

Glendale High School Voluntary Security Upgrade

tBP Project No. 21049.00

DSA #03-121142

File # 19-H13

Bid No:

Glendale Unified School District
Glendale, California

PROJECT MANUAL

Volume 1 of 1
Divisions 00 - 32
June 2021

Architect:

tBP/Architecture

4611 Teller Ave. Newport Beach, CA 92660-2104

949. 673. 0300

tBP

Architecture
Planning
Interiors
Management

**SECTION 00 01 01
PROJECT TITLE PAGE**

FOR

GLENDALE HS VOLUNTARY SECURITY UPGRADE

PROJECT NUMBER: 21049.00

OWNER

**GLENDALE UNIFIED SCHOOL DISTRICT
223 N. JACKSON STREET, 3RD FLOOR, GLENDALE CA 91206
WWW.GUSD.NET**

PROJECT LOCATION

**GLENDALE HIGH SCHOOL
1440 E. BROADWAY
GLENDALE , CALIFORNIA 91205**

PREPARED BY:

**ARCHITECT
TBP/ARCHITECTURE**

4611 Teller Avenue
949.673.0300
www.tbparchitecture.com

NOTICE: This Project Manual, is an unpublished instrument of service of the authors. It is prepared for use only on this Project and in conjunction with the authors' interpretations, observations, decisions and administration, as described in the Conditions of the Contract. Desired results without these services cannot be assured. Use in whole or in part, without the authors' services and expressed written consent may violate Act 17 U.S.C. par. 301 (1991).

SECTION 00 01 02
PROJECT INFORMATION

PART 1 GENERAL

1.01 PROJECT IDENTIFICATION

- A. Project Name: Glendale HS Voluntary Security Upgrade, located at:
Project Number: 21049.00.
Glendale High School.
1440 E. Broadway.
Glendale, California 91205.
- B. The Owner, hereinafter referred to as Owner: Glendale Unified School District
Glendale Unified School District
223 N. Jackson Street, 3rd Floor, Glendale CA 91206
www.gusd.net
818.241.3111

1.02 NOTICE TO PROSPECTIVE BIDDERS

- A. These documents constitute an Invitation to Bid to and request for qualifications from General Contractors for the construction of the project described below.

1.03 PROJECT DESCRIPTION

- A. Summary Project Description: Renovate existing gates.
- B. Contract Scope: Construction, demolition, and renovation.
- C. Contract Terms: Lump sum (fixed price, stipulated sum), with incentives.

1.04 PROJECT CONSULTANTS

- A. The Architect, hereinafter referred to as Architect: **tBP/Architecture**
4611 Teller Avenue
www.tbparchitecture.com
949.673.0300

1.05 PROCUREMENT TIMETABLE

- A. Last Request for Substitution Due: 7 days prior to due date of bids.
- B. Last Request for Information Due: 7 days prior to due date of bids.
- C. Bid Opening: Same day, 3 PM local time.
- D. Bids May Not Be Withdrawn Until: 30 days after due date.
- E. Contract Time: To be stated in bid documents.
- F. The Owner reserves the right to change the schedule or terminate the entire procurement process at any time.

1.06 PROCUREMENT DOCUMENTS

A. Availability of Documents: Complete sets of procurement documents may be obtained:

1. From Owner at the Project Manager's address listed above.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

**SECTION 00 01 07
SEALS PAGE**

ARCHITECT (AOR)

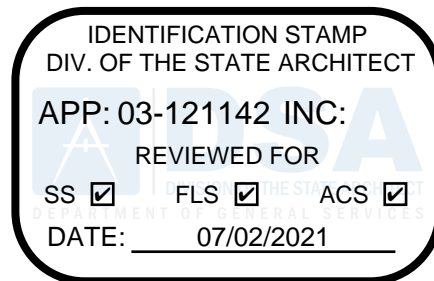
TBP/ARCHITECTURE, INC.

4611 Teller Avenue, Newport Beach, CA 92660

Hung L. Cheng C-34187



END OF SECTION



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END OF SECTION

**SECTION 00 40 25
REQUEST FOR INFORMATION**

RFI NUMBER: _____ **DATE:** _____

PROJECT NAME: GLENDALE HS VOLUNTARY SECURITY UPGRADE **PROJECT NO.: 21049.00**

TO: TBP/ARCHITECTURE

4611 Teller Avenue

Attention: _____

Contractor: _____

Address: _____

Request By: _____ Date: _____

BRIEF SUMMARY OF RFI: _____

Drawing No. _____ Detail No. _____

Specification Section _____ Title _____

Page _____ Paragraph _____

DETAILS OF THIS RFI: _____

Attachments: _____

RESPONSE WILL BE INCLUDED IN AN ADDENDUM

END OF RFI

SECTION 00 43 25
SUBSTITUTION REQUEST FORM - DURING PROCUREMENT

SUBSTITUTION REQUEST NO. _____

DATE: _____

PROJECT NAME: **GLENDALE HS VOLUNTARY SECURITY UPGRADE**

PROJECT NUMBER: **21049.00**

TO: **TBP/ARCHITECTURE**

 4611 Teller Avenue

From: _____

We hereby submit for your consideration the following product comparisons of the specified product and the proposed substitution. The undersigned fully understands that failure to answer any item below may be cause for rejection of request for substitution.

Request for substitution shall only be made during bidding (not later than 7 days prior to bid opening for inclusion by Addendum) except under conditions beyond control of Contractor.

SPECIFIED PRODUCT: _____

Project Manual Section Title _____ Number ___ Page ____ Paragraph ____.

Drawing No. _____ Detail No. _____

Proposed Substitution: _____

Manufacturer: _____ Tel: _____

A. Is the point-by-point comparative data attached? — REQUIRED BY A/E

B. Reason request for substitution is being submitted: _____

DIFFERENCES BETWEEN PROPOSED SUBSTITUTION AND SPECIFIED PRODUCT

A. Does proposed substitution affect in any way the Structural Safety, Access Compliance, or Fire & Life Safety portions of the project? No__ Yes__

Explain _____

B. Does proposed substitution affect dimensions, gages, weights, etc. on Drawing? No__ Yes__

Explain _____

**SECTION 00 63 25
SUBSTITUTION REQUEST FORM (POST-AWARD)**

SUBSTITUTION REQUEST NO. _____

DATE: _____

PROJECT NAME: **GLENDALE HS VOLUNTARY SECURITY UPGRADE**

PROJECT NUMBER: **21049.00**

TO: **TBP/ARCHITECTURE**

4611 Teller Avenue

From: _____

We hereby submit for your consideration the following product comparisons of the specified product and the proposed substitution. The undersigned fully understands that failure to answer any item below may be cause for rejection of request for substitution.

This request for substitution form shall only be used after the end of the bidding period except under conditions beyond control of Contractor.

Specified Product: _____

Project Manual Section Title _____ Number ___ Page ___ Paragraph ___.

Drawing No. _____ Detail No. _____

Proposed Substitution: _____

Manufacturer: _____ Tel: _____

A. Reason request for substitution is being submitted: _____

B. Does proposed substitution affect in any way the Structural Safety, Access Compliance, or Fire & Life Safety portions of the project? No__ Yes__

Explain _____

C. Does proposed substitution affect dimensions, gages, weights, etc. on Drawing? No__ Yes__

Explain _____

D. Does proposed substitution require changes in Drawings or design and installation changes?

No__ Yes__ _____

(If yes, cost of Architect and Engineer document changes are the responsibility of the Contractor.)

SECTION 01 10 00
SUMMARY

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: Glendale HS Voluntary Security Upgrade.
- B. Owner's Name: Glendale Unified School District.
- C. Architect's Name: tBP/Architecture.
- D. The Project consists of the alteration of existing gates located at Glendale High School.

1.02 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Owner-Contractor Agreement.

1.03 CONTRACT DOCUMENTS

- A. Contract Requirements:
 - 1. Conditions of the Contract and other Contract documents have been included in the Project Manual, as indicated in the Table of Contents.
 - a. Such documents are not Specifications.
 - 2. Specifications are found in Divisions 01 through 33 of the Project Manual.
- B. Contract Drawings: The Drawings provided with and identified in the Project Manual are the Drawings referenced in the Agreement.
 - 1. The location, extent and configuration of the required construction and improvements are shown and noted on Drawings.
 - a. The Drawings are referenced in the Agreement.
 - b. An index of Drawings is included in the set of Drawings.
 - 2. Drawings are arranged into series according to design discipline. Such organization and all references to trades, subcontractor, specialty contractor or supplier shall not control the Contractor in dividing the Work among subcontractors or in establishing the extent of the Work to be performed by any trade.
 - 3. Where the terms "as shown", "as indicated", "as noted", "as detailed", "as scheduled", or terms of like meaning, are used in the Drawings or Specifications, it shall be understood that reference is being made to the Drawings referenced in the Agreement.
 - 4. Where reference to the word "plans" is made anywhere in Drawings, Specifications and related Contract Documents, it shall be understood to mean the Drawings referenced in the Agreement.
- C. Contract Specifications: The Specifications provided in the Project Manual are the Specifications referenced in the Agreement.
 - 1. Specifications are organized by Divisions and Sections in accordance with the recommended practices of the Construction Specifications Institute.

- a. Such organization shall not control the Contractor in dividing the Work among subcontractors or in establishing the extent of Work to be performed by any trade.
- 2. Specifications are included in the Project Manual, which may also include other Bidding and Contract Documents.
 - a. Contents of the Project Manual are listed in Document 00 01 10 - Table of Contents, in the Project Manual.

1.04 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of demolition and removal work is indicated on drawings and specified in Section 02 41 00.
 - 1. The intent of these drawings and specifications are the work of the alteration, rehabilitation, or reconstruction of this facility shall be submitted and approved by DSA before proceeding with the repair work. CAC Section 4-317.
- B. Scope of alterations work is indicated on drawings.

1.05 WORK BY OWNER

- A. Concurrent Work Under Separate Contracts:
 - 1. Work Under Separate Contracts: Owner will award separate contracts for products and installation for interior improvements and other work as may be indicated on Drawings as NIC (Not in Contract).
 - 2. Relationship to Work Under the Contract:
 - a. Work under the Contract shall include all provisions necessary to make such concurrent work under separate contracts complete in every respect and fully functional, including field finishing.
 - b. Provide necessary backing, supports, piping, conduit, conductors and other such provisions from point of service to point of connection, as shown on Drawings and specified herein.
 - 3. Related Contract Documents:
 - a. Owner will make available, in a timely manner, drawings and specifications of work under separate contracts for coordination and further description of that work.
 - b. Such drawings and other data required for the coordination of the work of separate contracts with the Work of this Contract may be included with the Contract Documents.
 - c. If so, they are provided for convenience only and are not to be considered Contract Documents produced by Architect or Architect's consultants.
 - 4. Permits, Notices and Fees:
 - a. Permits, Notices and Fees: Notices required by and approvals required of authorities having jurisdiction for work under separate contracts and related fees will be solely the responsibility of Owner.
- B. Items noted NIC (Not in Contract) will be supplied and installed by Owner before Substantial Completion.
- C. Owner will supply the following for installation by Contractor:

1. Owner-Furnished Products: Owner may furnish, for installation by Contractor, products which are identified on the Drawings and in the Specifications as OFCI (Owner-Furnished/Contractor-Installed).
2. Relationship to Work Under the Contract:
 - a. Work under the Contract shall include all provisions necessary to fully incorporate such products into the Work, including, as necessary:
 - 1) Fasteners.
 - 2) Backing,.
 - 3) Supports.
 - 4) Piping.
 - 5) Conduit.
 - 6) Conductors.
 - 7) Other such provisions from point of service to point of connection.
 - 8) Field finishing, as shown on Drawings and specified herein.
 - b. See Section 01 30 00 - Administrative Requirements for additional requirements.

1.06 PERMITS, LICENSES AND FEES

- A. Permits:
 1. For Work included in the Contract, Contractor shall obtain all permits from authorities having jurisdiction and from serving utility companies and agencies.
 2. Owner will reimburse Contractor for amount charged for such permits, without mark-up.
 3. For Work performed under design/build basis, plancheck and permit fees shall be included in the Contract Sum.
- B. Licenses:
 1. Contractor shall obtain and pay all licenses associated with construction activities, such as business licenses, contractors' licenses and vehicle and equipment licenses.
 2. All costs for licenses shall be included in the Contract Sum.
- C. Assessments:
 1. Owner will pay all assessments and utility service connection fees. Costs of assessments shall not be included in the Contract Sum.
- D. Test and Inspection Fees:
 1. Contractor shall pay all fees charged by authorities having jurisdiction and from serving utility companies and agencies, for tests and inspections conducted by those authorities, companies and agencies.
 2. Owner will reimburse Contractor for actual amount of such fees, without mark-up.
 3. Refer to Section 01 40 00 - Quality Requirements for additional information on tests and inspections and responsibility for payment of fees.

1.07 OWNER OCCUPANCY

- A. Owner intends to continue to occupy adjacent portions of the existing site during the entire construction period.
- B. Owner intends to occupy the Project upon Substantial Completion.

- C. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- D. Schedule the Work to accommodate Owner occupancy.

1.08 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Arrange use of site and premises to allow:
 - 1. Owner occupancy.
 - 2. Work by Others.
 - 3. Work by Owner.
 - 4. Use of site and premises by the public.
- C. Provide access to and from site as required by law and by Owner:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Site Access:
 - a. Limit access to site to indicated routes and access points as indicated.
 - b. If routes and access points are not indicated, access shall be as approved by Owner.
 - c. Do not restrict access to adjacent properties and do not restrict access for those performing work under separate contracts for the Owner.
 - 3. Do not obstruct roadways, sidewalks, or other public ways without permit.
 - 4. Construction Limit:
 - a. Limit construction activities to areas indicated on Drawings as Project Area or, if not indicated, to areas within the parcel as described in the legal description on the Drawings.
 - b. Refer also to Section 01 50 00 - Temporary Construction Facilities and Controls for additional requirements.
- D. Existing building spaces may not be used for storage.
- E. Time Restrictions:
 - 1. Limit conduct of especially noisy, malodorous, and dusty exterior work to the hours of 8 AM to 6 PM.
 - 2. Limit conduct of especially noisy interior work to the hours of 9 AM to 4 PM.
- F. Utility Outages and Shutdown:
 - 1. Limit disruption of utility services to hours the site is unoccupied.
 - 2. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and fire alarm system, without 7 days notice to Owner and authorities having jurisdiction.
 - 3. Prevent accidental disruption of utility services to other facilities.

1.09 CONSTRUCTION WASTE MANAGEMENT

- A. Construction and waste management, complying with Section 01 74 19 - Construction Waste Management and Disposal, is a requirement for this project.
- B. The Contractor, Prime Contractors, and subcontractors all have obligations in meeting the requirements of this specification.

END OF SECTION

SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Correlation of Contractor submittals based on changes.
- E. Procedures for preparation and submittal of application for final payment.

1.02 RELATED REQUIREMENTS

- A. Section 01 78 00 - Closeout Submittals: Project record documents.

1.03 SCHEDULE OF VALUES

- A. Use Schedule of Values Form:
 - 1. Form provided by Owner.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- C. Forms filled out by hand will not be accepted.
- D. Submit Schedule of Values in duplicate within 15 days after date established in Notice to Proceed.
- E. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification section. Identify site mobilization.
- F. Include in each line item, the amount of Allowances specified in this section. For unit cost Allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.
- G. Include separately from each line item, a direct proportional amount of Contractor's overhead and profit.
- H. Revise schedule to list approved Change Orders, with each Application For Payment.
 - 1. List each authorized Change Order as an extension on the continuation sheet, listing the Change Order number and dollar value as for an original portion of Work.

1.04 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
 - 1. Substantiating information will normally be required only for those portions of Work whose completion state cannot be readily determined by observation of the completed Work.
- B. Use Form AIA G702 and Form AIA G703, edition stipulated in the Agreement.

- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of work.
 - 3. Scheduled Values.
 - 4. Previous Applications.
 - 5. Work in Place and Stored Materials under this Application.
 - 6. Authorized Change Orders.
 - 7. Total Completed and Stored to Date of Application.
 - 8. Balance to Finish.
 - 9. Retainage.
- F. Execute certification by signature of authorized officer.
- G. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- H. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
 - 1. No Change Orders shall be included with Application for Payment until approved in writing by Owner and Architect. Also approved by DSA when appropriate.
- I. Submit one electronic and three hard-copies of each Application for Payment.
- J. Include the following with the application:
 - 1. Transmittal letter as specified for submittals in Section 01 30 00.
 - 2. Construction progress schedule, revised and current as specified in Section 01 30 00.
 - 3. Current construction photographs specified in Section 01 30 00.
 - 4. Partial release of liens from major subcontractors and vendors.
 - a. Provide with each Application for Payment lien releases from all subcontractors, workers and materials suppliers employed for the Project covering their portion of Work to date for which payment application is made. Lien release forms will be provided by Owner and shall be completed in accordance with directions provided.
 - 5. Project record documents as specified in Section 01 78 00, for review by Owner which will be returned to the Contractor.
 - 6. Affidavits attesting to off-site stored products.
- K. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.05 ADDENDA

- A. Addenda are changes issued prior to the signing of the Contract for Construction. These Addenda shall be signed by the Architect and approved by the Division of the State Architect.

- B. These documents may or may not have approved by the Division of the State Architect prior to the close of Bid.
 - 1. If not approved by DSA prior to close of the bidding period, the contract price shall include the Addenda.
 - 2. No work shall proceed regarding any Addendum until approved by DSA.
 - 3. Revisions to Addenda, when approved by DSA, shall be incorporated by an additional addendum or Change Order as indicated below and as provided for in the Contract for Construction and General Conditions.

1.06 MODIFICATION PROCEDURES

- A. Construction Changes, General:
 - 1. The following describe administrative procedures to be followed in compliance with provisions of the Conditions of the Contract for Architect's Supplemental Instructions, Construction Change Directives, Construction Change Documents, and Contract Change Orders.
 - 2. The Architect will prepare and issue a Bulletin on which the Architect's Supplemental Instructions, a Construction Change Directive or a Request for Proposal will be presented to the Contractor for action.
- B. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to Contract Documents.
- C. Contract Change Order Forms: Form as directed by Owner.
- D. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.
 - 1. Architect's Supplemental Instructions:
 - a. Minor changes in the Work, not involving an adjustment in either the Contract Sum or Contract Time, as authorized by the Conditions of the Contract, will be presented by the Architect using the Architect's Bulletin form.
 - b. Should the Architect's Supplemental Instructions result in disputed costs and time adjustments, such dispute shall be resolved in accordance with the provisions of the Conditions of the Contract.
- E. For other required changes, not involving structural, accessibility, or fire-life-safety portions of approved Drawings and Specifications, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - 2. Promptly execute the change.
 - 3. DSA Construction Change Document approval for substitutions and changes to structural, accessibility, or fire-life-safety portions of approved Drawings and Specifications is required from DSA prior to fabrication and installation. CAC Section 4-215, 4-233(c), & 4-338(c).
 - a. The approved Construction Change Document shall be signed by:

- 1) Architect of Record.
 - 2) When applicable:
 - (a) Structural Engineer of Record.
 - (b) Mechanical Engineer of Record.
 - (c) Electrical Engineer of Record.
 - (d) Civil Engineer of Record.
 - (e) Delegated Professional Engineer.
 - 3) Division of the State Architect for final approval.
4. Construction Change Directives: In accordance with provisions of the Conditions of the Contract, the Owner may direct the Contractor to proceed with a change in the Work prior to formal preparation, review and agreement of a Contract Change Order, in order to not delay construction.
- a. The Architect will prepare and issue a change document containing a Construction Change Directive which, when signed by the Owner and the Architect, shall instruct the Contractor to proceed with a change in the Work, for subsequent inclusion in a Contract Change Order.
 - b. Should the Construction Change Directive result in disputed costs and time adjustments, such dispute shall be resolved in accordance with the provisions of the Conditions of the Contract.
 - c. Construction Change Directives shall follow procedures specified below for Contract Change Orders except that Contractor shall immediately proceed with the change upon receipt of the signed Change Directive.
- F. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 14 days.
1. Such Request for Proposal may include an estimate of additions or deductions in Contract Time and Contract Sum for executing the change and may include stipulations regarding overtime work and the period of time the requested response from the Contractor shall be considered valid.
- G. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on work by separate or other contractors. Document any requested substitutions in accordance with Section 01 60 00.
1. After review of the request and with the Owner's approval, the Architect will prepare a change document containing a Request for Proposal, as described above.
 2. Issuance of such a request by the Architect shall not indicate authorization of the Contractor to proceed with the proposed change.
 3. Changes will be approved only by an approved Construction Change Directive and Contract Change Order.
- H. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.

1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
 2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
 4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.
- I. Substantiation of Costs: Provide full information required for evaluation.
1. On request, provide the following data:
 - a. Quantities of products, labor, and equipment.
 - b. Taxes, insurance, and bonds.
 - c. Overhead and profit.
 - d. Justification for any change in Contract Time.
 - e. Credit for deletions from Contract, similarly documented.
 2. Support each claim for additional costs with additional information:
 - a. Origin and date of claim.
 - b. Dates and times work was performed, and by whom.
 - c. Time records and wage rates paid.
 - d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
 3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
 - a. Cost and Time Resolution: If amounts for changes in Contract Sum and Contract Time cannot be agreed upon by Owner and Contractor, amounts shall be resolved in accordance with provisions of the Conditions of the Contract for resolution of disputes and the following:
 - 1) Contractor shall keep accurate records of time, both labor and calendar days, and cost of materials and equipment.
 - 2) Contractor shall prepare and submit an itemized account and supporting data after completion of changed Work, within the time limits indicated in the Conditions of the Contract.
 - 3) Contractor shall provide full information as required and requested, for Owner and Architect to evaluate and substantiate proposed costs and time for the change in the Work.
 - 4) When Owner and Contractor determine mutually acceptable amounts for changes in Contract Sum and Contract Time, a Contract Change Order shall be executed for these amounts.
 - 5) Owner shall have the right to audit Contractor's invoices and bid quotations to substantiate costs for Contract Change Orders.

- J. Construction Changes Based on Stipulated Sum or Time: Based on the Contractor's response to a Request for Proposal or Construction Change Directive, the Owner and Architect will review the response.
 - 1. The Owner and Contractor shall negotiate a mutually acceptable adjustment in Contract Sum and Contract Time, as appropriate, prior to performance of the changed Work.
 - 2. A Contract Change Order for the stipulated amounts shall be prepared based on the stipulated sum and change in time.
- K. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
 - 1. When agreement is reached on changes, if any, in the Contract Time and the Contract Sum, the Contractor shall prepare a Contract Change Order using a form as directed by the Owner, with supplementary documents as necessary to describe the change and the associated costs and schedule impacts.
 - 2. Construction Change Document approval is required from DSA prior to fabrication and installation.
 - 3. Submit Contract Change Orders to Owner through the Architect.
 - 4. Contractor shall prepare and submit five original sets of documents for each Change Order. Owner, Architect and Construction Manager shall sign the Change Order indicating acceptance and approval of the change.
 - a. Structural Engineer shall also sign the Change Order, when applicable.
 - 5. All Change Orders must be approved by DSA prior to fabrication and installation.
 - 6. Upon approval of the Change Order, Contractor shall promptly execute the change in the Work.
- L. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- M. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
 - 1. Contractor shall submit revised schedules at the next Application for Payment following approval and acceptance of the Contract Change Order.
- N. Promptly enter changes in Project Record Documents.

1.07 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 - 1. All closeout procedures specified in Section 01 70 00.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 25 00
SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedural requirements for proposed substitutions.

1.02 RELATED REQUIREMENTS

- A. Division 00 - Procurement and Contracting Requirements: Restrictions on timing of substitution requests.
- B. Section 00 43 25 - Substitution Request Form - During Procurement: Required form for substitution requests made prior to award of contract (During procurement).
- C. Section 00 63 25 - Substitution Request Form (Post-Award): Required form for substitution requests made after award of contract (During construction).
- D. Section 01 30 00 - Administrative Requirements: Submittal procedures, coordination.
- E. Section 01 60 00 - Product Requirements: Fundamental product requirements, product options, delivery, storage, and handling.
- F. Section 01 61 16 - Volatile Organic Compound (VOC) Content Restrictions: Restrictions on emissions of indoor substitute products.

1.03 DEFINITIONS

- A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to materials, products, assemblies, and equipment.
 - 1. Substitutions for Cause: Proposed due to changed Project circumstances beyond Contractor's control.
 - a. Unavailability.
 - b. Regulatory changes.
 - 2. Substitutions for Convenience: Proposed due to possibility of offering substantial advantage to the Project.
 - a. Substitution requests offering advantages solely to the Contractor will not be considered.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS

- A. Requests by Contractor to deviate from specified requirements for products, materials, equipment, and methods, or to provide products other than those specified, shall be considered requests for substitutions except under the following conditions:
 - 1. Substitutions are requested during the bidding period, and accepted prior to execution of the Contract. Acceptance shall be in the form of written Addendum to the Bidding

documents or revision to the Drawings or Specifications for use as Construction Contract Documents.

2. Changes in products, materials, equipment, and methods of construction are directed by the Owner or Architect.
 3. Contractor options for provision of products and construction methods are specifically stated in the Contract Documents.
 4. Change in products, materials, equipment, and methods of construction is required for compliance with Codes, ordinances, regulations, orders and standards of authorities having jurisdiction.
- B. Substitution Provisions: Refer to substitution provisions of the Conditions of the Contract, in addition to the requirements specified herein. Provisions for consideration and acceptance of substitutions shall be as follows:
1. Documentation:
 - a. Substitutions will not be considered if they are indicated or implied on shop drawing, product data or sample submittals.
 - b. All requests for substitution shall be made by separate written request from Contractor.
 2. Cost and Time Considerations: Substitutions will not be considered unless a net reduction in Contract Sum or Contract Time results to the Owner's benefit, including redesign costs, life cycle costs, changes in related Work and overall performance of building systems.
 3. Design Revision:
 - a. Substitutions will not be considered if acceptance will require substantial revision of the Contract Documents or will substantially change the intent of the design, in the opinion of the Architect.
 - b. The intent of the design shall include functional performance and aesthetic qualities.
 4. Data: It shall be the responsibility of the Contractor to provide adequate data demonstrating the merits of the proposed substitution, including cost data and information regarding changes in related Work.
 5. Determination by Architect:
 - a. Architect will determine the acceptability of proposed substitutions and will notify Contractor, in writing within a reasonable time, of acceptance or rejection.
 - b. The determination by the Architect regarding functional performance and aesthetic quality shall be final.
 6. Non-Acceptance: If a proposed substitution is not accepted, provide the specified product.
 - a. If, in the opinion of the Architect, the substitution request is incomplete or has insufficient data to enable a full and thorough review of the intended substitution, the substitution may be summarily refused and determined to be unacceptable.
 7. Substitution Limitation: Only one request for substitution will be considered for each product.

- C. A Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
 - a. Include a signed certification that the Contractor has:
 - 1) Reviewed the proposed substitution and has determined that the substitution is equivalent or superior in every respect to product requirements indicated or product specified in the Contract Documents.
 - 2) Certify the proposed substitution is suited for and can perform the purpose or application of the specified product indicated or specified in the Contract Documents.
 - 2. Agrees to provide the same warranty for the substitution as for the specified product.
 - 3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.
 - 4. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.
 - 5. Waives claims for additional costs or time extension that may subsequently become apparent.
 - a. Include a signed waiver by the Contractor for changes in the Contract Time or Contract Sum because of the following:
 - 1) Substitution failed to perform adequately.
 - 2) Substitution required changes in on other elements of the Work.
 - 3) Substitution caused problems in interfacing with other elements of the Work.
 - 4) Substitution was determined to be unacceptable by authorities having jurisdiction.
 - 6. Agrees to reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.
- D. A Substitution Request for specified installer constitutes a representation that the submitter:
 - 1. Has acted in good faith to obtain services of specified installer, but was unable to come to commercial, or other terms.
- E. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
 - 1. Note explicitly any non-compliant characteristics.
- F. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
 - 1. Forms indicated and included in the Project Manual are adequate for this purpose, and must be used.
 - 2. No specific form is required. Contractor's Substitution Request documentation must include the following:
 - a. Project Information:
 - 1) Official project name and number, and any additional required identifiers established in Contract Documents.
 - 2) Owner's, Architect's, and Contractor's names.

- b. Substitution Request Information:
 - 1) Discrete and consecutive Substitution Request number, and descriptive subject/title.
 - 2) Indication of whether the substitution is for cause or convenience.
 - 3) Issue date.
 - 4) Reference to particular Contract Document(s) specification section number, title, and article/paragraph(s).
 - 5) Description of Substitution.
 - 6) Reason why the specified item cannot be provided.
 - 7) Differences between proposed substitution and specified item.
 - 8) Description of how proposed substitution affects other parts of work.
 - c. Attached Comparative Data: Provide point-by-point, side-by-side comparison addressing essential attributes specified, as appropriate and relevant for the item:
 - 1) Physical characteristics.
 - 2) In-service performance.
 - 3) Expected durability.
 - 4) Visual effect.
 - 5) Sustainable design features.
 - 6) Warranties.
 - 7) Other salient features and requirements.
 - 8) Include, as appropriate or requested, the following types of documentation:
 - (a) Product Data:
 - (b) Samples.
 - (c) Certificates, test, reports or similar qualification data.
 - (d) Drawings, when required to show impact on adjacent construction elements.
 - 9) Include a detailed description, in written or graphic form as appropriate, indicating all changes or modifications needed to other elements of the Work and to construction to be performed by the Owner and by others under separate Contract with Owner, that will be necessary if the proposed substitution is accepted.
 - d. Impact of Substitution:
 - 1) Savings to Owner for accepting substitution.
 - (a) Include detailed cost data, including a proposal for the net change, if any, in the Contract Sum.
 - 2) Change to Contract Time due to accepting substitution.
 - (a) Indicate the substitution's effect on the Construction Schedule. Indicate the effect of the proposed substitution on overall Contract Time and, as applicable, on completion of portions of the Work for use by Owner or for work under separate contract by Owner.
- G. Limit each request to a single proposed substitution item.
- 1. Submit an electronic document, combining the request form with supporting data into single document.

