the Architect.
 - 2. Main wind-force resisting system or a wind-resisting component listed in the wind-force-resisting system quality assurance plan prepared by the Architect.
- D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- E. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.

1.7 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice to Proceed, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.

- B. **Quality-Control Personnel Qualifications:** Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
1. Project quality-control manager shall not have other Project responsibilities.
- C. **Submittal Procedure:** Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. **Testing and Inspection:** Include in quality-control plan a comprehensive schedule of Work requiring testing or inspection, including the following:
1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.
 2. Special inspections required by authorities having jurisdiction and indicated on the "Statement of Special Inspections."
 3. Owner-performed tests and inspections indicated in the Contract Documents, including tests and inspections indicated to be performed by the Commissioning Authority.
- E. **Continuous Inspection of Workmanship:** Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. **Monitoring and Documentation:** Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.8 REPORTS AND DOCUMENTS

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

12. Name and signature of laboratory inspector.
13. Recommendations on retesting and reinspecting.

B. **Manufacturer's Technical Representative's Field Reports:** Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:

1. Name, address, and telephone number of technical representative making report.
2. Statement on condition of substrates and their acceptability for installation of product.
3. Statement that products at Project site comply with requirements.
4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
6. Statement whether conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

C. **Factory-Authorized Service Representative's Reports:** Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:

1. Name, address, and telephone number of factory-authorized service representative making report.
2. Statement that equipment complies with requirements.
3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
4. Statement whether conditions, products, and installation will affect warranty.
5. Other required items indicated in individual Specification Sections.

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

1.9 QUALITY ASSURANCE

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

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

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

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

- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
1. Contractor responsibilities include the following:
 - a. Provide test specimens representative of proposed products and construction.
 - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
 - d. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
 - e. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
 - f. When testing is complete, remove test specimens, assemblies, mockups, do not reuse products on Project.

2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, through Construction Manager, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect or Construction Manager.
 2. Notify Architect and Construction Manager seven days in advance of dates and times when mockups will be constructed.
 3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at the Project.
 4. Demonstrate the proposed range of aesthetic effects and workmanship.
 5. Obtain Architect's and Construction Manager's approval of mockups before starting work, fabrication, or construction.
 - a. Allow seven days for initial review and each re-review of each mockup.
 6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 7. Demolish and remove mockups when directed, unless otherwise indicated.
- L. Integrated Exterior Mockups: Construct integrated exterior mockup in accordance with approved Shop Drawings as indicated on Drawings. Coordinate installation of exterior envelope materials and products for which mockups are required in individual specification sections, along with supporting materials.

1.10 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.

1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. **Manufacturer's Field Services:** Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 01 Section "Submittal Procedures."
- D. **Manufacturer's Technical Services:** Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- E. **Retesting/Reinspecting:** Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- F. **Testing Agency Responsibilities:** Cooperate with Architect, Construction Manager, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
 1. Notify Architect, Construction Manager, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform any duties of Contractor.
- G. **Associated Services:** Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify

agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:

1. Access to the Work.
2. Incidental labor and facilities necessary to facilitate tests and inspections.
3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
4. Facilities for storage and field curing of test samples.
5. Delivery of samples to testing agencies.
6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
7. Security and protection for samples and for testing and inspecting equipment at Project site.

H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

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

I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents as a component of the Contractor's quality-control plan. Coordinate and submit concurrently with Contractor's construction schedule. Update as the Work progresses. .

1. Distribution: Distribute schedule to Owner, Architect, Construction Manager, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.11 SPECIAL TESTS AND INSPECTIONS

A. Special Tests and Inspections: Owner will engage a qualified testing agency special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, as indicated in Statement of Special Inspections included in the project manual, and as follows:

B. Special Tests and Inspections: Conducted by a qualified testing agency as required by authorities having jurisdiction, as indicated in individual Specification Sections, and in Statement of Special Inspections included in the project manual, and as follows:

1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
2. Notifying Architect, Construction Manager, and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect, through Construction Manager, with copy to Contractor and to authorities having jurisdiction.
4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.

5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
6. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Prepare a record of tests and inspections. Include the following:
 1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and modifications as they occur. Provide access to test and inspection log for Architect's and Construction Manager's reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Division 01 Section "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01400

SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS

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 includes requirements for temporary facilities and controls.
- B. Temporary utilities include, but are not limited to, the following:

- 1. Electric power service.
- 2. Lighting.
- 3. Telephone service.
- 4. Water Service
- 5. Sanitary Facilities.
- 6. Protection Facilities.

1.3 USE CHARGES

- A. Temporary Utilities Service: With the exception of telephone service, the owner will pay for service use charges for usage of temporary utilities, by all parties engaged in construction, at Project site for construction operations for this project.

1.4 QUALITY ASSURANCE

- A. Standards: Comply with ANSI A10.6, NECA's "Temporary Electrical Facilities," and NFPA 241.
 - 1. Trade Jurisdictions: Assigned responsibilities for installation and operation of temporary utilities are not intended to interfere with trade regulations and union jurisdictions.
 - 2. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

- A. Conditions of Use: The following conditions apply to use of temporary services and facilities by all parties engaged in the Work:

1. Keep temporary services and facilities clean and neat.
2. Relocate temporary services and facilities as required by progress of the Work.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide new materials. Provide materials suitable for use intended.
- B. Tarpaulins: Fire-resistive labeled with flame-spread rating of 15 or less.

2.2 EQUIPMENT

- A. General: Provide equipment suitable for use intended.
- B. Fire Extinguishers: Hand carried, portable, UL rated. Provide class and extinguishing agent as indicated or a combination of extinguishers of NFPA-recommended classes for exposures.
 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Water Service: Use of Owner's existing water service facilities will be permitted, as long as facilities are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- B. Sanitary Facilities: Use of Owner's existing toilet facilities will be permitted, as long as facilities are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- C. Electric Power Service: Use of Owner's existing electric power service will be permitted, as long as equipment is maintained in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- D. Lighting: If required, provide temporary lighting that provides adequate illumination to allow for safe working conditions during normal working hours.

3.2 TEMPORARY FACILITIES INSTALLATION

- A. Lighting: If required, provide temporary lighting that provides adequate illumination for construction operations and traffic conditions.

- B. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
1. Prior to commencing work, isolate the HVAC system in area where work is to be performed in accordance with procedures approved by the architect.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas as required.
 - b. Maintain negative air pressure within work area using HEPA-equipped air filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust containment devices.
 3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.

3.3 OPERATION, TERMINATION, AND REMOVAL

- A. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage.
- B. Termination and Removal: Remove each temporary facility when need for its service has ended.
1. Materials and facilities that constitute temporary facilities are the property of Contractor. Owner reserves right to take possession of Project identification signs.
 2. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements in Division 1 Section "Closeout Procedures."

END OF SECTION 01500

SECTION 01600 - PRODUCT REQUIREMENTS

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 includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.
- B. Related Sections include the following:
 - 1. Division 1 Section "Closeout Procedures" for submitting warranties for Contract closeout.

1.3 DEFINITIONS

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.

1.4 SUBMITTALS

- A. Product List: Submit a list, in tabular form, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.
1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
 2. Completed List: Within 15 days after Notice to Proceed, submit 3 copies of completed product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 3. Architect's Action: Architect will respond in writing to Contractor within 5 days of receipt of completed product list. Architect's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Architect's response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.
- B. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Substitution Request Form: Use CSI Form 13.1A.
 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified material or product cannot be provided.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
 - i. Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
 - j. Cost information, including a proposal of change, if any, in the Contract Sum.

- k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
 - l. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Acceptance: Change Order.
 - b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.
- C. Comparable Product Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Division 1 Section "Submittal Procedures."
 - b. Use product specified if Architect cannot make a decision on use of a comparable product request within time allocated.
- D. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 1 Section "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.
1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

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

B. Delivery and Handling:

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

C. Storage:

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

1.7 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. **Manufacturer's Warranty:** Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. **Effective Date:** Warranty period shall commence upon the date of the Owner's final acceptance of the installed product(s) and / or system(s).

B. **Special Warranties:** Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.

1. **Manufacturer's Standard Form:** Modified to include Project-specific information and properly executed.
2. **Specified Form:** When specified forms are included with the Specifications, prepare a written document using appropriate form properly executed.

