



# Project Manual

For

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## **Canyon Springs Community ES Fire Alarm Replacement**

190590 Vicci Street, Santa Clarita, CA 91351

Bidding and Contract Requirements  
And Specifications

for the

**Sulphur Springs Union School District**  
27000 Weyerhaeuser, Santa Clarita, CA 91351

Date: February 26, 2025

PBK Project No.: 240502

DSA #03-125069

File 19 - 104

DSA Submittal

# Project Manual

for:

## **Canyon Springs Community ES Fire Alarm Replacement**

for the

### **Sulphur Springs Union School District**

Date: February 26, 2025

PBK Project No.: 240502

### **DSA Submittal Package**

#### **Consultants:**

**Architect:**

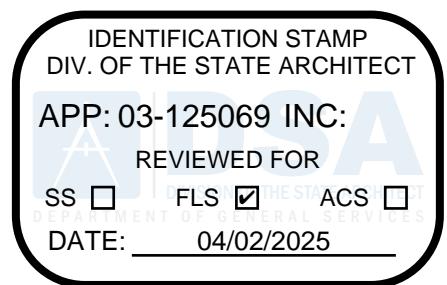
**PBK**

843 N Springs Street.  
Suite 300  
Los Angeles, CA 90012  
Phone: (323) 800-3330  
Contact: Yong Yoo

**Fire Alarm**

**LEAF Engineers**

8163 Rochester Avenue #100.  
Rancho Cucamonga, CA 91730  
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Contact: Charles Musser



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## SECTION 01 10 00 SUMMARY

### PART 1 GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

A. Section includes requirements including but not limited to:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Work under separate contracts.
6. Future Work.
7. Purchase contracts.
8. Owner furnished products.
9. Owner furnished, Contractor installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and Drawing conventions.
14. Miscellaneous provisions.

#### 1.3 PROJECT INFORMATION

A. Project Identification:

1. Project Location: **Canyon Springs Community Elementary School**  
19059 Vicci Street,  
Santa Clarita, CA 91351

B. Owner: **Sulphur Springs Union School District**  
1. Owner's Representative: **Daniel Clem**

C. Architect: **PBK Architects**  
843 N Spring Street,  
Suite 300  
Los Angeles, CA 90012

D. Consultants: Additional design professionals have been retained who have prepared designated portions of the Contract Documents. Refer to "stamp" page this project manual.

#### 1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:  
Fire Alarm replacement at buildings A through H and fifteen portables

#### 1.5 WORKSEQUENCE

A. The Work shall be completed according to the Project schedule set forth below.

- B. Occupancy: The Project may be occupied by District staff as shown below. If so, the premises will be occupied whether or not the Work is completed, regardless of time extensions (if any).
- C. Any Work performed after this date will need to be fully coordinated with District and will be limited to after school hours or on weekends.
- D. Project Schedule:

The following schedule summarizes the major activity dates:

Activity	Dates and Time (As Applicable)
Add Date #1	
Add Date #2	
Mandatory Pre-Bid Job Walk	
Bids RFI's Due to District	
Addendum Issued	
Bid Opening Date	
Board Award of Contract	
Construction to Begin	
Dry-in Substantial Completion	
Final Completion Date	

## 1.6 WORK BY OWNER AND UNDER SEPARATE CONTRACTS

- A. The Owner reserves the right to let separate contract for work outside of the scope of this Contract. Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Owner Furnished Products (OFCI):
  - 1. The Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner furnished products and making building services connections when applicable:
    - a. Owner Furnished Products: Coordinate with Owner.

## 1.7 ACCESS TO SITE

- A. Use of Site:
  - 1. Limit use of Project site to Work in areas and areas within the Contract limits indicated. Do not disturb portions of site beyond areas in which the Work is indicated:
    - a. Limits: The Drawings indicate the limits of the construction operations.
    - b. Driveways, Walkways, and Entrances:
      - 1) Keep driveways, parking areas, student drop off and pick up points, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, the students, and emergency vehicles at all times. Do not use these areas for parking or storage of materials:
        - a) Schedule deliveries to minimize use of driveways and entrances by construction operations.
        - b) Schedule deliveries to minimize space and time requirements for storage of materials and equipment onsite.
- B. Condition of Existing Building: Maintain portions of existing building affected by construction operations in weathertight condition throughout construction period. Repair damage caused

by construction operations.

C. COVID-19 Conditions: Contractors must conform, and ensure that all subcontractors and other Project personnel, including but not limited to; workers and site visitors, conform to all regulations, limitations, and requirements as put forth and recommended by Associated General Contractors of California (AGC), State of California Guidance on Outbreak of 2019 Novel Coronavirus (2019-nCoV) in Wuhan, China, and local Health Department agencies.

## 1.8 COORDINATION WITH OCCUPANTS

A. Owner Limited Occupancy of Completed Areas of Construction:

1. Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work:
  - a. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
  - b. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
  - c. Before limited Owner occupancy, ensure mechanical and electrical systems are fully operational, and required tests and inspections and start up procedures are successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
  - d. Upon occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

## 1.9 WORK RESTRICTIONS

A. Work Restrictions: Comply with restrictions on construction operations. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

B. On Site Work Hours: Limit Work in the existing building to normal working hours, Monday through Friday, unless otherwise indicated. Coordinate with Owner when it is necessary to extend working hours or Work on weekends.

C. Existing Utility Interruptions:

1. Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and after providing temporary utility services according to requirements indicated:
  - a. Notify Owner not less than two (2) weeks in advance of proposed utility interruptions.
  - b. Obtain Owner's written permission before proceeding with utility interruptions.

D. Noise, Vibration, and Odors:

1. Coordinate operations that result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner:
  - a. Notify Owner not less than two (2) weeks in advance of proposed disruptive operations.
  - b. Obtain Owner's written permission before proceeding with disruptive operations.

E. Controlled Substances, Firearms, and Explosive Devices: Use of tobacco products, controlled substances, firearms, and explosive devices on the site is not permitted.

- F. Employee Identification: Provide identification tags for Contractor personnel working on site. Require personnel to use identification tags at all times.
- G. Employee Screening:
  - 1. Comply with Owner's requirements for drug and background screening of Contractor personnel working on site:
    - a. Maintain list of approved screened personnel with Owner's representative.

## 1.10 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content:
  - 1. The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
    - a. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
    - b. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Drawing Coordination:
  - 1. Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
    - a. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
    - b. Abbreviations: Materials and products are identified by abbreviations.

## PART 2 PRODUCTS (NOT USED)

## PART 3 EXECUTION

### 3.1 CONSTRUCTION SCHEDULE

- A. The Owner has a critical need for the Work to begin upon Notice to Proceed and shall be Substantially Complete by the date specified on the Project Schedule. **There will be No Extensions of Time due to weather.**

**END OF SECTION 01 10 00**

## **SECTION 01 25 00 SUBSTITUTION PROCEDURES AND FORM**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. This Section includes administrative and procedural requirements for substitutions.

#### **1.3 DEFINITIONS**

A. Products: Items purchased for incorporation in the Work, regardless if specifically purchased for the Project or taken from Contractor's previously purchased stock. The term *product* is inclusive for material, equipment, assembly, system, and other terms of similar intent.

B. Substitutions:

1. Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor:
  - a. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
  - b. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

#### **1.4 SUBMITTALS**

A. Substitution Requests:

1. Submit three (3) copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles:
  - a. Substitution Request Form: Use facsimile of form provided in Project manual.
  - b. Documentation:
    - 1) Show compliance with requirements for substitutions and the following, as applicable:
      - a) Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
      - b) Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, which are necessary to accommodate proposed substitution.
      - c) Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
      - d) Product Data, including drawings and descriptions of products and fabrication and installation procedures.
      - e) Samples, where applicable or requested.

- f) Certificates and qualification data, where applicable or requested.
- g) List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
- h) Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
- i) Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
- j) Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
- k) Cost information, including a proposal of change, if any, in the Contract Sum.
- l) Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
- m) Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

2. Architect's Action:

- a. If necessary, Architect will request additional information or documentation for evaluation within seven (7) days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven (7) days of receipt of additional information or documentation, whichever is later:
  - 1) Forms of acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
  - 2) Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

## 1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.
- B. Coordination: Revise or adjust affected Work as necessary to integrate Work of the approved substitutions.

## PART 2 PRODUCTS

### 2.1 SUBSTITUTIONS

- A. Substitutions: Substitutions are considered as changes to the Drawings and shall be submitted to DSA.
- B. Substitutions for Cause:
  - 1. Submit requests for substitution immediately on discovery of need for change, but not later than 30 days prior to time required for preparation and review of related submittals:
    - a. Conditions:
      - 1) Architect will consider Contractor's request for substitution when the following

conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

- a) Requested substitution is consistent with the Contract Documents and will produce indicated results.
- b) Substitution request is fully documented and properly submitted.
- c) Requested substitution will not adversely affect Contractor's Construction Schedule.
- d) Requested substitution has received necessary approvals of authorities having jurisdiction.
- e) Requested substitution is compatible with other portions of the Work.
- f) Requested substitution has been coordinated with other portions of the Work.
- g) Requested substitution provides specified warranty.
- h) If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

C. Substitutions for Convenience:

- 1. Architect will consider requests for substitution if received prior to the Award of the Contract. Requests received after that time may be considered or rejected at discretion of Architect:
  - a. Conditions:
    - 1) Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
      - a) Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
      - b) Requested substitution does not require extensive revisions to the Contract Documents.
      - c) Requested substitution is consistent with the Contract Documents and will produce indicated results.
      - d) Substitution request is fully documented and properly submitted.
      - e) Requested substitution will not adversely affect Contractor's Construction Schedule.
      - f) Requested substitution has received necessary approvals of authorities having jurisdiction.
      - g) Requested substitution is compatible with other portions of the Work.
      - h) Requested substitution has been coordinated with other portions of the Work.
      - i) Requested substitution provides specified warranty.
      - j) If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

**PART 3 EXECUTION (NOT USED)**

### REQUEST FOR SUBSTITUTION

Contract Award Date:

---

To:

---

Substitution Requested By:

---

Project Name and Number:

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We submit for consideration the following product in lieu of the specified item for the above Project:

Drawing No.	Specification Section	Paragraph	Specified Item
_____	_____	_____	_____

Proposed Substitution:

---

Request is made during \_\_\_\_\_ bidding \_\_\_\_\_ construction period.

Submit in accordance with Section 01 33 00: Submittal Procedures.

1. Technical data, cost, and time information relating to changes to Construction Documents required by proposed substitution.
2. Detailed comparison of proposed substitution and specified product including but not limited to warranty, significant variations, qualifications of manufacturers, and maintenance.
3. Complete technical data, detailed shop drawings, samples, installation procedures, warranty, and substantiating data marked to indicate equivalent quality and performance to that specified. Manufacturer sell sheets are not acceptable submittals.

Cause for Request:

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Cost saving realized by Owner:

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Does substitution affect adjacent Work, Construction Documents, cost, schedule, quality, and related submittals?

Yes \_\_\_\_\_ No \_\_\_\_\_ On separate sheet, explain affects to the Work, documents, schedule, and submittals.

Contractor is responsible for associated costs and additional time of the proposed substitution including costs incurred by the Architect for evaluation of substitution and changes to the documents. Describe costs for changes to design, including engineering and detailing costs caused by the requested substitution.