3.02 SUBSTITUTION PROCEDURES DURING PROCUREMENT

- A. Instructions to Bidders specifies time restrictions for submitting requests for substitutions during the bidding period, and the documents required.
- B. Pursuant to Section 3400 of the Public Contract Code, requests for substitution will be considered only if received up to 7 days prior to the bid date. Subsequent requests will be considered only in the case of product unavailability, through no fault of the Contractor , or for reasons of cost reducing value analysis requested by the Owner .
- C. Submittal Form (before award of contract):
 - 1. Submit substitution requests by completing the form in Section 00 43 25; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.

3.03 SUBSTITUTION PROCEDURES DURING CONSTRUCTION

- A. Submittal Form (after award of contract):
 - 1. Submit substitution requests by completing the form in Section 00 63 25; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- B. After Contract award, requests will be considered for cause only; in the case of product unavailability, through no fault of the Contractor , or for reasons of cost reducing value analysis requested by the Owner.
 - 1. Substitutions will be considered when a product, through no fault of the Contractor, becomes unavailable or unsuitable due to regulatory change.
 - 2. Product Availability Waiver:
 - a. Substitutions will be considered after 35 day time limit only when a product becomes unavailable due to no fault of Contractor.
 - b. Failure to place orders for specified products sufficiently in advance of required date for incorporation into the Work will not be considered as a valid reason for which Contractor may request a substitution or deviation from requirements of the Drawings and Specifications.
 - 3. Waiver: At the discretion of the Owner, limitations on substitutions may be waived.
- C. Submit request for Substitution for Cause within 14 days of discovery of need for substitution, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
- D. Submit request for Substitution for Convenience immediately upon discovery of its potential advantage to the project, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
 - 1. In addition to meeting general documentation requirements, document how the requested substitution benefits the Owner through cost savings, time savings, greater energy conservation, or in other specific ways.
 - 2. Document means of coordinating of substitution item with other portions of the work, including work by affected subcontractors.
 - 3. Bear the costs engendered by proposed substitution of:

- a. Owner's compensation to the Architect for any required redesign, time spent processing and evaluating the request.
 - b. Other construction by Owner.
 - c. Other unanticipated project considerations.
- E. Substitutions will not be considered under one or more of the following circumstances:
- 1. When they are indicated or implied on shop drawing or product data submittals, without having received prior approval.
 - 2. Without a separate written request.
 - 3. When acceptance will require revisions to Contract Documents.

3.04 CONTRACT DOCUMENT REVISIONS:

- A. Should a Contractor-proposed substitution or alternative sequence or method of construction require revision of the Contract Drawings or Specifications;
 - 1. Including revisions for the purposes of determining feasibility, scope or cost, or revisions for the purpose of obtaining review and approval by authorities having jurisdiction.
 - 2. Revisions will be made by Architect or other consultant of Owner who is the responsible design professional, as approved in advance by Owner.
- B. Services of Architect or other consultant of the Owner, including time spent in researching and reporting on proposed substitutions or alternative sequence and method of construction, shall be paid by Contractor when such activities are considered additional services to the design services contracts of the Architect or other responsible design professional with the Owner.
- C. Costs of services by Architect or other responsible design professional of the Owner shall be paid on a time and materials basis, based on current hourly fee schedules, with reproduction, long distance telephone and shipping costs reimbursable at cost plus usual and customary mark-up for handling and billing.
- D. Such fees shall be paid whether or not the proposed substitution or alternative sequence or method of construction is ultimately accepted by Owner and a Change Order is executed.
- E. Such fees shall be paid from Contractor's portion of savings, if a net reduction in Contract Sum results. If fees exceed Contractor's portion of net reduction, Contractor shall pay all remaining fees unless otherwise agreed in advance by the Owner.
- F. Such fees owed shall be deducted from the amount owed Contractor on the Application for Payment next made following completion of revised Contract Drawings and Specifications or completion of research and other services. Owner will then pay Architect or other consultant of the Owner.
- G. Certain substitutions require approval from DSA.

3.05 RESOLUTION

- A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner.
- B. Architect will notify Contractor in writing of decision to accept or reject request.
 - 1. Architect's decision following review of proposed substitution will be noted on the submitted form.

3.06 ACCEPTANCE

- A. Accepted substitutions change the work of the Project. They will be documented and incorporated into work of the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments provided for in the Conditions of the Contract.

3.07 CLOSEOUT ACTIVITIES

- A. See Section 01 78 00 - Closeout Submittals, for closeout submittals.
- B. Include completed Substitution Request Forms as part of the Project record. Include both approved and rejected Requests.

3.08 ATTACHMENTS

- A. A facsimile of the Substitution Request Form (During Construction) required to be used on the Project is included after this section.

END OF SECTION

SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Electronic document submittal service.
- C. Preconstruction meeting.
- D. Site mobilization meeting.
- E. Progress meetings.
- F. Construction progress schedule.
- G. Contractor's daily reports.
- H. Progress photographs.
- I. Coordination drawings.
- J. Submittals for review, information, and project closeout.
- K. Number of copies of submittals.
- L. Requests for Interpretation or Information (RFI) procedures.
- M. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 60 00 - Product Requirements: General product requirements.
- B. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.
- C. Section 01 78 00 - Closeout Submittals: Project record documents; operation and maintenance data; warranties and bonds.
- D. Technical Product Sections: Procedures for specific submittals specified in those Sections to be made at Contract closeout.

1.03 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires responsive action by Construction Manager and Architect or other responsible design professional.
- B. Informational Submittals: Written information that does not require responsive action by Construction Manager and Architect or other responsible design professional.
- C. Unsolicited Submittals: Action or informational submittals not required by the Contract Documents or not requested by the reviewer. Unsolicited submittals may be returned with notation "not reviewed."
- D. Product Data: Standard published information ("catalog cuts") and specially prepared data for the Work of the Contract, including standard illustrations, schedules, brochures, diagrams, performance charts, instructions and other information to illustrate a portion of the Work.

- E. Request for Interpretation or Information (RFI): A document submitted by the Contractor requesting clarification of a portion of the Contract Documents, hereinafter referred to as an RFI.
- F. Samples: Physical examples that demonstrate the materials, finishes, features, workmanship and other characteristics of a portion of the Work. Accepted samples shall serve as quality basis for evaluating the Work.
- G. Shop Drawings, Product Data and Samples: Instruments prepared and submitted by Contractor, for Contractor's benefit, to communicate to Architect the Contractor's understanding of the design intent, for review and comment by Architect on the conformance of the submitted information to the general intent of the design. Shop drawings, product data and samples are not Contract Documents.
- H. Shop Drawings: Drawings, diagrams, schedules and illustrations, with related notes, specially prepared for the Work of the Contract, to illustrate a portion of the Work.
- I. Other Submittals: Technical data, test reports, calculations, surveys, certifications, special warranties and guarantees, operation and maintenance data, extra stock and other submitted information and products shall not be considered as Contract Documents but shall be information from Contractor to Architect to illustrate a portion of the Work for confirmation of understanding of design intent.

1.04 PROJECT COORDINATOR

- A. Project Coordinator: Construction Manager.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for material delivery access, traffic, and parking facilities.
 - 1. Comply with requirements of Section 01 70 00 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 01 10 00 - Summary.
- F. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- G. Make the following types of submittals to Architect through the Project Coordinator:
 - 1. Requests for Interpretation or Information.
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Design data.
 - 6. Manufacturer's instructions and field reports.
 - 7. Applications for payment and change order requests.

8. Progress schedules.
9. Coordination drawings.
10. Correction Punch List and Final Correction Punch List for Substantial Completion.
11. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF, MS Word, or MS Excel) format, as appropriate to the document, and transmitted via an Internet-based submittal service that receives, logs and stores documents, provides electronic stamping and signatures, and notifies addressees via email.
 1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation or Information (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
 2. Contractor and Architect are required to use this service.
 3. It is Contractor's responsibility to submit documents in allowable format.
 4. Subcontractors, suppliers, and Architect's consultants are to be permitted to use the service at no extra charge.
 5. Users of the service need an email address, internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com, or Bluebeam PDF Revu, www.bluebeam.com), unless such software capability is provided by the service provider.
 6. Unless specifically requested, paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
 7. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.
- B. Cost: The cost of the service is to be paid by Contractor; include the cost of the service in the Contract Sum.
- C. Submittal Service: The selected service is:
 1. Bluebeam Software Inc.; Bluebeam Revu Studio: www.bluebeam.com.
 2. Other Service acceptable to both Owner and Architect.
 - a. Direct email with PDF copies.
- D. Training: One, one-hour, web-based training session will be arranged for all participants, with representatives of Architect and Contractor participating; further training is the responsibility of the user of the service.

1. Representatives of Owner are scheduled and included in this training.
- E. Project Closeout: Architect will determine when to terminate the service for the project and is responsible for obtaining archive copies of files for Owner.

3.02 PRECONSTRUCTION MEETING

- A. Owner will schedule a meeting after Notice of Award.
- B. Attendance Required:
 1. Owner.
 2. Architect.
 3. Contractor.
- C. Agenda:
 1. Execution of Owner-Contractor Agreement.
 2. Submission of executed bonds and insurance certificates.
 3. Distribution of Contract Documents.
 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 5. Submission of initial Submittal schedule.
 6. Designation of personnel representing the parties to Contract and Architect.
 7. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 8. Scheduling.
 9. Scheduling activities of a Geotechnical Engineer.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.03 SITE MOBILIZATION MEETING

- A. Schedule meeting at the Project site prior to Contractor occupancy.
- B. Attendance Required:
 1. Contractor.
 2. Owner.
 3. Architect.
 4. Contractor's superintendent.
 5. Major subcontractors.
 6. Inspector of Record.
- C. Agenda:
 1. Distribute and discuss list of subcontractors and suppliers.
 2. Project Communication Procedures: Review requirements and administrative requirements for written and oral communications.

- a. Review requirements and administrative procedures Contractor may wish to institute for identification and reporting purposes.
- 3. Change Procedures: Review requirements and administrative procedures for Change Orders, Construction Change Directives, Architect's supplemental instructions and Contractor's Requests for Interpretation or Information.
- 4. Use of premises by Owner and Contractor.
 - a. Site access restrictions, if any, and requirements to avoid disruption of operations at adjoining facilities or operations.
 - b. Construction Facilities and Temporary Utilities: Designate storage and staging areas, construction office areas; review temporary utility provisions; present Owner's requirements for use of premises.
- 5. Owner's requirements.
- 6. Construction facilities and controls provided by Owner.
- 7. Temporary utilities provided by Owner.
- 8. Survey and building layout.
- 9. Security and housekeeping procedures.
- 10. Schedules.
 - a. Distribute and discuss initial construction schedule and critical work sequencing of major elements of Work;
 - b. Include coordination of Owner Furnished / Contractor Installed (OFCl) products;
- 11. Application for payment procedures.
- 12. Procedures for testing.
- 13. Procedures for maintaining record documents.
- 14. Requirements for start-up of equipment.
- 15. Inspection and acceptance of equipment put into service during construction period.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.04 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the work at maximum bi-weekly intervals.
- B. Meeting Time and Location: As mutually agreed by Owner, Architect, and Contractor, at on-site location.
- C. Special Meetings: As necessary, Construction Manager may convene special meetings to discuss specific construction issues in detail and to plan specific activities.
 - 1. See Section 01 70 00 - Execution and Closeout Requirements.
- D. Attendance Required:
 - 1. Contractor.
 - 2. Owner.
 - 3. Architect.

4. Contractor's superintendent.
 5. Major subcontractors.
- E. Agenda:
1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of RFIs log and status of responses.
 7. Review of off-site fabrication and delivery schedules.
 8. Maintenance of progress schedule.
 9. Corrective measures to regain projected schedules.
 - a. Develop corrective measures and procedures, including but not necessarily limited to additional personnel loading to regain planned schedule.
 10. Planned progress during succeeding work period.
 11. Coordination of projected progress.
 12. Maintenance of quality and work standards.
 13. Effect of proposed changes on progress schedule and coordination.
 14. Other business relating to work.
- F. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

3.05 CONSTRUCTION PROGRESS SCHEDULE

- A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of work, with a general outline for remainder of work.
- B. Contractor's Review: All schedules shall be reviewed and approved by Contractor prior to submission for Architect's and Construction Manager's review.
- C. Reviews by Architect and Construction Manager will be to ascertain the general status of construction and shall not be interpreted to establish or approve the means, methods, techniques and sequences of construction.
- D. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- E. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- F. Within 10 days after joint review, submit complete schedule.
- G. Submit updated schedule with each Application for Payment.

3.06 DAILY CONSTRUCTION REPORTS

- A. Include only factual information. Do not include personal remarks or opinions regarding operations and/or personnel.
- B. In addition to transmitting electronically a copy to Owner and Architect, submit two printed copies at weekly intervals.
 - 1. Submit in format acceptable to Owner.
 - 2. Submit using required form, a sample of which is appended to this section.
- C. Prepare a daily construction report recording the following information concerning events at Project site and project progress:
 - 1. Date.
 - 2. High and low temperatures, and general weather conditions.
 - 3. List of subcontractors at Project site.
 - 4. List of separate contractors at Project site.
 - 5. Approximate count of personnel at Project site.
 - a. Include a breakdown for supervisors, laborers, journeymen, equipment operators, and helpers.
 - 6. Major equipment at Project site.
 - 7. Material deliveries.
 - 8. Safety, environmental, or industrial relations incidents.
 - 9. Meetings and significant decisions.
 - 10. Unusual events (submit a separate special report).
 - 11. Stoppages, delays, shortages, and losses. Include comparison between scheduled work activities (in Contractor's most recently updated and published schedule) and actual activities. Explain differences, if any. Note days or periods when no work was in progress and explain the reasons why.
 - 12. Meter readings and similar recordings.
 - 13. Emergency procedures.
 - 14. Directives and requests of Authority(s) Having Jurisdiction (AHJ).
 - 15. Change Orders received and implemented.
 - 16. Testing and/or inspections performed.
 - 17. List of verbal instruction given by Owner and/or Architect.
 - 18. Signature of Contractor's authorized representative.

3.07 PROGRESS PHOTOGRAPHS

- A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.
- B. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.
- C. Photography Type: Digital; electronic files.

- D. Provide photographs of site and construction throughout progress of work produced by an experienced photographer, acceptable to Architect.
- E. In addition to periodic, recurring views, take photographs of each of the following events:
 - 1. Completion of site clearing.
 - 2. Excavations in progress.
 - 3. Foundations in progress and upon completion.
 - 4. Structural framing in progress and upon completion.
 - 5. Enclosure of building, upon completion.
 - 6. Final completion, minimum of ten (10) photos.
- F. Take photographs as evidence of existing project conditions as follows:
 - 1. Interior views: each elevation, floor and ceilings prior to demolition.
 - 2. Exterior views: each elevation, roof and areas adjacent to construction limits.
- G. Views:
 - 1. Provide non-aerial photographs from four cardinal views at each specified time, until date of Substantial Completion.
 - 2. Consult with Architect for instructions on views required.
 - 3. Provide factual presentation.
 - 4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.
 - 5. Point of View Sketch: Provide sketch identifying point of view of each photograph.
- H. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.
 - 1. Delivery Medium: Via email.
 - 2. File Naming: Include project identification, date and time of view, and view identification.
 - 3. Point of View Sketch: Include digital copy of point of view sketch with each electronic submittal; include point of view identification in each photo file name.
 - 4. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.
 - 5. Hard Copy: Printed hardcopy (grayscale) of PDF file and point of view sketch.

3.08 COORDINATION DRAWINGS

- A. See Section 01 31 14 - Facility Services Coordination.
- B. Provide information required by Project Coordinator for preparation of coordination drawings.
- C. Review drawings prior to submission to Architect.

3.09 REQUESTS FOR INTERPRETATION OR INFORMATION (RFI)

- A. Definition: A request seeking one of the following:

1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in the Contract Documents.
 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 - b. Do not forward requests which solely require internal coordination between subcontractors.
 2. Prepare in a format and with content acceptable to Owner.
 3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.
- D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
 - a. Submit RFIs from subcontractors and material suppliers through, be reviewed by and be attached to an RFI prepared, signed and submitted by Contractor.
 - 1) RFIs from subcontractors and material suppliers are to be:
 - (a) Reviewed by Contractor.
 - (b) Corrected and rewritten to clarify as required by Contractor.
 - (c) Placed on the proper form, then signed, and submitted by Contractor.
 - (d) RFIs submitted directly by subcontractors or material suppliers will be returned unanswered to the Contractor.
 - 2) RFIs submitted directly by subcontractors or material suppliers will be returned unanswered to the Contractor.
 - b. Review all subcontractor- and supplier-initiated RFIs and take actions to resolve issues of coordination, sequencing and layout of the Work.
 - 1) RFIs submitted to request clarification of issues related to means, methods, techniques and sequences of construction or for establishing trade jurisdictions and scopes of subcontracts will be returned without response.
 - (a) Such issues are solely the Contractor's responsibility.
 - 2) Contractor is responsible for delays resulting from the necessity to resubmit an RFI due to insufficient or incorrect information presented in the RFI.
 2. Unacceptable Uses for RFIs: Do not use RFIs to request the following::

- a. Approval of submittals (use procedures specified elsewhere in this section).
 - b. Approval of substitutions (see Section - 01 60 00 - Product Requirements)
 - c. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).
 - d. Different methods of performing work than those indicated in the Contract Drawings and Specifications (comply with provisions of the Conditions of the Contract).
3. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.
4. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.
- a. The Owner reserves the right to assess the Contractor for the costs (on time-and-materials basis) incurred by the Architect, and any of its consultants, due to processing of such RFIs.
- E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
- 1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 - 2. Owner's, Architect's, and Contractor's names.
 - 3. Discrete and consecutive RFI number, and descriptive subject/title.
 - 4. Issue date, and requested reply date.
 - 5. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 - 6. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 - a. Inability to determine from the Contract Documents the exact material, process, or system to be installed;
 - b. Or when the elements of construction are required to occupy the same space (interference);
 - c. Or when an item of Work is described differently at more than one place in the Contract Documents.
 - 7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
 - a. In all cases, furnish all information required for the Architect to analyze and/or understand the circumstances causing the RFI and prepare a clarification or direction as to proceed for RFIs issued to request clarification of issues related to:
 - 1) Means, methods, techniques and sequences of construction, for example

- 2) Pipe and duct routing, clearances;
 - 3) Specific locations of Work shown diagrammatically;
 - 4) Apparent interferences and similar items.
 - 5) If information included with this type RFI by the Contractor is insufficient, the RFI will be returned unanswered.
- F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- G. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
1. Indicate current status of every RFI. Update log promptly and on a regular basis.
 2. Note dates of when each request is made, and when a response is received.
 3. Highlight items requiring priority or expedited response.
 4. Highlight items for which a timely response has not been received to date.
 5. Identify and include improper or frivolous RFIs.
- H. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- I. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
 2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
 3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
 4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

3.10 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
1. Submit at the same time as the preliminary schedule.
 - a. Submit initial Submittals Schedule within 14 days of date of Notice of Award of construction.
 - b. After review and return by Architect, resubmit Submittals Schedule within 10 days and thereafter submit updated Submittals Schedules at each Construction Progress Meeting.

- c. Submit one copy each to Owner and Architect.
- 2. Coordinate with Contractor's construction schedule and schedule of values.
- 3. Format schedule to allow tracking of status of submittals throughout duration of construction.
 - a. Prepare schedules in Gantt format using software at Contractor's option, providing clear indication of sequencing and scheduling of Work, for determination of "critical path" of construction progress.
 - 1) Submittals shall be connected to the related construction element by a graphically indicated critical path on the same page.
 - 2) Present schedules using opaque reproductions on substantial paper, with sheet size a multiple of 8-1/2 by 11 inches and large enough to clearly read characters.
- 4. Arrange information to include scheduled date for initial submittal, specification number and title, submittal category (for review or for information), description of item of work covered, and role and name of subcontractor.
- 5. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.

3.11 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

3.12 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.
 - 5. Manufacturer's instructions.
 - 6. Manufacturer's field reports.
 - 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

3.13 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 78 00 - Closeout Submittals:
 - 1. Project record documents.
 - 2. Operation and maintenance data.
 - a. Include operation and maintenance data submittals in Submittals Schedule specified above.
 - b. Provide space for review action stamps and, if required by governing authorities having jurisdiction, license seal of design Professional, if applicable.
 - 3. Warranties.
 - 4. Bonds.
 - 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.14 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format with renderable text; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Small Size Sheets, Not Larger Than 11 by 17 inch: Submit one copy; the Contractor shall make his own copies from original returned by the Architect after making his own file copy.
- C. Extra Copies at Project Closeout: See Section 01 78 00.
- D. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 - 1. After review, produce duplicates.
 - 2. Retained samples will not be returned to Contractor unless specifically so stated.
 - 3. Quantity:
 - a. Submit minimum of four (4) samples of each of color, texture and pattern.
 - b. Submit one item only of actual assembly or product.
 - c. Unless otherwise noted, full-size and complete samples will be returned and may be incorporated into field mock-ups and the Work.

3.15 SUBMITTAL PROCEDURES

- A. General Requirements:
 - 1. Use a separate transmittal for each item.
 - 2. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.
 - 3. Transmit using approved form.

4. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
5. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 - a. For example:
 - 1) 09 21 16-1 - First submittal for Section 09 21 16 - Gypsum Board Assemblies.
 - 2) 09 21 16-2 - Second submittal for Section 09 21 16 - Gypsum Board Assemblies.
 - b. Use same number for resubmittals as original submittal, followed by a letter indicating sequential resubmittal. For example:
 - 1) 09 21 16-2A - Resubmission of second submittal for Section 09 21 16 - Gypsum Board Assemblies.
 - 2) 09 21 16-2B - Second resubmission of second submittal for Section 09 21 16 - Gypsum Board Assemblies.
6. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
 - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.
 - b. Field measurements have been determined and verified.
 - c. Conformance with requirements of Contract Drawings and Specifications is confirmed.
 - d. Catalog numbers and similar data are correct.
 - e. Work being performed by various subcontractors and trades is coordinated.
 - f. Field construction criteria have been verified, including confirmation that information submitted has been coordinated with the work being performed by others for Owner and actual site conditions.
 - g. All deviations from requirements of Drawings and Specifications have been identified and noted.
7. Deliver each submittal on date noted in submittal schedule, unless an earlier date has been agreed to by all affected parties, and is of the benefit to the project.
 - a. Send submittals in electronic format via email to Architect.
 - b. Upload submittals in electronic form to Electronic Document Submittal Service website.
8. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
 - b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 days.
9. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
 - a. Changes in the Work shall not be authorized by submittals review actions.

- b. No review action, implicit or explicit, shall be interpreted to authorized changes in the Work.
 - c. Changes shall only be authorized by separate written Contract Change Order or Construction Change Directive, in accordance with the Conditions of the Contract and Section 01 20 00 - Price and Payment Procedures.
- 10. Provide space for Contractor and Architect review stamps.
- 11. When revised for resubmission, identify all changes made since previous submission.
- 12. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.
- 13. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.
- 14. Submittals not requested will be recognized, but will be returned without comment,
- B. Product Data Procedures:
 - 1. Submit only information required by individual specification sections.
 - 2. Collect required information into a single submittal.
 - 3. Submit concurrently with related shop drawing submittal.
 - 4. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
 - 1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 - 2. Use of reproductions of Contract Documents in digital data form to create shop drawings is only permitted as defined in Division 01 and individual product sections.
 - 3. Coordination: Show all field dimensions and relationships to adjacent or critical features of Work.
 - 4. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
- D. Samples Procedures:
 - 1. Transmit related items together as single package.
 - 2. Samples will be reviewed for aesthetic, color, or finish selection.
 - 3. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.
 - 4. Color Selection Samples: Architect will review and select colors for Project only after all colors are received, so that colors may be properly coordinated.
 - 5. Copies: Submit actual samples. Photographic or printed reproductions will not be accepted.
 - 6. Review of Field Samples: Review by Architect of field samples will be made for the following example products, as applicable, if not otherwise required and if requested by Contractor.
 - a. Concrete wall finishes and detailing (edges, corners and reveals).
 - b. Concrete paving colors and textures.

- c. Gypsum board textures and finishes.
- d. Field-applied paint colors and finishes.

3.16 SUBMITTAL REVIEW

- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
 - 1. Notations may be made directly on submitted items and/or listed on appended Submittal Review cover sheet.
- D. Architect's and consultants' actions on items submitted for review:
 - 1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Approved", or language with same legal meaning.
 - b. "Approved as Noted, Resubmission not required", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
 - 1) Resubmit corrected item, with review notations acknowledged and incorporated. Resubmit separately, or as part of project record documents.
 - 2) Non-responsive resubmittals may be rejected.
 - 2. Not Authorizing fabrication, delivery, and installation:
 - a. "Revise and Resubmit".
 - 1) Resubmit revised item, with review notations acknowledged and incorporated.
 - 2) Non-responsive resubmittals may be rejected.
 - b. "Rejected".
 - 1) Submit item complying with requirements of Contract Documents.
- E. Architect's and consultants' actions on items submitted for information:
 - 1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 - 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION

**SECTION 01 30 00.01
REQUEST FOR INTERPRETATION**

RFI NUMBER: _____ **DATE:** _____

PROJECT NAME: GLENDALE HS VOLUNTARY SECURITY UPGRADE **PROJECT NO.: 21049.00**

TO: TBP/ARCHITECTURE

. 4611 Teller Avenue

Attention: _____

Contractor: _____

Address: _____

BRIEF SUMMARY OF RFI: _____

Drawing No. _____ Detail No. _____

Specification Section _____ Title _____

. Page _____ Paragraph _____

DETAILS OF THIS RFI: _____

SUGGESTED SOLUTION: _____

Response required by: _____ (min. 3 full days) Submitted By: _____

Organization: _____

RESPONSE: _____

Attachments: _____

Response By: _____ Date: _____

Organization: _____

Copies: __ File __ Owner __ Structural __ Mechanical __ Plumbing __ Electrical
 __ Civil __ Landscape __ other consultants

END OF RFI

SECTION 01 35 53
SECURITY PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Security measures including formal security program, entry control, personnel identification, guard service, and miscellaneous restrictions.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: use of premises and occupancy.
- B. Section 01 50 00 - Temporary Facilities and Controls: Temporary lighting.

1.03 SECURITY PROGRAM

- A. Protect Work, existing premises and Owner's operations from theft, vandalism, and unauthorized entry.
- B. Initiate program in coordination with Owner's existing security system at project mobilization.
- C. Maintain program throughout construction period until Owner acceptance precludes the need for Contractor security.

1.04 ENTRY CONTROL

- A. Restrict entrance of persons and vehicles into Project site and existing facilities.
- B. Allow entrance only to authorized persons with proper identification.
- C. Maintain log of workers and visitors, make available to Owner on request.
- D. Owner will control entrance of persons and vehicles related to Owner's operations.
- E. Contractor shall control entrance of persons and vehicles related to Owner's operations.
- F. Coordinate access of Owner's personnel to site in coordination with Owner's security forces.

1.05 PERSONNEL IDENTIFICATION

- A. Shall be worn by Contractor's superintendent and all sub contractors
- B. Provide identification badge to each person authorized to enter premises.
- C. Badge To Include: Personal photograph, name, assigned number, expiration date and employer.
- D. Maintain a list of accredited persons, submit copy to Owner on request.
- E. Special badges shall be issued to construction personnel when term of construction exceeds six months.
- F. Require return of badges at expiration of their employment on the Work.

1.06 GUARD SERVICE

- A. Employ uniformed guard service to provide watch persons at site during all non-working hours.
- B. The phone number for security is _____.

- C. All personnel must obey and act immediately upon any request by security.
- D. In an emergency, from inside the facility, dial _____. Outside the facility, dial 911.

1.07 RESTRICTIONS

- A. Do not allow cameras on site or photographs taken except by written approval of Owner.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 40 00
QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Contractor Quality assurance submittals.
- B. Quality assurance.
- C. Testing and inspection agencies and services.
- D. Contractor's construction-related professional design services.
- E. Control of installation.
- F. Tolerances.
- G. Manufacturers' field services.
- H. Defect Assessment.

1.02 RELATED REQUIREMENTS

- A. Section 01 30 00 - Administrative Requirements: Submittal procedures.
- B. Section 01 41 00 - Regulatory Requirements: Compliance with applicable codes, ordinances and standards.
- C. Section 01 42 19 - Reference Standards.
- D. Section 01 45 33 - Code-Required Special Inspections: Testing laboratory services and inspections required by Division of the State Architect (DSA), during the course of construction.
- E. Section 01 60 00 - Product Requirements: Requirements for material and product quality.
 - 1. Product options, substitutions, transportation and handling requirements, storage and protection requirements, and system completeness requirements.

1.03 REFERENCE STANDARDS

- A. IAS AC89 - Accreditation Criteria for Testing Laboratories.

1.04 DEFINITIONS

- A. Contractor's Quality Control Plan: Contractor's management plan for executing the Contract for Construction.