3. Refer to Divisions 2 through 16 Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Division 1 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.
5. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
7. Or Equal: Where products are specified by name and accompanied by the term "or equal" or "or approved equal" or "or approved," comply with provisions in Part 2 "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Product: Where Specifications name a single product and manufacturer, provide the named product that complies with requirements.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements.
3. Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.
4. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.
5. Available Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
6. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or an unnamed manufacturer, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
7. Product Options: Where Specifications indicate that sizes, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide the

- specified product or system. Comply with provisions in Part 2 "Product Substitutions" Article for consideration of an unnamed product or system.
8. Basis-of-Design Product: Where Specifications name a product and include a list of manufacturers, provide the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product by the other named manufacturers.
 9. Visual Matching Specification: Where Specifications require matching an established Sample, select a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 - a. If no product available within specified category matches and complies with other specified requirements, comply with provisions in Part 2 "Product Substitutions" Article for proposal of product.
 10. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product that complies with other specified requirements.
 - a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that does not include premium items.
 - b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Architect will consider requests for substitution if received within 60 days after commencement of the Work. Requests received after that time may be considered or rejected at discretion of Architect.
- B. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 2. Requested substitution does not require extensive revisions to the Contract Documents.
 3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. Substitution request is fully documented and properly submitted.
 5. Requested substitution will not adversely affect Contractor's Construction Schedule.

6. Requested substitution has received necessary approvals of authorities having jurisdiction.
7. Requested substitution is compatible with other portions of the Work.
8. Requested substitution has been coordinated with other portions of the Work.
9. Requested substitution provides specified warranty.
10. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

2.3 COMPARABLE PRODUCTS

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

PART 3 - EXECUTION (Not Used)

END OF SECTION 01600

SECTION 01700 - EXECUTION REQUIREMENTS

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 includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. General installation of products.
 - 3. Progress cleaning.
 - 4. Protection of installed construction.
 - 5. Correction of the Work.
- B. Related Sections include the following:
 - 1. Division 1 Section "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.
 - 2. Division 1 Section "Submittal Procedures" for submitting surveys.
 - 3. Division 1 Section "Cutting and Patching" for procedural requirements for cutting and patching necessary for the installation or performance of other components of the Work.
 - 4. Division 1 Section "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

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

3.2 PREPARATION

- A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings. If discrepancies are discovered, notify Architect promptly.

3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 1. Make vertical work plumb and make horizontal work level.
 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that

adequate provisions are made for locating and installing products to comply with indicated requirements.

- G. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 - 2. Allow for building movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 PROGRESS CLEANING

- A. General: Project work area is located in an occupied functioning building. Contractor shall use the utmost care to eliminate, when possible, or diminish all noise, water, dust, odors, etc. from the Project work area. Clean Project work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- C. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- D. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

- E. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- F. Waste Disposal: Washing waste materials down drains will not be permitted.
- G. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- H. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- I. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.6 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.7 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 1 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

END OF SECTION 01700

SECTION 01731 - CUTTING AND PATCHING

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 includes procedural requirements for cutting and patching.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.4 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:
 - 1. Primary operational systems and equipment.
 - 2. Mechanical systems piping and ducts.
 - 3. Control systems.
 - 4. Communication systems.
 - 5. Electrical wiring systems.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Miscellaneous elements include the following:
 - 1. Equipment supports.
 - 2. Piping, ductwork, vessels, and equipment.
 - 3. Noise- and vibration-control elements and systems.

- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut. Provide temporary dams to contain water and moisture.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Protect fixtures and personal property on other occupied floors in building from moisture, dust and impact damage.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 PERFORMANCE

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

- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Concrete / Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION 01731

SECTION 01732 - SELECTIVE DEMOLITION

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 includes the following:

- 1. Demolition and removal of selected portions of a building or structure.
- 2. Repair procedures for selective demolition operations.

- B. Related Sections include the following:

- 1. Division 1 Section "Construction Facilities and Temporary Controls" for temporary construction and environmental-protection measures for selective demolition operations.
- 2. Division 1 Section "Cutting and Patching" for cutting and patching procedures for selective demolition operations.

1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Salvage: Detach items from existing construction and deliver them to Owner.
- C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- D. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

1.4 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.
- B. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered during selective demolition remain Owner's property.

Carefully remove and salvage each item or object in a manner to prevent damage and deliver promptly to Owner.

1.5 SUBMITTALS

- A. **Qualification Data:** For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. **Proposed Dust-Control and Noise-Control Measures:** Submit statement or drawing that indicates the measures proposed for use, proposed locations, and proposed time frame for their operation. Identify options if proposed measures are later determined to be inadequate.
- C. **Stamped shoring layout drawings prepared by the General Contractor's Professional Engineer,** indicating location, method and design loads for the temporary shoring system utilized.
- D. **Schedule of Selective Demolition Activities:** Indicate the following:
 - 1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's on-site operations are uninterrupted.
 - 2. Interruption of utility services.
 - 3. Coordination for shutoff, capping, and continuation of utility services.
 - 4. Use of elevator and stairs.
 - 5. Locations of temporary partitions and means of egress.
 - 6. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- E. **Inventory:** After selective demolition is complete, submit a list of items that have been removed and salvaged.
- F. **Predemolition Photographs or Videotape:** Show existing conditions of adjoining construction and site improvements, including finish surfaces, that might be misconstrued as damage caused by selective demolition operations. Submit before Work begins.
- G. **Landfill Records:** Indicate receipt and acceptance of hazardous wastes by a landfill facility licensed to accept hazardous wastes.

1.6 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. **Professional Engineer Qualifications:** Current Professional Engineer's License valid in the State of Connecticut.

- C. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- D. Standards: Comply with ANSI A10.6 and NFPA 241.
- E. Predemolition Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination." Review methods and procedures related to selective demolition including, but not limited to, the following:
 - 1. Inspect and discuss condition of construction to be selectively demolished.
 - 2. Review structural load limitations of existing structure.
 - 3. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.
 - 4. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.

1.7 PROJECT CONDITIONS

- A. Owner will occupy portions of site immediately adjacent to selective demolition areas. Conduct selective demolition so Owner's operations will not be disrupted. Provide not less than 72 hours' notice to the Owner's Representative of activities that will affect Owner's operations.
- B. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
 - 1. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from authorities having jurisdiction.
- C. Owner assumes no responsibility for condition of areas to be selectively demolished.
 - 1. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- D. Hazardous Materials: Hazardous materials, if present shall be the responsibility of the building owner. Do not disturb hazardous materials or items suspected of containing hazardous materials. The contractor shall contact the owner immediately upon discovery of suspect material.
- E. Storage or sale of removed items or materials on-site will not be permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
 - 1. Maintain fire-protection facilities in service during selective demolition operations.

1.8 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.

PART 2 - PRODUCTS

2.1 REPAIR MATERIALS

- A. Use repair materials identical to existing materials.
 - 1. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
 - 2. Use materials whose installed performance equals or surpasses that of existing materials.
- B. Comply with material and installation requirements specified in individual Specification Sections.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped.
- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
- C. Inventory and record the condition of items to be removed and reinstalled and items to be removed and salvaged.
- D. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to the Architect.
- E. 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. Professional Engineer shall develop shoring layout plan for all temporary shoring and supervise the General Contractor's implementation of that plan. See paragraph 1.5 for submittal requirements.
- F. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

3.2 UTILITY SERVICES

- A. Existing Utilities: Maintain services indicated to remain and protect them against damage during selective demolition operations.

- B. Do not interrupt existing utilities serving occupied or operating facilities unless authorized in writing by Construction Administrator and authorities having jurisdiction. Provide temporary services during interruptions to existing utilities, as acceptable to Owner and to authorities having jurisdiction.
 - 1. Provide at least 72 hours' notice to Construction Administrator if shutdown of service is required during changeover.
- C. Utility Requirements: Refer to Division 15 and 16 Sections for shutting off, disconnecting, removing or capping utilities. Do not start selective demolition work until utility disconnecting and sealing have been completed and verified in writing.

3.3 PREPARATION

- A. Dangerous Materials: Drain, purge, or otherwise remove, collect, and dispose of chemicals, gases, explosives, acids, flammables, or other dangerous materials before proceeding with selective demolition operations.
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference walks, walkways, and other adjacent occupied and used facilities.
 - 1. Do not close or obstruct walks, walkways, or other adjacent occupied or used facilities without permission from the owner's representative and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
 - 2. Erect temporary protection, such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction.
 - 3. Protect existing site improvements, appurtenances, and landscaping to remain.
- C. 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. 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.
 - 3. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
 - 4. Cover and protect furniture, furnishings, and equipment that have not been removed.
- D. Temporary Enclosures: Provide temporary enclosures for protection of existing building and construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
 - 1. Where heating and cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.

- E. Temporary Partitions: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
- F. Temporary Shoring: Provide and maintain interior and exterior shoring, bracing, or structural support to preserve stability and prevent movement, settlement, or collapse of construction 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.

3.4 POLLUTION CONTROLS

- A. Dust Control: Use water mist, temporary enclosures, and other suitable methods to limit spread of dust and dirt. Comply with governing environmental-protection regulations.
 - 1. Do not use water when it may damage existing construction or create hazardous or objectionable conditions, such as ice, flooding and pollution.
 - 2. Wet mop floors to eliminate trackable dirt and wipe down walls and doors of demolition enclosure. Vacuum carpeted areas.
- B. Disposal: Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 - 1. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- C. Cleaning: 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.