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Warranty: Is the warranty for the requested substitution the same or different? Yes  No

Explain Differences:

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**Contractor Certification:**

In making a request for substitution, Contractor certifies that:

1. The proposed substitution has been thoroughly researched and evaluated and determined as equivalent or superior to specified product or material, will fit into space provided, and is compatible with adjacent materials.
2. It will provide the same or better warranty for the proposed substitution at no additional cost to the Owner.
3. Cost data is complete and includes related costs under the Contract. Claims for additional costs related to the proposed substitution that may subsequently become apparent are waived.
4. It will assume the responsibility for delays and costs caused by the proposed substitution, if approved, are accepted by Contractor unless delays are and costs are specifically mentioned and approved in writing by the Owner and the Architect.
5. It will assume the liability for the performance of the substitution and its performance.
6. The installation of the proposed substitution is coordinated with the Work and with changes required for the Work.
7. It will reimburse the Owner and Architect for evaluation and redesign services associated with the substitution request and, when required, by approval by governing authorities.

Has the substituted manufacturer/product been installed on previous PBK projects?

**If so, list project(s):** (List projects within the last two years)

1. \_\_\_\_\_

District: \_\_\_\_\_

Contact: \_\_\_\_\_

2. \_\_\_\_\_

District \_\_\_\_\_

Contact: \_\_\_\_\_

Submitted by:

---

Signature of Contractor Title

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Firm Telephone Date

Signature shall be by the individual authorized to legally bind Contractor to the above terms. Failure to provide legally binding signature will result in retraction of approval.

**FOR USE BY ARCHITECT:**

Accepted  Accepted as Noted  
 Not Accepted  Received Too Late

**FOR USE BY OWNER:**

Accepted  Not Accepted

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Remarks: \_\_\_\_\_

Remarks: \_\_\_\_\_

**END OF SECTION 01 25 00**

## **SECTION 01 25 13 PRODUCT SUBSTITUTION PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. Section Includes:

1. Specified product compliance, and product quality assurance.
2. Specific administrative and procedural requirements for handling requests for substitutions made prior to award of Contract.
3. Requirements for product delivery, storage, and handling.

B. Related Requirements:

1. Instructions to Offerors:
  - a. Product options and procedures for submittal of requests for substitutions during the Proposal period.

#### **1.3 DEFINITIONS**

A. Definitions used in this Section are not intended to negate the meaning of other terms used in the Contract Documents, including such terms as "specialties," "systems," "structure," "finishes," "accessories," "furnishings," "special construction," and similar terms. Such terms are self-explanatory and have recognized meanings in the construction industry:

1. Equipment: Product with operational parts, regardless of whether motorized or manually operated, and in particular, a product that requires service connections such as wiring or piping.
2. Materials: Products that must be substantially cut, shaped, worked, mixed, finished, refined, or otherwise fabricated, processed, or installed to form units of work.
3. Products:
  - a. Items purchased for incorporation in the Work, regardless of whether they were specifically purchased for the Project or taken from Contractor's previously purchased stock. The term "product" as used herein includes the terms "material", "equipment", "system", and other terms of similar intent:
    - 1) Named products: Identified by the use of the manufacturer's name for a product, including such items as a make or model designation as recorded in published product literature of the latest issue as of the date of the Contract Documents.
    - 2) Specified products: Same as Named Products.

#### **1.4 QUALITY ASSURANCE**

A. Source Limitations:

1. To the fullest extent possible, provide products of the same generic kind from a single source for each unit of work:
  - a. When it is discovered that specific products are available only from sources that do not or cannot produce an adequate quantity to complete Project requirements in a timely manner, consult with the Architect/Engineer for a determination of what product quantities are most important before proceeding. The Architect/Engineer will designate those qualities, such as visual, structural, durability, or compatibility

that are most important. When the Architect/Engineer's determination has been made, select products from those sources that produce products that possess the most important qualities to the fullest extent possible.

- B. Compatibility of Options:
  - 1. Compatibility of products is a basic requirement of product selection. When Contractor is given the option of selecting between two (2) or more products for use on the Project, the product selected must be compatible with other products previously selected, even if the products previously selected were also Contractor options. The complete compatibility between the various choices available to Contractor is not assured by the various requirements of the Contract Documents but must be provided by Contractor.
- C. Or Equal:
  - 1. Where the phrase "or equal," "or equivalent," "or Architects approved equal," or similar phrasing occurs in the Proposal Documents, do not assume that materials, equipment, or methods of construction will be approved by the Architect unless the item has been specifically approved for this Work by the Architect.
  - 2. The decision of the Architect shall be final.
- D. Where a proposed substitution involves the work of more than one (1) contractor, each contractor involved shall cooperate and coordinate the work with all other contractors involved, so as to provide uniformity and consistency and to assure the compatibility of products.
- E. Foreign Product Limitations:
  - 1. "Foreign products" as distinguished from "domestic products" are defined as products that are either manufactured substantially (50 percent or more of value) outside of the United States and its possessions, or produced or supplied by entities known to be substantially owned (more than 50 percent) by persons who are not citizens of, nor living within the United States and its possessions.
  - 2. Except under one (1) of the following conditions, select and provide domestic, not foreign, products for inclusion in the Work:
    - a. There is no domestic product available that complies with the requirements of the Contract Documents.
    - b. Available domestic products that comply with the requirements of the Contract Documents are available only at prices or other procurement terms that are substantially higher (25 percent or more) than for available foreign products that comply with the requirements of the Contract Documents.
    - c. At the discretion of Architect or Owner.
  - 3. Final determination and acceptance will be the responsibility of Architect.

## **1.5 SUBSTITUTIONS OF PRODUCTS**

- A. The products described in the Proposal Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution. The materials and equipment named in, and the procedures covered by these Specifications have been selected as a standard because of quality, particular suitability, or record of satisfactory performance. It is not intended to preclude the use of equal or better materials or equipment, provided that same meets the requirements of the particular Project and is approved in an Addendum as a substitution prior to the submission of proposals.
- B. No substitution will be considered prior to receipt of proposals unless written request for approval has been received by the Architect at least seven (7) days prior to the date for receipt of proposals. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute

including Drawings, cuts, performance and test data, and any other information necessary for an evaluation. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

- C. If the Architect approves any proposed substitution prior to receipt of proposals, such approval will be set forth in an Addendum. Offerors shall not rely upon approvals made in any other manner.
- D. The Architect and Owner reserve the right to disapprove the use of any manufacturer who in their judgment is unsuitable for use on the Project and that decision will be final.
- E. The following are not considered as substitutions:
  - 1. Revisions to the Contract Documents, when requested by Owner, Architect, or any of their consultants are considered as changes, not substitutions.
  - 2. Specified Contractor options on products and construction methods included in Contract Documents are choices made available to Contractor and are not subject to the requirements specified in this Section for substitutions.
  - 3. Except as otherwise provided in the Contract Documents, Contractor's determination of and compliance with governing authorities does not constitute substitutions, nor does it constitute a basis for change orders.
- F. The following may be considered as a reason for a request for substitution:
  - 1. The request is directly related to an "or approved equal" clause or similar language in the Contract Documents.
  - 2. The specified product or method of construction cannot be provided within the Contract Time in accordance with the paragraph below concerning availability of specified items.
  - 3. The specified product or method of construction cannot receive necessary approval by a governing authority, but the requested substitution can be approved.
  - 4. A substantial advantage is offered to Owner, in terms of cost, time, energy conservation, or other consideration of merit, after deducting offsetting responsibilities Owner may be required to bear. These additional responsibilities may include such considerations as additional compensation to Architect/Engineer for redesign and evaluation services, the increased cost of other work by Owner or separate contractors, and similar considerations.
  - 5. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, but Contractor certifies that the substitution will overcome the incompatibility.
  - 6. The specified product or method of construction cannot be coordinated with other materials, but Contractor certifies that the proposed substitution can be coordinated with them.
  - 7. The specified product or method of construction cannot provide a warranty required by the Contract Documents, but Contractor certifies that the proposed substitution provides the required warranty.
- G. Availability of Specified Items:
  - 1. Verify prior to submittal of Proposal that all specified items will be available in time for installation during orderly and timely progress of the Work:
    - a. In the event specified items will not be so available, notify the Architect prior to receipt of Proposals. Submit Request for Substitutions in accordance with this Section.
    - b. The request will not be considered if the product or method cannot be provided as a result of Contractor's failure to pursue the Work promptly or coordinate activities properly.
  - 2. Costs of delays because of non-availability of specified items, when such delays could have been avoided by Contractor, will be back-charged as necessary and shall not be borne by Owner.

H. A request constitutes a representation that Offeror:

1. Has investigated proposed product and determined that it meets or exceeds quality level of specified product.
2. Will provide same warranty for substitution as for specified product, except when inability to provide specified warranty is reason for request for substitution as described above.
3. Will coordinate installation and make changes to other work that may be required for the Work to be complete with no additional cost to Owner.
4. Waives claims for additional costs or time extension that may subsequently become apparent.
5. Will reimburse Owner and pay for all costs, including Architect/Engineer's redesign and evaluation costs resulting from the use of the proposed substitution, or for review or redesign of services associated with re-approval by authorities having jurisdiction.

I. No substitutions will be considered after the Award of Contract.

## **1.6 SUBSTITUTION REQUEST SUBMITTAL**

A. Requests for Substitutions:

1. Submit three (3) copies of each request for substitution. In each request, identify the product or fabrication or installation method to be replaced by the substitution. Include related Specifications Section and Drawing numbers, and complete documentation showing compliance with the requirements for substitutions. Include, as appropriate, with each request, the following information:
  - a. Product data, drawings, and descriptions of products, fabrication, and installation procedures.
  - b. Samples, where applicable or requested.
  - c. A detailed comparison of the significant qualities of the proposed substitution with those of the Work originally specified. Significant qualities may include elements such as size, weight, durability, performance, and visual effect, where applicable.
  - d. Coordination information, including a list of changes or modifications needed by other parts of the Work and to construction performed by Owner and separate contractors that will become necessary to accommodate the proposed substitution.
  - e. A statement indicating the effect the substitution will have on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
  - f. Cost information, including a proposal of the net change, if any, in the Contract Sum.
  - g. Certification by Contractor to the effect that, in Contractor's opinion, after thorough evaluation, the proposed substitution will result in work that in every significant respect is equal to, or better than, the Work required by the Contract Documents, and that it will perform adequately in the application indicated. Include Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of the failure of the substitution to perform adequately.
  - h. A statement indicating that Contractor will reimburse Owner and pay for all costs, including Architect/Engineer's re-design and evaluation costs resulting from the use of the proposed substitution.

B. Work-Related Submittals: Contractor's submittal of, and Architect/Engineer's acceptance of, shop drawings, product data, or samples related to work not complying with the Contract Documents, does not constitute an acceptance or valid request for a substitution, nor approval thereof.

## **1.7 DELIVERY, STORAGE, AND HANDLING**

A. General:

1. Deliver, store, and handle products in accordance with manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft. Control to prevent overcrowding of construction spaces or overloading of structure. In particular, coordinate delivery and installation to ensure minimum holding or storage times for items known or recognized to be flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other sources of loss:
  - a. Deliver products to the site in the manufacturer's sealed containers or other packaging system, complete with labels intact, and instructions for handling, storage, unpacking, installing, cleaning, and protecting.
  - b. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation or potential degradation of product.
  - c. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
  - d. Store products at the site or in a bonded and insured off-site storage facility or warehouse in a manner that will facilitate inspection and measurement of quantity or counting of units. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.
  - e. Store heavy materials away from the Project structure or in a manner that will not endanger the supporting construction.