1.05 CONTRACTOR'S CONSTRUCTION-RELATED PROFESSIONAL DESIGN SERVICES

- A. Coordination: Contractor's professional design services are subject to requirements of project's Conditions for Construction Contract.
- B. Provide such engineering design services as may be necessary to plan and safely conduct certain construction operations, pertaining to, but not limited to the following:
 - 1. Temporary sheeting, shoring, or supports.
 - 2. Temporary scaffolding.

3. Temporary bracing.
4. Temporary falsework for support of spanning or arched structures.
5. Temporary stairs or steps required for construction access only.
6. Temporary hoist(s) and rigging.
7. Investigation of soil conditions to support construction equipment.

1.06 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Designer's Qualification Statement: Submit for Architect's knowledge as contract administrator, or for Owner's information.
 1. Include information for each individual professional responsible for producing, or supervising production of, design-related professional services provided by Contractor.
 - a. Full name.
 - b. Professional licensure information.
 - c. Statement addressing extent and depth of experience specifically relevant to design of items assigned to Contractor.
- C. Quality Control Submittals Schedule
 1. Schedule Format: Include quality control submittals on Submittals Schedule specified in accordance with General Conditions
 2. Schedule Content: List all tests, inspections and reports specified to be submitted, indicating submittal number, submittal type (field test, field inspection, fabrication inspection, etcetera), scheduled date of quality control activity and date report should be made.
- D. Design Data: Submit for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.
 1. Include calculations that have been used to demonstrate compliance to performance and regulatory criteria provided, and to determine design solutions.
 2. Include required product data and shop drawings.
 3. Include a statement or certification attesting that design data complies with criteria indicated, such as building codes, loads, functional, and similar engineering requirements.
 4. Include signature and seal of design professional responsible for allocated design services on calculations and drawings.
- E. Test Reports: After each test/inspection, promptly submit two copies of report to Architect and to Contractor.
 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.

- e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of test/inspection.
 - h. Date of test/inspection.
 - i. Results of test/inspection.
 - j. Compliance with Contract Documents.
 - k. When requested by Architect, provide interpretation of results.
2. Test report submittals are for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.
- F. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
- 1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
 - 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.
- G. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- H. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator or for Owner.
- 1. Submit report in duplicate within 30 days of observation to Architect for information.
 - 2. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents.
- I. Erection Drawings: Submit drawings for Architect's benefit as contract administrator or for Owner.
- 1. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents.
 - 2. Data indicating inappropriate or unacceptable Work may be subject to action by Architect or Owner.

1.07 QUALITY ASSURANCE

- A. Testing Agency Qualifications:
- 1. Prior to start of work, submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
 - 2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.

3. Qualification Statement: Provide documentation showing testing laboratory is approved by Division of the State Architect.
 4. Qualification Statement: Provide documentation showing testing laboratory is accredited under IAS AC89.
- B. Designer Qualifications: Where professional engineering design services and design data submittals are specifically required of Contractor by Contract Documents, provide services of a Professional Engineer experienced in design of this type of work and licensed in California.
- C. Contractor's Quality Control (CQC) Plan:
1. Prior to start of work, submit a comprehensive plan describing how contract deliverables will be produced. Tailor CQC plan to specific requirements of the project. Include the following information:
 - a. Management Structure: Identify personnel responsible for quality. Include a chart showing lines of authority.
 - 1) Include qualifications (in resume form), duties, responsibilities of each person assigned to CQC function.
 - b. Management Approach: Define, describe, and include in the plan specific methodologies used in executing the work.
 - 1) Management and control of documents and records relating to quality.
 - 2) Communications.
 - 3) Coordination procedures.
 - 4) Resource management.
 - 5) Process control.
 - 6) Inspection and testing procedures and scheduling.
 - 7) Control of noncomplying work.
 - 8) Tracking deficiencies from identification, through acceptable corrective action, and verification.
 - 9) Control of testing and measuring equipment.
 - 10) Project materials certification.
 - 11) Managerial continuity and flexibility.
 - c. Owner will not make a separate payment for providing and maintaining a Quality Control Plan. Include associated costs in Bid price.
 - d. Acceptance of the plan is required prior to start of construction activities not including mobilization work. Owner's acceptance of the plan will be conditional and predicated on continuing satisfactory adherence to the plan. Owner reserves the right to require Contractor to make changes to the plan and operations, including removal of personnel, as necessary, to obtain specified quality of work results.
- D. Quality-Control Personnel Qualifications. Engage a person with requisite training and experience to implement and manage quality assurance (QA) and quality control (QC) for the project.

1.08 REFERENCES AND STANDARDS - SEE SECTION 01 42 19

1.09 REGULATORY REQUIREMENTS FOR TESTING AND INSPECTION

- A. Inspections, testing and approvals as required by authorities having jurisdiction. Refer to Section 01 41 00 - Regulatory Requirements and Section 01 45 33 - Code-Required Special Inspections.
- B. Standards and Code Compliance and Manufacturer's Instructions and Recommendations: Unless more stringent requirements are indicated or specified, comply with manufacturer's instructions and recommendations, reference standards and building code research report requirements in preparing, fabricating, erecting, installing, applying, connecting and finishing Work.
- C. Deviations from Standards and Code Compliance and Manufacturer's Instructions and Recommendations: Document and explain all deviations from reference standards and building code research report requirements and manufacturer's product installation instructions and recommendations, including acknowledgement by the manufacturer that such deviations are acceptable and appropriate for the Project.

1.10 TESTING AND INSPECTION AGENCIES AND SERVICES

- A. Owner will employ and pay for services of an independent testing agency approved by DSA to perform specified testing.
- B. As indicated in individual specification sections, Owner or Contractor shall employ and pay for services of an independent testing agency to perform other specified testing.
- C. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- D. Contractor Employed Agency:
 - 1. Laboratory Qualifications: Accredited by IAS according to IAS AC89.
 - 2. Laboratory: Authorized to operate in California.
 - 3. Laboratory Staff: Maintain a full time registered Engineer on staff to review services.
 - 4. Testing Equipment: Calibrated at reasonable intervals either by NIST or using an NIST established Measurement Assurance Program, under a laboratory measurement quality assurance program.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTRACTOR'S QUALITY ASSURANCE

- A. Quality Requirements: Work shall be accomplished in accordance with quality requirements of the Drawings and Specifications, including, by reference, all Codes, laws, rules, regulations and standards. When no quality basis is prescribed, the quality shall be in accordance with the best accepted practices of the construction industry for the locale of the Project, for projects of this type.

- B. Quality Control Personnel: Contractor shall employ and assign knowledgeable and skilled personnel as necessary to perform quality control functions to ensure that the Work is provided as required.

3.02 CONTROL OF INSTALLATION

- A. Quality of Products: Unless otherwise indicated or specified, all products shall be new, free of defects and fit for the intended use.
- B. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- C. Comply with manufacturers' instructions, including each step in sequence.
- D. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- E. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- F. Have work performed by persons qualified to produce required and specified quality.
- G. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- H. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.
- I. Quality of Installation: All Work shall be produced plumb, level, square and true, or true to indicated angle, and with proper alignment and relationship between the various elements.
- J. Protection of Existing and Completed Work: Take all measures necessary to preserve and protect existing and completed Work free from damage, deterioration, soiling and staining, until Acceptance by the Owner.
- K. Verification of Quality: Work shall be subject to verification of quality by Owner, or Architect in accordance with provisions of the General Conditions of the Contract.
 - 1. Contractor shall cooperate by making Work available for inspection by Owner, Architect or their designated representatives.
 - 2. Such verification may include mill, plant, shop, or field inspection as required.
 - 3. Provide access to all parts of the Work, including plants where materials or equipment are manufactured or fabricated.
 - 4. Provide all information and assistance as required, including that by and from subcontractors, installers, fabricators, materials suppliers and manufacturers, for verification of quality by Owner, or Architect.
 - 5. Contract modifications, if any, resulting from such verification activities shall be governed by applicable provisions in the General Conditions.

3.03 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.

- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

3.04 TESTING AND INSPECTION

- A. See individual specification sections for testing required.
- B. Testing Agency Duties:
 - 1. Test samples of mixes submitted by Contractor.
 - 2. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 3. Perform specified sampling and testing of products in accordance with specified standards.
 - 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 5. Promptly notify Architect and Contractor of observed irregularities or non-compliance of Work or products.
 - 6. Perform additional tests and inspections required by Architect.
 - 7. Submit reports of all tests/inspections specified.
- C. Limits on Testing/Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the Work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the Work.
- D. Contractor Responsibilities:
 - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
 - 2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
 - 3. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - d. To provide storage and curing of test samples.
 - 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
 - 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
 - 6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.

- 7. Inspections and Tests by Authorities Having Jurisdiction:
 - a. Contractor shall cause all tests and inspections to be made for Work under this Contract, as required by Building Departments, Department of Public Works, Fire Department, Health Department and similar agencies having jurisdiction.
 - b. Excepted as specifically noted, scheduling, conducting and paying for such inspections shall be solely the Contractor's responsibility.
- 8. Inspections and Tests by Serving Utilities:
 - a. Contractor shall cause all tests and inspections required by serving utilities to be made for Work under this Contract.
 - b. Scheduling, conducting and paying for such inspections shall be solely the Contractor's responsibility.
- E. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- F. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

3.05 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance equipment as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Architect 30 days in advance of required observations.
 - 1. Observer subject to approval of Architect.
 - 2. Observer subject to approval of Owner.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

3.06 FIELD QUALITY CONTROL SUBMITTALS

- A. Administration: Make all submittals to the Architect, unless otherwise directed.
- B. Submittal Identification: Identify each submittal by Specification Section number followed by a number indicating sequential submittal for that Section. Coordinate submittal numbers with submittals specified in Section 01 30 00 - Administrative Requirements.
 - 1. Resubmittals shall use same number as original submittal, followed by a letter indicating sequential resubmittal.

03 30 00 - 1	First submittal for Section 03 30 00 - Cast in Place Concrete.
03 30 00 - 2	Second submittal for Section 03 30 00 - Cast in Place Concrete.
03 30 00 - 2A	Resubmittal of second submittal for Section 03 30 00 - Cast in Place Concrete.
03 30 00 - 2B	Second resubmittal of second submittal for Section 03 30 00 - Cast in Place Concrete.

- C. Project Identification: Title each submittal with Project name, submittal date and Architect's Project number.
- D. Copies: Provide PDF copies electronically transmitted or submit 6 copies, minimum, of reports of quality control reports on dry-process xerographic copies only.
- E. Contractor's Review:
 - 1. Submittals shall be made in accordance with requirements specified herein and in individual Sections.
 - 2. Indicate clearly on each submittal the specified or referenced values for each quality control activity and the values obtained.
 - 3. Note clearly and sign each submittal certifying that reported quality control activity "Conforms" or "Does Not Conform".
- F. Changes and Deviations:
 - 1. Identify all deviations from requirements of Drawings and Specifications.
 - 2. Changes in the Work shall not be authorized by submittals review actions.
 - 3. No review action, implicit or explicit, shall be interpreted to authorized changes in the Work.
 - 4. Changes shall only be authorized by separate written Change Order or Construction Change Directive, in accordance with the General Conditions and 01 20 00 - Price and Payment Procedures.
- G. Record Submittals: When record submittals are specified, submit three copies or sets only. Record submittals will not be reviewed but will be retained for historical and maintenance purposes.
- H. Unsolicited Submittals: Unsolicited submittals will be returned unreviewed.

3.07 ARCHITECT'S REVIEW

- A. General:
 - 1. Submitted Report review by Architect and Architect's consultants shall be only for general conformance with the design concept and requirements based on the information presented.
 - 2. Neither Architect nor Architect's consultants shall verify submitted quality control data.
- B. Contract Requirements:
 - 1. Review by Architect and Architect's consultants shall not relieve the Contractor from compliance with requirements of the Drawings and Specifications.
 - 2. Changes shall only be authorized by separate written Change Order or Construction Change Directive, in accordance with the General Conditions and 01 20 00 - Price and Payment Procedures.
- C. Observations by Architect and Architect's Consultants: Periodic and occasional observations of Work in progress will be made by Architect and Architect's consultants as deemed necessary to review progress of Work and general conformance with design intent.

3.08 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not conforming to specified requirements, at no change in Contract Sum or Contract Time.
- B. If, in the opinion of Architect, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or adjust payment.
- C. Architect's Acceptance and Rejection of Work: Architect reserves the right to reject all Work not in conformance to the requirements of the Drawings and Specifications.
- D. Acceptance of Non-Conforming Work: Acceptance of non-conforming Work, without specific written acknowledgement and approval of the Owner, shall not relieve the Contractor of the obligation to correct such Work.
 - 1. Acceptance of structurally related non-conforming work shall be submitted to DSA for review and approval.
- E. Contract Adjustment for Non-conforming Work:
 - 1. Should Architect or Owner determine that it is not feasible or in Owner's interest to require non-conforming Work to be repaired or replaced, an equitable reduction in Contract Sum shall be made by agreement between Owner and Contractor.
 - 2. If equitable amount cannot be agreed upon, a Construction Change Directive will be issued and the amount in dispute resolved in accordance with applicable provisions of the General Conditions.
- F. Non-Responsibility for Non-Conforming Work: Architect and Architect's consultants disclaim any and all responsibility for Work produced not in conformance with the Drawings and Specifications.

END OF SECTION

SECTION 01 41 00
REGULATORY REQUIREMENTS

PART 1 GENERAL

1.01 AUTHORITY AND PRECEDENCE OF CODES, ORDINANCES AND STANDARDS

- A. Authority: All codes, ordinances and standards referenced in the Drawings and Specifications shall have the full force and effect as though printed in their entirety in the Specifications.
- B. Precedence:
 - 1. Where specified requirements differ from the requirements of applicable codes, ordinances and standards, the more stringent requirements take precedence.
 - 2. Where the Drawings or Specifications require or describe products or execution of better quality, higher standard or greater size than required by applicable codes, ordinances and standards, the Drawings and Specifications take precedence so long as such increase is legal.
 - 3. Where no requirements are identified in the Drawings or Specifications, comply with all requirements of applicable codes, ordinances and standards of authorities having jurisdiction.
- C. Applicable Codes, Laws and Ordinances: Refer also to Section 01 10 00 - Summary, regarding permits and licenses.
 - 1. Performance of the Work is be governed by all applicable laws, ordinances, rules and regulations of Federal, State and local governmental agencies and jurisdictions having authority over the Project, including accessibility requirements.
 - 2. Performance of the Work shall be accomplished in conformance with all rules and regulations of public utilities, utility districts and other agencies serving the development.
 - 3. Where such laws, ordinances, rules and regulations require more care or greater time to accomplish Work, or require better quality, higher standards or greater size of products, Work shall be accomplished in conformance to such requirements with no change to the Contract Time and Contract Sum, except where changes in laws, ordinances, rules and regulations occur subsequent to the execution date of the Agreement.
- D. Applicable Building Codes: References on the Drawings or in the Specifications to "code" or "building code" not otherwise identified shall mean the codes specified below, together with all additions, amendments, changes, and interpretations adopted by code authorities of the jurisdiction having authority over the Project.
- E. Performance of the Work shall meet or exceed the minimum regulatory requirements applicable to this project are summarized in this section, as adopted by Division of the State Architect:
 - 1. Part 1, Title 24 CCR - 2019 California Administrative Code.
 - 2. Part 2, Title 24 CCR - 2019 California Building Code (CBC); Volumes 1 and 2.
 - a. Based on ICC (IBC) - ICC International Building Code, 2018.
 - 3. Part 9, Title 24 CCR - 2019 California Fire Code (CFC).

- a. Based on ICC (IFC) - International Fire Code; 2018.
- 4. Part 10, Title 24 CCR - 2019 California Existing Buildings Code.
 - a. Based on ICC (IEBC) - ICC International Existing Buildings Code, 2018.
- 5. Part 11, Title 24 CCR - 2019 California Green Building Standards Code (CalGreen).
- 6. Part 12, Title 24 CCR - 2019 California Referenced Standards Code.

1.02 SUMMARY OF REFERENCE STANDARDS

- A. Regulatory requirements applicable to this project are the following:
- B. California Referenced Standards Code: Chapter 12-7-4 Fire Resistive Standards, for fire rated doors.
- C. National Fire Protection Association (NFPA): (Partial List of Applicable Standards)
 - 1. Reference CBC for applicable NFPA Standards - 2019 CBC (SFM) Chapter 35.
 - 2. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2019.
- D. 28 CFR 35 - Nondiscrimination on the Basis of Disability in State and Local Government Services; Final Rule; Department of Justice.
- E. 28 CFR 36 - Nondiscrimination by Public Accommodations and in Commercial Facilities; Final Rule; Department of Justice.
- F. 36 CFR 1191 - Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines.
- G. ADA Standards - Americans with Disabilities Act (ADA) Standards for Accessible Design.
- H. 29 CFR 1910 - Occupational Safety and Health Standards.

1.03 RELATED REQUIREMENTS

- A. Section 01 40 00 - Quality Requirements.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 42 19
REFERENCE STANDARDS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Requirements relating to referenced standards.

1.02 QUALITY ASSURANCE

- A. For products or workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue specified in the individual specification sections, except where a specific date is established by applicable code.
- C. Obtain copies of standards when required by Contract Documents.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Date of Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect shall be altered by Contract Documents by mention or inference otherwise in any reference document.

PART 2 CALIFORNIA DEPARTMENT OF GENERAL SERVICES, DIVISION OF THE STATE ARCHITECT

2.01 INTERPRETATION OF REGULATIONS

- A. Document IR A-5 - Acceptance of Products, Materials, and Evaluations Reports; Revised 1-27-17 .
- B. Current listings are on the DGS website:
<http://www.dgs.ca.gov/dsa/Resources/IRManual.aspx>.

PART 3 UNITED STATES GOVERNMENT AND RELATED AGENCIES DOCUMENTS

3.01 CFR -- CODE OF FEDERAL REGULATIONS

- A. ADA Standards - Americans with Disabilities Act (ADA) Standards for Accessible Design.
- B. 16 CFR 260.13 - Guides for the Use of Environmental Marketing Claims; Federal Trade Commission; Recycled Content.
- C. 16 CFR 1201 - Safety Standard for Architectural Glazing Materials.
- D. 28 CFR 36 - Nondiscrimination by Public Accommodations and in Commercial Facilities; Final Rule; Department of Justice.
- E. 29 CFR 1910 - Occupational Safety and Health Standards.

- F. 29 CFR 1910, Subpart D - Walking-Working Surfaces, 1910.21-1910.30.
- G. 29 CFR 1910.23 - Ladders.
- H. 29 CFR 1910.38 - Emergency action plans.
- I. 29 CFR 1910.132-138 - Personal Protective Equipment.
- J. 29 CFR 1910.134 - Respiratory protection.
- K. 29 CFR 1926.62 - Lead.
- L. 29 CFR 1926.1101 - Asbestos.
- M. 36 CFR 1191 - Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines.
- N. 39 CFR 111 - U.S. Postal Service Standard 4C.
- O. AHRI 340/360 - Standard Specification for Corrugated Polyethylene Pipe, 300- to 1500 MM (12- to 60-in.) Diameter.
- P. 40 CFR 60 - Standards of Performance for New Stationary Sources.
- Q. 40 CFR 273 - Standards For Universal Waste Management.
- R. 40 CFR 280 - Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks.
- S. 40 CFR 761 - Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution In Commerce, And Use Prohibitions.
- T. 47 CFR 15 - Radio Frequency Devices.
- U. 47 CFR 68 - Connection of Terminal Equipment to the Telephone Network.
- V. 49 CFR 37 - Transportation Services for Individuals with Disabilities (ADA).
- W. 49 CFR 178 - Test Method for Colorfastness to Light.
- X. 49 CFR 192.285 - Plastic Pipe: Qualifying Persons to Make Joints.

3.02 CPSC -- CONSUMER PRODUCTS SAFETY COMMISSION

- A. CPSC Pub. No. 325 - Public Playground Safety Handbook.

3.03 EPA -- ENVIRONMENTAL PROTECTION AGENCY

- A. EPA (NPDES) - National Pollutant Discharge Elimination System (NPDES), Construction General Permit.
- B. EPA 600/4-90/010 - Compendium of Methods for the Determination of Air Pollutants in Indoor Air.
- C. EPA 600-4-790-20 - Methods for Chemical Analysis of Water and Wastes.
- D. EPA 625/1-86/021 - Design Manual: Municipal Wastewater Disinfection.
- E. EPA 625/R-96/010b - Compendium of Methods for the Determination of Toxic Organic Compounds in Ambient Air.
- F. EPA 712-C-02-190 - Health Effects Test Guidelines OPPTS 870.1100 Acute Oral Toxicity.

3.04 FDA -- FOOD AND DRUG ADMINISTRATION

- A. FDA Food Code - Chapter 6 - Physical Facilities.

3.05 FEMA -- U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY

- A. FEMA (MAPS) - FEMA Map Service Center.
- B. FEMA 412 - Installing Seismic Restraints for Mechanical Equipment.
- C. FEMA 413 - Installing Seismic Restraints for Electrical Equipment.
- D. FEMA 414 - Installing Seismic Restraints for Duct and Pipe.
- E. FEMA E-74 - Reducing the Risks of Nonstructural Earthquake Damage.

3.06 FS -- FEDERAL SPECIFICATIONS AND STANDARDS (GENERAL SERVICES ADMINISTRATION)

- A. FED-STD-595C - Colors Used in Government Procurement (Fan Deck).
- B. FS L-F-001641 - Floor Covering Translucent or Transparent Vinyl Surface with Backing; 1971, and Amendment 2, 1982.
- C. FS L-S-125 - Screening, Insect, Nonmetallic.
- D. FS RR-P-1352 - Partitions, Toilet, Complete; Revision C, 1989.
- E. FS RR-T-650 - Treads, Metallic and Nonmetallic, Skid Resistant.
- F. FS RR-W-365 - Wire Fabric (Insect Screening); 1980, Rev. A (Amended 1986).
- G. FS SS-T-312 - Tile, Floor: Asphalt, Rubber, Vinyl, and Vinyl Composition; Revision B, 1974, and Amendment 1, 1979.
- H. FS TT-B-1325 - Beads (Glass Spheres); Retro-Reflective.
- I. FS TT-P-115 - Paint, Traffic (Highway, White and Yellow); Revision F, 1984.
- J. FS TT-P-1952 - Paint, Traffic Black, and Airfield Marking, Waterborne.
- K. FS W-C-375 - Circuit Breakers, Molded Case; Branch Circuit and Service.
- L. FS W-C-596 - Connector, Electrical, Power, General Specification for.
- M. FS W-S-896 - Switches, Toggle (Toggle and Lock), Flush-mounted (General Specification).
- N. STATE STD 01.01 - Certification Standard Forced Entry and Ballistic Resistance of Structural Systems; Physical Security Division, Office of Physical Security Programs, Bureau of Diplomatic Security, United States Department of State.
- O. UFC 4-010-01 - DoD Minimum Antiterrorism Standards for Buildings.
- P. USPS Handbook AS-503 - Standard Design Criteria; United States Postal Service.

3.07 GSA -- U.S. GENERAL SERVICES ADMINISTRATION

- A. GSA PBS-P100 - Facilities Standards for the Public Buildings Service; General Services Administration.

3.08 NIJ -- NATIONAL INSTITUTE OF JUSTICE (DEPT. OF JUSTICE)

- A. NIJ 0108.01 - Standard for Ballistic Resistant Protective Materials.

3.09 PS -- PRODUCT STANDARDS

- A. PS 1 - Structural Plywood.
- B. PS 2 - Performance Standard for Wood-Based Structural-Use Panels.
- C. PS 20 - American Softwood Lumber Standard.

3.10 USDA -- UNITED STATES DEPARTMENT OF AGRICULTURE

- A. USDA TR-55 - Urban Hydrology for Small Watersheds; USDA Natural Resources Conservation Service.

3.11 USGS -- UNITED STATES GEOLOGICAL SURVEY

- A. USGS (FMWQ) - National Field Manual for the Collection of Water-Quality Data; United States Geological Survey.

END OF SECTION

SECTION 01 45 33
CODE-REQUIRED SPECIAL INSPECTIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Division of the State Architect (DSA) Procedures for construction oversight and inspections required during the course of construction.
- B. Code-required special inspections.
 - 1. Division of the State Architect (DSA) approved testing laboratory services and inspections required during the course of construction.
- C. Testing services incidental to special inspections.
- D. Submittals.
- E. Manufacturers' field services.
- F. Fabricators' field services.

1.02 RELATED REQUIREMENTS

- A. Section 01 30 00 - Administrative Requirements: Submittal procedures.
- B. Section 01 40 00 - Quality Requirements.
- C. Section 01 42 19 - Reference Standards.
- D. Section 01 60 00 - Product Requirements: Requirements for material and product quality.

1.03 DEFINITIONS

- A. Code or Building Code: California Building Code and, more specifically, Chapter 17A - Structural Tests and Special Inspections, of same.
- B. Authority Having Jurisdiction (AHJ): Agency or individual officially empowered to enforce the building, fire and life safety code requirements of the permitting jurisdiction in which the Project is located. AHJ for this Project is Division of the State Architect.
- C. Special Inspection:
 - 1. Special inspections are inspections and testing of materials, installation, fabrication, erection or placement of components and connections mandated by the CBC that also require special expertise to ensure compliance with the approved contract documents and the referenced standards.
 - 2. Special inspections are separate from and independent of tests and inspections conducted by Owner or Contractor for the purposes of quality assurance and contract administration.

1.04 REFERENCE STANDARDS

- A. ACI 318 - Building Code Requirements for Structural Concrete and Commentary.
- B. ASTM A615/A615M - Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement.
- C. ASTM C143/C143M - Standard Test Method for Slump of Hydraulic-Cement Concrete.

- D. ASTM C31/C31M - Standard Practice for Making and Curing Concrete Test Specimens in the Field.
- E. ASTM C172/C172M - Standard Practice for Sampling Freshly Mixed Concrete.
- F. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection.
- G. ASTM E543 - Standard Specification for Agencies Performing Nondestructive Testing.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Special Inspection Agency Qualifications: Prior to the start of work, the Special Inspection Agency is required to:
 - 1. Submit agency name, address, and telephone number, names of full time registered Engineer and responsible officer.
 - 2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
 - 3. Submit certification that Special Inspection Agency is acceptable to AHJ.
- C. Testing Agency Qualifications: Prior to the start of work, the Testing Agency is required to:
 - 1. Submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
 - 2. Testing and inspections will be performed by an independent testing laboratory selected and employed by the Owner and approved by the Division of the State Architect (DSA).
 - a. Qualification of a testing agency or laboratory will be under the jurisdiction of the DSA Structural Safety Section (SSS). Procedural and acceptance criteria are set forth in the California Administrative Code (CBC) Chapter 4.
- D. Manufacturer's Qualification Statement: Manufacturer is required to submit documentation of manufacturing capability and quality control procedures. Include documentation of AHJ approval.
- E. Fabricator's Qualification Statement: Fabricator is required to submit documentation of fabrication facilities and methods as well as quality control procedures.
- F. Distribution List: The Testing Laboratory will make the following distribution of test and inspection reports:

1. Owner	1
2. Architect	2
3. Structural Engineer	1
4. Contractor	1
5. Owner's Inspector	1
6. Division of the State Architect	1
7. Construction Manager	1
- G. Each and every test or inspection report shall bear the File Number and Application Number assigned to this project by the DSA.

- H. DSA Form 291: From the engineering manager of the laboratory of record.
- I. Special Inspection Reports: After each special inspection, Special Inspector is required to promptly submit at least two copies of report; one to Architect and one each to the distribution list.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of Special Inspector.
 - d. Date and time of special inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of special inspection.
 - h. Date of special inspection.
 - i. Results of special inspection.
 - j. Compliance with Contract Documents.
 - 2. Final Special Inspection Report: Document special inspections and correction of discrepancies prior to the start of the work.
 - 3. Comply with DSA IR 17-12, revised 04/23/20.
- J. Fabricator Special Inspection Reports: After each special inspection of fabricated items at the Fabricator's facility, Special Inspector is required to promptly submit at least two copies of report; one to Architect and one each to the distribution list.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of Special Inspector.
 - d. Date and time of special inspection.
 - e. Identification of fabricated item and specification section.
 - f. Location in the Project.
 - g. Results of special inspection.
 - h. Verification of fabrication and quality control procedures.
 - i. Compliance with Contract Documents.
 - j. Compliance with referenced standard(s).
- K. Test Reports: After each test or inspection, promptly submit at least two copies of report; one to Architect and one each to the distribution list.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.

- g. Type of test or inspection.
 - h. Date of test or inspection.
 - i. Results of test or inspection.
 - j. Compliance with Contract Documents.
 - k. Test reports shall be signed by a Civil Engineer licensed in the State of California.
2. Test reports shall include all tests made, regardless of whether such tests indicate that the material is satisfactory or unsatisfactory.
 - a. Samples taken but not tested shall also be reported.
 - b. Records of special sampling operations as required shall also be reported.
 - c. Reports shall show that the material or materials were sampled and tested in accordance with the requirements of the CBC, and with the approved specifications.
 - d. They shall also state definitely whether or not the material or materials tested comply with requirements.
 - e. Test reports shall be issued within 14 days of finding being known, to all parties listed above.
 3. At the completion of the project, Testing Laboratory shall certify in writing and on all required DSA forms, that all work specified or required to be tested and inspected conforms to drawings, specifications and applicable building codes.
 4. Verification of Test Reports:
 - a. The Testing Laboratory of record shall submit to the Division of the State Architect (DSA) a verified report covering all tests which are required to be made by that agency during the progress of the project.
 - 1) Such report shall be furnished each time that work on the project is suspended, covering the tests up to that time, and at the completion of the project.
 - 2) Specific testing requirements as listed on the Structural Test and Inspections (T&I) Form DSA-103 for this project. These tests may include the following forms:
 - (a) DSA-250: Special Inspection(s).
 - (b) DSA-291: Laboratory Verified Report.
 - (c) DSA-292: Special Inspection(s) Verified Report(s).
 - 3) Other Division of the State Architect (DSA) Certification Documents (Reports) as may be required.
 - b. DSA Form 292 - Special Inspection Verified Report shall be from all special inspectors contracting directly and individually with the school board.
- L. Certificates: When specified in individual special inspection requirements, Special Inspector shall submit certification by the manufacturer, fabricator, and installation subcontractor to Architect and AHJ, in quantities specified for Product Data.
1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect and AHJ.
- M. Manufacturer's Field Reports: Submit reports to Architect.