3.5 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows.
 - 1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
 - 2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, 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 portable fire-suppression devices during flame-cutting operations.
 5. Maintain adequate ventilation when using cutting torches.
 6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
 7. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
 8. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 9. Dispose of demolished items and materials promptly.
 10. Return elements of construction and surfaces that are to remain to condition existing before selective demolition operations began.
- B. Existing Facilities: Protect existing elevators, stairs, walkways, loading docks, building entries, and other building facilities during selective demolition operations.
- C. Removed and Reinstalled Items: Comply with the following:
1. Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.
 2. Pack or crate items after cleaning and repairing. Identify contents of containers.
 3. Protect items from damage during transport and storage.
 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
- D. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Construction Administrator, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.
- E. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals, using power-driven saw, then remove concrete between saw cuts.
- F. Masonry: Demolish in small sections. Cut masonry at junctures with construction to remain, using power-driven saw, then remove masonry between saw cuts.
- G. Resilient Floor Coverings: Remove floor coverings and adhesive according to recommendations in RFCI-WP and its Addendum.
1. Remove residual adhesive and prepare substrate for new floor coverings by one of the methods recommended by RFCI.

3.6 PATCHING AND REPAIRS

- A. General: Promptly repair damage to adjacent construction caused by selective demolition operations.

- B. Patching: Comply with Division 1 Section "Cutting and Patching."
- C. Repairs: Where repairs to existing surfaces are required, patch to produce surfaces suitable for new materials.
 - 1. Completely fill holes and depressions in existing masonry walls that are to remain with an approved masonry patching material applied according to manufacturer's written recommendations.
- D. Finishes: Restore exposed finishes of patched areas and extend restoration into adjoining construction in a manner that eliminates evidence of patching and refinishing.
- E. Floors and Walls: Where walls or partitions that are demolished extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - 1. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
 - 2. Where patching occurs in a painted surface, apply primer and intermediate paint coats over patch and apply final paint coat over entire unbroken surface containing patch. Provide additional coats until patch blends with adjacent surfaces.
 - 3. Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
- F. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.

3.7 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
- B. Burning: Do not burn demolished materials.
- C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

3.8 SELECTIVE DEMOLITION SCHEDULE

- A. The general intent of scope for Selective Demolition is indicated on the Drawings.

END OF SECTION 01732

SECTION 01770 - CLOSEOUT PROCEDURES

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 includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Final cleaning.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
 - 2. Division 1 Section "Execution Requirements" for progress cleaning of Project site.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 3. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 4. Advise Owner of changeover in heat and other utilities.
 - 5. Complete final cleaning requirements, including touchup painting.
 - 6. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection

or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.4 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures."
2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected. Expenses incurred by the Architect for more than one reinspection will be the responsibility of the Contractor and will be invoiced directly.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Preparation: Submit one copy of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding into the building in order of the room numbers indicated on the Drawings.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - b. Clean exposed hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances.
 - c. Sweep concrete floors broom clean in unoccupied spaces.
 - d. Remove labels that are not permanent.
 - e. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
- C. Comply with safety standards for cleaning. Do not dump debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 01770

SECTION 01782 - OPERATION AND MAINTENANCE DATA

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 includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation manuals for systems, subsystems, and equipment.
 - 2. Maintenance manuals for the care and maintenance of systems and equipment.
- B. Related Sections include the following:
 - 1. Division 1 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
 - 2. Division 1 Section "Closeout Procedures" for submitting operation and maintenance manuals.

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 SUBMITTALS

- A. Final Submittal: Submit one of each manual in final form at least 15 days before final inspection. Architect will return copy with comments within 15 days after final inspection.
 - 1. Correct or modify each manual to comply with Architect's comments. Submit 3 copies of each corrected manual within 15 days of receipt of Architect's comments.

1.5 COORDINATION

- A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

PART 2 - PRODUCTS

2.1 MANUALS, GENERAL

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name and address of Owner.
 - 4. Date of submittal.
 - 5. Name, address, and telephone number of Contractor.
 - 6. Name and address of Architect.
 - 7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
 - 1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
 - 1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (215-by-280-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-

- reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
- b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
 3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
 4. Supplementary Text: Prepared on **8-1/2-by-11-inch (215-by-280-mm)** white bond paper.
 5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.2 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
 1. System, subsystem, and equipment descriptions.
 2. Operating standards.
 3. Operating procedures.
 4. Operating logs.
 5. Wiring diagrams.
 6. Control diagrams.
 7. Piped system diagrams.
 8. Precautions against improper use.
 9. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
 1. Product name and model number.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.

- C. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.3 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
1. Standard printed maintenance instructions and bulletins.
 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 3. Identification and nomenclature of parts and components.
 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
 2. Troubleshooting guide.
 3. Precautions against improper maintenance.
 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training videotape, if available.

- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
 - 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 - 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- C. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and

flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.

1. Do not use original Project Record Documents as part of operation and maintenance manuals.
 2. Comply with requirements of newly prepared Record Drawings in Division 1 Section "Project Record Documents."
- D. Comply with Division 1 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01782

SECTION 04550 – MASONRY RESTORATION

Part I General

1.1 Description of Work

The work in this section includes, but is not limited to, the following:

- A. Rake out and point all joints in masonry indicated on the Roof Plan.
- B. Install new through wall flashing where indicated on Roof Plan.

1.4 Applicable Codes and Standards

- A. American Society for Testing and Materials (ASTM)
 - 1. ASTM C270: Standard Specification for Mortar for Unit Masonry
 - 2. ASTM specifications regulating the quality of any product specified herein
- B. Secretary of the Interior Standards for Rehabilitation

1.5 Quality Assurance

- A. Submit resume demonstrating a minimum of five (5) years experience re-pointing masonry. Provide at least three references for projects of similar size and materials. Carefully supervise mechanics to ensure that the work is accomplished to meet or exceed the highest standards of the trade.
- B. Maintain a steady work crew made up of qualified workers and a full time Foreman who speaks, reads, and writes fluent English. Confirm that all workers understand the job's requirements.
- C. Order sufficient materials to cover entire project.
- D. Replace at no additional expense to the Owners representative all broken, lost, damaged material resulting from the work conducted in this section.
- E. Performed work on a daily basis without interruption unless directed otherwise by the Owners representative's.
- F. In acceptance or rejection of re-pointing operations, no allowance will be made for lack of skill on the part of the mechanics.

1.6 Submittals

- A. Product Literature: Submit three copies of the manufacturer's technical data for each product including their recommendations for installation and use. Include any product data and MSDS. Include test reports and certificates that verify the product's compliance with the specification's requirements.

B. Samples:

1. Provide cured samples of each pointing mortar in the form of 6 inch long by ½ inch wide sample strips of mortar set in aluminum or plastic channels.
2. Provide a sample (minimum 50 grams) of the aggregate to be used in each pointing mortar.

1.7 Mock-Ups

A. Prepare two sample areas measuring approximately 10 square feet.

1. Provide one sample area for demonstrating methods and quality of workmanship expected in the removal of mortar from joints and,
2. Provide one sample area for demonstrating the quality of materials and workership in pointing mortar joints.

1.8 Product Handling

- A. Deliver materials to the job site in original, unopened containers bearing manufacturer name and label. Store and handle materials in strict compliance with manufacturer's instructions. Do no store on ground.
- B. Protect materials from tampering, acts of vandalism, possible injury to workers, the general public, intrusion of foreign materials, and moisture. All vessels shall have tight fitting covers.

1.9 Project Conditions

- A. Weather: Perform exterior pointing work only when existing temperature is between 40°F and 80°F and will remain so for at least 48 hours after completion of work. Protect newly finished work from direct rainfall.
- B. Protection: Prevent mortar from staining faces of the masonry. Protect all adjacent surfaces, ledges, and projects from mortar droppings.

Part 2 Products

2.1 Tools

- A. Use only an approved power-operated rotary hand-held grinder to cut out mortar in horizontal joints. Grinder shall have a blade no thicker than 1/16 inch. Submit All blades to the Owners representative's for approval. Prove to the satisfaction of the Owners representative's that mechanics are sufficiently proficient with the grinder that it can be used without damaging the surrounding masonry.
- B. Use chisels for vertical joints that are narrower in diameter than the width of the joint in which they are used (less than 1/8 inch in diameter).
- C. Use stiff, natural bristle brushes for cleaning areas to be replaced.

- D. Repointing slicker for may require modification for thin joints.
- E. Use hacksaw (18T x 12-inch blade), pliers and clippers to cut, notch and band lead cap as required by installation.
- C. Use utility knife for cutting out caulked joints.