## PART 2 PRODUCTS

### 2.1 GENERAL PRODUCT COMPLIANCE

A. General:

1. Requirements for individual products are indicated in the Contract Documents; compliance with these requirements is in itself a Contract requirement. These requirements may be specified in any one (1) of several different specifying methods, or in any combination of these methods. These methods include the following:
  - a. Proprietary.
  - b. Descriptive.
  - c. Performance.
  - d. Compliance with Reference Standards.
2. Compliance with codes, compliance with graphic details, allowances, and similar provisions of the Contract Documents also have a bearing on the selection process.

B. Procedures for Selecting Products:

1. Contractor's options in selecting products are limited by requirements of the Contract Documents and governing regulations. They are not controlled by industry traditions or procedures experienced by Contractor on previous construction projects. Required procedures include, but are not limited to, the following for the various indicated methods of specifying:
  - a. Proprietary and semi-proprietary Specification requirements:
    - 1) Single product name: Where only a single product or manufacturer is named, provide the product indicated, unless the Specification indicates the possible consideration of other products. Advise Architect/Engineer before proceeding, when it is discovered that the named product is not a reasonable or feasible solution.
    - 2) Two (2) or more product names: Where two (2) or more products or manufacturers are named, provide one (1) of the products named, at Contractor's option. Exclude products that do not comply with Specification requirements. Do not provide or offer to provide an unnamed product, unless the Specification indicates the possible consideration of other products.

Advise Architect/Engineer before proceeding where none of the named products comply with Specification requirements or are not feasible for use. Where products or manufacturers are specified by name, accompanied by the term "or approved equal" or similar language, comply with this Section regarding substitutions to obtain approval from Architect/Engineer for the use of an unnamed product.

- b. Nonproprietary Specification requirements: Where the Specifications name products or manufacturers that are available and may be incorporated in the Work, but do not restrict Contractor to the use of these products only, Contractor may, at his option, use any available product that complies with the Contract requirements.
- c. Descriptive Specification requirements: Where the Specifications describe a product or assembly generically, in detail, listing the exact characteristics required, but without use of a brand name, provide products or assemblies that provide the characteristics indicated and otherwise comply with Contract requirements.
- d. Performance Specification requirements: Where the Specifications require compliance with indicated performance requirements, provide products that comply with the specific performance requirements indicated, and that are recommended by the manufacturer for the application indicated. The manufacturer's recommendations may be contained in published product literature, or by the manufacturer's individual certification of performance. General overall performance of a product is implied where the product is specified for specific performances.
- e. Compliance with standards, codes, and regulations: Where the Specifications require only compliance with an imposed standard, code, or regulation, Contractor has the option of selecting a product that complies with Specification requirements, including standards, codes, and regulations.
- f. Visual matching: Where matching an established sample is required, the final judgement of whether a product proposed by Contractor matches the sample satisfactorily will be determined by Architect. Where there is no product available within the specified product category that matches the sample satisfactorily and also complies with other specified requirements, comply with the provisions of this Section regarding substitutions and other Contract Documents for change orders for the selection of a matching product in another product category, or for noncompliance with specified requirements.
- g. Visual selection: Except as otherwise indicated, where specified product requirements include the phrase "...as selected from the manufacturer's standard colors, patterns, textures..." or similar phrases, Contractor has the option of selecting the product and manufacturer, provided the selection complies with other specified requirements. Architect is subsequently responsible for selecting the color, pattern, and texture from the product line selected by Contractor.
- h. Allowances: Refer to individual Sections of the Specifications for an indication of product selections that are controlled by established allowances, and for the procedures required for processing such selections.

C. Producer's Statement of Applicability: Where individual Specification Sections indicate products that require a "Statement of Applicability" from the manufacturer or other producer, submit a written certified statement from the producer stating that the producer has reviewed the proposed application of the product on the Project. This statement shall affirm that the producer agrees with, or does not object to, Architect/Engineer's Specification, and that Contractor's selection of the product on the Project is suitable and proper.

## 2.2 SUBSTITUTIONS

- A. Condition: Contractor's request for substitution will be received and considered when extensive revisions to Contract Documents are not required, when the proposed changes are in keeping with the general intent of the Contract Documents, when the request is timely, fully documented and properly submitted, and when one (1) or more of the above

conditions are satisfied, all as judged and determined by Architect/Engineer; otherwise, the requests will be returned without action except to record noncompliance with these requirements.

## **PART 3 EXECUTION**

### **3.1 INSTALLATION OF PRODUCTS**

- A. General: Except as otherwise indicated in individual Sections of these Specifications, comply with the manufacturer's instructions and recommendations for installation of the products in the applications indicated.
- B. Anchor each product securely in place, accurately located, and aligned with other work.
- C. Clean exposed surfaces and protect surfaces as necessary to ensure freedom from damage and deterioration at time of acceptance.
- D. Products and assemblies shall be installed complete, in-place, watertight, and structurally sound.

### **3.2 INSTALLATION OF APPROVED SUBSTITUTIONS**

- A. Coordinate all approved substitutions with adjacent work.
- B. Comply with the manufacturer's and/or supplier's instructions and recommendations for installation of the products in the applications indicated.
- C. Provide all items required by manufacturer and/or supplier regarding installation, i.e. supplemental supports, anchors, fasteners, painting, etc., whether or not indicated or specified.

**END OF SECTION 01 25 13**

## SECTION 01 26 00 CONTRACT MODIFICATION PROCEDURES

### PART 1 GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Section:
  - 1. Section 01 25 00: Substitution Procedures and Form.
- C. Minor Changes in the Work:
  - 1. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710 *Architect's Supplemental Instructions*.

#### 1.3 PROPOSAL REQUESTS

- A. Owner Initiated Proposal Requests:
  - 1. Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications:
    - a. Work Change Proposal Requests issued by Architect are not instructions either to stop Work in progress or to execute the proposed change.
    - b. Within time specified in Proposal Request after receipt of Proposal Request, submit quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change:
      - 1) Include list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
      - 2) Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
      - 3) Include costs of labor and supervision directly attributable to the change.
      - 4) Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor Initiated Proposals:
  - 1. If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect:
    - a. Include statement outlining reasons for the change and the effect of the change on the Work. Provide complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
    - b. Include list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - c. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade

discounts.

- d. Include costs of labor and supervision directly attributable to the change.
- e. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- f. Comply with requirements in Section 01 25 00: Substitution Procedures and Form if the proposed change requires substitution of one product or system for product or system specified.
- g. Proposal Request Form: Use AIA Document G709.

#### **1.4 CHANGE ORDER PROCEDURES**

- A. On Owner's approval of a Work Changes Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

#### **1.5 CONSTRUCTION CHANGE DIRECTIVE**

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

#### **PART 2 PRODUCTS (NOT USED)**

#### **PART 3 EXECUTION (NOT USED)**

**END OF SECTION 01 26 00**



## CONTRACTOR'S REQUEST FOR INFORMATION

### **RFI #**

From: \_\_\_\_\_ Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

To: \_\_\_\_\_ Project: \_\_\_\_\_

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Disciplines Impacted: Architectural [ ]      Structural [ ]      Mechanical [ ]      Electrical [ ]  
Civil [ ]      Landscape [ ]      Kitchen [ ]

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Reference: \_\_\_\_\_ Drawing(s) \_\_\_\_\_ Spec. Section(s) \_\_\_\_\_

Other \_\_\_\_\_

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Please clarify or provide the following information:

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Contractor's Suggestions: \_\_\_\_\_

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Possible Cost Impact: Unknown [ ]      Increase [ ]      Decrease [ ]      No Change [ ]

---

Possible Time Impact: Unknown [ ]      Increase [ ]      Decrease [ ]      No Change [ ]

---

This information is required as soon as possible,  
but no later than \_\_\_\_\_

**[ ] PRIORITY ATTENTION  
REQUIRED**

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Contractor's Representative:

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Architect's Response: \_\_\_\_\_ Date: \_\_\_\_\_

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PBK Architects Copies to: \_\_\_\_\_

**END OF SECTION 01 26 13**

## **SECTION 01 29 00 PAYMENT PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

#### **1.3 DEFINITIONS**

A. Pencil Copy: A copy submitted prior to a final/official.

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

#### **1.4 SCHEDULE OF VALUES**

A. Coordination:

1. Coordinate preparation of the schedule of values with preparation of Contractor's Construction Schedule:
  - a. Coordinate line items in the schedule of values with administrative forms and schedules, including the following:
    - 1) Application for Payment forms with continuation sheets.
    - 2) Updated submittal schedule.
    - 3) Items required to be indicated as separate activities in updated Contractor's Construction Schedule.
  - b. Submit the schedule of values to Architect at earliest possible date, but no later than seven (7) days before the date scheduled for submittal of initial Applications for Payment. Contractor's standard form or electronic media printout will be considered but must be approved by Owner.

B. Format and Content:

1. Use Project manual table of contents as a guide to establish line items for the schedule of values. Provide at least one (1) line item for each Specification Section:
  - a. Identification:
    - 1) Include the following Project identification on the schedule of values:
      - a) Project name and location.
      - b) Name of Architect.
      - c) Architect's Project number.
      - d) Contractor's name and address.
      - e) Date of submittal.
    2. Arrange schedule of values consistent with format of AIA Documents G702/G703.
    3. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
      - a. Related Specification Section or Division.
      - b. Description of the Work.
      - c. Name of Subcontractor.

- d. Name of manufacturer or fabricator.
- e. Name of supplier.
- f. Change Orders (numbers) that affect value.
- g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent (.01%), adjusted to total 100 percent:
  - 1) Labor.
  - 2) Materials.
  - 3) Equipment rentals.
  - 4) General Conditions:
    - a) Supervisor.
    - b) Submittals.
    - c) Closeout.
    - d) Field Engineering.
    - e) Daily Clean-up.
    - f) Final Clean-up.
- 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
- 5. Provide separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed:
  - a. Differentiate between items stored on site and items stored off site. Include evidence of insurance.
- 6. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line item value of unit cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
- 7. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item:
  - a. Temporary facilities and other major cost items that are not direct cost of actual Work in place may be shown either as separate line items in the schedule of values or distributed as general overhead expense.
- 8. Schedule updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

## **1.5 APPLICATION FOR PAYMENT**

- A. Submit preliminary (pencil) copy of proposed values to PBK Construction Field Representative and Owner for review by the 20<sup>th</sup> of the month. Allow four (4) days for comments. Schedule review of the pencil copy during bi-monthly site visits.
- B. Once preliminary (pencil) approved, submit four (4) notarized originals of each application on AIA Form G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet for G702 or other similar form approved by Owner.
- C. Content and Format: Utilize schedule of values for listing items in Application for Payment.
- D. Submit updated construction or recovery schedule with each Application for Payment.
- E. Payment Period: Submit at intervals stipulated in Owner/Contractor Agreement. Include Supplementary Conditions of the Contract.
- F. Only materials stored on the Project site shall be paid for unless the materials are stored in a bonded warehouse agreed upon by Owner. Periodic review of stored item will be required by the inspector of record.
- G. Substantiating Data:

1. When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question. Items that may be requested by Architect or Owner to substantiate costs include, but are not limited to the following:
  - a. Current Record Documents as specified in Section 01 77 00: Closeout Procedures.
  - b. Labor time sheets, purchase orders, or similar documentation.
  - c. Affidavits attesting to products stored off-site.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION 01 29 00**

## **SECTION 01 29 73 SCHEDULE OF VALUES - SAMPLE**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section Includes: Schedule of values listing to be edited by Contractor of description of Work, not scheduled value, Work completed, stored materials, total complete, percentage, balance to finish, and retainage. These parts must remain intact.
- B. Related Sections:
  - 1. Section 01 29 00: Payment Procedures.