1. Submit report in duplicate within 7 days of observation to Architect for information.
 2. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in Contract Documents.
- N. Fabricator's Field Reports: Submit reports to Architect and AHJ.
1. Submit report in duplicate within 30 days of observation to Architect for information.
 2. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in Contract Documents.

1.06 SPECIAL INSPECTION AGENCY

- A. Owner will employ services of a Special Inspection Agency to perform inspections and associated testing and sampling in accordance with ASTM E329 and required by the building code.
- B. The Special Inspection Agency may employ and pay for services of an independent testing agency to perform testing and sampling associated with special inspections and required by the building code.
- C. Employment of agency in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.

1.07 TESTING AND INSPECTION AGENCIES

- A. Owner is to employ services of an independent inspection and testing agency to perform observation, testing and sampling associated with special inspections including those not required by the building code. CAC
 1. Project Inspector and testing lab are employed by the District and approved by:
 - a. A/E of Record.
 - b. Structural Engineer (when applicable).
 - c. DSA.
- B. Employment of agency in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.

1.08 QUALITY ASSURANCE

- A. Special Inspection Agency Qualifications:
 1. Independent firm specializing in performing testing and inspections of the type specified in this section.
- B. Testing Agency Qualifications:
 1. Independent firm specializing in performing testing and inspections of the type specified in this section.
- C. Testing and inspection services which are performed shall be in accordance with requirements of the CBC, and as specified herein. Testing and inspection services shall verify that work meets the requirements of the Construction Documents.
- D. In general, tests and inspections for structural materials shall include all items enumerated on the Structural Tests and Inspections list for this project as prepared and distributed by the Architect.

- E. Copies of Documents at Project Site: Maintain at the project site a copy of each referenced document.

1.09 INSPECTION BY THE OWNER

- A. The Owner shall have the right to reject materials and workmanship which are defective, or to require their correction.
 - 1. Rejected workmanship shall be satisfactorily corrected and rejected materials shall be removed from the premises without charge to the Owner.
 - 2. If the Contractor does not correct such rejected work within a reasonable time, the Owner may correct such rejected work and charge the expense to the Contractor.
- B. Should it be considered necessary or advisable by the Owner at any time before final acceptance of the entire work to make an examination of work already completed by removing or tearing out the completed work; the Contractor shall on request promptly furnish necessary facilities, labor and materials.
 - 1. If such work is found to be defective in any respect due to fault of the Contractor or his subcontractor, he shall defray all expenses of such examinations and of satisfactory reconstruction. .
 - 2. If, however, such work is found to meet the requirements of the Contract, the additional cost of labor and material necessarily involved in the examination and replacement shall be allowed the Contractor.

1.10 OWNER'S INSPECTOR

- A. A Project Inspector (IOR) employed by the Owner and approved by Architect, Structural Engineer and DSA in accordance with the requirements of the California Building Code will be assigned to the work.
 - 1. Project Inspector duties are specifically defined in CCR Title 24 Part 1, Sec. 4-211(b), 4-219, 4-333(b), 4-336 and 4-342.
- B. The Owner's Inspector shall at all times have access for the purpose of inspection to all parts of the work and to the shops where the work is in preparation, and the Contractor shall at all times maintain proper facilities and provide safe access for such inspection.
- C. The work of construction in all stages of progress shall be subject to the personal continuous observation of the Owner's Inspector.
 - 1. The Contractor shall furnish the Inspector reasonable facilities for obtaining such information as may be necessary to keep him fully informed respecting the progress and manner of the work and the character of the materials.
 - 2. Inspection of the work shall not relieve the Contractor from any obligation to fulfill this Contract.
 - 3. Inspector of Record is required to work a normal 40 hour week on this project only. Any overtime required will be at the expense of the Contractor and sub-contractor requiring the inspection.

1.11 PAYMENTS

- A. Costs of initial testing and inspection, except as specifically modified herein, or specified otherwise in technical sections, will be paid for by the Owner, providing such testing and

inspection indicates compliance with Contract Documents. Initial tests and inspections are defined as the first tests and inspections as herein specified.

- B. In the event a test or inspection indicates failure of a material or procedure to meet requirements of Contract Documents, costs for retesting and reinspection will be paid by the Owner and backcharged to the Contractor.
- C. Additional tests and inspections not herein specified but requested by Owner or Architect, will be paid for by Owner, unless results of such tests and inspections are found to be not in compliance with Contract Documents, in which case the Owner will pay all costs for initial testing as well as retesting and reinspection and backcharge the Contractor.
- D. Costs for additional tests or inspections required because of change in materials being provided or change of source or supply will be paid by Owner and backcharged to the Contractor.
- E. Costs for tests or inspections which are required to correct deficiencies will be paid by the Owner and backcharged to the Contractor.
- F. Cost of testing which is required solely for the convenience of Contractor in his scheduling and performance of work will be paid by the Owner and backcharged to the Contractor.
- G. Overtime costs for testing and inspections performed outside the regular work day hours, including weekends and holidays, will be paid for by the Owner and backcharged to the Contractor. Such costs include overtime costs for the Owner's Inspector.
- H. Testing Laboratory shall separate and identify on the invoices, the costs covering all testing and inspections which are to be backcharged to the Contractor as specified above.
- I. Testing Laboratory shall furnish to Owner a cost estimate breakdown covering initial tests and inspections required by Contract Documents. Estimate shall include number of tests, man-hours required for tests, field and plant inspections, travel time, and costs.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 SCHEDULE OF SPECIAL INSPECTIONS, GENERAL

- A. Frequency of Special Inspections: Special Inspections are indicated as continuous or periodic.
 - 1. Continuous Special Inspection: Special Inspection Agency is required to be present in the area where the work is being performed and observe the work at all times the work is in progress.
 - 2. Periodic Special Inspection: Special Inspection Agency is required to be present in the area where work is being performed and observe the work part-time or intermittently and at the completion of the work.
- B. Tests and inspections for the following will be required in accordance with the current CBC, unless otherwise specified.

3.02 SPECIAL INSPECTIONS FOR CONCRETE CONSTRUCTION (CHAPTER 17A AND 19A)

- A. Inspection:

1. Job Site Inspection: CBC 1705A.3, 1705A.3.5 (Conc. Preplacement), 1705A.3.6 (Placing Record), and 1910A.
 2. Batch Plant or Weighmaster Inspection: CBC 1705A.3.3.
- B. Reinforcing Steel, Including: Verify compliance with approved contract documents and ACI 318, Sections 20.2, 25.2 through 25.7, and 26.6.
1. Reinforcing Bars: CBC 1901A.6; 1910A.2.
 2. Tests:
 - a. Tests shall be performed before the delivery of steel to Project site. Steel not meeting specifications shall not be shipped to the Project.
 - b. Testing procedure shall conform to ASTM A615/A615M or .
 - c. Sample at the place of distribution, before shipment:
 - 1) Make one tensile test and one bending test from samples out of 10 tons, or fraction thereof, of each size and kind of reinforcing steel, where taken from bundles as delivered from the mill and properly identified as to heat number.
 - 2) Mill analysis shall accompany report.
 - 3) Where identification number cannot be ascertained, or where random samples are taken, make one series of tests from each 2-1/2 tons, or fraction thereof, of each size and kind of reinforcing steel.
 - 4) Tests on unidentified reinforcing steel will be paid by the Owner and backcharged to the Contractor.
 - 5) Samples shall include not fewer than 2 pieces, each 18 inches long, of each size and kind of reinforcing steel.
 - d. Owner's Inspector will inspect all reinforcement for concrete work for size, dimensions, locations and proper placement.
- C. Anchors Cast in Concrete: Verify compliance with ACI 318, 17.8.2; periodic.
- D. Design Mix: Verify plastic concrete complies with the design mix in approved contract documents and with CBC Chapter 19A, ACI 318, Sections 26.4.3, 26.4.4; periodic.
- E. Concrete Sampling Concurrent with Strength Test Sampling: Each time fresh concrete is sampled for strength tests, verify compliance with ASTM C172/C172M, ASTM C31/C31M and ACI 318, Chapter 26.5, 26.12, and record the following, continuous:
1. Slump.
 2. Air content.
 3. Temperature of concrete.
 4. Strength Tests of Concrete: CBC 1905A.1.15; Table 1705A.3 Item 6; ACI 318-14 Sec. 26.12.
- F. Concrete Placement: Verify application techniques comply with approved Contract Documents and ACI 318, Chapter 26.5; continuous.
- G. Specified Curing Temperature and Techniques: Verify compliance with ACI 318, Chapter 26.5.3-26.5.5; continuous.
- H. Concrete Strength in Situ: Verify concrete strength complies with approved Contract Documents, CBC Table 1705A.3, and modified ACI 318, Chapter 26.12.2,1(a).

- I. Formwork Shape, Location and Dimensions: Verify compliance with approved contract documents and ACI 318, Section 6.1.1; continuous.
- J. Owner Inspector (IOR) will do the following:
 - 1. Inspect placing of reinforcing steel and concrete at Project.
 - 2. Obtain weighmaster's certificate and identify mix before accepting each load.
 - 3. Keep daily record of concrete placement, identifying each truck load, time of receipt, and location of concrete in structure.
 - 4. Keep record until completion of Project and make available for inspection by DSA Field Engineer or representative.
 - 5. During progress of work, take an additional number of test cylinders as directed by Architect. Conform to CBC 1905A.1.15 (modified ACI 318). Test cylinders need not be made for concrete used in exterior flatwork.
 - a. ACI 318 Section 26.12.2.1 shall be replaced and the Contractor shall comply with the following:
 - 1) Samples for strength test of each class of concrete placed each day shall not be taken less than once for each 50 cubic yards (38.3m³) of concrete, or not less than once for each 2,000 square feet (186 m²) of surface area of for slabs or walls.
 - 2) Additional samples for seven day compressive strength tests shall be taken for each class of concrete at the beginning of the concrete work or whenever the mix or aggregate is changed.
 - 6. One set of cylinders shall consist of 4 samples all taken from same batch, one to be tested at age of 7 days and two at 28 days.
 - 7. Make and store cylinders according to ASTM C31/C31M.
 - 8. Deliver cylinders to laboratory or store cylinders in a suitable protected environment for pick up by laboratory personnel.
 - 9. Make slump test of wet concrete according to test for slump of portland cement concrete, ASTM C143/C143M, at least at the same frequency that the cylinders are taken.

3.03 SPECIAL INSPECTION AGENCY DUTIES AND RESPONSIBILITIES

- A. Special Inspection Agency shall:
 - 1. Verify samples submitted by Contractor comply with the referenced standards and the approved Contract Documents.
 - 2. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 3. Perform specified sampling and testing of products in accordance with specified reference standards.
 - 4. Ascertain compliance of materials and products with requirements of Contract Documents.
 - 5. Promptly notify Architect, SEOR, IOR, DSA, District and Contractor of observed irregularities or non-conformance of work or products.

6. Perform additional tests and inspections required by Architect.
 7. Submit reports of all tests or inspections specified.
- B. Limits on Special Inspection Agency Authority:
1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 2. Agency may not approve or accept any portion of the work.
 3. Agency may not assume any duties of Contractor.
 4. Agency has no authority to stop the work.
- C. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- D. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

3.04 TESTING AGENCY DUTIES AND RESPONSIBILITIES

- A. Testing Agency Duties:
1. Test samples submitted by Contractor.
 2. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 3. Perform specified sampling and testing of products in accordance with specified standards.
 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 5. Promptly notify Architect and Contractor of observed irregularities or non-compliance of work or products.
 6. Perform additional tests and inspections required by Architect.
 7. Attend preconstruction meetings and progress meetings.
 8. Submit reports of all tests or inspections specified.
- B. Limits on Testing or Inspection Agency Authority:
1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 2. Agency may not approve or accept any portion of the work.
 3. Agency may not assume any duties of Contractor.
 4. Agency has no authority to stop the work.
- C. Immediately upon determination of a test failure, the Laboratory shall telephone the results to the Architect. On the same day, Laboratory shall send test results by email to the Architect and to all relevant responsible parties of the project team, and Owner's Inspector
- D. On instructions by Architect, perform re-testing required because of non-compliance with specified requirements, using the same agency.
- E. Contractor will pay for re-testing required because of non-compliance with specified requirements.

- F. At the completion of the project, Testing Laboratory shall certify in writing and on all required DSA forms, that all work specified or required to be tested and inspected conforms to drawings, specifications and applicable building codes.
1. See DSA Procedure PR 13-01.
- G. Duties of the Laboratory of Record related to the use of form DSA 152 are as follows:
1. Meet with the Project Inspector, design professionals, and contractor as needed to mutually communicate and understand the testing and inspection program and the methods of communication appropriate for the project.
 2. Obtain a copy of the DSA approved construction documents from the design professional in general responsible charge prior to the commencement of construction
 3. Obtain a copy of the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103) from the design professional in general responsible charge prior to the commencement of construction.
 4. Report all project related activities to the Project Inspector. The Project Inspector is responsible for monitoring the work of the Laboratory of Record and Special Inspectors to ensure the testing and special inspection program is satisfactorily completed
 5. Provide material testing as identified in the DSA approved construction documents.
 6. Submit test reports to the Project Inspector on the day the tests were performed for any tests performed on-site
 7. Submit material test reports in a timely manner such that construction is not delayed and not to exceed 14 days from the date the material tests were performed. Test reports are to be submitted to DSA, the Architect, structural engineer, Project Inspector and school district.
 - a. As a convenience, and if agreed upon by involved parties, the test reports may be submitted electronically as identified in Section 4 of this procedure.
 8. Immediately submit reports of material tests not conforming to the requirements of the DSA approved construction documents. These reports shall be submitted to the DSA, Architect, structural engineer, Project Inspector and school district.
 9. The Engineering Manager shall submit an interim Laboratory of Record Verified Report (form DSA 291) and the Geotechnical Engineer shall submit an interim Geotechnical Verified Report (form DSA 293) to DSA, the project inspector, school district and the Design Professional in General Responsible Charge.
 - a. The reports are required to be submitted upon any of the following events occurring:
 - 1) Within 14 days of the completion of the material testing/special inspection program.
 - 2) Work on the project is suspended for a period of more than one month.
 - 3) The services of the laboratory of record are terminated for any reason prior to completion of the project.
 - 4) The DSA requests a Verified Report. (See interim verified reports below. This is a "DSA request.")
 10. The Engineering Manager shall submit an interim verified report (form DSA 291) and the Geotechnical Engineer shall submit form DSA 293 to DSA and a copy to the project

inspector for each of the applicable sections of the form DSA 152, prior to the project inspector signing off that section of the project inspection card, if that section required material testing. The sections are:

- a. Initial Site Work
- b. Foundation Prep
- c. Vertical Framing
- d. Horizontal Framing
- e. Appurtenances
- f. Finish Site Work
- g. Other Work
- h. Final

H. Duties of Special Inspectors, employed by the Laboratory of Record, related to the use of form DSA 152 are as follows:

1. Meet with the Project Inspector, design professionals, and contractor as needed to mutually communicate and understand the testing and inspection program and the methods of communication appropriate for the project.
2. Report all project related activities to the Project Inspector. The Project Inspector is responsible for monitoring the work of the Laboratory of Record and Special Inspectors to ensure the testing and special inspection program is satisfactorily completed.
3. Perform work under the supervision of the Engineering Manager for the Laboratory of Record
4. Perform inspections in conformance with the DSA approved construction documents, applicable codes and code reference standards
5. Prepare detailed daily inspection reports outlining the work inspected and provide the Project Inspector a copy of the reports on the same day the inspections were performed.
6. Prepare detailed daily inspection reports outlining the work inspected and provide the Project Inspector a copy of the reports on the same day the inspections were performed.
7. Immediately submit reports of materials or work not conforming to the requirements of the DSA approved construction documents. These reports shall be submitted to the DSA, Architect, structural engineer, Project Inspector and school district.
8. Submit daily special inspection reports in a timely manner such that construction is not delayed and not to exceed 14 days from the date the special inspections were performed. The reports are to be submitted to the Architect, structural engineer, Project Inspector and school district.
9. Submit Verified Report forms DSA 292 to the DSA, Project Inspector, district and design professional in responsible charge.
10. The reports are required to be submitted upon any of the following events occurring:
 11. Within 14 days of the completion of the special inspection work.
 12. Work on the project is suspended for a period of more than one month.
 13. The services of the special inspector are terminated for any reason prior to completion of the project.

14. The DSA requests a Verified Report. (See interim verified reports below. This is a “DSA request”)
 15. Submit an interim Verified Report (form DSA 292) to the DSA and a copy to the Project Inspector for each of the applicable sections of the form DSA 152, prior to the Project Inspector signing off that section of the project inspection card, if that section required special inspections. The sections are:
 - a. Initial Site Work
 - b. Foundation
 - c. Vertical Framing
 - d. Horizontal Framing
 - e. Appurtenances
 - f. Non-Building Site Structures
 - g. Finish Site Work
 - h. Other Work
 - i. Final
 16. The Verified Reports shall be sent electronically to the DSA.
- I. Duties of Special Inspectors, not employed by the Laboratory of Record, related to the use of form DSA 152 are as follows:
1. Meet with the project inspector, Laboratory of Record, the design professionals, and the contractors as needed to mutually communicate and understand the testing and inspection program, and the methods of communication appropriate for the project.
 2. Report all project related activities to the project inspector. The project inspector is responsible for monitoring the work of the Laboratory of Record and special inspectors to ensure the testing and special inspection program is satisfactorily completed.
 3. Perform work under the direction of the design professional in general responsible charge, as defined in Section 4-335(f)1B of the California Administrative Code (Title 24, Part 1).
 4. Perform inspections in conformance with the DSA approved construction documents, applicable codes and code reference standards.
 5. Prepare detailed daily inspection reports outlining the work inspected and provide the project inspector a copy of the reports on the same day the inspections were performed.
 6. Immediately submit reports of materials or work not conforming to the requirements of the DSA approved construction documents. These reports shall be submitted to DSA, the Architect, structural engineer, project inspector and the school district.
 7. Submit daily special inspection reports in a timely manner such that construction is not delayed and not to exceed 14 days from the date the special inspections were performed. The reports are to be submitted to DSA, the Architect, structural engineer, project inspector and the school district.
 8. Submit Special Inspection Verified Report forms DSA 292 to DSA, the project inspector, the school district and the Design Professional in General Responsible Charge.
 - a. The reports are required to be submitted upon any of the following events occurring:

- 1) Within 14 days of the completion of the special inspection work.
 - 2) Work on the project is suspended for a period of more than one month.
 - 3) The services of the special inspector are terminated for any reason prior to completion of the project.
 - 4) DSA requests a verified report. (See interim verified reports below. This is a "DSA request.")
9. Submit an interim Special Inspection Verified Report (form DSA 292) to DSA and a copy to the project inspector for each of the applicable sections of the form DSA 152, prior to the project inspector signing off that section of the project inspection card, if that section required special inspections.
- a. The sections are:
 - 1) Initial Site Work
 - 2) Foundation Prep
 - 3) Vertical Framing
 - 4) Horizontal Framing
 - 5) Appurtenances
 - 6) Finish Site Work
 - 7) Other Work
 - 8) Final

3.05 CONTRACTOR DUTIES AND RESPONSIBILITIES

A. DSA Requirements:

1. Each Multi-Prime Contractor or Subcontractor shall comply with DSA Construction Oversight Procedure PR 13-01. California Code of Regulations (CCR), Title 24, Part 1, CCR, Chapter 4, Article 1 (Sections 4-211 through 4-220) and Group 1, Articles 5 and 6 (Sections 4-331 through 4-344) which provide regulations governing the construction process for projects under the jurisdiction of the Division of the State Architect (DSA).
 - a. Assist the Project Inspector (IOR) and complete and fill out the following forms during the course of construction.
 - 1) Form-102-IC: Construction Start Notice/ Inspection Card Request: Verify Project Inspector has an active form issued by DSA.
 - 2) Form-151: Project Inspector Notifications: Contractor to notify IOR and assist.
 - 3) Form-152: Project Inspection Card: See below.
 - 4) Form-154: Notice of Deviations/ Resolution of Deviations: Contractor to verify all deviations are reviewed, corrected, and accepted by the design professional, and filed with DSA through the Project Inspector (IOR).
 - (a) When the Project Inspector identifies deviations from the DSA approved construction documents the inspector must verbally notify the contractor. If the deviations are not corrected within a reasonable time frame, the inspector is required to promptly issue a written notice of deviation to the contractor, with a copy sent to the design professional in general responsible charge and the DSA.
 - (b) When the noticed deviations are corrected, the inspector is required to promptly issue a written notice of resolution to the contractor, with a copy sent to the design professional in general responsible charge and the DSA.

- (c) Deviations include both construction deviations and material deficiencies.
 - (d) The written notice of deviations shall be made using form DSA 154.
 - (e) The notice of resolution of deviations shall be made using the original form DSA 154 that reported the deviations.
 - 5) Form-156: Commencement/Completion of Work Notification
 - 6) Form-6.C: Verified Report – Contractor: From each contractor having a contract with the school board.
2. Duties of Contractor related to the use of form DSA 152 are as follows:
- a. The Contractor shall carefully study the DSA approved documents and shall plan a schedule of operations well ahead of time.
 - b. If at any time it is discovered that work is being done which is not in accordance with the DSA approved construction documents, the Contractor shall correct the work immediately.
 - c. Verify that forms DSA 152 are issued for the project prior to the commencement of construction.
 - d. Meet with the design team, the Laboratory of Record and the Project Inspector to mutually communicate and understand the testing and inspection program and the methods of communication appropriate for the project.
 - e. Notify the Project Inspector, in writing, of the commencement of construction of each and every aspect of the work at least 48 hours in advance by submitting form DSA 156 (or other agreed upon written documents) to the Project Inspector.
 - f. Notify the Project Inspector of the completion of construction of each and every aspect of the work by submitting form DSA 156 (or other agreed upon written documents) to the Project Inspector.
 - g. Consider the relationship of the signed off blocks and sections of the form DSA 152 and the commencement of subsequent work. Until the Project Inspector has signed off applicable blocks and sections of the form DSA 152, the Contractor may be prohibited from proceeding with subsequent construction activities that cover up the unapproved work. Any subsequent construction activities, that cover up the unapproved work, will be subject to a “Stop Work Order” from the DSA or the district and are subject to removal and remediation if found to be in non-compliance with the DSA approved construction documents.
 - h. Submit the final verified report. All prime contractors are required to submit final Contractor Verified Reports (form DSA 6-C) to DSA and the project inspector.
 - 1) The reports are required to be submitted upon any of the following events occurring:
 - (a) The project is substantially complete. DSA considers the project to be complete when the construction is sufficiently complete in accordance with the DSA approved construction documents so that the owner can occupy or utilize the project.
 - (b) Work on the project is suspended for a period of more than one month.
 - (c) The services of the contractor are terminated for any reason prior to the completion of the project.
 - (d) DSA requests a verified report.

B. Contractor Responsibilities, General:

1. Deliver to agency at designated location, adequate samples of materials for special inspections that require material verification.
2. Availability of Samples
 - a. Contractor shall make materials required for testing available to Laboratory and assist in acquiring these materials as directed by the Owner's Inspector. The samples shall be taken under the immediate direction and supervision of the Testing Laboratory or Owner's Inspector.
 - b. If work which is required to be tested or inspected is covered up without prior notice or approval, such work may be uncovered at the discretion of Architect at no additional cost to the Owner. Refer to paragraph "Payments" herein.
 - c. Unless otherwise specified, Contractor shall notify Testing Laboratory a minimum of 10 working days in advance of all required tests, and a minimum of 2 working days in advance of all required inspections. All extra expenses resulting from a failure to notify the Laboratory will be paid by the Owner and backcharged to the Contractor.
 - d. Contractor shall give sufficient advance notice to Testing Laboratory in the event of cancellation or time extension of a scheduled test or inspection. Charges due to insufficient advance, notice of cancellations, or time extension will be paid for by the Owner and backcharged to the Contractor.
3. Cooperate with agency and laboratory personnel; provide access to approved documents at project site, to the work, to manufacturers' facilities, and to fabricators' facilities.
4. Provide incidental labor and facilities:
 - a. To provide access to work to be tested or inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested or inspected.
 - c. To facilitate tests or inspections.
 - d. To provide storage and curing of test samples.
5. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing or inspection services.
6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
7. The Contractor shall notify the Owner's Inspector a minimum of 5 working days in advance of the manufacture of material to be supplied by him under the Contract Documents, which must be by terms of the Contract be tested, in order that the Owner may arrange for the testing of such material at the source of supply.
8. Material shipped by the Contractor from the source of supply before having satisfactorily passed such testing and inspection or before the receipt of notice from said Inspector that such testing and inspection will not be required, shall not be incorporated in the Project.
9. The Owner will select and pay testing laboratory costs for all tests and inspections, but may be reimbursed by the Contractor for such costs under the Contract conditions. Any direct payments by the Contractor to the testing laboratory on this project is prohibited.

- C. Contractor shall submit a written statement of responsibility to comply with CBC section 1704A.4.
 - 1. Each contractor responsible for the construction of a main wind- or seismic-force-resisting system, designated seismic system or a wind- or seismic-resisting component listed in the statement of special inspections shall submit a written statement of responsibility to the building official and the owner prior to the commencement of work on the system or component. The contractor's statement of responsibility shall contain the following:
 - a. Acknowledgment of awareness of the special requirements contained in the statement of special inspections;
 - b. Acknowledgment that control will be exercised to obtain conformance with the construction documents approved by the building official;
 - c. Procedures for exercising control within the contractor's organization, the method and frequency of reporting and the distribution of the reports; and
 - d. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.
- D. Contractor Responsibilities, Seismic Force-Resisting System, Designated Seismic System, and Seismic Force-Resisting Component: Submit written statement of responsibility for each item listed in the Statement of Special Inspections to AHJ and Owner prior to starting work. Statement of responsibility shall acknowledge awareness of special construction requirements and other requirements listed.
- E. Contractor Responsibilities, Wind Force-Resisting System and Wind Force-Resisting Component: Submit written statement of responsibility for each item listed in the Statement of Special Inspections to AHJ and Owner prior to starting work. Statement of responsibility shall acknowledge awareness of special construction requirements and other requirements listed.
- F. Unless otherwise directed, materials not conforming to the requirements of Contract Documents shall be promptly removed from the Project site.

3.06 MANUFACTURERS' AND FABRICATORS' FIELD SERVICES

- A. When specified in individual specification sections, require material suppliers, assembly fabricators, or product manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, to test, adjust, and balance equipment as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Architect 30 days in advance of required observations.
 - 1. Observer subject to approval of Architect.
 - 2. Observer subject to approval of Owner.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

END OF SECTION

SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary sanitary facilities.
- B. Temporary Controls: fencing.
- C. Security requirements.
- D. Waste removal facilities and services.

1.02 RELATED REQUIREMENTS

- A. Section 01 35 53 - Security Procedures

1.03 TEMPORARY UTILITIES

- A. Owner will provide the following:
 - 1. Electrical power and metering, consisting of connection to existing facilities.
 - 2. Water supply, consisting of connection to existing facilities.
- B. Use trigger-operated nozzles for water hoses, to avoid waste of water.

1.04 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
 - 1. Provide temporary toilet facilities if maximum number of personnel on project is greater than 10.
 - 2. Submit proposed location of temporary toilet(s) to Construction Manager for approval.
 - a. Place on-site portable toilets away from building air intakes and entryway.
- B. Maintain daily in clean and sanitary condition.

1.05 FENCING

- A. Construction: Contractor's option.
- B. Provide 6 foot high fence around construction site; equip with vehicular and pedestrian gates with locks.

1.06 SECURITY

- A. Coordinate with Owner's security program.

1.07 CAFETERIA AND FOOD

- A. Construction personnel shall police their own areas. All cups, cans, paper, wrappers, and discarded food must be placed in trash receptacles at end of each break.
- B. Contractor(s) shall submit to Construction Manager proposed location of any break areas and eating areas for approval.

1.08 SMOKING AND TOBACCO

- A. Smoking and vaping is not permitted on school property.
- B. No chewing tobacco or spitting of tobacco is permitted.

1.09 VEHICULAR ACCESS AND PARKING

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- B. Coordinate access and haul routes with governing authorities and Owner.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Provide means of removing mud from vehicle wheels before entering streets.
- E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

1.10 WASTE REMOVAL

- A. See Section 01 74 19 - Construction Waste Management and Disposal, for additional requirements.
- B. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- C. Provide containers with lids. Remove trash from site periodically.
- D. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
- E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.11 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition.
- D. Restore new permanent facilities used during construction to specified condition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 60 00
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General product requirements.
 - 1. System Completeness.
 - 2. Installation of Products.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.
- E. Procedures for Owner-supplied products.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Identification of Owner-supplied products.
- B. Section 01 25 00 - Substitution Procedures: Substitutions made during procurement and/or construction phases.
- C. Section 01 40 00 - Quality Requirements: Product quality monitoring.
- D. Section 01 61 16 - Volatile Organic Compound (VOC) Content Restrictions: Requirements for VOC-restricted product categories.
- E. Section 01 74 19 - Construction Waste Management and Disposal: Waste disposal requirements potentially affecting product selection, packaging and substitutions.
- F. Divisions 32 - Exterior Improvements.