2.2 Mortar Products

- A. Match color, texture, joint size, and type of original mortar as closely as possible. Mortar is to be approved by Owners representative's Representative prior to installation.
- B. Aggregate: Provide aggregate to match existing aggregate in terms of color, angularity, and gradation. Note: this may require the use of 'specialty' aggregate.
- C. Cement: Provide Portland Cement, Type I, in accordance with ASTM C150
- D. Lime: Hydrated lime shall be in accordance with ASTM C207 and shall be Type S.
- E. Pigment: Use only alkali-stable inorganic pigments with proven record of satisfactory performance. Mortar colors are to be approved by Owners representative before installation.
- F. Potable water.

2.3 Pointing Mortar Mixes

- A. Mortar mix shall be Type N.
- B. Submit samples of each replication for Owners Representative's approval. Do not adjust mix proportions after obtaining Owners Representative's approval.
- C. Do not use admixtures of any specified mortar.
- D. Measure cement, lime, and aggregate materials in a dry condition by volume. Do not measure by shovel. Use a measure of known volume. Mix materials in a clean dry mechanical batch mixer.

2.4 Proprietary Through-Wall Flashing

Two-piece counterflashing to be installed above base flashings at designated rising masonry walls shall be fabricated from .018" thick 304 stainless steel by the Keystone Flashing Company, Philadelphia, PA.

- A. Receiver shall be of sufficient width to extend to the back of the cavity with a 4 inch vertical rise; and shall have a 1-inch face on the inside of the parapet. The receiver shall have a ¼ inch hem return on the outside edge.

Receiver shall be formed of 16 ounce with a special vertical locking slot that requires no malleting or bending to hold the insert member in place. Combination receivers and thru-wall flashing shall have 3/16" high undercut sawtooth ribs at 3" intervals to provide a mechanical bond in the mortar bed in all three directions.

- B. Cap flashing insert shall have a 4-inch exposed face. The insert members shall be formed .018" thick 304 stainless steel and designed to snap lock into the receiver portion and provide a spring like hug against the base flashing.

PART 3 Execution

3.1 Inspection

- A. Examine substrates, supports, and conditions under which this work is to be performed and notify the Owners representative's Representative in writing of conditions detrimental to the proper completion of the work. Do not proceed with work until unsatisfactory conditions are corrected. Beginning work signifies installer's acceptance of substrates and conditions.

3.2 Joint Raking and Preparation

- A. Carefully document joint profile and width prior to raking activities.
- B. Rake out mortar from joints to depths equal to 2 ½ times their widths, but not less than ½ inch, to expose sound mortar. Remove mortar to provide reveals with square backs and to expose masonry for contact with pointing mortar. Brush, vacuum, or flush joints to remove all dirt and loose debris.
- C. Cut out old mortar by hand and chisel. Or, use a grinder to make one cut down the center of the horizontal joint. The mortar along the top and bottom of that slice must be removed using a hammer and chisel. Power operated, rotary hand held angle saws and grinders will be permitted with the approval of the Owners Representative for use on the horizontal joints only if the Contactor can submit a satisfactory quality control program and demonstrate the ability of the operators to use tools without damaging the masonry. Quality control program will include provisions for supervising performance and preventing damage due to worker fatigue. If power tools cause masonry damage, only chisels and mallets will be permitted for the remainder of the project.
- D. Do not break or mar edges of limestone masonry units or widen joints. Replace in kind all masonry units, which become damaged.

3.3 Caulk Removal

- A. Remove caulk from joints using a utility knife. As much caulk as possible shall be removed from the joint using the knife.
- B. Caulk residue on the interior of the joint shall be removed using a stiff bristle brush.
- C. Residue shall be removed using a clean cotton cloth dampened with acetone.

3.4 Replacement Through wall flashing (Wall indicated on Roof Plan)

- A. Carefully remove existing masonry units from two courses above existing through wall flashing. Save units for reinstallation, Remove existing through wall flashing.
- B. Install through wall counterflashing per manufacturer's printed instructions: Cap with 6 inch strips of the specified capping material centered on the top edge of the flashing.

C. Reinstall brick replicating bond, mortar joint pattern and color found throughout the facility.

3.5 Pointing

- A. Rinse masonry joint surfaces with fresh water to remove all dust and loose mortar particles. Time application of rinsing so that, at time of pointing, excess water has evaporated or run off, and joint surfaces are damp, but free of standing water.
- B. Apply first layer of pointing mortar to areas where existing mortar was removed to depths greater than surrounding areas. Apply in layers not greater than 3/8 inch. Compact each layer thoroughly and allow it to become thumbprint-hard before applying next layer.
- C. After joints have been filed to a uniform depth, apply pointing mortar in three steps. Each of the first and second steps should fill approximately 2/5 of joint depth and third step should fill the remaining 1/5 of joint depth. Fully compact at each step and allow the layer to become thumbprint hard before applying the next step. Take care not to spread mortar over edges onto exposed masonry surfaces, or to feather edge the mortar.
- D. When mortar is thumbprint hard, tool joints to match original appearance of joints and approved mock ups. Expose aggregate by brushing, or using a brush in a stippling fashion.
- E. Cure mortar by maintaining a damp condition for not less than 72 hours.

3.6 Final Cleaning

- A. After mortar has fully hardened, thoroughly clean exposed masonry surfaces of excess mortar and foreign matter using stiff nylon or Tampico bristle brushes and clean water spray applied at low pressure (> 500 psi).
- B. Do not use metal scrapers or brushes.

End of Section 04550

SECTION 07367 – PVC ROOF COVERING

Part 1 General

1.01 Description

- A. This section describes a reinforced mechanically attached, thermoplastic single ply roof assembly installed over a new high density isocyanurate cover board, over both existing insulation and existing built-up roof assemblies.
- B. The roof areas under the optional now melting system will be prepared differently as outlined elsewhere in this section.
- C. Related Work:
 - 1. 04550 Masonry Restoration
 - 2. 07777 Wall Coating
 - 3. 08313 Snow Melt System
 - 4. 08311 Gutter melt system
- D. This Section has been based upon the materials and, in part, product specific requirements of Johns Manville .060-mil PVC membrane. Bids based upon the following manufacturers and membranes may be accepted on an equal basis: SARNAFIL–S327–60-mil membrane minimum or FiberTite® Roof System.

1.02 Pre-Bid System Verification with Manufacturer

Bidders wishing to base their bids upon the listed Sarnafil or FiberTite membranes must verify the acceptability of the Specifications and the Drawings with the Technical Department. Modifications required by the alternate manufacturers must be made known to the Architect at the time of bid submission.

Bidders shall include the cost of those modifications in their bid.

Bidders and roof system installers assume sole responsible for the costs, direct and indirect, of Manufacturer required changes made after the Contract is signed.

1.03 Reference Standards

- A. Current Manufacturer's published technical literature.
- B. Current Factory Mutual Global Property Loss Prevention Data Sheets.

1.04 Submittals

- A. Submit 3 sets of the following to the Architect and receive written approval before ordering materials.
1. Samples of all materials to be used as part of the roofing system.
 2. Current technical literature pertaining to the installation of the roofing system to be used.
 3. Dimensioned roof plan, including defined perimeter and corner areas and shop drawings bearing approval by the Roofing System Manufacturer.
 4. A letter from an authorized technical representative of the RSM, including as an attachment a Contractor submitted "Specification Registration" form and specimen warranty, stating:
 - a. The Contractor is an authorized applicator of the RSM's warranted roofing systems.
 - b. The RSM has reviewed and accepted the attached "Specification Registration" form.

The maximum design uplift pressures for this project are as follows

Field	Perimeter	Corners
75 psf	135 psf	195 psf

- c. The specified warranty will be issued upon successful completion of the project.
- B. Prior to the commencement of work the Contractor shall provide a resume for the Foreman and Project Manager assigned to the Project. If these individuals are replaced during the Project resumes for their replacements shall also be submitted.
- C. At the completion of the project provide:
1. "As built" drawings showing the location of all projections and penetrations, and any modifications that were made.
 2. The primary roofing material Manufacturer's printed recommendations for proper maintenance of the roofing system including recommended inspection frequencies, roof modification notification policies, temporary repair recommendations and leak reporting procedures.
 3. Perform four seam cuts per day (two in the morning and two in the afternoon.) Save accumulated samples on site for examination by the Architect and RSM. Submit samples to Architect at the conclusion of the project.

1.05 Quality Assurance

- A. The Roofing Contractor shall be authorized by the RSM to install the systems specified.

- B. The Foreman, including any substitute or replacement Foreman, assigned to the Project must have a minimum of 10 years experience with mechanically attached thermoplastic single ply membranes.