#### **1.3 DEFINITIONS**

- A. Pencil Copy: A copy submitted prior to a final/official submission on a monthly basis.
- B. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

#### **1.4 SCHEDULE OF VALUES**

**MATRIX TO START ON NEXT PAGE:**

**This is a sample illustration:**

Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Previous App.	This App.					
	<b>Div. 1 - General Reqs.</b> Site Work General Conditions Supervision Mobilization Bonds & Insurance Permits Contractor's Fee Closeout Documents								
	<b>Div. 1 - Total</b>								
	<b>Div. 2 - Existing Conditions</b> Demolition (As applicable) Erosion Control <b>Div. 2 - Total</b>								
	<b>Div. 3 - Concrete</b> Drill Piers Caps & Beams Slab on Grade Cooling Tower Basin Misc Bldg Conc Floor Sealer Rebar Matl Rebar Labor Lt.Wt.Insul Fill - Materials  Lt.Wt.Insul Fill - Labor Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 3 - Total</b> <b>Div 4 - Masonry</b> Brickwork - Labor Brickwork - Mats Concrete Masonry - Labor Concrete Masonry - Materials Str. Glazed Tile-Labor Str. Glazed Tile-Materials Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 4 - Total</b>								
	<b>Div 5 - Metals</b> Structural Steel - Labor Structural Steel - Materials Alternating Stairs Misc. Steel - Materials Steel Joists - Materials Lt. Gauge Steel Framing-Labor Lt. Gauge Steel Framing-Matls Metal Decking - Labor Expansion Joint Covers								

Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Previous App.	This App.					
	Detailing Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 5 - Total</b>								
	<b>Div. 6 - Wood &amp; Plastics</b> Rough Carpentry - Labor Rough Carpentry - Materials Millwork - Labor Millwork - Materials Submittals/Closeout Documents								
	<b>Div. 6 - Total</b>								
	<b>Div. 7 - Thermal and Moisture Protection</b> Waterpfng / Dampprfng-Matls Waterpfng / Dampprfng-Labor Building Insulation - Labor Building Insulation - Materials Fireproofing - Labor Fireproofing - Materials Metal Roof - Labor Metal Roof - Materials Metal Roof Guarantee Built-up Roofing-Labor Built-up Roofing-Materials Built-up Roofing Guarantee Roof Accessories Building Sheet Metal - Labor Building Sheet Metal - Matls Bldg. Sheet Metal Guarantee Roof Curbs Roof Hatches Sealants Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 7 - Total</b>								
	<b>Div. 8 - Doors and Frames</b> Finish Carpentry/Door - Labor Finish Hardware - Matls Thresholds & Seals - Matls+B66 Hollow Metal Doors & Frames - Matls Plastic Faced Doors-Matls Overhead Doors & Grilles- Labor Overhead Doors & Grilles - Matls Alum. Entrances & Store-fronts - Labor								

Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Previous App.	This App.					
	fronts - Mats Alum. Windows - Labor Alum Windows - Mats Glass & Glazing-Labor Glass & Glazing-Mats Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 8 - Total</b>								
	<b>Div. 9 - Finishes</b> Lath & Plaster-Labor Lath & Plaster-Mats Gypsum Wallboard Systems - Labor Gypsum Wallboard Systems - Mats Ceramic Tile - Labor Ceramic Tile - Mats Quarry Tile - Labor Quarry Tile - Mats Terrazzo-Labor Terrazzo-Mats Acoustic Clg. - Labor Acoustic Clg. - Mats Acoustic Wall Panels Resilient Flooring - Labor Resilient Flooring - Mats Carpet - Labor Carpet - Mats Athletic Flooring - Materials Athletic Flooring - Labor Floor Sealer Painting - Labor Painting - Mtls Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 9 - Total</b>								
	<b>Div. 10 - Specialties</b> Visual Display Boards & Tackboards - Materials Visual Display Boards & Tackboards - Labor Toilet Partitions - Labor Toilet Partitions - Mats Louvers Aluminum Flag Pole Graphics Lockers Cubicle Curtains & Track Fire Extinguisher Cabinets Demountable Partitions-Labor								

Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Previous App	This App					
	Demountable Partitions-Matls Shelving Toilet Room Accessories-Matls Toilet Room Accessories-Lbr Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 10 - Total</b>								
	<b>Div. 11 - Equipment</b> Stage Curtains Misc. Appliances Food Service Eqpt-Labor Food Service Eqpt-Matls Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 11 - Total</b>								
	<b>Div. 12 - Furnishings</b> Horizontal Blinds Projection Screens Casework - Labor Casework - Matls Science Casework - Labor Science Casework - Matls Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 12 - Total</b>								
	<b>Div. 13 - Specialties</b> Stage Curtains and Draperies Music Instrument Storage Bleachers Press Box Pre-eng. Metal Bldg. Stadium Seating Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 13 - Total</b>								
	<b>Div. 14 - Conveying Systems</b> Platform Lifts Elevators Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 14 - Total</b>								
	<b>Div. 21, 22 - Plumbing</b> Shop Drawings As-Builts/Closeout/ O&M Manuals Sanitary Underground - Labor								
Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Value	Previous					

		App.	App.				
	Sanitary Underground - Mats Storm Underground - Labor Storm Underground - Mats Domestic Water - Labor Domestic Water - Mats Plumbing Insulation - Mats Plumbing Insulation - Labor Gas Piping - Mats Gas Piping - Labor Grease Trap Plumbing Fixtures - Mats Plumbing Fixtures - Labor Coordination Drawings Submittals/Closeout Documents Supervision Clean-up						
	<b>Div. 21, 22 Plumbing - Total</b>						
	<b>Div. 23 - Mechanical</b> Shop Drawings As-Builts/Closeout/ O&M Manuals Chillers - Mats Chillers - Labor Cooling Towers - Mats Cooling Towers - Labor Boilers - Mats Boilers - Labor AHU's - Mats AHU's - Labor Fans - Mats Fans - Labor Grilles - Mats Grilles - Labor Ductwork - Mats Ductwork - Labor Pumps - Mtls Pumps - Labor Water Treatment - Labor Water Treatment - Mats Isolation - Labor Isolation - Mats Pipe Flex - Mats Pipe Flex - Labor Connections Sheet Metal - Mats Sheet Metal - Labor Duct Insulation - Mats Duct Insulation - Labor						

Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Previous App.	This App.					
	Pipe Insulation - Mats Pipe Insulation - Labor VAV Boxes - Materials VAV Boxes - Labor Refrigerant Monitor - Mats Refrigerant Monitor - Labor Unit Heaters - Materials Unit Heaters - Labor Startup Controls - Mats Control - Labor Engineer / Submittals Modules / End Devices Low Voltage Wiring Startup Closeout Documents Fire Sprinkler Engineer / Submittals Piping - Materials Piping - Labor Equipment - Materials Equipment - Labor Trimout - Materials Trimout - Labor Pipe, Valves, Fittings - Labor Pipe, Valves, Fittings - Mats Misc. - Mats Insulation - Mats Insulation - Labor Sanitary Above Slab-Labor Sanitary Above Slab-Mats Storm Above Slab - Labor Storm Above Slab - Mats Gas - Labor Gas - Mats Fixtures - Labor Fixtures - Mats Permits Coordination Drawings Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 23 Mechanical - Total</b>								
	<b>Div. 26 - Electrical</b> Mobilization+B220 Shop Drawings As-Builts/Closeout/ O&M Manuals Underground Conduit - Labor Conduit - Matl Wire - Labor								

Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Previous App.	This App.					
	Wire - Mats Feeder Wire - Labor Feeder Wire - Mats Switches/Recpt. Switchgear - Labor Switchgear - Mats Temporary - Materials Temporary - Labor Gas Generator - Materials Gas Generator - Labor Fixtures - Labor Fixtures - Mats Communications - Labor Communications - Mats Fire Alarm - Labor Fire Alarm - Mats Security - Labor Security - Mats Low Voltage Ltng Sys-Mats Low Voltage Ltng Sys-Labor Voice System - Materials Voice System - Labor Video System - Materials Video System - Labor Data System - Materials Data System - Labor Master Clock - Materials Master Clock - Labor+B277 Coordination Drawings Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 26 - Total</b>  <b>Divs. 31, 32 and 33 - Earthwork, Exterior Improvements and Utilities</b> Site Clearing & Grubbing Building Pad - Materials Building Pad - Labor Paving Subgrade Signage / Striping Bike Racks Landscaping - Materials Landscaping - Labor Hydro Mulch - Materials Hydro Mulch - Labor Irrigation - Materials Irrigation - Labor Earthwork Finish Grading Stabilization - Materials Stabilization - Labor Site Drainage - Materials Site Drainage - Labor								

Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed	%	Balance To Finish	Retainage
			Previous App.	This App.					
	Chain Link Fence-Materials Chain Link Fence-Labor Paving - Labor Paving - Materials Sidewalks Submittals/Closeout Documents Supervision Clean-up								
	<b>Div. 31, 32 and 33 - Total</b>								
	<b>General Conditions</b> Mobilization Temp. Facilities Final Cleaning Record Documents/Closeout/ O&M Manuals Supervision Permits Bonds Insurance Allowances Alternates (list) Change Orders A. PR# B. PR# C. PR#								

**END OF SECTION 01 29 73**

## **SECTION 01 31 00 PROJECT MANAGEMENT AND COORDINATION**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. Section Includes:

1. Administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - a. General coordination procedures.
  - b. Coordination drawings.
  - c. Pre-installation meetings.

B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

C. Contractor (s) shall make a reasonable attempt to interpret the Contract Documents before asking the Architect for assistance in interpretation. Requests for Information (RFI) will not be allowed from Contractor. Contractor shall arrange the necessary meeting in the field with appropriate Architect's field representative(s) to obtain clarification as needed on items that may need interpretation.

#### **1.3 SUBMITTALS**

A. Subcontract List:

1. Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design with contractor. Include the following information in tabular form:
  - a. Name, address, and telephone number of entity performing subcontract or supplying products.
  - b. Number and title of related Specification Section(s) covered by subcontract.
  - c. Drawing number and detail references, as appropriate, covered by subcontract.

B. Key Personnel Names:

1. Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and the duties and responsibilities; list address, telephone numbers (home, office, and cellular), and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project:
  - a. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

#### **1.4 COORDINATION PROCEDURES**

A. Coordinate construction operations to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations that depend on each other for proper installation, connection, and operation:

1. Schedule construction operations in sequence required to obtain the best results

where installation of one part of the Work depends on installation of other components, before or after its own installation.

2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include items as required notices, reports, and list of attendees at meetings:

1. Prepare similar memoranda for Owner and separate contractors if coordination of the Work is required.

C. Administrative Procedures:

1. Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Administrative activities include, but are not limited to, the following:
  - a. Preparation of Contractor's Construction Schedule.
  - b. Preparation of the schedule of values.
  - c. Installation and removal of temporary facilities and controls.
  - d. Delivery and processing of submittals.
  - e. Progress meetings.
  - f. Pre-installation conferences.
  - g. Project closeout activities.
  - h. Startup and adjustment of systems.
  - i. Coordinating inspections and other jurisdictional requirements.
  - j. Coordinate OFCI equipment.
  - k. Action items and issue logs.

D. Conservation:

1. Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste:
  - a. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to the Specifications Sections for disposition of salvaged materials that are designated as Owner's property.

## 1.5 COORDINATION DRAWINGS

A. Coordination Drawings, General:

1. Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on shop drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity:
  - a. Content:
    - 1) Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
      - a) Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
      - b) Coordinate the addition of trade specific information to the coordination drawings by multiple contractors in sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
      - c) Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.