1.03 REFERENCE STANDARDS

- A. CAL (CDPH SM) - Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions From Indoor Sources Using Environmental Chambers.
- B. NFPA 70 - National Electrical Code.
 - 1. Use California Electrical Code.

1.04 SUBMITTALS

- A. Proposed Products List: Submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
 - 1. Submit within 15 days after date of Agreement.
 - 2. For products specified only by reference standards, list applicable reference standards.
- B. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.

- C. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- D. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

1.05 QUALITY ASSURANCE

- A. CAL (CDPH SM) v1.1: California Department of Public Health (CDPH) Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers, v. 1.1–2010, for the emissions testing and requirements of products and materials.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS

- A. Drawings and Specifications:
 - 1. If a conflict exists between the Drawings and the Specifications (Project Manual), then the Contractor shall submit a Request for Interpretation from the Architect.
 - a. As noted in the General Conditions, the more stringent requirements shall govern, including cost of materials and/or installation.
 - 2. If a specific product is indicated on the Drawings for use, then that product shall be used without exception in the location identified.
 - 3. If the Contractor proposes the use of another product other than the item indicated, whether or not listed in these specifications, the Contractor shall submit the product using the complete substitution process. See the the Article titled "SUBSTITUTIONS".
 - 4. DSA (Division of the State Architect) approval is also required prior to the use or installation of any substitution, on any product or location of product (requiring a revision to the Drawings or Specifications), included in these construction documents.
 - a. Installation of a non-approved product may result in the Contractor removing and replacing the non-approved product at the Contractor's own expense.
- B. General: Items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock, and include materials, equipment, assemblies, fabrications and systems.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model designations indicated in the manufacturer's published product data.
 - 2. Materials: Products that are shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed or installed to form a part of the Work.
 - 3. Equipment: A product with operating parts, whether motorized or manually operated, that requires connections such as wiring or piping.

- C. Specific Product Requirements: Refer to requirements of Section 01 40 00 - Quality Requirements and individual product Specifications Sections in Divisions 2 through 33 for specific requirements for products.
- D. Minimum Requirements: Specified requirements for products are minimum requirements. Refer to general requirements for quality of the Work specified in Section 01 40 00 - Quality Requirements and elsewhere herein.
- E. Standard Products:
 - 1. Where specific products are not specified, provide standard products of types and kinds that are suitable for the intended purposes and that are usually and customarily used on similar projects under similar conditions.
 - 2. Products shall be as selected by Contractor and subject to review and acceptance by the Owner and Architect.
- F. Product Completeness:
 - 1. Provide products complete with all accessories, trim, finish, safety guards and other devices and details needed for a complete installation and for the intended use and effect.
 - 2. Comply with additional requirements specified herein in Article titled "SYSTEM COMPLETENESS".
- G. Code Compliance:
 - 1. All products, other than commodity products prescribed by Code, shall have a current ICC Evaluation Service Research Report (ICC ESR), CABO National Evaluation Report (NER), or other testing agencies as accepted by the Division of the State Architect.
 - 2. Refer to additional requirements specified in Section 01 41 00 - Regulatory Requirements.

2.02 SYSTEM COMPLETENESS

- A. The Contract Drawings and Specifications are not intended to be comprehensive directions on how to produce the Work. Rather, the Drawings and Specifications are instruments of service prepared to describe the design intent for the completed Work.
- B. It is intended that all equipment, systems and assemblies be complete and fully functional even though not fully described. Provide all products and operations necessary to achieve the design intent described in the Contract Documents.
- C. Refer to related general requirements specified in Section 01 41 00 - Regulatory Requirements regarding compliance with minimum requirements of applicable codes, ordinances and standards.
- D. Omissions and Misdescriptions: Contractor shall report to Architect immediately when elements essential to proper execution of the Work are discovered to be missing or misdescribed in the Drawings and Specifications or if the design intent is unclear.
 - 1. Should an essential element be discovered as missing or misdescribed prior to receipt of Bids, an Addendum will be issued so that all costs may be accounted for in the Contract Sum.

2. Should an obvious omission or misdescription of a necessary element be discovered and reported after execution of the Agreement, Contractor shall provide the element as though fully and correctly described, and a no-cost Change Order shall be executed.
3. Refer to related General Conditions or general requirements specified in Section 01 30 00 - Administrative Requirements regarding construction interfacing and coordination.

2.03 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.
 1. Provide products that fully comply with the Contract Documents, are undamaged and unused at installation.
 2. Comply with additional requirements specified herein in Article titled "PRODUCT OPTIONS".
- B. See Section 01 40 00 - Quality Requirements, for additional source quality control requirements.
- C. Use of products having any of the following characteristics is not permitted:
 1. Made outside the United States, its territories, Canada, or Mexico.
 2. Containing lead, cadmium, or asbestos.
- D. Where other criteria are met, Contractor shall give preference to products that:
 1. If used on interior, have lower emissions, as defined in Section 01 61 16.
 2. If wet-applied, have lower VOC content, as defined in Section 01 61 16.
 3. Are extracted, harvested, and/or manufactured closer to the location of the project.
 4. Have longer documented life span under normal use.
 5. Result in less construction waste. See Section 01 74 19
- E. Provide interchangeable components of the same manufacture for components being replaced.
 1. To the fullest extent possible, provide products of the same kind from a single source. Products required to be supplied in quantity shall be the same product and interchangeable throughout the Work.
 2. When options are specified for the selection of any of two or more products, provide product selected to be compatible with products previously selected.
- F. Product Nameplates and Instructions:
 1. Except for required Code-compliance labels and operating and safety instructions, locate nameplates on inconspicuous, accessible surfaces. Do not attach manufacturer's identifying nameplates or trademarks on surfaces exposed to view in occupied spaces or to the exterior.
 2. Provide a permanent nameplate on each item of service-connected or power-operated equipment. Nameplates shall contain identifying information and essential operating data such as the following example:
 - a. Name of manufacturer
 - b. Name of product
 - c. Model and serial number

- d. Capacity
 - e. Operating and Power Characteristics
 - f. Labels of Tested Compliance with Codes and Standards
3. Refer to additional requirements which may be specified in various sections, as included in this Project Manual.
 4. For each item of service-connected or power-operated equipment, provide operating and safety instructions, permanently affixed and of durable construction, with legible machine lettering. Comply with all applicable requirements of authorities having jurisdiction and listing agencies.
- G. Wiring Terminations: Provide terminal lugs to match branch circuit conductor quantities, sizes, and materials indicated. Size terminal lugs to CEC/NFPA 70, include lugs for terminal box.
 - H. Cord and Plug: Provide minimum 6 foot cord and plug including grounding connector for connection to electric wiring system. Cord of longer length is specified in individual specification sections.

2.04 PRODUCT OPTIONS

- A. Unless the specifications state that no substitution is permitted, whenever the Contract Documents indicate any specific article, device, equipment, product, material, fixture, patented process, form, method, or type of construction or any specific name, make, trade name, or catalog number, with or without the words "or equal," such specification shall be deemed to be used for the purpose of facilitating description of the material, process, or article desired and shall be deemed to be followed by the words "or equal."
 1. See Section 01 25 00 - Substitution Procedures.
- B. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
 1. Reference Standards:
 - a. Where Specifications require compliance with a standard, provided product shall fully comply with the standard specified.
 - b. Refer to general requirements specified in Section 01 42 19 - Reference Standards regarding compliance with referenced standards, standard specifications, codes, practices and requirements for products.
 2. Product Description:
 - a. Where Specifications describe a product, listing characteristics required, with or without use of a brand name, provide a product that has the specified attributes and otherwise complies with specified requirements.
 3. Performance Requirements:
 - a. Where Specifications require compliance with performance requirements, provide product(s) that comply and are recommended by the manufacturer for the intended application.
 - b. Verification of manufacturer's recommendations may be by product literature or by certification of performance from manufacturer.

- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.
- D. Products Specified by Identification of Manufacturer and Product Name or Number:
 - 1. "Specified Manufacturer": Provide the specified product(s) of the specified manufacturer.
 - a. If only one manufacturer is specified, without "acceptable manufacturers" being identified, provide only the specified product(s) of the specified manufacturer.
 - b. If Owner standard is indicated make all efforts to provide that product.
 - c. If the phrase "or equal" or "approved equal" is stated or reference is made to the "or equal provision," products of other manufacturers may be provided if such products are equivalent to the specified product(s) of the specified manufacturer.
 - 1) Equivalence shall be demonstrated by submission of information in compliance with requirements of Section 01 25 00 - Substitution Procedures.
 - 2. "Acceptable Manufacturers":
 - a. Product(s) of the named manufacturers, if equivalent to the specified product(s) of the specified manufacturer, will be acceptable in accordance with the requirements of Section 01 25 00 - Substitution Procedures.
 - 1) Exception: Considerations regarding changes in Contract Time and Contract Sum will be waived if no increase in Contract Time or Contract Sum results from use of such equivalent products.
 - 3. Unnamed manufacturers: Product(s) of unnamed manufacturers will be acceptable when disclosed during the bidding period and only as follows:
 - a. Unless specifically stated that substitutions will not be accepted or considered, the phrase "or equal" shall be assumed to be included in the description of specified product(s).
 - b. Equivalent products of unnamed manufacturers will be accepted in accordance with the "or equal" provision specified herein, below.
 - c. If provided, products of unnamed manufacturers shall be subject to the requirements of Section 01 25 00 - Substitution Procedures.
 - 4. Quality basis:
 - a. Specified product(s) of the specified manufacturer shall serve as the basis by which products by named acceptable manufacturers and products of unnamed manufacturers will be evaluated.
 - b. Where characteristics of the specified product are described, where performance characteristics are identified or where reference is made to industry standards, such characteristics are specified to identify the most significant attributes of the specified product(s) which will be used to evaluate products of other manufacturers.
- E. Products Specified by Combination of Methods: Where products are specified by a combination of attributes, including manufacturer's name, product brand name, product catalog or identification number, industry reference standard, or description of product characteristics, provide products conforming to all specified attributes.
- F. "Or Equal" Provision: Where the phrase "or equal" or the phrase "or approved equal" is included, equivalent product(s) of unnamed manufacturer(s) may be provided as specified

above in subparagraph titled "Unnamed manufacturers" and Section 01 25 00 - Substitution Procedures with the following conditions:

1. The requirements of Section 01 25 00 - Substitution Procedures applies to products provided under the "or equal" provision.
 - a. Exception: If the proposed product(s) are determined to be equivalent to the specified product(s) of the specified manufacturer, the requirement specified for substitutions to result in a net reduction in Contract Time or Contract Sum will be waived.
 2. Use of product(s) under the "or equal" provision shall not result in any delay in completion of the Work, including completion of portions of the Work for use by Owner or for work under separate contract by Owner.
 3. Use of product(s) under the "or equal" provision shall not result in any costs to the Owner, including design fees and permit and plan check fees.
 4. Use of product(s) under the "or equal" provision shall not require substantial change in the intent of the design, in the opinion of the Architect.
 - a. The intent of the design shall include functional performance and aesthetic qualities.
 5. The determination of equivalence will be made by the Architect and Owner, and such determination shall be final.
- G. Visual Matching:
1. Where Specifications require matching a sample, the decision by the Architect on whether a proposed product matches shall be final.
 2. Where no product visually matches but the product complies with other requirements, comply with provisions for substitutions for selection of a matching product in another category.
- H. Visual Selection of Products:
1. Where requirements include the phrase "as selected from manufacturer's standard colors, patterns and textures", or a similar phrase, selections of products will be made by indicated party or, if not indicated, by the Architect. The will select color, pattern and texture from the product line of submitted manufacturer, if all other specified provisions are met.
 2. The Architect will select color, pattern and texture from the product line of submitted manufacturer, if all other specified provisions are met.

2.05 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS

- A. See Section 01 25 00 - Substitution Procedures.

3.02 OWNER-SUPPLIED PRODUCTS

- A. See Section 01 10 00 - Summary for identification of Owner-supplied products.
- B. Owner's Responsibilities:
 - 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
 - 2. Arrange and pay for product delivery to site.
 - 3. On delivery, inspect products jointly with Contractor.
 - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
 - 5. Arrange for manufacturers' warranties, inspections, and service.
- C. Contractor's Responsibilities:
 - 1. Review Owner reviewed shop drawings, product data, and samples.
 - 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
 - 3. Handle, store, install and finish products.
 - 4. Repair or replace items damaged after receipt.

3.03 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
 - 1. Schedule delivery to minimize long-term storage and prevent overcrowding construction spaces.
 - 2. Coordinate with installation to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft and other losses.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport products by methods to avoid product damage.
- F. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- G. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- H. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- I. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.04 STORAGE AND PROTECTION

- A. Provide protection of stored materials and products against theft, casualty, or deterioration.
- B. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 74 19.
 - 1. Structural Loading Limitations: Handle and store products and materials so as not to exceed static and dynamic load-bearing capacities of project floor and roof areas.
- C. Inspection Provisions: Arrange storage to provide access for inspection and measurement of quantity or counting of units.
- D. Structural Considerations: Store heavy materials away from the structure in a manner that will not endanger supporting construction.
- E. Store and protect products in accordance with manufacturers' instructions.
- F. Store with seals and labels intact and legible.
- G. Arrange storage of materials and products to allow for visual inspection for the purpose of determination of quantities, amounts, and unit counts.
- H. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- I. For exterior storage of fabricated products, place on sloped supports above ground.
 - 1. Place products on raised blocks, pallets or other supports, above ground and in a manner to not create ponding or misdirection of runoff.
- J. Provide bonded off-site storage and protection when site does not permit on-site storage or protection.
- K. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
 - 1. Periodically inspect to ensure products are undamaged, and are maintained under required conditions.
 - 2. Remove and replace products damaged by improper storage or protection with new products at no change in Contract Sum or Contract Time.
 - 3. Weather-Resistant Storage:
 - a. Store moisture-sensitive products above ground, under cover in a weathertight enclosure or covered with an impervious sheet covering. Provide adequate ventilation to avoid condensation.
 - b. Maintain storage within temperature and humidity ranges required by manufacturer's instructions.
 - c. Store loose granular materials on solid surfaces in a well-drained area. Prevent mixing with foreign matter.
- L. Comply with manufacturer's warranty conditions, if any.
- M. Do not store products directly on the ground.
- N. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.

- O. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- P. Prevent contact with material that may cause corrosion, discoloration, or staining.
- Q. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- R. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

3.05 INSTALLATION OF PRODUCTS

- A. Comply with manufacturer's instructions and recommendations for installation of products, except where more stringent requirements are specified, are necessary due to Project conditions or are required by authorities having jurisdiction.
- B. Anchor each product securely in place, accurately located and aligned with other Work.
- C. Clean exposed surfaces and provide protection to ensure freedom from damage and deterioration at time of Substantial Completion review. Refer to additional requirements specified in General Conditions, Section 01 50 00 - Temporary Construction Facilities and Controls and 01 70 00 - Execution and Closeout Requirements.

3.06 PROTECTION OF COMPLETED WORK

- A. Provide barriers, substantial coverings and notices to protect installed Work from traffic and subsequent construction operations.
- B. Remove protective measures when no longer required and prior to Substantial Completion review of the Work.
- C. Comply with additional requirements specified in Section 01 50 00 - Temporary Construction Facilities and Controls.

END OF SECTION

SECTION 01 61 16
VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Requirements for VOC-Content-Restricted products.
- B. Requirement for installer certification that they did not use any non-compliant products.

1.02 RELATED REQUIREMENTS

- A. Section 01 30 00 - Administrative Requirements: Submittal procedures.
- B. Section 01 40 00 - Quality Requirements: Procedures for testing and certifications.
- C. Section 01 60 00 - Product Requirements: Fundamental product requirements, substitutions and product options, delivery, storage, and handling.

1.03 DEFINITIONS

- A. VOC-Content-Restricted Products: All products in the following product categories, whether specified or not:
 - 1. Exterior and interior paints and coatings.
 - 2. Exterior and interior adhesives and sealants, including flooring adhesives.
 - 3. Wet-applied roofing and waterproofing.
 - 4. Other products when specifically stated in the specifications.
- B. Interior of Building: Anywhere inside the exterior weather barrier.
- C. Adhesives: All gunnable, trowelable, liquid-applied, and aerosol adhesives, whether specified or not; including flooring adhesives, resilient base adhesives, and pipe jointing adhesives.
- D. Sealants: All gunnable, trowelable, and liquid-applied joint sealants and sealant primers, whether specified or not; including firestopping sealants and duct joint sealers.

1.04 REFERENCE STANDARDS

- A. AHRI 340/360 - Standard Specification for Corrugated Polyethylene Pipe, 300- to 1500 MM (12- to 60-in.) Diameter.
- B. ASTM D3960 - Standard Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings.
- C. CARB (SCM) - Suggested Control Measure for Architectural Coatings; California Air Resources Board.
- D. GreenSeal GS-36 - Adhesives for Commercial Use.
- E. SCAQMD 1113 - Architectural Coatings.
- F. SCAQMD 1168 - Adhesive and Sealant Applications.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.

- B. Product Data: For each VOC-restricted product used in the project, submit evidence of compliance.
- C. Installer Certifications Regarding Prohibited Content: Require each installer of any type of product (not just the products for which VOC restrictions are specified) to certify that either 1) no adhesives, joint sealants, paints, coatings, or composite wood or agrifiber products have been used in the installation of installer's products, or 2) that such products used comply with these requirements.
 - 1. Use the form following this section for installer certifications.
- D. Verification of compliance with VOC limits as specified in the CalGreen Code Section 5.504 shall be provided at the request of the Building Inspector.
 - 1. Product certification and specifications.
 - 2. Chain of custody certifications.
 - 3. Product, labeled and invoiced as meeting the Composite Wood Products regulation.
 - 4. Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269 or European 636 3S standards
 - 5. Other methods approved by the building official.

1.06 QUALITY ASSURANCE

- A. VOC Content Test Method: AHRI 340/360 (EPA Method 24), or ASTM D3960, unless otherwise indicated.
 - 1. Evidence of Compliance: Acceptable types of evidence are:
 - a. Report of laboratory testing performed in accordance with requirements.
 - b. Published product data showing compliance with requirements.
 - c. Certification by manufacturer that product complies with requirements.
- B. Testing Agency Qualifications: Independent firm specializing in performing testing and inspections of the type specified in this section.

1.07 REGULATORY REQUIREMENTS

- A. All VOC restricted products shall be compliant with local jurisdiction, South Coast Air Quality Management District, and California Green Standards Code, Rules and Regulations in effect at the time of installation. Products specified in this project shall be used as a basis of design. Updated products that are compliant with the rules in force at the time of installation shall be submitted as substitutions when they become available.
 - 1. If a product is found to be non-compliant with the VOC rules at the scheduled time of installation, notify the Architect a minimum of 90 days prior to installation. Contractor shall submit a suggested compliant product that is equal to the performance and cost of the specified product using the substitution procedure.

PART 2 PRODUCTS

2.01 MATERIALS

- A. All Products: Comply with the most stringent of federal, State, and local requirements, or these specifications.

- B. VOC-Content-Restricted Products: VOC content not greater than required by the following:
 - 1. Adhesives, Including Flooring Adhesives: SCAQMD 1168 Rule.
 - 2. Aerosol Adhesives: GreenSeal GS-36.
 - 3. Joint Sealants: SCAQMD 1168 Rule.
 - 4. Paints and Coatings: Each color; most stringent of the following:
 - a. AHRI 340/360.
 - b. SCAQMD 1113 Rule.
 - c. CARB (SCM).
 - d. CalGreen Building Standards Section 5.504, Table 504.4.3 "VOC Content Limits for Architectural Coatings".
- C. Other Product Categories: Comply with limitations specified elsewhere.

PART 3 EXECUTION

3.01 FIELD QUALITY CONTROL

- A. Owner reserves the right to reject non-compliant products, whether installed or not, and require their removal and replacement with compliant products at no extra cost to Owner.
- B. Additional costs to restore indoor air quality due to installation of non-compliant products will be borne by Contractor.

END OF SECTION

SECTION 01 61 16.01

ACCESSORY MATERIAL VOC CONTENT CERTIFICATION FORM

.01 FORM

A. Identification:

1. Project Name: Glendale HS Voluntary Security Upgrade
2. Project No.: 21049.00
3. Architect: tBP/Architecture

B. Use of This Form:

1. Because installers are allowed and directed to choose accessory materials suitable for the applicable installation, there is a possibility that such accessory materials might contain VOC content in excess of that permitted, especially where such materials have not been explicitly specified.
 - a. Each installer of work on this project is required to certify that his/their use of these particular materials complies with the contract documents and to provide documentation showing that the products used do not contain the prohibited content.
2. Contractor is required to obtain and submit this form from each installer of work on this project.
3. For each product category listed, check the correct paragraph.
4. If any of these accessory materials has been used, attach to this form product data and MSDS sheet for each such product.

C. VOC content restrictions are specified in Section 01 61 16.

1. Volatile organic compounds (VOCs) are defined by the U.S. EPA, California Air Resources Board (CARB), South Coast Air Quality Management District (SCAQMD), along with other state and local regulations applicable to this project.

1.01 PRODUCT CERTIFICATION

A. I certify that the installation work of my firm on this project:

1. [HAS] [HAS NOT] required the use of any ADHESIVES.
2. [HAS] [HAS NOT] required the use of any JOINT SEALANTS.
3. [HAS] [HAS NOT] required the use of any PAINTS OR COATINGS.
4. [HAS] [HAS NOT] required the use of any COMPOSITE WOOD or AGRIFIBER PRODUCTS.

B. Product data and MSDS sheets are attached.

- C. ____ Adhesives: I certify that the installation work of my firm on this project has not required the use of any adhesives.
 OR (certify either the above or the below, not both)
- D. ____ Adhesives: I certify that my firm has NOT installed any adhesive with VOC content exceeding that specified in Sections 01 6000 and on this project; product data and MSDS sheets for all adhesives used, whether specified or not, are attached.
- E. ____ Joint Sealants: I certify that the installation work of my firm on this project has not required the use of any gunnable or pourable joint sealants.
 OR (certify either the above or the below, not both)
- F. ____ Joint Sealants: I certify that my firm has NOT installed any joint sealant with VOC content exceeding that specified in Section 07 92 00 - Joint Sealants on this project; product data and MSDS sheets for all joint sealants used, whether specified or not, are attached.
- G. ____ Coatings: I certify that the installation work of my firm on this project has not required the use of any coatings.
 OR (certify either the above or the below, not both)
- H. ____ Coatings: I certify that my firm has NOT installed any adhesive with VOC content exceeding that specified in Sections 01 6000 and on this project; product data and MSDS sheets for all coatings used, whether specified or not, are attached.
- I. ____ Composite Wood and Agrifiber Products: I certify that the work of my firm on this project has not required the use of any composite wood or agrifiber products, as defined above.
 OR (certify either the above or the below, not both)
- J. ____ Composite Wood and Agrifiber Products: I certify that the composite wood and agrifiber products, as defined above, furnished or installed by my firm DO NOT contain any ADDED urea-formaldehyde binder; product data and MSDS sheets for products used, whether specified or not, are attached.

2.01 CERTIFIED BY: (INSTALLER/MANUFACTURER/SUPPLIER FIRM)

- A. Firm Name: _____
- B. Print Name: _____
- C. Signature: _____
- D. Title: _____ (officer of company)
- E. Date: _____

END OF SECTION

SECTION 01 70 00
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition, except removal, disposal, and/or remediation of hazardous materials and toxic substances.
- C. Pre-installation meetings.
- D. Cutting and patching.
- E. Surveying for laying out the work.
- F. Cleaning and protection.
- G. Demonstration and instruction of Owner personnel.
- H. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- I. General requirements for maintenance service.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Limitations on working in existing building; continued occupancy; work sequence; identification of salvaged and relocated materials.
- B. Section 01 30 00 - Administrative Requirements: Submittals procedures.
- C. Section 01 40 00 - Quality Requirements: Testing and inspection procedures.
- D. Section 01 45 33 - Code-Required Special Inspections: Construction oversight procedures by DSA regarding the execution, approval, and closeout of this building project.
- E. Section 01 74 19 - Construction Waste Management and Disposal: Additional procedures for trash/waste removal, recycling, salvage, and reuse.
- F. Section 01 78 00 - Closeout Submittals: Project record documents, operation and maintenance data, warranties, and bonds.
- G. Section 01 79 00 - Demonstration and Training: Demonstration of products and systems to be commissioned and where indicated in specific specification sections
- H. Section 02 41 00 - Demolition: Demolition of whole structures and parts thereof; site utility demolition.
- I. Individual Product Specification Sections:
 - 1. Advance notification to other sections of openings required in work of those sections.
 - 2. Limitations on cutting structural members.

1.03 REFERENCE STANDARDS

- A. CFC Ch. 35 - California Fire Code - Chapter 35 - Welding and Other Hot Work.
- B. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Survey work: Submit name, address, and telephone number of Surveyor before starting survey work.
 - 1. On request, submit documentation verifying accuracy of survey work.
 - 2. Submit a copy of site drawing signed by the Land Surveyor, that the elevations and locations of the work are in compliance with Contract Documents.
 - 3. Submit surveys and survey logs for the project record.
- C. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate Contractor.
 - 6. Include in request:
 - a. Identification of Project.
 - b. Location and description of affected work. Include shop drawings as necessary to identify locations and communicate descriptions.
 - c. Necessity for cutting or alteration.
 - d. Description of proposed work and products to be used.
 - e. Effect on work of Owner or separate Contractor.
 - f. Effect on existing construction of Owner and, if applicable, work for Project being provided by Owner under separate contract.
 - g. Written permission of affected separate Contractor.
 - h. Date and time work will be executed.
 - 7. Include written evidence that those performing work under separate contract for Owner have been notified and acknowledge that cutting and patching work will be occurring. Include written permission for intended cutting and patching, included scheduled times.
- D. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.05 QUALIFICATIONS

- A. For demolition work, employ a firm specializing in the type of work required.
 - 1. Minimum of 5 years of documented experience.
- B. For surveying work, employ a land surveyor registered in California and acceptable to Architect. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities,
- C. For field engineering, employ a professional engineer of the discipline required for specific service on Project, licensed in California. Employ only individual(s) trained and experienced in

establishing and maintaining horizontal and vertical control points necessary for laying out construction work on project of similar size, scope and/or complexity.

- D. For design of temporary shoring and bracing, employ a Professional Engineer experienced in design of this type of work and licensed in California.

1.06 PROJECT CONDITIONS

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water.
- C. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- D. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 - 1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
- E. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
 - 1. Minimize amount of bare soil exposed at one time.
 - 2. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.
 - 3. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
 - 4. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
- F. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day; excessively noisy includes jackhammers.
 - 2. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.
- G. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- H. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
- I. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

1.07 COORDINATION

- A. See Section 01 10 00 for occupancy-related requirements.
- B. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

- C. Notify affected utility companies and comply with their requirements.
- D. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- E. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 60 00 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.

- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.
- D. Temporary Supports: Provide supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- E. Weather Protection: Provide protection from elements for areas which may be exposed by uncovering Work. Maintain excavations free of water.

3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 1. Review conditions of examination, preparation and installation procedures.
 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.04 LAYING OUT THE WORK

- A. Notify the Owner at least 48 hours before staking is to be started.
- B. Verify locations of survey control points prior to starting work.
- C. Promptly notify Architect of any discrepancies discovered.
- D. Contractor shall locate and protect survey control and reference points.
- E. Control datum for survey is that established by Owner provided survey.
- F. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- G. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- H. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
- I. Utilize recognized engineering survey practices.
- J. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
 1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
 2. Grid or axis for structures.
 3. Building foundation, column locations, ground floor elevations.
- K. Periodically verify layouts by same means.
- L. Maintain a complete and accurate log of control and survey work as it progresses.

- M. On completion of foundation walls and major site improvements, prepare a certified survey illustrating dimensions, locations, angles, and elevations of construction and site work.

3.05 GENERAL INSTALLATION REQUIREMENTS

- A. Dimensions for Accessibility:
 - 1. Conventions: See CBC Figure 11B-104. Dimensions that are not stated as "maximum" or "minimum" are absolute.
 - 2. Tolerances shall be per CBC 11B-104.1.1 "Construction and manufacturing tolerances. All dimensions are subject to conventional industry tolerances except where the requirement is stated as a range with specific minimum and maximum end points."
- B. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
- C. When welding or doing other hot work, comply with CFC Ch. 35.
- D. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- E. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- F. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- G. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- H. Make neat transitions between different surfaces, maintaining texture and appearance.

3.06 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Keep areas in which alterations are being conducted separated from other areas that are still occupied.
- C. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
 - 2. Remove items indicated on drawings.
 - 3. Relocate items indicated on drawings.
 - 4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 - 5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- D. Protect existing work to remain.

1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
- E. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
 2. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
 3. Trim existing wood doors as necessary to clear new floor finish. Refinish trim as required.
- F. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- G. Refinish existing surfaces as indicated:
1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- H. Clean existing systems and equipment.
- I. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- J. Do not begin new construction in alterations areas before demolition is complete.
- K. Comply with all other applicable requirements of this section.

3.07 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.

- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
 - 1. Coordinate installation or application of products for integrated Work.
 - 2. Uncover completed Work as necessary to install or apply products out of sequence.
 - 3. Remove and replace defective or non-conforming Work.
 - 4. Provide openings for penetration of utility services, such as plumbing, mechanical and electrical Work.
- E. After uncovering existing Work, inspect conditions affecting proper accomplishment of Work.
- F. Temporary Supports: Provide supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- G. Beginning of cutting or patching shall be interpreted to mean that existing conditions were found by Contractor to be acceptable.
- H. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- I. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
 - 1. Use a diamond grit abrasive saw or similar cutter for smooth edges. Do not overcut corners.
- J. Restore work with new products in accordance with requirements of Contract Documents.
- K. Fit work neat and tight allowing for expansion and contraction.
- L. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- M. Patching:
 - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 - 2. Match color, texture, and appearance.
 - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.
- N. Finishing: Refinish surfaces to match adjacent and similar finishes as used for the Project.
 - 1. For continuous surfaces, refinish to nearest intersection or natural break.
 - 2. For an assembly, refinish entire unit.

3.08 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.09 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- E. Prohibit traffic from landscaped areas.
- F. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.10 PROJECT CLOSEOUT CONFERENCE

- A. Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.
 - 1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 - 2. Attendees: Authorized representatives of Owner, Construction Manager, Architect, and relevant consultants; Contractor and project superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of record documents.
 - b. Commissioning.
 - c. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - d. Submittal of written warranties.
 - e. Coordination of separate contracts.
 - f. Owner's partial occupancy requirements.
 - g. Installation of Owner's furniture, fixtures, and equipment.
 - h. Responsibility for removing temporary facilities and controls.
 - 4. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.11 DEMONSTRATION AND INSTRUCTION

- A. See Section 01 79 00 - Demonstration and Training.

3.12 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.13 FINAL CLEANING

- A. Cleaning and Disposal Requirements, General: Conduct cleaning and disposal operations in compliance with all applicable codes, ordinances and regulations, including environmental protection laws, rules and practices.
- B. Execute final cleaning prior to final project assessment.
 - 1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
- C. Substantial Completion Review Cleaning, General: Execute a thorough cleaning prior to Substantial Completion review by Architect and Owner. Employ experienced workers or professional cleaners for cleaning operations for Substantial Completion review.
- D. Use cleaning materials that are nonhazardous.
 - 1. Cleaning Agents and Materials: Use only those cleaning agents and materials which will not create hazards to health or property and which will not damage or degrade surfaces.
 - a. Use only those cleaning agents, materials and methods recommended by manufacturer of the material to be cleaned.
 - b. Use cleaning materials only on surfaces recommended by cleaning agent manufacturer.
 - c. Before use, review cleaning agents and materials with Construction Manager for suitability and compatibility. Use no cleaning agents and materials without approval as noted above.
 - 2. Cleaning Procedures: All cleaning processes, agents and materials shall be subject to Architect, Owner and/or Construction Manager review and approval. Processes and degree of cleanliness shall be as directed by Architect, Owner and/or Construction Manager.
- E. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- F. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- G. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- H. Clean filters of operating equipment.
- I. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
- J. Clean site; sweep paved areas, rake clean landscaped surfaces.
- K. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.14 CLOSEOUT PROCEDURES

- A. Clean-Up Retainage:

1. Five (5) percent of each Contractor's bid will automatically be held in abeyance in their contract schedule of values for clean-up.
 2. If in the Construction Manager's opinion the Contractor is maintaining a clean project, a pro-rata share of this clean-up budget will be paid monthly to the Contractor in accordance with their approximate aggregate percentage of completion of the project.
 3. If a Contractor fails to heed written directives to clean-up during the course of the project, the work will be done at the Contractor's expense and a deductive change order will be written against their contract with the Owner.
 4. The establishment of this 5 percent budget in no way limits the cost for the Contractor to maintain a clean project.
- B. Make submittals that are required by governing or other authorities.
1. Provide copies to Architect and Owner.
- C. Accompany Architect, Construction Manager, and District Representative on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's comprehensive list of items to be completed or corrected.
1. As authorized by the Owner; Architect and Architect's and Owner's consultants, as appropriate, will attend a meeting at the Project site to review Contract closeout procedures and to review the list of items to be completed and corrected (punch list) to make the Work ready for acceptance by the Owner.
 2. This meeting shall be scheduled not earlier than 14 days prior to the date anticipated for the Substantial Completion review.
- D. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- E. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
1. Final Application for Payment: In the Application for Payment that coincides with the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed substantially complete.
 2. Warranties, Bonds and Certificates: Submit specific warranties, guarantees, workmanship bonds, maintenance agreements, final certifications and similar documents.
 3. Locks and Keys: Change temporary lock cylinders over to permanent keying and transmit keys to the Owner, unless otherwise directed or specified.
 4. Tests and Instructions: Complete start-up testing of systems, and instruction of the Owner's personnel. Remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements.
- F. Clearing and Cleaning: Prior to the Substantial Completion review, Contractor shall conduct a thorough cleaning and clearing of the Project area, including removal of construction facilities and temporary controls.

- G. Inspection and Testing: Prior to the Substantial Completion review, complete inspection and testing required for the Work, including securing of approvals by authorities having jurisdiction.
 - 1. Complete all inspections, tests, balancing, sterilization and cleaning of plumbing and HVAC systems.
 - 2. Complete inspections and tests of electrical power and signal systems.
 - 3. Complete inspections and tests of conveying (elevator or wheelchair lift) systems.
- H. Owner will occupy all of the building as specified in Section 01 10 00.
- I. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
 - 1. Correction (Punch) List: Contractor shall prepare and distribute at the preliminary Contract closeout review meeting, a typewritten, comprehensive list of items to be completed and corrected (punch list) to make the Work ready for acceptance by the Owner.
 - a. The punch list shall include all items to be completed or corrected prior to the Contractor's application for final payment.
 - b. The punch list shall identify items by location (room number or name) and consecutive number. For example, 307-5 would identify item 5 in Room 307, Roof-4 would identify item 4 on Roof.
 - c. Contractor shall prepare separate lists according to categories used for Drawings. For example, provide lists for Architectural, Structural, Plumbing, Mechanical, Electrical, Fire Protection, Civil, and Landscape.
 - d. Architect, Architect's consultants and Owner's consultants, if in attendance, will conduct a brief walk-through of Project with the Contractor to review scope and adequacy of the punch list.
 - e. Verbal comments will be made to the Contractor by the Construction Manager, the Architect and the Architect's and Owner's consultants, if in attendance, during the walk-through. These comments will indicate generally the additions and corrections to be made to the punch list. Such comments shall not be considered to be comprehensive; Contractor shall use the comments as guidance in preparing the punch list for the Substantial Completion review.
 - 2. Substantial Completion Meeting: On a date mutually agreed by the Owner, Architect, and Contractor, a meeting shall be conducted at the Project site to determine whether the Work is satisfactory and complete for filing a Notice of Completion (Substantial Completion).
 - a. Contractor shall provide three working days notice to Architect for requested date of Substantial Completion meeting.
 - b. The Construction Manager, the Architect and the Architect's and Owner's consultants, as authorized by the Owner, will attend the Substantial Completion meeting.
 - c. In addition to conducting a walk-through of the facility and reviewing the punch list, the purpose of the meeting shall include submission of warranties, guarantees and bonds to the Owner, submission of operation and maintenance data (manuals),

provision of specified extra materials to the Owner, and submission of other Contract closeout documents and materials as required and if not already submitted.

- d. The Construction Manager, the Architect and Architect's consultants, as appropriate, will conduct a walk-through of the facility with the Contractor and review the punch list.
 - e. Contractor shall correct the punch list and record additional items as may identified during the walk-through, including notations of corrective actions to be taken.
 - f. Contractor shall retype the punch list and distribute it within three working days to those attending the meeting.
 - g. If additional site visits by the Construction Manager, the Architect and the Architect's and Owner's consultants are required to review completion and correction of the Work, the costs of additional visits shall be reimbursed to the Owner by the Contractor by deducting such costs from the Final Payment.
- J. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- K. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- 1. Architect's Certification of Substantial Completion:
 - a. When Architect determines that list of items to be completed and corrected (Punch List) is sufficiently complete for Owner to occupy Project for the use to which it is intended.
 - b. Architect will complete and issue to the Owner and Contractor a Certificate of Substantial Completion using:
 - 1) The American Institute of Architects Form G704 - Certificate of Substantial Completion
 - 2) or other form if directed by the Owner.
- L. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

3.15 FINAL PAYMENT

- A. After completion of all items listed for completion and correction, after submission of all documents and products and after final cleaning, submit final Application for Payment, identifying total adjusted Contract Sum, previous payments and sum remaining due.
- B. Payment will not be made until the following are accomplished:
 - 1. All Project Record Documents have been transferred and accepted by Owner.
 - 2. All extra materials and maintenance stock have been transferred and received by Owner.
 - 3. All warranty documents and operation and maintenance data have been received and accepted by Owner.
 - 4. All liens have been released or bonded by Contractor.
 - 5. Contractor's surety has consented to Final Payment.
 - 6. All documentation required by DSA has been completed.

3.16 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION

SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.01 WASTE MANAGEMENT REQUIREMENTS

- A. Comply with the requirements Section 5.408 of the California Green Building Standards Code.
 - 1. Recycle and/or salvage for reuse a minimum of 65percent of the nonhazardous construction and demolition waste in accordance with Section 504.8.1.1, 5.408.1.2, or 5.408.1.3; or meet a local construction and demolition waste management ordinance, whichever is more stringent.
- B. Owner requires that this project generate the least amount of trash and waste possible.
- C. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.
- D. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.
- E. Required Recycling, Salvage, and Reuse: The following may not be disposed of in landfills or by incineration:
 - 1. Aluminum and plastic beverage containers.
 - 2. Corrugated cardboard.
 - 3. Wood pallets.
 - 4. Clean dimensional wood.
 - 5. Concrete: May be crushed and used as riprap, aggregate, sub-base material, or fill.
 - 6. Bricks: May be used on project if whole, or crushed and used as landscape cover, sub-base material, or fill.
 - 7. Concrete masonry units: May be used on project if whole, or crushed and used as sub-base material or fill.
 - 8. Asphalt paving: May be recycled into paving for project.
 - 9. Metals, including packaging banding, metal studs, sheet metal, structural steel, piping, reinforcing bars, door frames, and other items made of steel, iron, galvanized steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.
 - 10. Glass.
 - 11. Gypsum drywall and plaster.
 - 12. Carpet, carpet cushion, carpet tile, and carpet remnants, both new and removed: DuPont (<http://flooring.dupont.com>) and Interface (www.interfaceinc.com) conduct reclamation programs.
 - 13. Roofing.
 - 14. Paint.
 - 15. Plastic sheeting.
 - 16. Rigid foam insulation.

17. Windows, doors, and door hardware.
18. Plumbing fixtures.
19. Mechanical and electrical equipment.
20. Fluorescent lamps (light bulbs).
21. Acoustical ceiling tile and panels.
22. Materials which could be hazardous and subject to special disposal regulations include but are not limited to the following: CalGreen Section 5.408.2
 - a. Lead-Based Paint
 - b. Asbestos: Found in older pipe insulation, asphalt floor tiles, linoleum, insulation, etc.
 - c. Polychlorinated Biphenyls (PCBs):
 - 1) Found in electrical oil filled equipment manufactured prior to 1978 such as transformers, switches and fluorescent lamp ballasts.
 - 2) Also found in adhesive, sealant, caulk, glazing putty, roofing material, pesticide vehicle, ink, paper, fabric dye, gaskets, and hydraulic fluid.
 - d. HVAC Refrigerants: Containing Fluorinated and Chlorinated compounds.
 - e. Drinking Fountain Refrigerants: Containing Fluorinated and Chlorinated compounds.
 - f. Fluorescent Light Tubes: Contain mercury.
 - g. EXIT signs and Smoke Detectors: May contain unregulated, radioactive tritium. Required to be returned to manufacturer.
 - h. Contaminated Soils.
 - i. Pressure Treated Lumber.
- F. Contractor shall submit periodic Waste Disposal Reports; all landfill disposal, recycling, salvage, and reuse must be reported regardless of to whom the cost or savings accrues; use the same units of measure on all reports.
 1. Contractor's quantitative reports for construction waste materials as a condition of approval of progress payments.
- G. Contractor shall develop and follow a Waste Management Plan designed to implement these requirements. CalGreen Section 5.408.1.1.
- H. The following sources may be useful in developing the Waste Management Plan:
 1. California Recycling Department, at www.bsc.ca.gov/Home/CALGreen.aspx.
 2. General information contacts regarding construction and demolition waste:
 - a. EPA Construction and demolition (C&D) debris website: www.epa.gov/epawaste/conserves/imr/cdm/.
 - b. Directory of Wood-Framed Building Deconstruction and Reused Building Materials Companies: www.fpl.fs.fed.us/documnts/fplgtr/fpl_gtr150.pdf.
 - c. Additional resources to be developed by Contractor with assistance from Owner and Contractor, as requested.
 3. Recycling Haulers and Markets: The source list below contains local haulers and markets for recyclable materials. This list is provided for information only and is not necessarily comprehensive; other haulers and markets are acceptable.
 - a. CAL-MAX: www.calrecycle.ca.gov/calmax/.

- 1) A free service designed to help businesses find markets for non-hazardous materials they have traditionally discarded.
- b. General Recycling/Reuse Centers: For information on qualified local solid waste haulers contact the California Department of Resources Recycling and Recovery - CalRecycle. The website lists wastes recycling facilities in counties throughout the State of California.
 - 1) <http://www.calrecycle.ca.gov/default.asp>
- I. Methods of trash/waste disposal that are not acceptable are:
 - 1. Burning on the project site.
 - 2. Burying on the project site.
 - 3. Dumping or burying on other property, public or private.
 - 4. Other illegal dumping or burying.
 - 5. Incineration, either on- or off-site.
- J. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

1.02 RELATED REQUIREMENTS

- A. Section 01 30 00 - Administrative Requirements: Additional requirements for project meetings, reports, submittal procedures, and project documentation.
- B. Section 01 50 00 - Temporary Facilities and Controls: Additional requirements related to trash/waste collection and removal facilities and services.
- C. Section 01 60 00 - Product Requirements: Waste prevention requirements related to delivery, storage, and handling.
- D. Section 01 70 00 - Execution and Closeout Requirements: Trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

1.03 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
 - 1. Debris that is not hazardous as defined in CalGreen Section 5.408.2 and California Code of Regulations, Title 22, Section 66261.3 et seq.
 - 2. This term includes, but is not limited to, asphalt concrete, Portland cement concrete, brick, lumber, gypsum wallboard, cardboard and other associated packaging, roofing material, ceramic tile, carpeting, plastic pipe, and steel.
 - 3. The debris may be commingled with rock, soil, tree stumps, and other vegetative matter resulting from land clearing and landscaping for construction or land development projects.
- C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

- D. Diversion: Avoidance of demolition and construction waste sent to landfill or incineration. Diversion does not include using materials for landfill, alternate daily cover on landfills, or materials used as fuel in waste-to-energy processes.
- E. Enforcement Agency (EA). Enforcement agency as defined in CA Public Resources Code 40130.
- F. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- G. Landfill, Inert waste or Inert Disposal Facility:
 - 1. A disposal facility that accepts only inert waste such as soil and rock, fully cured asphalt paving, uncontaminated concrete (including fiberglass or steel reinforcing rods embedded in the concrete), brick, glass, and ceramics, for land disposal.
- H. Landfill, Class III:
 - 1. A landfill that accepts non-hazardous resources such as household, commercial, and industrial waste, resulting from construction, remodeling, repair, and demolition operations.
 - 2. A Class III landfill must have a solid waste facilities permit from the California Integrated Waste Management Board (CIWMB) and is regulated by the Enforcement Agency (EA).
- I. Mixed Debris: Loads that include commingled recyclable and non-recyclable materials generated at the construction site.
- J. Mixed Debris Recycling Facility: A processing facility that accepts loads of commingled construction and demolition debris for the purpose of recovering re-usable and recyclable materials and disposing the non-recyclable residual materials.
- K. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- L. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
- M. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- N. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- O. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- P. Recycling Center: A facility that receives only C&D material that has been separated for reuse prior to receipt, in which the residual (disposed) amount of waste in the material is less than 10% of the amount separated for reuse by weight.
- Q. Return: To give back reusable items or unused products to vendors for credit.
- R. Reuse: To reuse a construction waste material in some manner on the project site.
- S. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- T. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.

- U. Separated for Reuse:
 - 1. Materials, including commingled recyclables.
 - 2. Separated or kept separate from the solid waste stream for the purpose of:
 - a. Additional sorting or processing those materials for reuse or recycling.
 - 1) In order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products.
 - b. Products shall meet the quality standards necessary to be used in the marketplace.
 - c. Includes materials that have been "source separated".
- V. Solid Waste:
 - 1. All putrescible and nonputrescible solid, semisolid, and liquid wastes, including:
 - a. Garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes.
 - b. Abandoned vehicles and parts thereof.
 - c. Discarded home and industrial appliances.
 - d. Dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste.
 - e. Manure, vegetable or animal solid and semisolid wastes.
 - f. Other discarded solid and semisolid wastes.
 - 2. "Solid waste" does not include hazardous waste, radioactive waste, or medical waste as defined or regulated by State law.
- W. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
 - 1. Materials, including commingled recyclables, that have been separated or kept separate from the solid waste stream at the point of generation, for the purpose of additional sorting or processing of those materials for reuse or recycling in order to return them to the economic mainstream in the form of raw materials for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- X. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- Y. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- Z. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.
- AA. Waste Hauler: A company that possesses a valid permit from the local waste management authority to collect and transport solid wastes from individuals or businesses for the purpose of recycling or disposal in the locality.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Submit Waste Management Plan within 30 calendar days after receipt of Notice to Proceed, or prior to any trash or waste removal, whichever occurs sooner; submit projection of all trash and waste that will require disposal and alternatives to landfilling.
 - 1. Submit four copies of CWMP for review.

- a. Contractor's Construction Waste and Recycling Plan must be approved by the Architect and Construction Manager prior to the start of Work.
 2. Approval of the Contractor's CWMP shall not relieve the Contractor of responsibility for adequate and continuing control of pollutants and other environmental protection measures.
- C. Waste Management Plan: Include the following information:
1. Analysis of the trash and waste projected to be generated during the entire project construction cycle, including types and quantities.
 2. Landfill Options: The name, address, and telephone number of the landfill(s) where trash/waste will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all project trash/waste in the landfill(s).
 3. Landfill Alternatives: List all waste materials that will be diverted from landfills by reuse, salvage, or recycling.
 - a. List each material proposed to be salvaged, reused, or recycled.
 - b. List the local market for each material.
 4. Meetings: Describe regular meetings to be held to address waste prevention, reduction, recycling, salvage, reuse, and disposal.
 5. Materials Handling Procedures: Describe the means by which materials to be diverted from landfills will be protected from contamination and prepared for acceptance by designated facilities; include separation procedures for recyclables, storage, and packaging.
 6. Transportation: Identify the destination and means of transportation of materials to be recycled; i.e. whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler.
 7. Recycling Incentives: Describe procedures required to obtain credits, rebates, or similar incentives.
- D. Waste Disposal Reports: Submit at specified intervals, with details of quantities of trash and waste, means of disposal or reuse, and costs; show both totals to date and since last report.
1. Submit updated Report with each Application for Progress Payment; failure to submit Report will delay payment.
 - a. Inert materials shall achieve a construction waste diversion rate of at least 95 percent.
 - 1) These materials include, but are not limited to, concrete, asphalt and rock.
 - 2) Earthwork is not included.
 - 3) Excavated soil shall not be included in any of the calculations used to ensure compliance with this specification section.
 - b. The overall diversion rate must be based on weight.
 - c. The diversion rate of individual materials can be measured in either weight or volume, but the rate shall be converted into the units selected for calculating the overall diversion rate.
 - 1) All individual material diversions must be converted to a consistent set of units when calculating the overall diversion rate for the all reports and submittals required for the Work.

- d. Conversion rate numbers shall be based on standard conversion rate data for construction projects provided by the California Integrated Waste Management Board (CIWMB). This data is available at the following internet location, <http://www.calrecycle.ca.gov/LGCentral/Library/dsg/ICandD.htm>.
2. Submit Report on a form acceptable to Owner.
3. Landfill Disposal: Include the following information:
 - a. Identification of material.
 - b. Amount, in tons or cubic yards, of trash/waste material from the project disposed of in landfills.
 - c. State the identity of landfills, total amount of tipping fees paid to landfill, and total disposal cost.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
4. Recycled and Salvaged Materials: Include the following information for each:
 - a. Identification of material, including those retrieved by installer for use on other projects.
 - b. Amount, in tons or cubic yards, date removed from the project site, and receiving party.
 - c. Transportation cost, amount paid or received for the material, and the net total cost or savings of salvage or recycling each material.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - e. Certification by receiving party that materials will not be disposed of in landfills or by incineration.
5. Material Reused on Project: Include the following information for each:
 - a. Identification of material and how it was used in the project.
 - b. Amount, in tons or cubic yards.
 - c. Include weight tickets as evidence of quantity.
6. Other Disposal Methods: Include information similar to that described above, as appropriate to disposal method.

PART 2 PRODUCTS

2.01 PRODUCT SUBSTITUTIONS

- A. See Section 01 60 00 - Product Requirements for substitution submission procedures.
- B. For each proposed product substitution, submit the following information in addition to requirements specified in Section 01 60 00:
 1. Relative amount of waste produced, compared to specified product.
 2. Cost savings on waste disposal, compared to specified product, to be deducted from the Contract Sum.
 3. Proposed disposal method for waste product.
 4. Markets for recycled waste product.

PART 3 EXECUTION

3.01 WASTE MANAGEMENT PROCEDURES

- A. See Section 01 30 00 for additional requirements for project meetings, reports, submittal procedures, and project documentation.
- B. See Section 01 50 00 for additional requirements related to trash/waste collection and removal facilities and services.
- C. See Section 01 60 00 for waste prevention requirements related to delivery, storage, and handling.
- D. See Section 01 70 00 for trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

3.02 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.
- B. Communication: Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Owner, and Architect.
- C. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.
- D. Meetings: Discuss trash/waste management goals and issues at project meetings.
 - 1. Prebid meeting.
 - 2. Preconstruction meeting.
 - 3. Regular job-site meetings.
- E. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
 - 1. As a minimum, provide:
 - a. Separate area for storage of materials to be reused on-site, such as wood cut-offs for blocking.
 - b. Separate dumpsters for each category of recyclable.
 - c. Recycling bins at worker lunch area.
 - 2. Provide containers as required.
 - 3. Provide temporary enclosures around piles of separated materials to be recycled or salvaged.
 - 4. Provide materials for barriers and enclosures that are nonhazardous, recyclable, or reusable to the maximum extent possible; reuse project construction waste materials if possible.
 - 5. Locate enclosures out of the way of construction traffic.
 - 6. Provide adequate space for pick-up and delivery and convenience to subcontractors.
 - 7. If an enclosed area is not provided, clearly lay out and label a specific area on-site.

- 8. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- F. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.
- G. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.
- H. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.
- I. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.

3.03 DISPOSAL OPERATIONS AND WASTE HAULING

- A. Remove waste materials from Project Site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
 - 1. Except for items or materials to be salvaged, recycled, or otherwise reused.
 - 2. Except as otherwise specified, do not allow waste materials that are to be disposed of to accumulate on site.
 - 3. Use a permitted waste hauler or Contractor's trucking services and personnel. To confirm valid permitted status of waste haulers, contact the local solid waste authority.
 - 4. Become familiar with the conditions for acceptance of new construction, excavation and demolition materials at recycling facilities, prior to delivering materials.
 - 5. Deliver to facilities that can legally accept new construction, excavation and demolition materials for purpose of re-use, recycling, composting, or disposal.
 - 6. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 - 7. Do not burn or bury waste materials on or off site. Appropriate on-site topical application of ground gypsum or wood, or use of site paving as granulated fill is considered reuse, not waste.

3.04 PLAN AND REPORT FORMS

- A. See suggested forms on the following pages.

END OF SECTION

CONTRACTOR'S CONSTRUCTION WASTE AND RECYCLING PLAN

(Submit After Award of Contract and Prior to Start of Work)

Project Title:						
Contract or Work Order No.:						
Contractor's Name:						
Street Address:						
City:				State:		Zip:
Phone: ()				Fax: ()		
E-Mail Address:						
Prepared by: (Print Name)						
Date Submitted:						
Project Period: From: TO:						
Reuse, Recycling or Disposal Processes To Be Used						
Describe the types of recycling processes or disposal activities that will be used for material generated in the project. Indicate the type of process or activity by number, types of materials, and estimated quantities that will be recycled or disposed in the sections below:						
01 - Reuse of building materials or salvage items on site (i.e. crushed base or red clay brick)						
02 - Salvaging building materials or salvage items at an offsite salvage or re-use center (i.e. lighting, fixtures)						
03 - Recycling source separated materials on site (i.e. crushing asphalt/concrete for reuse or grinding for mulch)						
04 - Recycling source separated materials at an offsite recycling center (i.e. scrap metal or green materials)						
05 - Recycling commingled loads of C&D materials at an offsite mixed debris recycling center or transfer station						
06 - Recycling material as Alternative Daily Cover at landfills						
07 - Delivery of soils or mixed inerts to an inert landfill for disposal (inert fill).						
08 - Disposal at a landfill or transfer station.						
09 - Other (please describe) _____						
Types of Material To Be Generated						
Use these codes to indicate the types of material that will be generated on the project						
A = Asphalt C = Concrete M = Metals I = Mixed Inert G = Green Materials						
D = Drywall P/C=Paper/Cardboard W/C = Wire/Cable S= Soils (Non Hazardous)						
M/C = Miscellaneous Construction Debris R = Reuse/Salvage W = Wood O = Other (describe)						
Facilities Used: Provide Name of Facility and Location (City)						
Total Truck Loads: Provide Number of Trucks Hauled from Site During Reporting Period						
Total Quantities: If scales are available at sites, report in tons. If not, quantify by cubic yards. For salvage/reuse items, quantify by estimated weight (or units).						
SECTION I - RE-USED/RECYCLED MATERIALS						
Include all recycling activities for source separated or mixed material recycling centers where recycling will occur.						
Type of Material	Type of Activity	Facility to be Used/Location	Total Truck Loads	Total Quantities		
				Tons	Cubic YD	Other Wt.
(ex.) M	04	ABC Metals, Los Angeles	24	355		
a. Total Diversion						

CONTRACTOR'S CONSTRUCTION WASTE AND RECYCLING PLAN

Continued

SECTION II - DISPOSED MATERIALS						
Include all disposal activities for landfills, transfer stations, or inert landfills where no recycling will occur.						
Type of Material	Type of Activity	Facility to be Used/Location	Total Truck Loads	Total Quantities		
				Tons	Cubic YD	Other Wt.
(ex.) D	08	DEF Landfill, Los Angeles	2	35		
b. Total Disposal				0	0	0

SECTION III - TOTAL MATERIALS GENERATED			
This section calculates the total materials to be generated during the project period (Reuse/Recycle + Disposal = Generation)			
	Tons	Cubic YD	Other Wt.
a. Total Reused/Recycled	0	0	0
b. Total Disposed	0	0	0
c. Total Generated	0	0	0

SECTION IV - CONTRACTOR'S LANDFILL DIVERSION RATE CALCULATION			
Add totals from Section I + Section II			
	Tons	Cubic YD	Other Wt.
a. Materials Re-Used and Recycled	0		
b. Materials Disposed	0		
c. Total Materials Generated (a. + b. = c.)	0	0	0
d. Landfill Diversion Rate (Tonnage Only)*			

* Use tons only to calculate recycling percentages: Tons Reused/Recycled/Tons Generated = % Recycled

Contractor's Comments (Provide any additional information pertinent to planned reuse, recycling, or disposal activities):

- Notes:
- | | |
|--|--|
| 1. Suggested Conversion Factors: From Cubic Yards to Tons
(Use when scales are not available) | c. Ferrous Metals: .22 (ex. 1000 CY Ferrous Metal = 220 tons) |
| a. Asphalt: .61 (ex. 1000 CY Asphalt = 610 tons. Applies to broken chunks of asphalt) | d. Non-Ferrous Metals: .10 (ex. 1000 CY Non-Ferrous Metals = 100 tons) |
| b. Concrete: .93 (ex. 1000 CY Concrete = 930 tons. Applies to broken chunks of concrete) | e. Drywall Scrap: .20 |
| | f. Wood Scrap: .16 |

CONTRACTOR'S REUSE, RECYCLING, AND DISPOSAL REPORT

(Submit With Each Progress Payment)

Project Title:						
Contract or Work Order No.:						
Contractor's Name:						
Street Address:						
City:			State:		Zip:	
Phone: ()			Fax: ()			
E-Mail Address:						
Prepared by: (Print Name)						
Date Submitted:						
Project Period:		From:			TO:	
Reuse, Recycling or Disposal Processes to Be Used						
Describe the types of recycling processes or disposal activities that will be used for material generated in the project. Indicate the type of process or activity by number, types of materials, and estimated quantities that will be recycled or disposed in the sections below:						
01 - Reuse of building materials or salvage items on site (i.e. crushed base or red clay brick)						
02 - Salvaging building materials or salvage items at an offsite salvage or re-use center (i.e. lighting, fixtures)						
03 - Recycling source separated materials on site (i.e. crushing asphalt/concrete for reuse or grinding for mulch)						
04 - Recycling source separated materials at an offsite recycling center (i.e. scrap metal or green materials)						
05 - Recycling commingled loads of C&D materials at an offsite mixed debris recycling center or transfer station						
06 - Recycling material as Alternative Daily Cover at landfills						
07 - Delivery of soils or mixed inerts to an inert landfill for disposal (inert fill).						
08 - Disposal at a landfill or transfer station.						
09 - Other (please describe) _____						
Types of Material To Be Generated						
Use these codes to indicate the types of material that will be generated on the project						
A = Asphalt		C = Concrete		M = Metals		I = Mixed Inert
D = Drywall		P/C=Paper/Cardboard		W/C = Wire/Cable		S= Soils (Non-Hazardous)
M/C = Miscellaneous Construction Debris		R = Reuse/Salvage		W = Wood		O = Other (describe)
Facilities Used: Provide Name of Facility and Location (City)						
Total Truck Loads: Provide Number of Trucks Hauled from Site During Reporting Period						
Total Quantities: If scales are available at sites, report in tons. If not, quantify by cubic yards. For salvage/reuse items, quantify by estimated weight (or units).						
SECTION I - RE-USED/RECYCLED MATERIALS						
Include all recycling activities for source separated or mixed material recycling centers where recycling will occur.						
Type of Material	Type of Activity	Facility to be Used/Location	Total Truck Loads	Total Quantities		
				Tons	Cubic YD	Other Wt.
(ex.) M	04	ABC Metals, Los Angeles	24	355		
a. Total Diversion						

CONTRACTOR'S REUSE, RECYCLING, AND DISPOSAL REPORT

Continued

SECTION II - DISPOSED MATERIALS						
Include all disposal activities for landfills, transfer stations, or inert landfills where no recycling will occur.						
Type of Material	Type of Activity	Facility to be Used/Location	Total Truck Loads	Total Quantities		
				Tons	Cubic YD	Other Wt.
(ex.) D	08	DEF Landfill, Los Angeles	2	35		
b. Total Disposal						

SECTION III - TOTAL MATERIALS GENERATED			
This section calculates the total materials to be generated during the project period (Reuse/Recycle + Disposal = Generation)			
		Tons	Cubic YD
a. Total Reused/Recycled			
b. Total Disposed			
c. Total Generated			

SECTION IV - CONTRACTOR'S LANDFILL DIVERSION RATE CALCULATION			
Add totals from Section I + Section II			
		Tons	Cubic YD
a. Materials Re-Used and Recycled			
b. Materials Disposed			
c. Total Materials Generated (a. + b. = c.)			
d. Landfill Diversion Rate (Tonnage Only)*			

* Use tons only to calculate recycling percentages: Tons Reused/Recycled/Tons Generated = % Recycled

Contractor's Comments (Provide any additional information pertinent to planned reuse, recycling, or disposal activities):

- Notes:
- | | |
|--|--|
| 1. Suggested Conversion Factors: From Cubic Yards to Tons
(Use when scales are not available) | c. Ferrous Metals: .22 (ex. 1000 CY Ferrous Metal = 220 tons) |
| a. Asphalt: .61 (ex. 1000 CY Asphalt = 610 tons. Applies to broken chunks of asphalt) | d. Non-Ferrous Metals: .10 (ex. 1000 CY Non-Ferrous Metals = 100 tons) |
| b. Concrete: .93 (ex. 1000 CY Concrete = 930 tons. Applies to broken chunks of concrete) | e. Drywall Scrap: .20 |
| | f. Wood Scrap: .16 |

SECTION 01 78 00
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project record documents.
- B. Operation and maintenance data.
- C. Warranties and bonds.