1.06 Warranty

- A. Deliver to the Owner's Representative RSM's 20-year labor and materials total system warranty. The warranty shall not be prorated nor shall it have any deductibles or limitation on coverage amount.
- B. Manufacturer's Warranty shall include coverage for the specified proprietary perimeter edge metal.
- C. Manufacturer's warranty shall not exclude coverage for wind speeds below 105 miles per hour.
- D. Neither the warranty nor referenced attachments to it shall impose record keeping obligations on the Owner.

Part 2 - Products

2.01 Roofing System Components: Products shall be supplied by or acceptable to Johns Manville Corporation

- A. Roofing Membrane: Johns Manville 60 mil Reinforced PVC Sheeting.
- B. Flashing Membrane: Johns Manville 60 mil Reinforced PVC Sheeting
- C. Membrane Adhesive (vertical): JM PVC Membrane Adhesive (Low VOC)
- D. Sealant for certain flashing terminations: JM PVC pourable Sealer
- E. Perimeter Edge Metal: Presto-Tite Fascia
- F. PVC clad metal: JM PVC-Coated Metal
- G. Vent stacks/Outside Corners/Inside Corners: JM PVC Reversible Corners
- H. Termination Bar: JM Termination System
- I. Walk ways: JM PVC Walkpad
- J. Mechanical Fasteners: JM PVC RhinoPlates w/ High Load Fasteners

- K. Infill Insulation: JM isocyanurate board stock
 - L. Expansion Joint Cover: Johns Manville Expando-Flash to match existing
 - 1. Provide with factory mitered corners
 - 2. Provide with factory installed insulation.
- 2.02 Roof Insulation shall consist of Johns Manville supplied high-density 1/4 inch layer cover board.
- A. High Density Cover Board: JM Invinsa 1/4 inch HD Polyiso
 - B. Cover Board Attachment to steel deck:
 - 1. JM High Load Fasteners and JM PVC Rhinoplastes.
- 2.03 Nailers, Blocking: No. 2 kiln dried (19% maximum moisture content after treatment), grade marked, and surfaced on four sides.
- 2.04 Non-Insulation Fasteners
- A. Wood to heavy gauge steel: TEKS-Self Drilling Fasteners.
 - B. Wood to wood: POWERS/Rawl: # 10 Perma-seal deck screws. Length shall be sufficient to achieve 1-inch penetration. Nails are not permitted.
 - C. Fasteners for securing Termination bar to concrete or brick: RAWL: stainless steel Zamac Nailin® Length shall be sufficient to achieve 3/4 inch embedment.
 - D. Anchor bolts: Portland Bolt and Manufacturing Company supplied threaded, hot-dipped, 1/2 inch diameter, right angle bend galvanized bolts dimensioned as per project drawings. Units shall feature threaded tops and shall be supplied with compatible washers and nuts.
 - 1. Grout: Sika Grout 212 HP

Part 3 Execution

3.01 General

- A. These Specifications may further limit the installation options from those generally acceptable to Manufacturer.

3.02 Substrate Preparation:

A. Demolition:

- 1. Remove roofing and insulation from areas marked on roof surfaces. Include insulation infill to restore areas to their pre demolition height.

2. Remove other areas of wet or otherwise damaged insulation. Advise Architect of location and amounts removed upon discovery. Include 1000 square feet of additional removal in you bid. Include insulation infill to restore areas to their pre demolition heights.
 3. Secure infill insulation with four fasteners per 4 foot X 4 foot board.
 4. Remove flashing, sheet metal and other materials as may be necessary to complete detailing requirements.
 5. Follow Manufacturer's published recommendations for walls and wood nailers. Install plywood meeting JM requirements on horizontal and vertical surfaces.
 6. Install wood blocking around perimeter to receive metal edging using specified fasteners.
 7. BUILT UP ROOF AREAS: Power broom existing built up membranes prior to commencement of installation work. Vacuum stone and debris from roof surface. Apply temporary repairs to damaged built up roofing membrane
 8. EPDM ROOF AREAS : Slice existing EPDM membrane as follows:
 - a. Around penetrations
 - b. Around perimeter (inside and outside
 - c. On a 10 foot grid throughout
- 3.03 Cover Board Installation: Comply with RSM's insulation handling and installation recommendations. Cut Cover Board to fit around all projections.
- 3.04 Membrane Installation
- A. Follow instructions printed in the referenced Manufacturer's Literature.
 - B. Install Rhino Bond fasteners in the Field, Perimeter and Corner areas defined on the project Drawings as follows and in accordance with RSM supplied fastener placement patterns:
 - a. Field: 2 rows of 3 fasteners 8 foot x 4 foot board
 - b. Perimeters 3 rows of 3 fasteners per 8 foot x 4 foot board
 - c. Corners: 4 rows of 3 fasteners per 8 foot x 4 foot board
 - C. Snow melt system areas
 1. Refer to shop drawing showing locations of sub membrane snow melt system.
 2. Mechanically attach existing insulation boards in with a minimum of one plate and fastener per two square feet, and a minimum of 2 fasteners and plates per board,
 3. Fully adhere coverboard in Manufacturer's recommended adhesive.
 4. Install mesh system as specified elsewhere
 - D. Seam Welding

1. Use approved hot air welding techniques for laps. Solvent welding techniques are prohibited.
 2. Use Manufacturer approved self-propelled welding machines for field seams. Limit use of hand held hot air welding tools to instances unsuited to self-propelled welding machines.
 3. Supply portable generators acceptable to roofing Manufacturer.
 2. Perform four seam cuts per day (two in the morning and two in the afternoon. Save accumulated samples on site for examination by the Architect and Manufacturer. Submit samples to Architect at the conclusion of the project.
- 3.05 Flashing Installation: Generally follow Manufacturer's printed requirements and the instructions on the Drawing. Notify the Architect if there are perceived conflicts.
- 3.06 Walkways: Install walkways
- A. Where shown on Drawings
 - B. Surrounding units with removable service panels
 - C. Where directed by Architect: Include this additional 200 lineal feet in base bid

End of Section 07357

SECTION 07777 – WALL COATING

Part 1 – General

1.01 General

- A. This section describes a wall coating installed over a prepared brick surface
- B. This section is based on proprietary products manufactured by Republic Powdered Metals, Inc. (RPM)

This is not intended to limit competition, and products of other Manufacturers may be submitted for approval.

Wherever the phrase “or as approved” is used in this section it means that materials, components and equipment may be proposed for work in lieu of those named. They will be considered acceptable if, in the opinion of the Architect, they will perform the functions imposed by the general design and, if they meet the standards of the items named and the Manufacturer agrees in writing to the provisions of this section of the specifications.

Potential Bidders may submit Requests for Evaluation for Approval to the Architect a minimum of 14 days before the published Bid Due date. Within 5 days of the Bid Date, if not earlier, all Bidders of Record will be notified of ‘approvals’ granted.

The Request Package must include the following as a minimum:

Letter from the proposed manufacturer outlining a description of the proposed substitution assembly including:

- a. Product pages corresponding to the products listed in these specifications
- b. Copy of the proposed substitution warranty including riders
- c. Statement from the Manufacturer’s technical department acknowledging they have reviewed these specifications and have no objections.

1.02 Quality Assurance

- A. Applicator’s Qualifications
 - 1 Applicator shall have a minimum of 10 years’ experience in applying elastomeric coatings on roofs and walls.
 - 2 Verify suitability of application with Coating Manufacturer.
 - 3 The foreman assigned to this phase of the project shall have a minimum of 5 years’ experience in the application of elastomeric coatings.
 - 4 The pointing applicators shall be experienced in tuck pointing

1.03 Submittals: Provide three copies of the following to the Consultant

- A. Current descriptive literature and technical data on all materials proposed for use
- B. Copy of a notice of award approved by the Coating Manufacturer.
- C. Resume of foreman assigned to this phase of the project.

1.04 Product Storage and Handling

A. Storage of materials:

- 1 Store materials in accordance with manufacturer's recommendations.
- 2 Do not allow acrylic emulsion materials to freeze.
- 3 Consultant may reject material stored contrary to manufacturer's requirements without the need to demonstrate that those materials have been damaged. Remove rejected materials from the site at the direction of the Consultant

B. Handling and Protection of Materials: Meet requirements of manufacturer's recommendations for handling and protection of materials during installation. Handle materials so that they are not contaminated by foreign materials.

C. Damaged materials: Contaminated or damaged materials shall not be used in the installation and shall be immediately removed from site upon discovery.

1.05 Warranty: Upon completion of the project and inspection by RPM, provide owner with a 10-year waterproof material and labor warranty.

Part 2 – Products

2.01 Coating System

A. SOLARGARD HY-BUILD

SOLARGARD HY-BUILD is a water-based, acrylic, elastomeric roof and wall coating formulated to provide a tough, durable, flexible, breathing film for the protection of previously painted or repainted masonry..