- d) Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
- e) Show location and size of access doors required for access to concealed dampers, valves, and other controls.
- f) Indicate required installation sequences.
- g) Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization:

- 1. Floor plans and reflected ceiling plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan Drawings with section drawings where required to adequately represent the Work.
- 2. Plenum space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings. Indicate areas of conflict between light fixtures, ductwork, piping, and other components.
- 3. Mechanical rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire protection, fire-alarm, and electrical equipment.
- 4. Structural penetrations: Indicate penetrations and openings required for all disciplines.
- 5. Slab edge and embedded items: Indicate slab edge locations and sizes, and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
- 6. Mechanical and plumbing work - Show the following:
  - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
  - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts, and electrical distribution equipment.
  - c. Fire-rated enclosures around ductwork.
- 7. Electrical work - Show the following:
  - a. Runs of vertical and horizontal conduit 1-1/4 inches (32 mm) in diameter and larger.
  - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire alarm locations.
  - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
  - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
  - e. Floor boxes.
- 8. Fire protection system - Show the following:
  - a. Locations of standpipes, mains piping, branch lines, pipe drops, sprinkler heads, and inspector test locations.
- 9. IDF/MDF rooms: Communications and low voltage (security, data, phone, etc.) audio.
- 10. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make changes as directed and resubmit.
- 11. Coordination drawing prints: Prepare coordination drawing prints according to requirements in Section 01 33 00: Submittal Procedures.

C. Coordination Digital Data Files:

1. Prepare coordination digital data files according to the following requirements:
  - a. File preparation format: Same digital data software program, version, and operating system as original Drawings.
  - b. File submittal format: Submit or post coordination drawing files using same format as file preparation.
  - c. BIM file incorporation:
    - 1) Develop and incorporate coordination drawing files into Building Information Model established for Project:
      - a) Perform three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Architect.
  - d. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files:
    - 1) Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
    - 2) Digital data software program: Drawings are available in Revit.
    - 3) Contractor shall execute a data licensing agreement in the form of AIA Document C106.

## 1.6 PROJECT MEETINGS

- A. Schedule and conduct meetings and conferences at Project site unless otherwise indicated:
  1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
  2. Agenda: Architect to prepare the meeting agenda and distribute the agenda to all invited attendees.
  3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
  4. Action items: An element of work, design, research, or other task to be completed before a specific date or time, such as before a subsequent meeting of involved parties.
  5. Issue logs: Documentation element of software project management and contains a list of ongoing and closed issues of the Project.
- B. Kick-off and Preconstruction Conference:
  1. Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect:
    - a. Conduct the conference to review responsibilities and personnel assignments.
    - b. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
    - c. Agenda: Discuss items of significance that affect progress.
    - d. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
    - e. Action items: An element of work, design, research, or other task to be completed before a specific date or time, such as before a subsequent meeting of involved parties.
- C. Pre-Installation Conferences:
  1. Conduct a pre-installation trade conference at site before each construction activity

that requires coordination with other construction trades:

- a. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect and Engineer of Record of scheduled meeting dates.
- b. Agenda: Contractor to review progress of other construction activities and preparations for the particular activity under consideration.
- c. Contractor to record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
- d. Reporting: Contractor to distribute minutes of the meeting to each party present and to other parties requiring information.
- e. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- f. Action items: An element of work, design, research, or other task to be completed before a specific date or time, such as before a subsequent meeting of involved parties.

D. Project Closeout Conference:

1. 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:
  - a. Conduct the conference to review requirements and responsibilities related to Substantial Completion.
  - b. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
  - c. Agenda: Discuss items of significance that could affect or delay Project closeout.
  - d. Minutes: Entity conducting meeting will record and distribute meeting minutes.
  - e. Action items: An element of work, design, research, or other task to be completed before a specific date or time, such as before a subsequent meeting of involved parties.

E. Progress Meetings:

1. Conduct progress meetings at weekly intervals:
  - a. Coordinate dates of meetings with preparation of payment requests.
  - b. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
  - c. Agenda:
    - 1) Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of the Project:
      - a) Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
  - d. Minutes:
    - 1) Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information:

- a) Schedule updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- b) Six (6) week look-ahead schedules. This may be altered to three (3) week look-ahead as part of an action item when Architect/District request:
  - i. Action items: An element of work, design, research, or other task to be completed before a specific date or time, such as before a subsequent meeting of involved parties.

**F. Coordination Meetings:**

- 1. Conduct coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and pre-installation conferences:
  - a. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with the Project and authorized to conclude matters relating to the Work.
  - b. Agenda:
    - 1) Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of the Project:
      - a) Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      - b) Schedule updating: Revise combined Contractor's Construction Schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
      - c) Review present and future needs of each contractor present.
    - c. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
    - d. Action items: An element of work, design, research, or other task to be completed before a specific date or time, such as before a subsequent meeting of involved parties.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION 01 31 00**

## **SECTION 01 32 00 CONSTRUCTION PROGRESS DOCUMENTATION**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:

1. Startup construction schedule.
2. Contractor's Construction Schedule.
3. Construction schedule updating reports.
4. Daily construction reports.
5. Material location reports.
6. Site condition reports.
7. Special reports.

#### **1.3 DEFINITIONS**

A. Activity:

1. A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources:
  - a. Critical activity: An activity on the critical path that must start and finish on the planned early start and finish times.
  - b. Predecessor activity: An activity that precedes another activity in the network.
  - c. Successor activity: An activity that follows another activity in the network.

B. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Architect.

C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of the project.

D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

E. Float:

1. The measure of leeway in starting and completing an activity:
  - a. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
  - b. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
  - c. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

- F. Look-ahead Schedule: Schedule indicating activities scheduled to occur or commence prior to submittal of next schedule update.
- G. Milestones: Measurable, observable, and serve as progress markers (flags) but, by definition, are independent of time (have zero durations); therefore, no Work or consumption of resources is associated with them.
- H. Recovery Schedule: Submittal of a revised CPM schedule and a written plan.
- I. Resource Loading: The allocation of manpower and equipment necessary for completion of an activity as scheduled.

#### **1.4 SUBMITTALS**

- A. Submittal Format:
  - 1. Submit required submittals in the following format:
    - a. Working electronic copy of schedule file, where indicated.
    - b. PDF electronic file.
- B. Startup Diagram: Of size necessary to display entire network for entire construction period. Show logic relationship ties for all activities.
- C. Contractor's Construction Schedule:
  - 1. Initial schedule, of size required to display entire schedule for entire construction period:
    - a. Submit a working electronic copy of schedule labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.
- D. CPM Reports:
  - 1. Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, cost and resource loading, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days:
    - a. Activity Report: List of activities sorted by activity number and then early start date, or actual start date if known.
    - b. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
    - c. Total Float Report: List of all activities sorted in ascending order of total float.
    - d. Earnings Report: Compilation of Contractor's total earnings from commencement of the Work until most recent Application for Payment.
- E. Construction Schedule Updating Reports: Submit with Applications for Payment.
- F. Daily Construction Reports: Submit at monthly intervals.
- G. Material Location Reports: Submit at monthly intervals.
- H. Site Condition Reports: Submit at time of discovery of differing conditions.
- I. Special Reports: Submit at time of unusual event.

## 1.5 QUALITY ASSURANCE

- A. Pre-Scheduling Conference:
  - 1. Conduct conference at site. Review methods and procedures related to the preliminary construction schedule and Contractor's Construction Schedule, including, but not limited to, the following:
    - a. Review software limitations and content and format for reports.
    - b. Verify availability of qualified personnel needed to develop and update schedule.
    - c. Discuss constraints, including phasing, Work stages, area separations, interim milestones, and partial Owner occupancy.
    - d. Review delivery dates for Owner furnished products.
    - e. Review schedule for work of Owner's separate contracts, if any.
    - f. Review submittal requirements and procedures.
    - g. Review time required for review of submittals and resubmittals.
    - h. Review requirements for tests and inspections by independent testing and inspecting agencies.
    - i. Review time required for Project closeout and Owner startup procedures.
    - j. Review and finalize list of construction activities to be included in schedule.
    - k. Review procedures for updating schedule.
- B. Coordination:
  - 1. Coordinate Contractor's Construction Schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports:
    - a. Secure time commitments for performing critical elements of the Work from entities involved.
    - b. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

## PART 2 PRODUCTS (NOT USED)

## PART 3 EXECUTION

### 3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Time is of the essence to Owner. Commence Work immediately upon issuance of the Notice to Proceed. There is a critical need for the Work to be substantially complete within the time frame identified in the Agreement.
- B. Time Frame:
  - 1. Extend schedule from date established for commencement of the Work to date of Substantial Completion and date of final completion:
    - a. Contract completion date shall not be changed by submission of schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities:
  - 1. Treat each separate area or story as a separate numbered activity for each main element of the Work. Comply with the following:
    - a. Activity duration: Define activities in terms of number of days anticipated.
    - b. Procurement activities: Include procurement process activities for long lead items and major items requiring a cycle of more than 60 days as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.

- c. Submittal review time: Include review and resubmittal times indicated in Section 01 33 00: Submittal Procedures in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
- d. Startup and testing time: Include number of days anticipated for startup and testing.
- e. Substantial Completion: Indicate completion of all conditions as in advance of date established for Substantial Completion and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
- f. Punch list and final completion: Include a maximum of 30 days for completion of punch list items and final completion.
- g. Inspections required by Authorities Having Jurisdiction (AHJ).

D. Constraints:

- 1. Include constraints and Work restrictions indicated in the Contract Documents and show how the sequence of the Work is affected:
  - a. Work restrictions:
    - 1) Show the effect of the following items on the schedule:
      - a) Coordination with existing construction.
      - b) Limitations of continued occupancies.
      - c) Uninterruptible services.
      - d) Partial occupancy before Substantial Completion.
      - e) Use of premises restrictions.
      - f) Provisions for future construction.
      - g) Seasonal variations.
      - h) Environmental control.
      - i) Rain days as indicated in Section 01 10 00: Summary.
  - b. Work stages:
    - 1) Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
      - a) Submittals.
      - b) Mockups.
      - c) Fabrication.
      - d) Installation.
      - e) Tests and inspections.
      - f) Adjusting.
      - g) Curing.

E. Cost Correlation: Superimpose a cost correlation timeline, indicating planned and actual costs. On the line, show planned and actual dollar volume of the Work performed as of planned and actual dates used for preparation of payment requests.

F. Six (6) Week Look-Ahead Schedule:

- 1. Prepare schedule indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
  - a. Unresolved issues.
  - b. Unanswered Requests for Information.
  - c. Rejected or unreturned submittals.
  - d. Notations on returned submittals.
  - e. Pending modifications affecting the Work and Contract Time.
  - f. Inspections by AHJ.
  - g. Trade pre-installation conference.

- G. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
- H. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
- I. Contract Modifications: For each proposed Contract modification and concurrent with its submission, prepare a time impact analysis to demonstrate the effect of the proposed change on the overall Project schedule.
- J. Schedule Updating:
  - 1. Concurrent with making revisions to the schedule, prepare tabulated reports showing the following:
    - a. Identification of activities that have changed.
    - b. Changes in early and late start dates.
    - c. Changes in early and late finish dates.
    - d. Changes in activity durations in workdays.
    - e. Changes in the critical path.
    - f. Changes in total float or slack time.
    - g. Changes in Contract Time.