1.02 RELATED REQUIREMENTS

- A. Owner issued Bidding Instructions and General Conditions: Performance bond and labor and material payment bonds, warranty, and correction of work.
- B. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- C. Section 01 45 33 - Code-Required Special Inspections: Construction oversight procedures by DSA regarding the execution, approval, and closeout of this building project.
- D. Section 01 70 00 - Execution and Closeout Requirements: Contract closeout procedures.
- E. Individual Product Sections: Specific requirements for operation and maintenance data.
- F. Individual Product Sections: Warranties required for specific products or Work.
 - 1. Special Project warranty requirements for specific products or elements of the Work; commitments and agreements for continuing services to Owner.

1.03 DEFINITIONS

- A. Warranty: Assurance to Owner by Contractor, installer, supplier, manufacturer or other party responsible as warrantor, for the quantity, quality, performance and other representations of a product, system service of the Work, in whole or in part, for the duration of the specified period of time.
- B. Guarantee: Assurance to Owner by Contractor or product manufacturer or other specified party, as guarantor, that the specified warranty will be fulfilled by the guarantor in the event of default by the warrantor.
- C. Standard Product Warranty: Preprinted, written warranty published by product manufacturer for particular products and specifically endorsed by the manufacturer to the Owner.
- D. Special Project Warranty: Written warranty required by or incorporated into Contract Documents, to extend time limits provided by standard warranty or to provide greater rights for Owner.
- E. Correction Period: As defined in the Conditions of the Contract, Correction Period shall be synonymous with "warranty period", "guarantee period" and similar terms used in the Contract Specifications.

1.04 SUBMITTALS

- A. Advance Submittals: For equipment and systems, or component parts of systems, put into service during construction and operated by Owner, submit documents within ten days of start of operation by Owner.
- B. Final Completion Submittals: Prior to application for final payment, Contractor shall submit 3 copies the following:
 - 1. Agency Document Submittals: Submit to Owner all documents required by authorities having jurisdiction, including serving utilities and other agencies. Submit original versions of all permit cards, with final sign-off by inspectors. Submit all certifications of inspections and tests.
 - a. Contractor shall also complete all required contractor forms and obtain DSA approval of these same forms. Comply with "Final Certification of Construction" per Title 24 Part 1 section 4-339.
 - 1) Form-6.C: Verified Report – Contractor: From each Contractor having a contract with the Owner.
 - 2. Final Specifications Submittals: Submit to Owner all documents and products required by Specifications to be submitted, including the following:
 - a. Project record drawings and specifications.
 - b. Operating and maintenance data.
 - c. Guarantees, warranties and bonds.
 - d. Keys and keying schedule.
 - e. Spare parts and extra stock.
 - f. Test reports and certificates of compliance.
 - 3. Certificates of Compliance and Test Report Submittals: Submit to Owner certificates and reports as specified and as required by authorities having jurisdiction, including the following:
 - a. Sterilization of water systems.
 - b. Sanitary sewer system tests.
 - c. Gas system tests.
 - d. Lighting, power and signal system tests.
 - e. Ventilation equipment and air balance tests.
 - f. Fire sprinkler system tests.
 - g. Fire detection system, smoke alarms and dampers.
 - h. Roofing inspections and tests.
 - 4. Lien and Bonding Company Releases: Submit to Owner, with copy to Architect, evidence of satisfaction of encumbrances on Project by completion and submission of The American Institute of Architects Forms:
 - a. G706 - Contractor's Affidavit of Payment of Debts and Claims;
 - b. G706A - Contractor's Affidavit of Release of Liens;
 - c. (if applicable) G707 - Consent of Surety;
 - d. or forms as as agreed to by the Owner.
 - e. Comply also with other requirements of Owner, as directed.

- f. All signatures shall be notarized.
- 5. Subcontractor List: Submit two copies to Owner and two copies to Architect of updated Subcontractor and Materials Supplier List.
- 6. Warranty Documents: Prepare and submit to Owner all warranties and bonds as specified in Contract General Conditions and this Section.
- C. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- D. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
 - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- E. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

1.05 WARRANTIES AND GUARANTEES

- A. General:
 - 1. Provide all warranties and guarantees with Owner named as beneficiary.
 - 2. For equipment and products, or components thereof, bearing a manufacturer's warranty or guarantee that extends for a period of time beyond the Contractor's warranty and guarantee, so state in the warranty or guarantee.
- B. Provisions for Special Warranties: Refer to Conditions of the Contract for terms of the Contractor's special warranty of workmanship and materials.
- C. General Warranty and Guarantee Requirements:
 - 1. Warranty shall be an agreement to repair or replace, without cost and undue hardship to Owner, Work performed under the Contract which is found to be defective during the Correction Period (warranty or guarantee) period.
 - 2. Repairs and replacements due to improper maintenance or operation, or due to normal wear, usage and weathering are excluded from warranty requirements unless otherwise specified.

- D. Specific Warranty and Guarantee Requirements: Specific requirements are included in product Specifications Sections of Divisions 03 through 33, including content and limitations.
- E. Disclaimers and Limitations:
 - 1. Manufacturer's disclaimers and limitations on product warranties and guarantees shall not relieve Contractor of responsibility for warranty and guarantee requirements.
 - 2. This applies to the Work that incorporates such products, nor shall they relieve suppliers, manufacturers, and installers required to countersign special warranties with Contractor.
- F. Related Damages and Losses: When correcting warranted Work that has been found defective, remove and replace other Work that has been damaged as a result of such defect or that must be removed and replaced to provide access for correction of warranted Work.
- G. Reinstatement of Warranty:
 - 1. When Work covered by a warranty has been found defective and has been corrected by replacement or rebuilding, reinstate the warranty by written endorsement.
 - 2. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.
- H. Replacement Cost:
 - 1. Upon determination that Work covered by a warranty has been found to be defective, replace or reconstruct the Work to a condition acceptable to Owner, complying with applicable requirements of the Contract Documents.
 - 2. Contractor shall be responsible for all costs for replacing or reconstructing defective Work regardless of whether Owner has benefited from use of the Work through a portion of its anticipated useful service life.
- I. Owner's Recourse:
 - 1. Written warranties made to the Owner shall be in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.
 - 2. Rejection of Warranties:
 - a. The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
- J. Warranty as Condition of Acceptance:
 - 1. Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment shall be required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS

- A. Record Documents are to be maintained and submitted in searchable live electronic format (PDF).
 - 1. Develop in compliance with Section 01 30 00 - Administrative Requirements.
 - 2. Acceptable markup software:
 - a. Adobe Acrobat Professional.
 - b. Bluebeam Revu.
- B. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Contract Drawings.
 - 2. Project Manual with Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- C. Ensure entries are complete and accurate, enabling future reference by Owner.
- D. Store record documents separate from documents used for construction.
- E. Record information concurrent with construction progress.
- F. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and modifications.
 - 4. Provide copies of all approved addenda, directives, corrections, and change orders affecting the associated project.
 - a. These copies shall be included with the "Bid Set" and/or "Record Set" listed above and formatted as detailed above.
- G. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
 - 1. Reproducible set of Contract Drawings will be provided to Contractor by Owner through Architect or Construction Manager.
 - 2. Measured depths of foundations in relation to finish first floor datum.
 - 3. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

4. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
5. Field changes of dimension and detail.
6. Details not on original Contract drawings.
 - a. Application of copies of details produced and provided by Architect during construction will be accepted.
- H. Submission: Submit Record Documents in searchable (live text and redlines mark-ups; not scanned) PDF format to Architect prior to final Application for Payment.
 1. Maintain one additional paper copy and one in PDF format (on CD) of the fire suppression and fire protection detection system drawings and specifications at the building premises.
 - a. One copy is to be kept on site for a period of three years to comply with CFC section 901.6.2.

3.02 OPERATION AND MAINTENANCE DATA

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 1. Product data, with catalog number, size, composition, and color and texture designations.
 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional information as specified in individual product specification sections.
- E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

- A. For Each Item of Equipment and Each System:

1. Description of unit or system, and component parts.
 2. Identify function, normal operating characteristics, and limiting conditions.
 3. Include performance curves, with engineering data and tests.
 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
- C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- D. Include color coded wiring diagrams as installed.
- E. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- F. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- G. Provide servicing and lubrication schedule, and list of lubricants required.
- H. Include manufacturer's printed operation and maintenance instructions.
- I. Include sequence of operation by controls manufacturer.
- J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- K. Provide control diagrams by controls manufacturer as installed.
- L. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- M. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- N. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
1. Parts Data:
 - a. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams as necessary for service and maintenance.
 - b. Include complete nomenclature and catalog numbers for consumable and replacement parts.
 - c. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in stock by the Owner or operator.
- O. Include test and balancing reports.
- P. Additional Requirements: As specified in individual product specification sections.

3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

- A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.

1. Provide duplicate electronic formatted (PDF) versions of the O&M binder for record purposes. Organize the same as the printed versions.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- F. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- G. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- H. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- I. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- J. Arrangement of Contents: Organize each volume in parts as follows:
 1. Project Directory.
 2. Table of Contents, of all volumes, and of this volume.
 3. Operation and Maintenance Data: Arranged by system, then by product category.
 - a. Source data.
 - b. Product data, shop drawings, and other submittals.
 - c. Operation and maintenance data.
 - d. Field quality control data.
 - e. Photocopies of warranties and bonds.
 4. Design Data: To allow for addition of design data furnished by Architect or others, provide a tab labeled "Design Data" and provide a binder large enough to allow for insertion of at least 20 pages of typed text.

3.06 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Project Warranty and Guarantee Forms:
 1. Example forms for special Project warranties and guarantees are included at the end of this Section.

2. Prepare written documents utilizing the appropriate form, ready for execution by the Contractor, or the Contractor and subcontractor, supplier or manufacturer.
 - a. Submit a draft to Owner through Architect for approval prior to final execution.
 3. Refer to product Specifications Sections of Divisions 2 through 33 for specific content requirements, and particular requirements for submittal of special warranties.
 4. Prepare standard warranties and guarantees, excepting manufacturers' standard printed warranties and guarantees, on Contractor's, subcontractor's, material supplier's, or manufacturer's own letterhead, addressed to Owner.
 5. Warranty and guarantee letters shall be signed by all responsible parties and by Contractor in every case, with modifications only as approved in advance by Owner to suit the conditions pertaining to the warranty or guarantee.
- C. Manufacturer's Guarantee Form:
1. Manufacturer's guarantee form may be used in lieu of special Project form included at the end of this Section.
 2. Manufacturer's guarantee form shall contain appropriate terms and identification, ready for execution by the required parties.
 3. If proposed terms and conditions restrict guarantee coverage or require actions by Owner beyond those specified, submit draft of guarantee to Owner through Architect for review and acceptance before performance of the Work.
 4. In other cases, submit draft of guarantee to Owner through Architect for approval prior to final execution of guarantee.
- D. Signatures: Signatures shall be by person authorized to sign warranties, guarantees and bonds on behalf of entity providing such warranty, guarantee or bond.
- E. Co-Signature: All installer's warranties and bonds shall be co-signed by Contractor. Manufacturer's guarantees will not require co-signature.
- F. Verify that documents are in proper form, contain full information, and are notarized.
- G. Co-execute submittals when required.
- H. Retain warranties and bonds until time specified for submittal.
- I. Manual: Bind in commercial quality 8-1/2 by 11 inch three D side ring binders with durable plastic covers.
- J. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.
 1. If more than one volume of warranties, guarantees and bonds is produced, identify volume number on binder.
- K. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.
- L. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

M. Form of Warranty and Bond Submittals:

1. Prior to final Application and Certificate for Payment, compile two copies of each required warranty, guarantee and bond, properly executed by Contractor, or jointly by Contractor, subcontractor, supplier, or manufacturer.
2. Collect and assemble all written warranties and guarantees into binders and deliver binders to Owner for final review and acceptance.
3. Include Table of Contents for binder, neatly typed, following order and Section numbers and titles as used in the Project Manual.
4. Provide heavy paper dividers with celluloid or plastic covered tabs for each separate warranty.
 - a. Mark tabs to identify products or installation, and Section number and title.
5. Include on separate typed sheet, if information is not contained in warranty or guarantee form, a description of the product or installation, and the name, address, telephone number and responsible person for applicable installer, supplier and manufacturer.
6. When operating and maintenance data manuals are required for warranted construction, include additional copies of each required warranty and guarantee in each required manual.
 - a. Coordinate with requirements listed in the prior articles for operating and maintenance data manuals.

3.07 TIME OF WARRANTY AND BOND SUBMITTALS

A. Submission of Preliminary Copies:

1. Unless otherwise specified, obtain preliminary copies of warranties, guarantees and bonds within ten days of completion of applicable item or Work.
2. Prepare and submit preliminary copies for review as specified herein.

B. Submission of Final Copies:

1. Submit fully executed copies of warranties, guarantees and bonds within ten days of date identified in Certificate of Completion but no later than three days prior to date of final Application for Payment.

C. Date of Warranties and Bonds:

1. Unless otherwise directed or specified, commencement date of warranty, guarantee and bond periods shall be the date established in the Certificate of Completion.
2. Warranties for Work accepted in advance of date stated in Certificate of Completion:
 - a. When a designated system, equipment, component parts or other portion of the Work is completed and occupied or put to beneficial use by Owner:
 - 1) By separate agreement with Contractor, prior to completion date established in the Certificate of Completion, submit properly executed warranties to Owner within ten days of completion of that designated portion of the Work.
 - 2) List date of commencement of warranty, guarantee or bond period as the date established in the Certificate of Completion.

3. Warranties for Work not accepted as of date established in the Certificate of Completion:
 - a. Submit documents within ten days after acceptance, listing date of acceptance as beginning of warranty, guarantee or bond period.

D. Duration of Warranties and Guarantees:

1. Unless otherwise specified or prescribed by law, warranty and guarantee periods shall be not less than the Correction Period required by the Conditions of the Contract.
2. In no case, the period is to be less than one year from the date established for completion of the Project in the Certificate of Completion.
3. See product Specifications Sections of the Project Manual for extended warranty and guarantee beyond the minimum one year duration.

END OF SECTION

SECTION 01 79 00
DEMONSTRATION AND TRAINING

PART 1 GENERAL

1.01 SUMMARY

- A. Demonstration of products and systems to be commissioned and where indicated in specific specification sections.
- B. Training of Owner personnel in operation and maintenance is required for:
 - 1. All software-operated systems.
 - 2. HVAC systems and equipment.
 - 3. Plumbing equipment.
 - 4. Electrical systems and equipment.
 - 5. Conveying systems.
 - 6. Landscape irrigation.
 - 7. Items specified in individual product Sections.
- C. Training of Owner personnel in care, cleaning, maintenance, and repair is required for:
 - 1. Roofing, waterproofing, and other weather-exposed or moisture protection products.
 - 2. Finishes, including flooring, wall finishes, ceiling finishes.
 - 3. Fixtures and fittings.
 - 4. Items specified in individual product Sections.

1.02 RELATED REQUIREMENTS

- A. Section 01 78 00 - Closeout Submittals: Operation and maintenance manuals.
- B. Section 01 91 13 - General Commissioning Requirements: Additional requirements applicable to demonstration and training.
- C. Other Specification Sections: Additional requirements for demonstration and training.

1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Training Plan: Owner will designate personnel to be trained; tailor training to needs and skill-level of attendees.
 - 1. Each Sub, Design-Builder SubContractor and vendor responsible for training submits a written training plan to the Architect and District Representative for review and approval prior to training.
 - 2. Submit to Architect for transmittal to Owner.
 - 3. Submit not less than four weeks prior to start of training.
 - 4. Revise and resubmit until acceptable.
 - 5. Provide an overall schedule showing all training sessions.
 - 6. Include at least the following for each training session:

- a. Identification, date, time, and duration.
 - b. Description of products and/or systems to be covered.
 - 1) Equipment list
 - c. Name of firm and person conducting training; include qualifications.
 - d. Intended audience, such as job description.
 - e. Objectives of training and suggested methods of ensuring adequate training.
 - 1) Agenda and subjects (design intent, equipment inspections, modes of operation, system interactions, troubleshooting, preventative maintenance, etc.)
 - f. Methods to be used, such as classroom lecture, live demonstrations, hands-on, etc.
 - g. Media to be used, such as slides, hand-outs, etc.
 - 1) The approved O&M manuals shall be used during the training for equipment specific references.
 - h. Training equipment required, such as projector, projection screen, etc., to be provided by Contractor.
- C. Training Manuals: Provide training manual for each attendee; allow for minimum of two attendees per training session.
- 1. Include applicable portion of O&M manuals.
 - 2. Include copies of all hand-outs, slides, overheads, video presentations, etc., that are not included in O&M manuals.
 - 3. Provide one extra copy of each training manual to be included with operation and maintenance data.
- D. Training Reports:
- 1. Identification of each training session, date, time, and duration.
 - 2. Sign-in sheet showing names and job titles of attendees.
 - 3. List of attendee questions and written answers given, including copies of and references to supporting documentation required for clarification; include answers to questions that could not be answered in original training session.
 - 4. Include Commissioning Authority's formal acceptance of training session.
- E. Video Recordings: Submit digital video recording of each demonstration and training session for Owner's subsequent use.
- 1. Format: DVD Disc.
 - 2. Label each disc and container with session identification and date.

1.04 QUALITY ASSURANCE

- A. Instructor Qualifications: Familiar with design, operation, maintenance and troubleshooting of the relevant products and systems.
- 1. Provide as instructors the most qualified trainer of those contractors and/or installers who actually supplied and installed the systems and equipment.
 - 2. Where a single person is not familiar with all aspects, provide specialists with necessary qualifications.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 TRAINING OF OWNER PERSONNEL

- A. The Contractor and Design-Builder SubContractors shall be responsible for training coordination and scheduling and for ensuring that training is completed.
- B. The Commissioning Authority (CA) shall be responsible for reviewing and approving the content of the training of Owner personnel for commissioned equipment.
- C. The specific training requirements of Owner personnel by Subs, Design-Builder SubContractors and vendors is specified in the Division in which the equipment is specified.
- D. For primary HVAC equipment, the Controls Contractor shall provide a short discussion of the control of the equipment during the mechanical or electrical training conducted by others.

3.02 DEMONSTRATION - GENERAL

- A. Demonstrations conducted during system start-up do not qualify as demonstrations for the purposes of this section, unless approved in advance by Owner.
- B. Demonstrations conducted during Functional Testing need not be repeated unless Owner personnel training is specified.
- C. Demonstration may be combined with Owner personnel training if applicable.
- D. Operating Equipment and Systems: Demonstrate operation in all modes, including start-up, shut-down, seasonal changeover, emergency conditions, and troubleshooting, and maintenance procedures, including scheduled and preventive maintenance.
 - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.
 - 2. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- E. Non-Operating Products: Demonstrate cleaning, scheduled and preventive maintenance, and repair procedures.
 - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.

3.03 TRAINING - GENERAL

- A. Commissioning Authority will prepare the Training Plan based on draft plans submitted.
- B. Conduct training on-site unless otherwise indicated.
- C. Owner will provide classroom and seating at no cost to Contractor.
- D. Do not start training until Functional Testing is complete, unless otherwise specified or approved by the Commissioning Authority.
- E. Provide training in minimum two hour segments.
- F. The Commissioning Authority is responsible for determining that the training was satisfactorily completed and will provide approval forms.
- G. Training schedule will be subject to availability of Owner's personnel to be trained; re-schedule training sessions as required by Owner; once schedule has been approved by

Owner failure to conduct sessions according to schedule will be cause for Owner to charge Contractor for personnel "show-up" time.

- H. Review of Facility Policy on Operation and Maintenance Data: During training discuss:
 - 1. The location of the O&M manuals and procedures for use and preservation; backup copies.
 - 2. Typical contents and organization of all manuals, including explanatory information, system narratives, and product specific information.
 - 3. Typical uses of the O&M manuals.
- I. Product- and System-Specific Training:
 - 1. Review the applicable O&M manuals.
 - 2. For systems, provide an overview of system operation, design parameters and constraints, and operational strategies.
 - 3. Review instructions for proper operation in all modes, including start-up, shut-down, seasonal changeover and emergency procedures, and for maintenance, including preventative maintenance.
 - 4. Provide hands-on training on all operational modes possible and preventive maintenance.
 - 5. Emphasize safe and proper operating requirements; discuss relevant health and safety issues and emergency procedures.
 - 6. Discuss common troubleshooting problems and solutions.
 - 7. Discuss any peculiarities of equipment installation or operation.
 - 8. Discuss warranties and guarantees, including procedures necessary to avoid voiding coverage.
 - 9. Review recommended tools and spare parts inventory suggestions of manufacturers.
 - 10. Review spare parts and tools required to be furnished by Contractor.
 - 11. Review spare parts suppliers and sources and procurement procedures.
- J. Be prepared to answer questions raised by training attendees; if unable to answer during training session, provide written response within three days.

END OF SECTION

SECTION 02 41 00
DEMOLITION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Selective demolition of built site elements.
 - 1. Demolition and removal of existing site improvements within Project area, as indicated on Drawings and as necessary to accomplish the Work, including:
 - a. Asphaltic concrete and portland cement concrete paving.
 - b. Pavement cutting and removal.
 - c. Debris removal.
 - 2. Handling and disposal of removed materials.
 - 3. Dewatering of excavations as necessary to control surface and sub-surface water.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Limitations on Contractor's use of site and premises.
- B. Section 01 10 00 - Summary: Description of items to be removed by Owner.
- C. Section 01 50 00 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
- D. Section 01 60 00 - Product Requirements: Handling and storage of items removed for salvage and relocation.
- E. Section 01 70 00 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
- F. Section 01 74 19 - Construction Waste Management and Disposal: Limitations on disposal of removed materials; requirements for recycling.

1.03 REFERENCE STANDARDS

- A. 29 CFR 1926 - U.S. Occupational Safety and Health Standards.
- B. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations.

1.04 DEFINITIONS

- A. Remove: Remove and legally dispose of items, except those identified for use in recycling, re-use, and salvage programs.
- B. Environmental Pollution and Damage: The presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances of importance to human or animal life; affect other species of importance to humanity; or degrade the utility of the environment for aesthetic, cultural or historical purposes.
- C. Inert Fill: A permitted facility that accepts inert waste such as asphalt and concrete exclusively for the purpose of disposal.

1. Inert Solids/Inert Waste: Non-liquid solid waste including, but not limited to, soil and concrete, that does not contain hazardous substances or soluble pollutants at concentrations in excess of water-quality standards established by a regional water board and does not contain significant quantities of decomposable solid waste.
- D. Class III Landfill: A landfill that accepts non-hazardous materials such as household, commercial, and industrial waste, resulting from construction, remodeling, repair, and demolition operations. A Class III landfill must have a solid waste facilities permit from the State of California.
- E. Demolition Waste: Building materials and solid waste resulting from construction, remodeling, repair, cleanup, or demolition operations that are not hazardous. This term includes, but is not limited to, asphalt concrete, Portland cement concrete, brick, lumber, gypsum wallboard, cardboard and other associated packaging, roofing material, ceramic tile, carpeting, plastic pipe, and steel. The materials may include rock, soil, tree stumps, and other vegetative matter resulting from land clearing and landscaping for construction or land development projects.
- F. Chemical Waste: Includes petroleum products, bituminous materials, salts, acids, alkalis, herbicides, pesticides, organic chemicals and inorganic wastes.
- G. Recycling: The process of sorting, cleansing, treating and reconstituting materials for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating or thermally destroying solid waste.
- H. Reuse: The use, in the same or similar form as it was produced, of a material which might otherwise be discarded.
- I. Solid Waste: All putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semisolid wastes, and other discarded solid and semisolid wastes. "Solid waste" does not include hazardous waste, radioactive waste, or medical waste as defined or regulated by State law.

1.05 ADMINISTRATIVE REQUIREMENTS

- A. Pre-Construction Conference: Conduct a pre-construction conference one week prior to the start of the work of this section; require attendance by all affected trades.
- B. Convene a conference at the Project site 3 days prior to starting demolition to review the Drawings and Specifications, requirements of authorities having jurisdiction, instructions and requirements of serving utilities, sequencing and interface considerations and project conditions.
- C. Conference shall be attended by Construction Manager, supervisory and quality control personnel of Contractor and all subcontractors performing this and directly-related Work.
- D. Submit minutes of meeting to Owner, Project Inspector and Architect, for Project record purposes.
- E. Sequencing: Ensure that utility connections are achieved in an orderly and expeditious manner.

1. Refer to sequence requirements specified in Section 01 10 00 - Summary; and construction progress schedule requirements specified in Section 01 30 00 - Administrative Requirements.

1.06 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain property of Glendale Unified School District, demolished materials shall become the Contractor's property and shall be removed, recycled, or disposed from Project site in an appropriate and legal manner.
 1. Arrange a meeting no less than ten (10) days prior to demolition with the Owner or Construction Manager and other designated representatives to review any salvagable items to determine if Owner wants to retain ownership, and discuss Contractor's Waste Management and Recycling Plan.

1.07 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Demolition phase:
 1. Proposed noise-control measures.
 2. Schedule of demolition activities indicating the following:
 - a. Detailed sequence of demolition and removal work, including start and end dates for each activity.
 - b. Dates for shutoff, capping, and continuation of utility services.
 3. Contractor's Waste Management and Recycling Plan: See Section 01 74 19 - Construction Waste Management and Disposal.
 - a. This plan will not otherwise relieve the Contractor of responsibility for adequate and continuing control of pollutants and other environmental protection measures.
 4. Contractor's Reuse, Recycling, and Disposal Report: See Section 01 74 19 - Construction Waste Management and Disposal.
- C. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.
 1. Record drawings: Identify and accurately locate capped utilities and other subsurface structural, electrical, or mechanical conditions.

1.08 SUBMITTALS

- A. Demolition and Removal Procedures and Schedule: Submit for Project record only.
- B. Project Record Drawings: Submit in accordance with provisions specified in Section 01 78 00 - Closeout Submittals. Indicate verified locations of underground utilities and storm drainage system on project record drawings.

1.09 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: Company specializing in the type of work required.
 1. Minimum of 5 years of documented experience.