2.02 Accessory Materials

A. SOLARGARD Acrylic Sealer is a high solids acrylic elastomeric sealer designed to provide waterproofing protection on walls.

B. SOLARGARD Masonry Primer is a high quality, acrylic, latex paint formulated from durable 100% acrylic resins with excellent weathering and UV resistance.

2.03 Mortar Mix for repointing

A. 1 part by volume gray or white non-staining Portland Cement, ASTM C-150, Type I or II.

B. 1 part by volume of hydrated lime, ASTM C-207, type S.

- C. 6 parts by volume of clean, fine, sharp sand ASTM C-144

Part 3 – Execution

3.01 Preparation

A. Surface Preparation – Cleaning

1. Prepare surfaces to be free of loose mortar, dirt, grease, oil, loose paint and other foreign matter which could prevent proper adhesion.
2. Remove loose paint and excessive chalking. Prevent leakage into building if using high pressure water blasting.
3. Test previously painted surfaces for adhesion and compatibility with coating system based on Manufacturer's criteria. Report results to Consultant and Manufacturer.
4. Remove mold and mildew by scrubbing affected surfaces with a solution of one quart household bleach to three quarts of water. Wear protective goggles and rubber gloves. Scrub well with brush and allow solution to remain on the surface for ten minutes then rinse thoroughly with clean water. Prevent water from entering into building.

B. Surface Repairs

1. Fill large cracks (thickness of a credit card, 30+ mils) with SOLARGARD Acrylic Sealer.
2. Repair spalled or deteriorated concrete with Sika Repair 223.
3. Repoint deteriorated mortar joints either mechanically with a diamond blade upright grinder or by hand with a mason's chisel and hammer
4. Remove 100% of the old mortar to the deeper of a depth 2-1/2 times the width of the joint or until sound mortar is reached.
5. Extend removal 6 inches into sound surrounding joints.
6. Treat moss, mold and mildew as described above.
7. Pointing
 - a. Add small amount of water to dry ingredients to create a stiff mix. Cover mortar and allow to rest 1 to 2 hours.
 - b. Add additional water at time of repointing to create a workable paste.

c. Slightly dampened joints with water prior to installing mortar.

d. Filling and Tooling

1. Press mortar into the joint with 1/4" deep passes, in a layered fashion, until flush with wall.
2. Press mortar into proper profile with a pointing tool

3.02 Application

A. Priming

1. Prime walls with SOLARGARD Masonry Primer at a rate of not less than 1 gallon per 100 square feet. Reapply primer if coating is not installed within 72 hours. All surfaces, which have been primed, must be clean and free of dirt, grease, oil and other foreign matter, which could prevent proper adhesion of SOLARGARD HY-BUILD.

B. Finish Coat

- 1 Apply SOLARGARD HY-BUILD by brush, long nap roller, or spray to specified coverage rates. For brush application use a wide, long bristle brush and "lay-on" the coating—do not spread too thin.
- 2 If roller application is used, care must be exercised, otherwise there is a tendency to spread SOLARGARD HY-BUILD too thin. A 1/2" - 3/4" nap roller is recommended, depending upon texture of surface. If the application is by brush or roller, we suggest the tools be soaked in water prior to use.
- 3 Mix well before using. Do not dilute or thin SOLARGARD HY-BUILD.
- 4 Recommended Equipemnt

A. Pumps: Graco King 45:1, Graco Bulldog 30:1 or gas powered equivalents. Graco GH733, HydraMax 350 or GMax 7900 or other manufacturers' equivalents.

B Hose/Pressure: 50'-300' length (depending on spray rig pressure). When using hoses longer than 100' use the next larger hose ID every 50'. Every 50' of hose will reduce the spray pressure of the rig by 10% at the gun tip. i.e., 300' hose - 3/4" (50/100') to 5/8" (50/100') to 1/2" (50/100') to 3/8" (50').

Good results are generally obtained @ 2000-3000 psi at spray tip.

C. Gun: Graco Contractor Gun, Graco Contractor FTx gun, Graco Silver Plus or equivalent. (Tip extrusions or pole guns can be used).

D. Tip sizes: Graco Heavy - Duty RAC Switch tips (GHDXXX) Grey

5. On extremely hot days, dampen the surface before application. SOLARGARD HYBUILD dries to touch in one hour to a flat luster finish and produces a light texture.

6. Coverage rates:

- a. Previously coated primed surfaces: 1 1/2 gal./100 sq. ft. = 24 mils wet, 12 mils dry.
- b. Primed bare brick: 2 gal./100 sq. ft. = 32 mils wet, 16 mils dry.

3.03 Protection and Clean Up

- A. Protect surfaces and property from damage related to this Work
- B Assume cost of repairs.
- C. Lawfully dispose of materials and material containers

End of Section 07777

SECTION 08311 – SELF-REGULATING GUTTER HEAT TRACE SYSTEM

Part 1 - General

1.1 Summary

A. Includes But Not Limited To:

1. Furnish a complete system of heating cables, components, and controls, specifically for keeping water drainage paths clear and to avoid ice dams on roof eaves, gutters, and downspouts. See Drawing for locations.
2. The installation of this system will affect the installation of the roofing specified elsewhere.

B. Related Sections:

1. Section 07367 – Membrane Roofing: Installation coordination with gutter material and details.
2. Section 08316 – Snow Melt System

C. This section is based on proprietary products manufactured by Heatizon Systems, 4137 South 500 West, Murray, Utah 84123

This is not intended to limit competition, and products of other Manufacturers may be submitted for approval.

Wherever the phrase “or as approved” is used in this section it means that materials, components and equipment may be proposed for work in lieu of those named. They will be considered acceptable if, in the opinion of the Architect, they will perform the functions imposed by the general design and, if they meet the standards of the items named and the Manufacturer agrees in writing to the provisions of this section of the specifications.

Potential Bidders may submit Requests for Evaluation for Approval to the Architect a minimum of 14 days before the published Bid Due date. Within 5 days of the Bid Date, if not earlier, all Bidders of Record will be notified of ‘approvals’ granted.

The Request Package must include the following as a minimum:

Letter from the proposed manufacturer outlining a description of the proposed substitution assembly including:

- a. Product pages corresponding to the products listed in these specifications
- b. Copy of the proposed substitution warranty including riders

Statement from the Manufacturer's technical department acknowledging they have reviewed these specifications and have no objections.

1.2 System Description

- A. The system shall consist of all equipment and materials to keep water drainage paths clear and/or avoid ice dams on roof eaves, gutters, and downspouts.
- B. The area covered and heat density (measured by Watts or BTU equivalent) per lineal foot of heating element or square foot of area for each product are determined by the heat output and the spacing between adjacent runs of heating element. See manufacturer's installation instructions for more detailed information. GutterMelt to be installed with (2) runs of GutterMelt per lineal foot of Gutter and downspouts.

1.3 Electrical Codes and Standards

- A. The entire design and installation of the Heatizon GutterMelt® SR Cable System shall comply with the Manufacture's Installation Manual.
- B. National Electrical Code (NEC) for US installations; Canadian Standards Association (CSA) for Canadian Installations. (Current Editions).
- C. Requirements of the "Authority Having Jurisdiction".
- D. All GutterMelt® SR Cable Heaters shall be approved to CSA and UL Standards as part of the system for keeping water drainage paths clear and to avoid ice dams on roof eaves, gutters, and downspouts.
 - 1. Constant Wattage cables are not acceptable for this application.
 - 2. Cables not able to withstand maximum exposure temperature of 149°F (65°C) are not acceptable for this application.
- E. Enclosures shall be rated NEMA 4X to prevent water ingress and corrosion. In order to ensure the most reliable electrical connection and to simplify the maintenance and troubleshooting of freeze protection systems only crimp connections are acceptable.

1.4 Submittals

- A. Product Data:
 - 1. Submit manufacturer's technical product data and written installation instructions for the roof and gutter heat trace system.
- B. Shop Drawings:
 - 1. At architect's request, submit drawings showing layout of system relay or contactor panel, activation device, grounding connections, and heating cables required to provide complete operating system. Including the following:

- a. Locations for activation devices.
 - b. Locations of relay panel, contactor panel, junction boxes, feeder wires, and load wires.
 - c. Circuit feeder runs from relay or contactor panel / junction box to heating element connection points.
 - d. Connection points between circuit feeders and heating element.
 - e. Wiring between relay panel and activation device.
 - f. Location of aerial or roof and gutter temperature moisture sensor(s).
 - g. Differentiate between:
 - 1) Control wiring.
 - 2) Heating element.
 - 3) Cold Lead.
 - 4) Branch-circuit wiring.
 - h. Differentiate between zones of heating element.
- C. Operation and Maintenance Data: Submit manufacturer's written maintenance and operation instructions for system.
- D. Warranty: Submit copy of system manufacturer's standard warranty for system.