### **3.2 REPORTS**

- A. Daily Construction Reports:
  - 1. Prepare a daily construction report recording information concerning events at the site and submit each month to Architect:
    - a. List of subcontractors at the Project site.
    - b. List of separate contractors at the Project site.
    - c. Approximate count of personnel at the Project site.
    - d. Rental equipment at the Project site.
    - e. Material deliveries.
    - f. High and low temperatures and general weather conditions, including presence of rain or snow.
    - g. Accidents.
    - h. Meetings and significant decisions.
    - i. Unusual events (see special reports).
    - j. Stoppages, delays, shortages, and losses.
    - k. Meter readings and similar recordings.
    - l. Emergency procedures.
    - m. Orders and requests of AHJ.
    - n. Change Orders received and implemented.
    - o. Construction Change Directives received and implemented.
    - p. Services connected and disconnected.
    - q. Equipment or system tests and startups.
    - r. Partial completions and occupancies.
    - s. Substantial Completions authorized.

B. Material Location Reports:

1. At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from the Project site. Indicate the following categories for stored materials:
  - a. Material stored prior to previous report and remaining in storage.
  - b. Material stored prior to previous report and since removed from storage and installed.
  - c. Material stored following previous report and remaining in storage.

C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report and contact Architect's field representative. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents to Architect's field representative.

D. Special Reports:

1. Submit special reports directly to Owner within 24 hours of an occurrence. Distribute copies of report to parties affected by the occurrence:
  - a. Reporting unusual events: When an event of an unusual and significant nature occurs at site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, and response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner and Architect in advance when these events are known or predictable.

### **3.3 CONTRACTOR'S CONSTRUCTION SCHEDULE**

A. Contractor's Construction Schedule Updating:

1. At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule with a pencil copy of pay application:
  - a. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  - b. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  - c. As the Work progresses, indicate final completion percentage for each activity.

B. Distribution:

1. Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and interested parties identified by Contractor with a need-to-know schedule responsibility:
  - a. Post copies in Project meeting rooms and temporary field offices.
  - b. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

**END OF SECTION**

## **SECTION 01 33 00 SUBMITTAL PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 SECTION INCLUDES**

- A. Related submittals.
- B. Architect's digital data files.
- C. Proposed products list.
- D. Processing time.
- E. Submittal review.
- F. Submittal procedures - paper submittals.
- G. Shop drawings - paper submittals.
- H. Submittal procedures - electronic submittals.
- I. Shop drawings - electronic submittals.
- J. Product data.
- K. Samples.
- L. Manufacturers' instructions.
- M. Manufacturers' certificates.
- N. [Deferred approval requirements.]
- O. Submittal schedule.

#### **1.2 RELATED SUBMITTALS**

- A. Progress Payments: Section 01 29 00 - Payment Procedures.
- B. Schedule of Values: Section 01 29 73 – Schedule of Values sample
- C. Substitutions: Section 01 25 13 – Product Substitution Procedures.
- D. Coordination Drawings: Section 01 31 00 - Project Management and Coordination.
- E. Construction Schedule:
- F. Tests and Inspections: Section 01 45 23 – Testing & Inspections Services.
- G. Closeout Procedures: Section 01 77 00 – Closeout Procedures.

#### **1.3 ARCHITECT'S DIGITAL DATA FILES**

Upon written request, the Architect's electronic CAD files will be provided for use in connection with preparation of shop drawings subject to the acceptance of the Architect's standard terms and conditions for electronic file transfer. [A service fee of \$\_\_\_\_\_.00 per drawing shall be remitted to Architect prior to release of electronic files.]

**A. PROPOSED PRODUCTS LIST**

Within fourteen days after date of Notice to Proceed, submit complete list of major products proposed for use, with name of manufacturer, trade name, model number, and designated specification section of each product.

For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

**1.4 PROCESSING TIME**

- A. Time period for review of submittals will commence upon receipt of submittal by Architect.
- B. Initial Review: Allow ten working days for each submittal.
- C. Resubmittal Review: Allow ten working days for each resubmittal.
- D. Sequential Review: Allow fifteen working days for initial and resubmittal review of each submittal where review is required by Architect's consultant's, Owner or other parties indicated.
- E. [Deferred Approval Review: Allow a minimum of ninety calendar days for each submittal and any subsequent resubmittal review by the Division of The State Architect.]

**1.5 SUBMITTAL REVIEW**

- A. The Architect's review is only for general conformance with design concept and Contract requirements. Contractor is responsible for compliance with Contract Documents, dimensions, quantities, fit and coordination with other Work. Review does not authorize substitutions, exclusions and limitations to Contract requirements unless specifically requested by Contractor and acknowledged by Architect.
- B. Definitions for submittal review:
- C. Review Completed - Do Not Resubmit: The Work covered by the submittal has been reviewed by the Architect and may proceed provided it complies with the Contract Documents. Final acceptance will depend on that compliance.
- D. Revise as Noted - Do Not Resubmit: The Work covered by the submittal has been reviewed by the Architect and may proceed provided it complies both with Architect's notations and corrections on the submittal and the Contract Documents. Final acceptance will depend on that compliance.
- E. Revise as Noted - Resubmit for Record: The Work covered by the submittal has been reviewed by the Architect and the submittal is to be revised according to the Architect's notations and corrections and a new submittal is to be made. Do not proceed with the Work covered by the submittal. Once the revised submittal is received it will be reviewed again by the Architect and retained as the record submittal. Once reviewed, the Work may proceed provided it complies with the Contract Documents. Final acceptance will depend on that compliance.
- F. Not Acceptable - Make New Submittal: Do not proceed with the Work covered by the submittal. Prepare a new submittal that complies with the Contract Documents. Once the revised submittal is received it will be reviewed again by the Architect. Once reviewed, the Work may proceed provided it complies with the Contract Documents. Final acceptance will depend on that compliance.
- G. Comment Box / Line: This line is for the Architect to take other action as may be appropriate for the actual submittal made. Notations may include a request for additional items or a statement regarding the submittal. This area can also be used in conjunction with other boxes that have been marked.

## **1.6 SUBMITTAL PROCEDURES - ELECTRONIC SUBMITTALS**

- A. Transmit each electronic submittal in conformance with requirements of this section.
- B. Submittals for all items requiring color selections will not be accepted as an electronic submittal.
- C. Assemble complete submittal package into a single indexed Portable Document Format ( PDF ) file. File format licensed by Adobe Systems.
- D. Transmit electronic submittals as PDF files via Architect's Project Collaboration Site address [ or designated email address].
- E. Transmittal form for submittals shall be an electronic form acceptable to the Architect which identifies the Project, the Architect's project number, the Contractor, the Subcontractor or material supplier; pertinent Drawing and detail number(s), and specification Sections, as appropriate.
- F. Provide links enabling navigation to each item of submittal package.
- G. Name electronic submittal file with consistent project identifier composed of Architect's project number, Architect's alpha numeric file designation, and specification section number followed by sequential number. (e.g., 1930700-56-SUB - 064116-01.pdf )
- H. Resubmittals shall include an alphabetic suffix after initial point number. (e.g., 1930700-56-SUB – 064116-01-A.pdf)
- I. Resubmittals shall identify all changes made since previous submittal.
- J. Insert Contractor's review stamp to permanently record Contractor's action.
- K. Contractor's stamp shall be signed or initialed certifying that review, verification of Products required, field dimensions, adjacent work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- L. Submittals without Contractor's stamp and signature will be returned without review.
- M. Provide space for Architect's electronic review stamp.
- N. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
- O. Make submittals in advance of scheduled dates for installation to allow specified time for review, revisions, and resubmission prior to final review and subsequent placement of orders.
- P. No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit proper processing.
- Q. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- R. Contractor shall reproduce and distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.
- S. Partial submittals will be considered non responsive and will be returned without review.
- T. Submittals not requested will not be recognized or processed. Submittals not requested will

be returned without review.

- U. Architect will not review submittals that contain material data safety sheets (MSDS) and will return them for resubmittal.
- V. Material safety data sheets (MSDS) will only be reviewed by Architect when submitted to show compliance with LEED certification requirements. Non-LEED submittals that include material safety data sheets will be returned for resubmittal.
- W. Substitutions will not be considered when they are indicated or implied on submittals without separate written request as required by provisions of Section 01 25 13 - Product Substitution Procedures.

#### **1.7 SHOP DRAWINGS - ELECTRONIC SUBMITTALS**

- A. Submit electronic copy of shop drawings in PDF format as specified in this section.
- B. Review comments will be indicated on reviewed document.
- C. After review, distribute in accordance with article on procedures stated above and provide copies for Record Documents described in Section 01 77 00 - Closeout Procedures.
- D. Do not reproduce Contract Documents or copy standard information and submit as shop drawings.
- E. Standard information prepared without specific reference to project requirements will not be considered a shop drawing.
- F. Do not use or allow others to use shop drawings which have been submitted and have been rejected.

#### **1.8 PRODUCT DATA**

- A. When specified in individual specification sections, submit copies of data for each product which Contractor requires.
- B. Submit six copies of product data made in paper format. Four copies will be retained by Architect.
- C. Electronic submittals for product data will comply with Article for electronic submittal procedures stated in this section.
- D. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to this Project.
- E. Manufacturer's standard product data or catalogs that do not indicate materials or products that are specific to project will be returned without review.
- F. After review, distribute in accordance with article on procedures stated above and provide copies for Record Documents described in Section 01 77 00 - Closeout Procedures.

#### **1.9 SAMPLES**

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Include identification on each sample, with full Project information.

- C. Submit the number of samples which Contractor requires, plus two which will be retained by Architect.
- D. Reviewed samples which may be used in the Work are indicated in individual specification Sections.
- E. Submittals for all items requiring color selection must be received before any will be selected.
- F. If a variation in color, pattern, texture or other characteristic is inherent within the material or product submitted, sample shall approximate limits of variation.

#### **1.10 MANUFACTURER'S INSTRUCTIONS**

- A. When specified in individual specification Sections, submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturer's instructions and Contract Documents.

#### **1.11 MANUFACTURER'S CERTIFICATES**

- A. When specified in individual specification Sections, submit manufacturer's certificate to Architect for review, in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference date, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect.

#### **1.12 DEFERRED APPROVAL REQUIREMENTS**

- A. Installation of deferred approval items shall not be started until detailed plans, specifications, and engineering calculations have been accepted and signed by the Architect or Engineer in general responsible charge of design and signed by a California registered Architect or professional engineer who has been delegated responsibility covering the work shown on a particular plan or specification and approved by the Division of the State Architect. Deferred approval items for this project are the following items:
  - B. [Aluminum Entrances and Storefronts - Section 08 41 13].
  - C. [Translucent Wall and Roof Assemblies - Section 08 45 00.]
  - D. [Telescopic Bleachers - Section 12 66 13.]
  - E. [Grandstands - Section 13 34 16.]
  - F. [Electric Traction Elevators - Passenger - Section 14 21 23.]
  - G. [Hydraulic Passenger Elevators - Section 14 24 23.]
  - H. Deferred approval drawings and specifications become part of the approved documents for the project when they are submitted to and approved by the Division of the State Architect.
  - I. Deferred approval items shall be submitted no later than 60 days after Notice to Proceed.
  - J. Submit four prints of each drawing.