1.10 SCHEDULING

- A. Schedule Work to precede new construction.
- B. Describe demolition removal procedures and schedule.
- C. Perform work between the hours of 8am and 5pm, subject to noise abatement regulations and Owner's approval for noise considerations.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION

3.01 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Conform to the relevant Article of the General Conditions, South Coast Air Quality Management District and other applicable regulatory procedures when discovering hazardous or contaminated materials.
- B. Field Measurements and Conditions:
 - 1. Survey existing conditions and correlate with requirements indicated to determine extent of demolition and recycling required.
 - 2. In addition to provisions of the Conditions of the Contract, verify dimensions and field conditions prior to construction. Verify condition of substrate and adjoining Work before proceeding with demolition Work. If conflict is found notify Construction Manager, Project Inspector and Architect.
- C. Comply with other requirements specified in Section 01 70 00.
- D. Comply with governing EPA notification regulations before starting demolition. Comply with hauling and disposal regulations of authorities having jurisdiction. Obtain and pay for all permits required.
- E. Environmental Controls
 - 1. Comply with federal, state and local regulations pertaining to water, air, solid waste, recycling, chemical waste, sanitary waste, sediment and noise pollution.
 - 2. Confine demolition activities to areas defined by public roads, easements, and work area limits indicated on the drawings.
 - 3. Temporary Construction: Remove indications of temporary construction facilities, such as haul roads, work areas, structures, stockpiles or waste areas.
 - 4. Water Resources: Comply with applicable regulations concerning the direct or indirect discharge of pollutants to underground and natural surface waters.
 - a. Oily Substances: Prevent oily or other hazardous substances from entering the ground, drainage areas, or local bodies of water in such quantities as to affect normal use, aesthetics, or produce a measurable ecological impact on the area.
 - 1) Store and service construction equipment at areas designated for collection of oil wastes.
- F. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.

1. Obtain required permits.
 2. Comply with applicable requirements of NFPA 241.
 3. Use of explosives is not permitted.
 4. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - a. Survey condition of the building to determine whether removing any element might result in a structural deficiency or unplanned collapse of any portion of the structure or adjacent structures during demolition.
 - 1) Retain a licensed and qualified civil or structural engineer to provide analysis, including calculations, necessary to ensure the safe execution of the demolition work.
 - b. Prevent movement or settlement of adjacent structures. Provide bracing and shoring.
 - c. Perform surveys as the Work progresses to detect hazards resulting from demolition activities.
 5. Provide, erect, and maintain temporary barriers and security devices.
 - a. Provide, erect, and maintain temporary barriers, safety and security devices , for protection of streets, sidewalks, curbs, adjacent property and the public.
 - b. Protection: Protect existing construction and adjacent areas with temporary barriers and security devices in accordance with requirements specified in Section 01 50 00 - Temporary Facilities and Controls.
 - 1) Review location and type of construction of temporary barriers with Owner and/or the Construction Manager.
 - 2) Barriers shall control dust, debris and provide protection for persons occupying and using adjacent facilities.
 - 3) Maintain protected egress and access at all times, in accordance with requirements of authorities having jurisdiction and with permission of DSA (AHJ having jurisdiction).
 6. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
 7. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 8. Do not close or obstruct roadways or sidewalks without permit.
 9. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
 10. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
- G. Do not begin removal until receipt of notification to proceed from Owner.
- H. Do not begin removal until built elements to be salvaged or relocated have been removed.
- I. Protect existing structures and other elements that are not to be removed.

1. Provide bracing and shoring.
 2. Prevent movement or settlement of adjacent structures.
 3. Stop work immediately if adjacent structures appear to be in danger.
 4. Protect existing landscaping materials, appurtenances, structures and items that are not to be demolished, or are on adjacent property.
 5. Mark location of utilities.
- J. Minimize production of dust due to demolition operations; do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
- K. Hazardous Materials: Comply with 29 CFR 1926 and state and local regulations.
- L. Remove materials to be re-installed or retained in manner to prevent damage. Store and protect in accordance with requirements of Section 01 60 00 - Product Requirements.
- M. Perform demolition in a manner that maximizes salvage and recycling of materials.
1. Comply with requirements of Section 01 74 19 - Construction Waste Management and Disposal.
 2. Dismantle existing construction and separate materials.
 3. Set aside reusable, recyclable, and salvageable materials; store and deliver to collection point or point of reuse.
- N. Damages: Promptly repair damages to adjacent facilities caused by demolition operations.

3.02 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Remove from site all materials not to be reused on site; comply with requirements of Section 01 74 19 - Waste Management.
- C. Remove temporary work.
- D. Leave site in clean condition, ready for subsequent work.
- E. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION

SECTION 09 96 00
HIGH-PERFORMANCE COATINGS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. High performance coatings.
 - 1. Exterior Steel: exterior steel and existing fence
- B. Surface preparation.

1.02 RELATED REQUIREMENTS

- A. Section 01 61 16 - Volatile Organic Compound (VOC) Content Restrictions.

1.03 REFERENCE STANDARDS

- A. AHRI 340/360 - Standard Specification for Corrugated Polyethylene Pipe, 300- to 1500 MM (12- to 60-in.) Diameter.
- B. ASTM D2486 - Standard Test Methods for Scrub Resistance of Wall Paints.
- C. ASTM D4587 - Standard Practice for Fluorescent UV-Condensation Exposures of Paint and Related Coatings.
- D. CARB (SCM) - Suggested Control Measure for Architectural Coatings; California Air Resources Board.
- E. MPI (APSM) - Master Painters Institute Architectural Painting Specification Manual.
- F. SCAQMD 1113 - Architectural Coatings.
- G. SSPC-SP 1 - Solvent Cleaning.
- H. SSPC-SP 2 - Hand Tool Cleaning.
- I. SSPC-SP 6 - Commercial Blast Cleaning.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Conduct a preinstallation meeting at least one week prior to the start of the work of this section; require attendance by all affected installers.
 - 1. Require attendance of parties directly affecting work of this section, including Contractor, Architect, applicator, and manufacturer's representative. Review the following:
 - a. Environmental requirements.
 - b. Protection of surfaces not scheduled to be coated.
 - c. Surface preparation.
 - d. Application.
 - e. Repair.
 - f. Field quality control.
 - g. Cleaning.
 - h. Protection of coating systems.
 - i. One-year inspection.

- j. Coordination with other work.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide complete list of all products to be used, with the following information for each:
 - 1. Manufacturer's name, product name and/or catalog number, and general product category (e.g. "alkyd enamel").
 - 2. MPI product number (e.g. MPI #47).
 - 3. Cross-reference to specified coating system(s) product is to be used in; include description of each system.
- C. Samples: Submit two samples 8 by 8 inch in size illustrating colors available for selection.
- D. Manufacturer's Certificate: Certify that high-performance coatings comply with VOC limits specified.
- E. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.
- F. Maintenance Data: Include cleaning procedures and repair and patching techniques.
- G. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
 - 1. See Section 01 60 00 - Product Requirements, for additional provisions.
 - 2. Extra Coating Materials: 1 gallon of each type and color.
 - 3. Label each container with manufacturer's name, product number, color number, and room names and numbers where used.

1.06 QUALITY ASSURANCE

- A. Maintain one copy of each referenced document that applies to application on site.
- B. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with minimum three years documented experience.
- C. Applicator Qualifications: Company specializing in performing the work of this section approved by manufacturer.

1.07 MOCK-UP

- A. See Section 01 40 00 - Quality Requirements, for general requirements for mock-up.
- B. Provide mock-up , 8 feet long by 8 feet wide, illustrating coating, for each specified coating.
- C. Locate where directed.
- D. Mock-up may remain as part of the work.

1.08 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- B. Container Label: Include manufacturer's name, type of coating, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.

- C. Coating Materials: Store at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

1.09 FIELD CONDITIONS

- A. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- B. Do not apply exterior coatings during rain or snow, or when relative humidity is outside the humidity ranges required by the coating product manufacturer.
- C. Do not install materials when temperature is below 55 degrees F or above 90 degrees F.
- D. Maintain this temperature range, 24 hours before, during, and 72 hours after installation of coating.
- E. Restrict traffic from area where coating is being applied or is curing.

1.10 WARRANTY

- A. See Section 01 78 00 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective Work within a five year period after Date of Substantial Completion.
- C. Warranty: Include coverage for bond to substrate.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Provide high performance coating products from the same manufacturer to the greatest extent possible.
 - 1. In the event that a single manufacturer cannot provide specified products, minor exceptions will be permitted provided approval by Architect is obtained using the specified procedures for substitutions.
 - 2. Substitution of other products by the same manufacturer is preferred over substitution of products by a different manufacturer.
- B. High-Performance Coatings:
 - 1. Behr Paint Corp.: www.behr.com.
 - a. Local representative Jan Piccola 714.679.5730.
 - 2. Carboline: www.carboline.com.
 - 3. PPG Paints: www.ppgpaints.com/#sle.
 - 4. Precision Coatings: www.precisioncoatingsinc.com/#sle.
 - 5. Sherwin-Williams Company: www.protective.sherwin-williams.com/industries/#sle.
 - a. Local Representative: John Dumesnil, 619.665.9341.
 - 6. Tnemec Company, Inc: www.tnemec.com/#sle.
 - a. Local Representative: Tony Hobbs, 310.637.2363.
 - 7. Substitutions: Section 01 60 00 - Product Requirements.

2.02 HIGH-PERFORMANCE COATINGS

- A. Provide coating systems that meet the following minimum performance criteria, unless more stringent criteria are specified:
 - 1. Surface Burning Characteristics: Flame spread/Smoke developed index of 0/0, maximum, when tested in accordance with ASTM E84.
 - 2. Scrubbability: Excellent, when tested in accordance with ASTM D2486.
 - 3. Gloss and Color Retention: Excellent, when tested in accordance with ASTM D4587.

2.03 TOP COAT MATERIALS

- A. Coatings - General: Provide complete multi-coat systems formulated and recommended by manufacturer for the applications indicated, in the thicknesses indicated; number of coats specified does not include primer or filler coat.
 - 1. Lead Content: Not greater than 0.06 percent by weight of total nonvolatile content.
 - 2. Chromium Content, as Hexavalent Chromium, Zinc Chromate, or Strontium Chromate: None.
 - 3. Volatile Organic Compound (VOC) Content: Comply with Section 01 61 16.
 - 4. Volatile Organic Compound (VOC) Content:
 - a. Provide coatings that comply with the most stringent requirements specified in the following:
 - 1) AHRI 340/360--National Volatile Organic Compound Emission Standards for Architectural Coatings.
 - 2) SCAQMD 1113 Rule.
 - 3) CARB (SCM).
 - 4) Architectural coatings VOC limits of California.
 - b. Determination of VOC Content: Testing and calculation in accordance with AHRI 340/360 (EPA Method 24), exclusive of colorants added to a tint base and water added at project site; or other method acceptable to authorities having jurisdiction.
 - 5. Colors: As indicated.
- B. Epoxy Coating:
 - 1. Number of coats: Two.
 - 2. Product Characteristics:
 - a. Comply with the performance requirements specified above for moderate exposure.
 - 3. Coating Systems for Exterior Steel:
 - a. Exterior Exposed: Moderate to severe weathering and exposure
 - b. Application: for all exterior AESS, exterior steel, metal canopies, exposed steel decks, hollow metal doors and frames, and metal copings/flashings
 - c. Basis of Design Product: Zinc / Epoxy / Hybrid as manufactured by Tnemec Company, Inc., or approved equal.

Surface Preparation:

SSPC-SP 6

Shop Primer:	Aromatic Urethane, Zinc-Rich	Series 90-97 Tneme-Zinc	DFT 2.5 to 3.5 mils
Intermediate Coat:	Polyamidoamine Epoxy	Series L69 Hi-Build Epoxoline II	DFT 2.5 to 3.5 mils
Finish Coat:	Modified Polycarbamide	Series 750 UVX	DFT 2.5 to 4.0 mils
Total DFT: 7.0 to 10.5 mils			

- d. Finish Color: As selected by Architect from manufacturer's custom colors and As indicated on the drawings.
- 4. Top Coat(s): Polyamide Epoxy.
 - a. Sheen: Gloss.
 - b. Products:
 - 1) Sherwin-Williams; Macropoxy 646 Fast Cure Epoxy; MPI #177: www.protective.sherwin-williams.com/#sle.
 - 2) Tnemec Company, Inc; Series 287 Enviro-Pox: www.tnemec.com/#sle.
 - 3) Substitutions: Section 01 60 00 - Product Requirements.
- C. Shellac: Pure, white type.

2.04 ACCESSORY MATERIALS

- A. Accessory Materials: Provide all primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of coated surfaces.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Do not begin application of coatings until substrates have been properly prepared.
- C. Verify that substrate surfaces are ready to receive work as instructed by the coating manufacturer. Obtain and follow manufacturer's instructions for examination and testing of substrates.
- D. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application.
- E. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- F. Test shop-applied primer for compatibility with subsequent cover materials.
- G. Proceed with coating application only after unacceptable conditions have been corrected.
 - 1. Commencing coating application constitutes Contractor's acceptance of substrates and conditions.

3.02 PREPARATION

- A. Clean surfaces of loose foreign matter.

- B. Remove substances that would bleed through finished coatings. If unremovable, seal surface with shellac.
- C. Remove finish hardware, fixture covers, and accessories and store.
- D. Galvanized Surfaces:
 1. Remove surface contamination and oils and wash with solvent according to SSPC-SP 1.
 2. Prepare surface according to SSPC-SP 2.
- E. Ferrous Metal:
 1. Solvent clean according to SSPC-SP 1.
 2. Shop-Primed Surfaces: Sand and scrape to remove loose primer and rust. Feather edges to make touch-up patches inconspicuous. Clean surfaces with solvent. Prime bare steel surfaces. Re-prime entire shop-primed item.
 3. Remove rust, loose mill scale, and other foreign substances using using methods recommended in writing by paint manufacturer and blast cleaning according to SSPC-SP 6 "Commercial Blast Cleaning", and protect from corrosion until coated.
- F. Protect adjacent surfaces and materials not receiving coating from spatter and overspray; mask if necessary to provide adequate protection. Repair damage.

3.03 PRIMING

- A. Apply primer to all surfaces, unless specifically not required by coating manufacturer. Apply in accordance with coating manufacturer's instructions.

3.04 COATING APPLICATION

- A. Apply coatings in accordance with manufacturer's written instructions, to thicknesses specified and recommendations in "MPI Architectural Painting and Specification Manual".
- B. Apply in uniform thickness coats, without runs, drips, pinholes, brush marks, or variations in color, texture, or finish. Finish edges, crevices, corners, and other changes in dimension with full coating thickness.

3.05 FIELD QUALITY CONTROL

- A. See Section 01 40 00 - Quality Requirements, for general requirements for field inspection.
- B. Owner will provide field inspection.
- C. Dry Film Thickness Testing: Owner will engage the services of a qualified testing and inspecting agency to inspect and test coatings for dry film thickness.

3.06 CLEANING

- A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.
- B. Clean surfaces immediately of overspray, splatter, and excess material.
- C. After coating has cured, clean and replace finish hardware, fixtures, and fittings previously removed.
- D. See Section 01 74 19 - Construction Waste Management and Disposal, for additional requirements.

3.07 PROTECTION

- A. Protect finished work from damage.

END OF SECTION

SECTION 32 31 19
DECORATIVE METAL FENCES AND GATES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Decorative steel fences.
- B. Excavation for post bases; concrete foundation for posts.

1.02 RELATED REQUIREMENTS

- A. Section 09 96 00 - High-Performance Coatings.

1.03 REFERENCE STANDARDS

- A. ADA Standards - Americans with Disabilities Act (ADA) Standards for Accessible Design.
- B. ASTM A276/A276M - Standard Specification for Stainless Steel Bars and Shapes.
- C. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
- D. ASTM F2408 - Standard Specification for Ornamental Fences Employing Galvanized Steel Tubular Pickets.
- E. AWS D1.1/D1.1M - Structural Welding Code - Steel.
- F. SSPC-Paint 20 - Zinc-Rich Primers (Type I, "Inorganic," and Type II, "Organic").

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Conduct a preinstallation meeting one week prior to start of work of this section; require attendance by affected installers.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Submit manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation methods.
- C. Shop Drawings:
 - 1. Indicate plan layout, spacing of components, post foundation dimensions, hardware anchorage, gates, and schedule of components.
- D. Manufacturer's Installation Instructions: Indicate installation requirements and door hardware.
- E. Installer's Qualification Statement.
- F. Project Record Documents: Accurately record actual locations of property perimeter posts relative to property lines.

- G. Field Inspection Records: Provide installation inspection records that include post settings, framework, fittings and accessories, gates, and workmanship.
- H. Manufacturer's Warranty.

1.06 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with minimum five years documented experience.
- B. Installer Qualifications: Experienced with type of construction involved and materials and techniques specified and approved by fence manufacturer.
- C. Fabricator's Qualifications: Fabricator of light structural steel framing members and other miscellaneous metal fabrications of structural character shall have a minimum 5 years experience fabricating similar fences and gates and shall be approved by the Building Official in accordance with applicable Code provisions.
- D. Welder's Qualifications: Welding shall be performed by certified welders qualified in accordance with procedures specified in applicable referenced AWS standard, using materials, procedures and equipment of the type required for the Work. Certify that each welder has satisfactorily passed AWS qualification tests for welding processes involved and, if pertinent, has undergone re-certification.
- E. Coordination: Provide templates and sleeves for incorporation of embedded items into the work specified elsewhere herein or in other Sections.
- F. Field-Verified Dimensions: Prior to fabrication, field verify dimensions and details of construction. Immediately report variances in writing to Architect.

1.07 DELIVERY, STORAGE AND HANDLING

- A. Store materials in a manner to ensure proper ventilation and drainage. Protect against damage, weather, vandalism and theft.
- B. Delivery, Storage and Handling of Galvanized Products:
 - 1. Stack and bundle during transport and store to allow air flow between galvanized surfaces.
 - 2. Load for transport to permit continuous drainage should wetting occur.
 - 3. Do not rest galvanized products on cinders or clinkers.
 - 4. Material showing evidence of damage shall be rejected.

1.08 WARRANTY

- A. See Section 01 78 00 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective Work within a five year period after Date of Substantial Completion.
- C. Provide ten year warranty for finish.

PART 2 PRODUCTS

2.01 REGULATORY REQUIREMENTS:

- A. Provide fences and gates meeting life safety and accessibility requirements of California Building Code (CBC) Title 24, Part 2, Chapters 10 and 11B; and ADA Standards, per latest amendments.
 - 1. Gates that are part of the accessible route shall meet all the requirements of an accessible door in compliance with CBC Section 11B-404 and 11B-206.5.
 - 2. Gate Hardware: Meet the requirements of CBC 11B-206.5 and 11B-404.2.9.
 - a. Latch: Latch, including padlock eye as integral part of latch, mounted 40 inches above finish grade. Comply with California Fire Code.
 - b. Hardware shall comply with local Fire Authority, California Building Code (CBC) Title 24, Section 1010.2, and California Fire Code (CFC) Section 503.5.2.
 - c. The lever of lever actuated latches or locks for an accessible gate shall be curved with a return to within 1/2 inch of the (face of) gate to prevent catching on the clothing or persons. California Referenced Standards Code T-24 Part 12, Section 12-10-202, Item (F).
 - d. Hand activated opening hardware, handles, pulls, latches, locks, and other operating devices for and accessible gate shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. CBC Section 11B-404.2.7 and 11B-309.4.
 - 3. Swing doors and gate surfaces within 10 inches of the finish floor or ground shall have a smooth surface on the push side extending the full width of the door or gate. Parts creating horizontal or vertical joints in these surfaces shall be within 1/16 inch of the same plane as the other and be free of sharp or abrasive edges. Cavities created by added kick plates shall be capped. CBC Section 11B-404.2.10
 - 4. The bottom of the gate shall be within 3 inches of the finish surface of the path of travel. The maximum effort to operate a gate shall not exceed 5 lbf. CBC Section 11B-404.2.9.

2.02 FENCES

- A. Fences: Complete fabricated system of posts and panels, accessories, fittings, and fasteners; finished with specified coating, and having the following performance characteristics:
 - 1. Capable of resisting vertical load, horizontal load and infill performance requirements for fence categories defined in ASTM F2408.
- B. Steel: ASTM A653/A653M; tensile strength 45,000 psi, minimum.
 - 1. Hot-dip galvanized; ASTM A653/A653M, G60.
- C. Fasteners: ASTM A276/A276M, Type 302 stainless steel; finished to match fence components.
 - 1. Tamper-proof security bolts.

2.03 WELDED STEEL FENCE

- A. Provide fence meeting requirements for Industrial class as defined by ASTM F2408 to match existing.
- B. Posts: Steel tube. Match existing
 - 1. Post Cap: Peaked plate, watertight.
- C. Rails: As indicated on Drawings to match existing.
- D. Pickets: Steel tube. Match existing.
- E. Flexibility: Capable of following variable slope of up to 1:2.
- F. Color: Black.
- G. Infill Panel:
 - 1. Perforated Panels: ASTM A653/A653M G90 Galvanized steel panel, staggered perforated pattern. Paint to match fence.
 - a. Accurate Perforating Item Number RS077, 16 gage, 1/4 inch holes and 3/8 inch spacing, or equal.
- H. Hinged Gates:
 - 1. Steel Gate: Fabricated steel gate as indicated on Drawings.
 - 2. Posts: Steel tube.
 - a. Coordinate with fence panels
 - b. Size: As indicated on Drawings.
 - c. Post Cap: Peaked plate, watertight.
 - 3. Construction: Match adjacent fence
 - a. Pedestrian Swing Gates: Self-closing; gate leaf no larger than 48 inches width.

2.04 SPECIALITY HARDWARE

- A. Pedestrian Gate Hardware: Provide non-lift-off type and 180 degree opening hinges, latches, drop bolts, and other hardware required.
 - 1. Hardware to comply with local Fire Authority, California Building Code (CBC) Title 24 section 1013; and California Fire Code (CFC) section 503.5.2.
 - a. Hardware to be operable with single effort lever-type hardware, or other hardware designed to provide passage without grasping or twisting.
 - 2. Double and Single Leaf Gates: Provide with mechanisms for padlocking gates in open position.
 - 3. Double Gates Not in Path of Travel or Egress: Provide gate stops set in concrete to engage center drop rod or plunger bar. Include locking device and padlock eyes as integral part of latch, permitting both gate leaves to be locked with single padlock.
 - 4. Gates across an exit to a public way or to a safe dispersal area shall have panic hardware. No padlocks or cane bolts shall be allowed.
- B. Hardware Set: G1, G2, G3, G4, G6

QTY	DESCRIPTION	CATALOG NUMBER	FIN	MFR
Glendale Unified School District		DECORATIVE METAL FENCES AND GATES		
Glendale HS Voluntary Security Upgrade		32 31 19 - 4		
tBP/Architecture Project No. 21049.00				

2	EA	HINGE / CLOSER SET	MAMMOTH 180	BLK	LOC
2	EA	REMOVABLE MULLION	KR4954XP STAB	689	VON
1	EA	PANIC HARDWARE	CDSI-PA-AX-XP99-EO-WH-SNB	626	VON
1	EA	MULLION STORAGE KIT	MT54	689	VON
1	EA	RIM CYLINDER	20-057 ICX	626	SCH
2	EA	MORTISE CYLINDER	20-061 ICX (MULLION)	626	SCH
4	EA	MORTISE CYLINDER	20-061 ICX XQ11-948 (DOGGING)	626	SCH
1	EA	FSIC CORE	23-30 EV29 T	626	SCH
1	EA	DOOR PULL	VR910 DT	630	IVE
2	EA	DOOR PULL	VR910 NL	630	IVE
2	EA	FLOOR STOP	FS18L	BLK	IVE
1	EA	CYLINDER GUARD RING	K-24A	626	KEE

BALANCE OF HARDWARE PROVIDED BY GATE MANUFACTURER.

PROVIDE REINFORCEMENT AND MOUNTING PLATES FOR DOOR HARDWARE.

USE CUSH ARM ON CLOSER WHERE GATES SWING INTO EACH OTHER.

C. Gate Hardware, Not on on Path of Travel: G5

1. Hinges:

- a. Size and type as determined by manufacturer.
- b. Provide 2 hinges for each leaf up to 6 feet high and 1 additional hinge for each additional 24 inches in height or fraction thereof.

2. Latch: 3/4 inch diameter slide bolt to accommodate padlock.

3. For double gates provide padlockable, 5/8 inch diameter center cane bolt assembly and strike.

D. Hinges: Finished to match fence components.

1. Closing: Self.

2. Mechanism: Hydraulic.

3. Material: Steel.

4. Mounting: External.

5. Brackets: Round.

6. Bearings: Plain.

7. Products:

- a. Loconix; Mammoth: www.loconix.com.
- b. Substitutions: See Section 01 60 00 - Product Requirements.

2.05 FABRICATION

- A. Metal Fences, Gates and Components: Fabricated of galvanized steel construction, all welded with welds ground smooth. Provide steel anchors for securing into adjoining construction. Weld anchors to frames not more than 12 inches from both top and bottom and space anchors not more than 24 inches apart.

- B. Swinging Gates: Fabricate gates of galvanized steel framework with infill panels as specified herein. Provide with latch of type to permit operation from either side of gate by means of lever handles, and incorporating a padlock eye as integral part of latch. Latch shall be mounted 40 inches above finish grade. Comply with California Fire Code (CFC) Article 1208.
 - 1. On gates over 5 feet; Install diagonal cross bracing consisting of 3/8 inch diameter truss rods with drop forged steel turnbuckles where necessary to insure frame rigidity without sag or twist.

2.06 ACCESSORIES

- A. Concrete: Ready-mixed, complying with ASTM C 94/C 94M; normal Portland cement; 2,500 psi strength at 28 days, 3 inch slump; 3/4 inch nominal size aggregate.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- C. Field Inspection of Fabricated Products: Prior to installation, inspect products for damage and verify markings and dimensions against reviewed submittals.
- D. Coordination: Coordinate fence and gate Work with Work specified in other Sections so that related Work shall be accurately and properly joined. Furnish templates for exact location of items to be embedded in concrete or masonry.

3.02 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Obtain Architect's review prior to site cutting or making adjustments not indicated on Drawings and reviewed shop drawings.
- C. Clean and strip site primed steel items to bare metal where site welding is necessary.
- D. Make provision for erection loads with temporary bracing. Keep work in alignment.
- E. Provide items required to be cast into concrete with setting templates. Coordinate placement with adjacent Work.
- F. Clean and prime field welds. Touch up galvanized steel with cold repair compound.

3.03 INSTALLATION

- A. Installation, General: Install items plumb and level, accurately fitted, free from distortion or defects.
- B. Install in accordance with fabricator's instructions.
- C. Set fence posts in accordance with the approved spacing.
- D. Perform field welding in accordance with AWS D1.1/D1.1M. All welds ground smooth.
- E. When cutting rails immediately seal the exposed surfaces by:
 - 1. Removing metal shavings from cut area.

2. Apply zinc-rich primer or galvanizing patch compound to thoroughly cover cut edge and drilled hole; allow to dry.
 3. Apply two coats of custom finish spray paint matching fence color.
- F. Space gate posts according to the manufacturers' drawings, dependent on standard out-to-out gate leaf dimensions and gate hardware selected.
1. Base type and quantity of gate hinges on the application, weight, height, and number of gate cycles.
 2. Identify the necessary hardware required for the application on the manufacturer's gate drawings.
 3. Provide gate hardware as specified for the gate and install per manufacturer's recommendations
- G. Excavate post holes in accordance with Section 31 23 16.
- H. Install posts in concrete by means of pipe sleeve inserts set and anchored in concrete. Fill annular space between pipe posts and sleeve inserts with grouting compound.
- I. Set line posts in concrete footing.
1. Provide 36 inches minimum embedment of posts up to 8'-0".
 2. Provide 3 inches minimum concrete beneath post bottom.

3.04 TOLERANCES

- A. Maximum Variation From Plumb: 1/4 inch.
- B. Maximum Offset From Indicated Position: 1 inch.
- C. Minimum Distance from Property Line: 6 inches.

3.05 FIELD QUALITY CONTROL

- A. See Section 01 40 00 - Quality Requirements, for additional requirements.
- B. Layout: Verify that fence installation markings are accurate to design, paying attention to gate locations, underground utilities, and property lines.
- C. Post Settings: Randomly inspect three locations against design for:
 1. Hole diameter.
 2. Hole depth.
 3. Hole spacing.
- D. Fence Height: Randomly measure fence height at three locations or at areas that appear out of compliance with design.
- E. Gates: Inspect for level, plumb, and alignment.
- F. Workmanship: Verify neat installation free of defects.

3.06 CLEANING

- A. Leave immediate work area neat at end of work day.
- B. Clean jobsite of excess materials; scatter excess material from post hole excavations uniformly away from posts. Remove excess material if required.

- C. Clean fence with mild household detergent and clean water rinse well.
- D. Touch up scratched surfaces using visually materials recommended by manufacturer. Match touchup paint color to fence finish.
 - 1. Galvanized Touch-Up: Touch up surfaces immediately after installation, including field welding. Prepare surface and apply cold repair compound in compliance with the product manufacturer's instructions and recommendations.
 - a. Material: SSPC-Paint 20, Type I - Inorganic, complying with VOC limitations of authorities having jurisdiction. Provide finish coat to match galvanized finish.
 - 2. Primer Paint Touch-Up: Touch up shop paint immediately after erection. Use products as specified in Section 09 96 00 - High-Performance Coatings.
 - a. Clean field welds, bolted joints, and areas where primer is damaged.
- E. See Section 01 74 19 - Construction Waste Management and Disposal, for additional requirements.

3.07 CLOSEOUT ACTIVITIES

- A. See Section 01 78 00 - Closeout Submittals, for closeout submittals.
- B. See Section 01 79 00 - Demonstration and Training, for additional requirements.

3.08 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair, or replace damaged products before Date of Substantial Completion.

END OF SECTION