1.5 Quality Assurance

- A. Manufacturer's Qualifications:
1. Firm regularly engaged in manufacturing of electric cable heating elements, of type, sizes, and ratings required, whose products have been in satisfactory use in similar services for not less than five years.
- B. Installer Qualifications:
1. Licensed Electrical Contractor with a minimum of two years successful certified experience installing projects utilizing electric heating cable systems equal to systems specified in this section.
- C. Regulatory Requirements:
1. Comply with applicable local electrical code requirements of local authorities having jurisdiction.
 2. Provide products that are listed or recognized and labeled by Nationally Recognized Testing Laboratory (NRTL) that includes, but not limited to :
 - a. ETL subsidiary of Intertek.
 - b. Canadian Standards Association (CSA).
 - c. Underwriters Laboratories (UL).
 3. Conform to requirements of "Standard for Safety Electric Space Heating Cables" (UL – 1673, 3rd Edition, dated September 13, 2010)
 4. Conform to requirements of "Roof and Gutter De-icing Cable Units Issue Number 4" (UL Subject 1588, dated May 24, 2002)
 5. Conform to "Requirements for Electrical Resistance Heating Cables and Heating Device Sets" (CSA – 22.2, No 130, 3rd Edition, dated January 2008)

1.6 Delivery, Storage and Handling

- A. Deliver, store, and handle in accordance with manufacturer's written instructions. Store materials in dry indoor location off the ground.
- B. Remove damaged materials from job site and replace with new at no additional cost to owner.

1.7 Warranty

- A. Provide the Manufacturer Standards with following requirements:
 - 1. GutterMelt® SR Cable heating element: 10 year
 - 2. Relay Panel, Contactor Panel, and Activation device: 1 year

Part 2 - Products

2.1 Manufacturer

- A. Heatizon Systems, 4137 South 500 West, Murray, Utah 84123 (801) 293-0137
www.warmquest.com Contact: Shawn Wright
- B. Substitutions: See Above

2.2 Components

- A. Heating Element:
 - 1. GutterMelt® SR Cable and all accessories shall be supplied by Warmquest
 - 2. Shall consist of two (2) 16 AWG nickel-copper bus wires embedded in parallel in a Radiation Cross-Linked Polyolefin Core that varies its power output to respond to temperature along the entire length, allowing the heating cable to be cut to length in the field. The core is surrounded by a liner then a Radiation Cross-Linked Modified Polyolefin Jacket covers the heating cable core and liner. To provide a ground path and to enhance the heating cable's ruggedness, the heating cable shall have a Tinned Copper Braid (-C), as required by Article 427.23(A) of the NEC-2011. An ultraviolet stabilized weatherproof over-jacket composed of: Modified Polyolefin shall cover the grounding braid. The cable shall be suited for use on concrete, wood, plastic, rubber, metal, and asphalt building materials.
 - 3. For energy efficiency and in order to provide heat output that is sufficient for de-icing, the heating cable shall have a nominal rating, in correlation with selection of the heating cable, 9 watts per lineal foot in water at 32°F.
 - 4. The heating cable shall operate on line voltages of (select: 208, 220, 240, or 277) volts.
 - 5. Power connection, end seal, splice kit, and tee kit components shall be supplied by Heatizon Systems and applied in the field.
 - 6. A ground-fault device for equipment protection, rated at 30-mA trip, shall protect heating cable circuit. This requirement is in accordance with Article 426 of the NEC-2011.

- B. Relay Control Panel or Contactor Panel
 - 1. Heatizon M330 Relay Panel Control Series
 - a. M330 Series Relay Panel accommodating 2, 4, 6, or 8, 30A resistive poles with manual activation switches.
 - b. M330G Series Relay Panel accommodating 2, 4, 6, or 8, 30A resistive poles with built in Ground Fault Equipment Protection and manual activation switches.
 - c. M330G-40 Series Relay Panel accommodating 2, 4, 6, or 8, 40A resistive poles with built in Ground Fault Equipment Protection and manual activation switches.
 - d. M330-50 Series Relay Panel accommodating 2, 4, 6, or 8, 50A resistive poles with manual activation switches
 - 2. Heatizon M530 Contactor Panel Series
 - a. M530-1 Contactor Panel accommodating 4, 50A resistive poles.
 - b. M530-2 Contactor Panel accommodating 8, 50A resistive poles.
 - c. M530-3 Contactor Panel accommodating 12, 50A resistive poles.
 - d. M530-4 Contactor Panel accommodating 16, 50A resistive poles.
- C. Activation
 - 1. All GutterMelt® SR Cable circuits shall be activated by a Heatizon Systems approved activator for GutterMelt® SR Cable:
 - a. Manual Control:
 - 1) The system shall be controlled by a switch, either directly or through an appropriate contactor.
 - b. Thermostatic Control:
 - 1) The system shall be controlled by an adjustable ambient sensing thermostat.

Part 3 – Execution

3.1 Examination

- A. Examine gutters, downspouts and decking for proper installation, cleanliness, or condition that may hinder successful installation of Gutter heat tracing systems.
 - 1. Correct faulty conditions prior to installing specified systems.

3.2 Installation

- A. Interface with Other Work: Coordinate installation of GutterMelt® SR cable system with appropriate other work of this project.
- B. The current Heatizon GutterMelt® SR Cable Installation Manual shall be considered as part of this specification.

- C. The heating cable shall be laid in gutters; shall be suspended in downspouts either as a loop or a single length and held in place by a downspout hanger; and shall be attached to the roof using the roof clips.
- D. All terminations shall be protected from the weather and from physical damage and bonded to the system ground.
- E. The heating cable shall be protected from damage and installed according to manufacturer's instructions.
- F. Any field alternations or deviations shall proceed only after authorization has been issued by engineer. All changes shall be accurately recorded by the contractor and shall be turned over to the engineer upon completion of the heating system scope of work.

3.3 Field Quality Control

- A. Testing as directed by system manufacturer.
 - 1. Field testing of insulation resistance and continuity of the units shall be carried out with a 2500VDC Megohmmeter insulation tester and recorded by the Electrical Contractor.
 - 2. Testing shall be performed by the Electrical Contractor done in the following order:
 - a. Prior to Installation of GutterMelt® SR Heating Cable (when removed from package).
 - b. After Installation of GutterMelt® SR Heating Cable on roof, gutters, drains, or downspouts.

3.4 Resistance Recording

- A. Insulation resistance shall be consistently not less than 20 megohms during each test.
- B. A complete system startup shall be performed to verify successful operation.
- C. Resistance readings shall be recorded in the GutterMelt® SR Cable Design and Installation Manual

3.5 Demonstration

- A. Provide adequate demonstration and training to Owner in operation and maintenance of system.

END OF SECTION

SECTION 08316 – LOW VOLTAGE DE-ICING & SNOW MELTING SYSTEM

Part 1 General

1.1 Summary

A. Includes But Not Limited To:

1. Furnish and install low voltage de-icing / snow melting system with screen heating element under non-conductive roofing as described in Contract Documents.
2. If one of these Alternates is selected it will affect the installation of the roofing specified elsewhere. **No portion of the mesh shall be allowed to come in contact with the steel deck or mechanical fasteners associated with either the securement of the insulation or the membrane.**

B. Related Sections:

1. Section 07367- Mechanically Attached Thermoplastic Roof Covering
2. Section 08311 – Self Regulating Gutter Heat Trace System

C. This section is based on proprietary products manufactured by Heatizon Systems, 4137 South 500 West, Murray, Utah 84123

This is not intended to limit competition, and products of other Manufacturers may be submitted for approval.

Wherever the phrase “or as approved” is used in this section it means that materials, components and equipment may be proposed for work in lieu of those named. They will be considered acceptable if, in the opinion of the Architect, they will perform the functions imposed by the general design and, if they meet the standards of the items named and the Manufacturer agrees in writing to the provisions of this section of the specifications.

Potential Bidders may submit Requests for Evaluation for Approval to the Architect a minimum of 14 days before the published Bid Due date. Within 5 days of the Bid Date, if not earlier, all Bidders of Record will be notified of ‘approvals’ granted.

The Request Package must include the following as a minimum:

Letter from the proposed manufacturer outlining a description of the proposed substitution assembly including:

- a. Product pages corresponding to the products listed in these specifications
- b. Copy of the proposed substitution warranty including riders
Statement from the Manufacturer’s technical department acknowledging they have reviewed these specifications and have no objections.

1.2 System Description

- A. The system shall consist of all equipment and materials for a complete roof de-icing system to be installed below the roofing materials per the electrical plans and details.
- B. The area covered and heat density (measured by Watts or BTU equivalent) per linear foot of heating element or square foot of area for each Heatizon System product are determined by the spacing between adjacent runs of heating element, the total length of heating element, and the size of the transformer. See manufacturer's installation instructions for more detailed information.