- K. Submit four copies of calculations, product data and test reports.
- L. Identify and specify all supports, fasteners, spacing, penetrations, etc., for each of the deferred approval items, including calculations for each and all fasteners.
- M. Submit documents to Architect for review.
- N. Documents shall bear the stamp and signature of the Structural, Mechanical, or Electrical Engineer licensed in the State of California who is responsible for the work shown on the documents.
- O. Architect will forward submittal to project Structural, Mechanical, and Electrical Engineer.
- P. Review of project Architect, Structural, Mechanical, and Electrical Engineer is only for conformance with design concept shown on the documents.
- Q. After review by Architect/Engineer, Architect will forward two copies of submittal to the Division of the State Architect for approval.
- R. Respond to review comments made by the Division of the State Architect and revise and resubmit submittal for final approval.
- S. Architect will forward two copies of final revised submittal to the Division of the State Architect for approval.
- T. The Division of the State Architect will return one copy of final submittal to the Architect.
- U. Architect will forward one copy of evidence of submittal approval by the Division of the State Architect for final distribution by the Contractor.

## **PART 2 PRODUCTS**

Not Used

## **PART 3 EXECUTION**

### **3.1 SUBMITTAL SCHEDULE**

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>03 52 16</u>	<u>Lightweight Insulating Concrete</u>		<u>6</u>	
<u>03 54 16</u>	<u>Hydraulic Cement Underlayment</u>		<u>6</u>	
<u>04 05 13</u>	<u>Masonry Mortar</u>	<u>2</u>		
<u>04 20 00</u>	<u>Unit Masonry</u>	<u>4</u>	<u>6</u>	
<u>04 20 13</u>	<u>Veneer Masonry System</u>	<u>4</u>	<u>6</u>	
<u>04 20 19</u>	<u>Adhered Masonry Veneer</u>	<u>2</u>	<u>6</u>	
<u>04 23 00</u>	<u>Glass Masonry Units</u>	<u>2</u>	<u>6</u>	
<u>04 40 00</u>	<u>Stone Assemblies</u>	<u>4</u>		
<u>04 72 00</u>	<u>Cast Stone Masonry</u>	<u>2</u>		<u>6</u>
<u>04 73 00</u>	<u>Manufactured Stone Veneer</u>	<u>2</u>	<u>6</u>	
<u>05 12 00</u>	<u>Structural Steel Framing</u>			<u>6</u>
<u>05 21 00</u>	<u>Steel Joist Framing</u>			<u>6</u>
<u>05 31 13</u>	<u>Steel Floor Decking</u>		<u>6</u>	<u>6</u>
<u>05 31 23</u>	<u>Steel Roof Decking</u>		<u>6</u>	<u>6</u>
<u>05 40 00</u>	<u>Cold Formed Metal Framing</u>		<u>6</u>	<u>6</u>
<u>05 50 00</u>	<u>Metal Fabrications</u>			<u>6</u>
<u>05 51 00</u>	<u>Metal Stairs</u>			<u>6</u>
<u>05 51 33</u>	<u>Metal Ladders</u>			<u>6</u>
<u>05 52 00</u>	<u>Metal Railings</u>	<u>2</u>		<u>6</u>
<u>05 53 00</u>	<u>Metal Gratings</u>	<u>2</u>		<u>6</u>

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>06 10 00</u>	<u>Rough Carpentry</u>		<u>6</u>	
<u>06 17 33</u>	<u>Wood I-Joists</u>		<u>6</u>	<u>6</u>
<u>06 17 36</u>	<u>Metal-Web Wood Joists</u>			<u>6</u>
<u>06 17 53</u>	<u>Shop-Fabricated Wood Trusses</u>		<u>6</u>	<u>6</u>
<u>06 18 00</u>	<u>Glue Laminated Construction</u>		<u>6</u>	<u>6</u>
<u>06 20 00</u>	<u>Finish Carpentry</u>	<u>2</u>		<u>6</u>
<u>06 41 13</u>	<u>Wood-Veneer-Faced Architectural Cabinets</u>	<u>2</u>		<u>6</u>
<u>06 41 16</u>	<u>Plastic-Laminate-Clad Architectural Cabinets</u>	<u>2</u>		<u>6</u>
<u>07 12 00</u>	<u>Built-Up Bituminous Waterproofing</u>		<u>6</u>	
<u>07 13 53</u>	<u>Elastomeric Sheet Waterproofing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 17 00</u>	<u>Bentonite Waterproofing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 18 00</u>	<u>Traffic Coating</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 19 00</u>	<u>Water Repellents</u>		<u>6</u>	
<u>07 21 13</u>	<u>Rigid Wall Insulation</u>		<u>6</u>	
<u>07 21 15</u>	<u>Continuous Wall Panel Insulation</u>		<u>6</u>	
<u>07 21 16</u>	<u>Blanket Insulation</u>		<u>6</u>	
<u>07 21 19</u>	<u>Foamed-In-Place Insulation</u>		<u>6</u>	
<u>07 21 26</u>	<u>Blown Insulation</u>		<u>6</u>	
<u>07 22 00</u>	<u>Roof and Deck Insulation</u>		<u>6</u>	<u>6</u>
<u>07 22 19</u>	<u>Nailable Insulated Sheathing</u>		<u>6</u>	

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>07 25 00</u>	<u>Fiberglass Mat Gypsum Board and Air Barrier System</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 27 26</u>	<u>Fluid Applied Membrane Air-BARRIERS</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 31 13</u>	<u>Asphalt Shingles</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 32 00</u>	<u>Roof Tiles</u>	<u>2</u>	<u>6</u>	
<u>07 42 49</u>	<u>Fiber Cement Cladding System</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 46 23</u>	<u>Wood Siding</u>	<u>2</u>		
<u>07 51 00</u>	<u>Built-Up Bituminous Roofing</u>		<u>6</u>	
<u>07 52 00</u>	<u>Modified Bituminous Membrane Roofing</u>		<u>6</u>	
<u>07 54 19</u>	<u>Polyvinyl-Chloride Roofing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 54 23</u>	<u>Thermoplastic-Polyolefin Roofing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 61 00</u>	<u>Sheet Metal Roofing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 62 00</u>	<u>Sheet Metal Flashing and Trim</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 71 23</u>	<u>Manufactured Gutters and Downspouts</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>07 72 33</u>	<u>Roof Hatches</u>		<u>6</u>	
<u>07 81 00</u>	<u>Applied Fireproofing</u>		<u>6</u>	
<u>07 81 23</u>	<u>Intumescent Fireproofing</u>	<u>2</u>	<u>6</u>	
<u>07 84 00</u>	<u>Firestopping</u>		<u>6</u>	
<u>07 92 00</u>	<u>Joint Sealants</u>	<u>2</u>	<u>6</u>	
<u>07 95 13</u>	<u>Expansion Joint Cover Assemblies</u>		<u>6</u>	<u>6</u>

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>08 11 13</u>	<u>Hollow Metal Doors and Frames</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 12 13</u>	<u>Hollow Metal Frames</u>		<u>6</u>	<u>6</u>
<u>08 14 00</u>	<u>Wood Doors</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 14 23</u>	<u>Clad Wood Doors</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 31 00</u>	<u>Access Doors and Frames</u>		<u>6</u>	
<u>08 32 00</u>	<u>Sliding Glass Doors</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 33 23</u>	<u>Overhead Coiling Doors</u>		<u>6</u>	<u>6</u>
<u>08 36 13</u>	<u>Sectional Overhead Doors</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 41 13</u>	<u>Aluminum-Framed Entrances and Storefronts</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 43 13</u>	<u>Fire-Rated Aluminum Storefront</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 43 23</u>	<u>Fire-Rated Steel Framed Storefront</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 45 00</u>	<u>Translucent Wall and Roof Assemblies</u>		<u>6</u>	<u>6</u>
<u>08 51 13</u>	<u>Aluminum Windows</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 51 23</u>	<u>Steel Windows</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 52 00</u>	<u>Wood Windows</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>08 62 00</u>	<u>Unit Skylights</u>		<u>6</u>	<u>6</u>
<u>08 71 00</u>	<u>Door Hardware</u>		<u>6</u>	<u>6</u>
<u>08 80 00</u>	<u>Glazing</u>	<u>2</u>	<u>6</u>	
<u>09 21 16</u>	<u>Gypsum Board Assemblies</u>	<u>1</u>		
<u>09 22 16</u>	<u>Metal Stud Framing System</u>		<u>6</u>	<u>6</u>

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>09 24 00</u>	<u>Cement Plastering</u>	<u>2</u>	<u>6</u>	
<u>09 30 11</u>	<u>Ceramic Tile Floor Finishing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 30 12</u>	<u>Ceramic Tile Wall Finishing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 30 13</u>	<u>Fiber Reinforced Porcelain Panels</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 30 14</u>	<u>Porcelain Tile Floor Finishing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 30 15</u>	<u>Porcelain Tile Wall Finishing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 30 16</u>	<u>Quarry Tile Floor Finishing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 51 13</u>	<u>Acoustical Panel Ceilings</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 51 33</u>	<u>Direct Applied Acoustical Ceiling</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 62 23</u>	<u>Bamboo Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 64 56</u>	<u>Wood Stage Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 64 66</u>	<u>Wood Athletic Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 64 69</u>	<u>Wood Athletic Floor Restoration</u>	<u>2</u>	<u>6</u>	
<u>09 65 00</u>	<u>Resilient Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 65 16</u>	<u>Linoleum Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 65 17</u>	<u>Linoleum Tile Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 65 56</u>	<u>Resilient Dance Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 65 66</u>	<u>Resilient Athletic Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 65 70</u>	<u>Textile Tile Flooring</u>	<u>2</u>		<u>6</u>
<u>09 65 71</u>	<u>Textile Sheet Flooring</u>	<u>2</u>		<u>6</u>

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>09 66 13</u>	<u>Portland Cement Terrazzo Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 66 23</u>	<u>Thin-Set Epoxy Terrazzo Flooring</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 67 26</u>	<u>Quartz Flooring</u>	<u>2</u>	<u>6</u>	
<u>09 68 13</u>	<u>Tile Carpeting</u>	<u>2</u>	<u>6</u>	
<u>09 68 16</u>	<u>Sheet Carpet</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>09 72 00</u>	<u>Wall Coverings</u>	<u>2</u>	<u>6</u>	
<u>09 72 06</u>	<u>Digital Wall Covering Graphic</u>	<u>2</u>		<u>6</u>
<u>09 77 33</u>	<u>Fiber Reinforced Plastic Panels</u>	<u>2</u>	<u>6</u>	
<u>09 84 13</u>	<u>Fabric Covered Sound-Absorbing Panels</u>	<u>2</u>		<u>3</u>
<u>09 84 33</u>	<u>Sound-Absorbing Wall Panels</u>	<u>2</u>		<u>6</u>
<u>09 90 00</u>	<u>Painting</u>	<u>2</u>	<u>6</u>	
<u>09 96 23</u>	<u>Graffiti Resistant Coating</u>	<u>2</u>	<u>6</u>	
<u>10 11 17</u>	<u>Glass Marker Boards</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 11 19</u>	<u>Markerboards and Tackboards</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 11 43</u>	<u>Tackable Wallboard Systems</u>	<u>2</u>	<u>6</u>	
<u>10 14 00</u>	<u>Signage</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 21 11</u>	<u>Metal Toilet Compartments</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 21 12</u>	<u>Stainless Steel Toilet Compartments</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 21 14</u>	<u>Plastic Laminate Toilet Compartments</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 21 15</u>	<u>Plastic Toilet Compartments</u>	<u>2</u>	<u>6</u>	<u>6</u>