1.3 Electrical Codes and Standards

- A. The entire design and installation of the Heatizon ZMesh® System shall comply with the Manufacturer's Installation Manual.
- B. National Electrical Code (NEC) for US installations; Canadian Standards Association (CSA) for Canadian Installations. (Current Editions).
- C. Requirements of the "Authority Having Jurisdiction".
- D. All ZMesh® Heaters shall be approved to CSA and UL Standards for this application.
 - 1. Self-regulating cables are not acceptable for this application.
 - 2. Heating elements that are not woven bronze conductors are not acceptable for this application.
 - 3. Line voltage cables are not acceptable for this application.

1.4 Submittals

- A. Product Data:
 - 1. Submit manufacturer's technical product data and written installation instructions for low-voltage electric screen heating element systems.
- B. Shop Drawings:
 - 1. At Architect's request, submit drawings showing layout of system control box, activation device, grounding connections, and heating cables required to provide complete operating system. Include the following:
 - a. Locations for activation devices.
 - b. Location of low-voltage heating cable step-down transformer and control box.
 - c. Cold-lead cable runs from transformer to heating element connection points.
 - d. Heating element layout and spacing.
 - e. Cold-lead jumpers between non-adjacent areas.
 - f. Connections between cold-lead and heating element.
 - g. Low-voltage wiring between control box and activation device.
 - h. Location of aerial or slab-mounted temperature/moisture sensor(s).
 - i. Low-voltage wiring between sensor(s) and activation device(s).
 - j. Differentiate between:
 - 1) Control wiring.
 - 2) Heating element.

- 3) Cold-lead.
- 4) Branch-circuit wiring.
- k. Differentiate between zones of heating element.

- C. Operation and Maintenance Data:
 - 1. Submit manufacturer's written maintenance and operation instructions for system.
- D. Warranty:
 - 1. Submit signed copy of system manufacturer's standard warranty for system.

1.5 Quality Assurance

- A. Manufacturer's Qualifications:
 - 1. Firm regularly engaged in manufacturing of low-voltage electric screen heating elements, of type, sizes and ratings required, whose products have been in satisfactory use in similar service for not less than five years.
- B. Installer Qualifications:
 - 1. Licensed Contractor with a minimum of two years successful certified experience installing projects utilizing electric screen heating element systems equal to systems specified in this section.
- C. Regulatory Requirements:
 - 1. Comply with applicable local electrical code requirements of local authorities having jurisdiction.
 - 2. Provide products that are listed, recognized, and labeled by Nationally Recognized Testing Laboratory (NRTL) that include but are not limited to:
 - a. ETL subsidiary of Intertek.
 - b. Canadian Standards Association (CSA).
 - c. Underwriters Laboratories (UL).
 - 3. Conform to requirements for Standard for Safety for Electric Radiant Heating Panels and Heating Panel Sets (UL - 1693, 3rd Edition, dated October 14, 2011).
 - 4. Conforms with requirements of "Power Units other than Class 2" (UL-1012)
 - 5. Conforms with requirements of "Outline of investigation for Roof and Gutter De-icing Cable Units," (UL - 1588 Issue 4, dated May 24, 2002), and "IEEE Recommended Practice for Electrical Impedance, Inductive and Skin Effect Heating of Pipelines and Vessels" (IEEE 844-2000).
 - 6. Conform to requirements of "Dry-Type General Purpose and Power Transformers" (UL - 1561).
 - 7. Conform to "Requirements for Electrical Resistance Heating Cables and Heating Device Sets" (CSA - 22.2, No 130-03, dated January, 2008)

1.6 Delivery, Storage and Handling

- A. Deliver, store, and handle in accordance with manufacturer's written instructions. Store the materials in dry indoor location off the ground.
- B. Remove damaged materials from job site and replace with new at no additional cost to Owner.

1.7 Warranty

- A. Provide Manufacturers Standard with following requirements:
1. Control Unit Components: 1 year
 2. Power Transformer: 5 years
 3. Heating Element: 25 years

Part 2 Products

2.1 MANUFACTURER

- A. Approved Manufacturers:
1. Heatizon Systems, 4137 South 500 West, Murray, Utah 84123 (801) 293-017
www.warmquest.com Contact: Shawn Wright
 2. Substitutions: See Above

2.2 COMPONENTS

- A. Heating Element:
1. Low-voltage Screen Heating Element Heating element shall be bright bronze woven metal fabric screen: ZMesh®
 - a. Rated for operating at variable output of 0 to 12 watts per linear foot.
 - b. Maximum Operating Voltage: 0.1262 volts per linear foot of heating element.
 - c. Maximum Secondary Voltage: Not to exceed 32.0 volts.
 - d. Heating Element Operating Temperature: Not to exceed 90 degrees C.
 - e. Screen element thickness not to exceed 0.020".
 - f. Heatizon Systems ZMesh® number E102.
 - g. Width: 9 inches or 12 inches.
 - h. Rated for installation on wood or concrete-based sub-roof.
 - i. Heating Element shall allow for penetrations by screws, nails and staples as long as they do not contact any other metallic objects.
- B. Heating Element Power Transformer:
1. Properly sized so heating element operation is less than 96 amps.
 2. Multi tapped on primary side to allow for operation of supply of 120, 208, 240, and/or 277 volts.
 3. Multi tapped on secondary side to allow proper operation when operating range of heating elements lengths.
 4. Heatizon Systems Options:
 - a. S050 (0.5kVA)
 - b. S101 (1kVA)
 - c. S102 (2kVA)
 - d. S103 (3kVA)
 - e. S202 (2x 2kVA) (single primary with dual secondary)
 - f. S203 (2x3kVA) (single primary with dual secondary)
- C. Control Unit:
1. Provide unit that:

- a. Soft starts transformer.
 - b. Monitors overall system for proper and safe operation.
 - c. Interfaces with activation device.
 - d. Shuts system off in event of fault.
 - e. Provides protection for over-current, undercurrent and high temperature transformer (CBX6T and CBX23T models have a 24VAC power supply for Activation Device).
2. Provide means of faults and fault status.
 3. Fitted with power service disconnect rated for system operating range.
 4. Heatizon Systems Control Box: SLC500, CBX6, CBX6T, CBX23, CBX23T, and RADIANT8 (CBX6T and CBX23T models have a 24VAC power supply for Activation Devices).
- D. Activation Device
1. Provide unit with a dry contact.
 2. Provide the following sensors/controllers:
 - a. 12 hour Mechanical Timer: Model M325D.
 - b. Electronic Temperature contact: Model M336-24.
 3. Multiple Circuits for Control, Monitoring, and Load Management
 4. Provide following Control:
 - a. M329 12 Channel Selector Box or M346 Monitor Station.
- E. Additional Items to be provided
1. NI126 Roof Alarm
 2. NI113 Element Tester
 3. P4184 Rough In Box (One for each Control Unit & Transformer)

Part 3 Execution

3.1 Examination

- A. Examine roof assembly for proper installation, cleanliness, or condition that may hinder successful installation of low-voltage electric snow melt system.
1. Verify that roof insulation is properly secured in intended mesh footprint.
 2. Correct faulty conditions prior to installing specified systems.

3.2 Installation

- A. Interface with Other Work:
1. Coordinate installation of low voltage cable heat melt system with the work of other sections.
- B. Install snow melt system, including Heating Element, Transformer, Control Box, and Activation Device, in accordance with Manufacturer's written instructions and approved Shop Drawings.
- C. Install optional moisture barrier on roof deck where screen heating element will be installed. Install moisture barrier over all of screen heating element to enclose element in a water-tight barrier.

- D. Attach manufacturer's supplied red octagonal warning sign (STOP! DANGER!) spaced equally on De-Icing / Snow Melt System on roof.

3.3 Field Quality Control

- A. Testing as directed by System Manufacturer:
 - 1. Prior to covering, visually inspect the heating element and cold leads for cuts, shorts, and other damage; repair as necessary.
 - 2. Check for continuity to any conductive material, including but not limited to metal; eliminate as necessary.
 - 3. Conduct After-Installation Element Tests per manufacturer's installation instructions. Test system in presence of Architect, Contractor, and Owner's Representative, to be certain system functions in accordance with design intent.
- B. Verify that all heating element is completely covered.
- C. Immediately prior to during, and immediately following attachment of roofing material, check each heating element for electrical continuity and check for electrical isolation (resistance) to ground and any metallic materials near the heating element. Use Heatizon Roof Alarm Model NI126 during installation of all roofing materials to detect shorts. Repair cut or damaged heating elements immediately.

3.4 Demonstration

- A. Provide adequate demonstration and training to Owner in operation and maintenance of system.

End of Section 08316