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>10 21 19</u>	<u>Phenolic Toilet Compartments</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 21 20</u>	<u>Solid Color Reinforced Composite Toilet Compartment</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 22 39</u>	<u>Folding Panel Partitions</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 22 41</u>	<u>Folding Glass Partitions</u>		<u>6</u>	<u>6</u>
<u>10 28 13</u>	<u>Toilet Accessories</u>		<u>6</u>	
<u>10 44 00</u>	<u>Fire Protection Specialties</u>		<u>6</u>	
<u>10 51 13</u>	<u>Metal Lockers</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 56 26</u>	<u>Mobile Storage Shelving</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 75 00</u>	<u>Flag Poles</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>10 82 00</u>	<u>Grilles and Screens</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>11 13 13</u>	<u>Dock Bumpers</u>		<u>6</u>	<u>6</u>
<u>11 13 19</u>	<u>Dock Levelers</u>		<u>6</u>	<u>6</u>
<u>11 13 21</u>	<u>Hydraulic Dock Lifts</u>		<u>6</u>	<u>6</u>
<u>11 40 00</u>	<u>Food Service Equipment</u>		<u>6</u>	<u>6</u>
<u>11 61 43</u>	<u>Stage Curtains</u>	<u>2</u>	<u>6</u>	
<u>11 66 23</u>	<u>Gymnasium Equipment</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>11 66 43</u>	<u>Interior Scoreboards</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>11 68 33</u>	<u>Athletic Field Equipment</u>		<u>6</u>	<u>6</u>
<u>11 90 00</u>	<u>Miscellaneous Equipment</u>		<u>6</u>	

SUBMITTAL SCHEDULE

<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>12 21 13</u>	<u>Horizontal Louver Blinds</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>12 21 16</u>	<u>Vertical Louver Blinds</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>12 24 13</u>	<u>Roller Shades</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>12 48 43</u>	<u>Floor Mats</u>	<u>2</u>	<u>6</u>	
<u>12 61 00</u>	<u>Fixed Audience Seating</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>12 66 13</u>	<u>Telescoping Bleachers</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>13 34 23</u>	<u>Pre-Engineered Metal Shade Canopies</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>14 21 23</u>	<u>Electric Traction Elevators - Passenger</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>14 24 23</u>	<u>Hydraulic Passenger Elevators</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>14 42 00</u>	<u>Wheelchair Lifts</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>32 12 16</u>	<u>Asphalt Paving</u>		<u>6</u>	
<u>32 12 23</u>	<u>Stamped Asphalt Pavement</u>		<u>6</u>	<u>6</u>
<u>32 12 33</u>	<u>Solar Reflective Pavement Coating</u>		<u>6</u>	<u>6</u>
<u>32 13 13</u>	<u>Concrete Paving</u>		<u>6</u>	
<u>32 13 14</u>	<u>Pervious Concrete Paving</u>		<u>6</u>	
<u>32 18 13</u>	<u>Synthetic Grass Surfacing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>32 18 16</u>	<u>Resilient Play Area Surfacing</u>	<u>2</u>	<u>6</u>	
<u>32 18 17</u>	<u>Fiber Playground Surfacing</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>32 18 23</u>	<u>Synthetic Running Track Surface</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>32 18 24</u>	<u>Synthetic Running Track Resurfacing</u>	<u>2</u>	<u>6</u>	

<u>SUBMITTAL SCHEDULE</u>				
<u>SPEC. SECTION</u>	<u>TITLE</u>	<u>*SAMPLE</u>	<u>**CATALOG SHEET</u>	<u>**SHOP DRAWING</u>
<u>32 31 13</u>	<u>Chain Link Fences and Gates</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>32 31 19</u>	<u>Decorative Metal Fences and Gates</u>	<u>2</u>	<u>6</u>	<u>6</u>
<u>32 31 30</u>	<u>Automatic Gates</u>		<u>6</u>	<u>6</u>
<u>32 80 00</u>	<u>Irrigation</u>		<u>6</u>	

<u>32 90 00</u>	<u>Planting</u>		<u>6</u>	
<u>33 10 00</u>	<u>Water Utilities</u>		<u>6</u>	
<u>33 30 00</u>	<u>Sanitary Utilities</u>		<u>6</u>	
<u>33 40 00</u>	<u>Storm Drainage Utilities</u>		<u>6</u>	
<u>33 51 00</u>	<u>Natural Gas Distribution</u>		<u>6</u>	

\* Samples are required for Architect's "color and material board". To expedite approval, Contractor shall expedite the submittal of these items. Color selections will not be made until all such items are received.

\* \* Number of Catalog Sheets and Shop Drawings are for submittals made in paper form.

**END OF SECTION #**

## **SECTION 01 35 16 ALTERATION PROJECT PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section Includes: Special procedures for alteration Work.

#### **1.3 DEFINITIONS**

- A. Alteration Work: This term includes remodeling, renovation, repair, and maintenance work performed within existing spaces or on existing surfaces as part of the Project.
- B. Consolidate: To strengthen loose or deteriorated materials in place.
- C. Design Reference Sample: A sample that represents the Architect's pre-bid selection of Work to be matched; it may be existing work or work specially produced for the Project.
- D. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- E. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish, as approved by Architect.
- F. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- G. Repair: To correct damage and defects, retaining existing materials, features, and finishes. This includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- H. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.
- I. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.
- J. Reproduce: To fabricate a new item, accurate in detail to the original, and from either the same or a similar material as the original, unless otherwise indicated.
- K. Retain: To keep existing items that are not to be removed or dismantled.
- L. Strip: To remove existing finish down to base material unless otherwise indicated.

#### **1.4 QUALITY ASSURANCE**

- A. Coordination:
  1. Alteration Work sub-schedule:
    - a. A construction schedule coordinating the sequencing and scheduling of alteration

Work for the entire Project, including each activity to be performed, and based on Contractor's Construction Schedule. Secure time commitments for performing critical construction activities from separate entities responsible for alteration Work:

- 1) Schedule construction operations in sequence required to obtain best Work results.
- 2) Coordinate sequence of alteration Work activities to accommodate the following:
  - a) Owner's continuing occupancy of portions of existing building.
  - b) Owner's partial occupancy of completed Work.
  - c) Other known work in progress.
  - d) Tests and inspections.
- 3) Detail sequence of alteration Work, with start and end dates.
- 4) Utility services: Indicate how long utility services will be interrupted. Coordinate shutoff, capping, and continuation of utility services.
- 5) Use of elevator and stairs.
- 6) Equipment data: List gross loaded weight, axle-load distribution, and wheelbase dimension data for mobile and heavy equipment proposed for use in existing structure. Do not use such equipment without certification from Contractor's professional Engineer that the structure can support the imposed loadings without damage.

2. Pedestrian and vehicular circulation: Coordinate alteration Work with circulation patterns within Project building(s) and site. Some Work is near circulation patterns and adjacent to restricted areas. Circulation patterns cannot be closed off entirely and in places can be only temporarily redirected around small areas of Work. Access to restricted areas may not be obstructed. Plan and execute the Work accordingly.

B. Project Meetings for Alteration Work:

1. Preliminary conference for alteration Work: Before commencing alteration Work, conduct conference at site.
2. Coordination meetings:
  - a. Conduct coordination meetings specifically for alteration Work at regular intervals. Coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and pre-installation conferences:
    - 1) Review items of significance that affect progress of alteration Work:
      - a) Interface requirements of alteration Work with other Project Work.
      - b) Status of submittals for alteration Work.
      - c) Access to alteration Work locations.
      - d) Effectiveness of fire prevention plan.
      - e) Quality and work standards of alteration Work.
      - f) Change Orders for alteration Work.
    - 2) Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

C. Materials Ownership:

1. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered or uncovered during the Work, regardless of whether they were previously documented, remain Owner's property:
  - a. Carefully dismantle and salvage each item or object in a manner to prevent damage and protect it from damage, then promptly deliver it to Owner where directed.
2. Alteration Work sub-schedule: Submit alteration Work sub-schedule within seven (7) days of date established for commencement of alteration Work.
3. Pre-construction documentation: Show preexisting conditions of adjoining construction and site improvements that are to remain, including finish surfaces, that might be

misconstrued as damage caused by Contractor's alteration Work operations.

4. Alteration Work program: Submit 30 days before Work begins.
5. Fire prevention plan: Submit 30 days before Work begins.

**D. Regulatory Requirements:**

1. Building code: Comply with the CBC and the IEBC for alteration Work.
2. Fire prevention plan: Prepare a written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire control devices during each phase or process. Coordinate plan with Owner's fire protection equipment and requirements. Include fire watch personnel's training, duties, and authority to enforce fire safety.
3. Safety and health standard: Comply with ANSI A10.6.
4. Title X requirement: Each firm conducting activities that disturb painted surfaces shall be a *Lead-Safe Certified Firm* according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe Work practices.
5. Accessibility requirements:
  - a. Comply with applicable requirements:
    - 1) U.S. Architectural and Transportation Barriers Compliance Board Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG).
    - 2) ICC/ANSI A117.1 Accessible and Useable Building and Facilities.
    - 3) Local Authorities.
    - 4) 2022 California Building Code (CBC) and the Division of the State Architect.

**E. Specialist Qualifications:**

1. An experienced firm having a minimum of ten (10) years' documented experience that is regularly engaged in specialty work similar in nature, materials, design, and extent to alteration Work specified:
  - a. Field supervisor qualifications:
    - 1) Full time supervisors experienced in specialty work similar in nature, material, design, and extent to that indicated for this Project. Supervisors shall be on site when specialty work begins and during its progress. Supervisors shall not be changed during the Project except for causes beyond the control of the specialist firm:
      - a) Construct new mockups of required Work whenever a supervisor is replaced.

**F. Alteration Work Program:**

1. Prepare a written plan for alteration Work for the whole Project, including each phase or process and protection of surrounding materials during operations. Show compliance with indicated methods and procedures specified in this and other Sections. Coordinate this whole Project alteration Work program with specific requirements of programs required in other alteration Work Sections:
  - a. Dust and noise control:
    - 1) Include locations of proposed temporary dust and noise control partitions and means of egress from occupied areas coordinated with continuing onsite operations and other known Work in progress:
      - a) Debris hauling: Include plans clearly marked to show debris hauling routes, turning radii, and locations and details of temporary protective barriers.

## **1.5 STORAGE AND HANDLING OF SALVAGED MATERIALS**

**A. Salvaged Materials:**

1. Clean loose dirt and debris from salvaged items unless more extensive cleaning is indicated.

2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.
3. Store items in a secure area until delivery to Owner.
4. Transport items to Owner's storage area designated by Owner.
5. Protect items from damage during transport and storage.

B. Salvaged Materials for Reinstallation:

1. Repair and clean items for reuse as indicated.
2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label contents of containers.
3. Protect items from damage during transport and storage.
4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make items functional for use indicated.

C. Existing Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after alteration and other construction work in the vicinity is complete.

D. Storage:

1. Catalog and store items within a weathertight enclosure where they are protected from moisture, weather, condensation, and freezing temperatures:
  - a. Identify each item for reinstallation with a nonpermanent mark to document its original location. Indicate original locations on Plans, elevations, sections, or photographs by annotating the identifying marks.
  - b. Secure stored materials to protect from theft.
  - c. Control humidity so that it does not exceed 85 percent. Maintain temperatures five (5) degrees F (three [3] degrees C) or more above the dew point.

E. Storage Space:

1. Owner will arrange for limited onsite location(s) for free storage of salvaged material.
2. Arrange for off-site locations for storage, protection, and insurance coverage of salvaged material that cannot be stored and protected onsite.

## **PART 2 PRODUCTS (NOT USED)**

## **PART 3 EXECUTION**

### **3.1 FIELD CONDITIONS**

A. Survey of Existing Conditions:

1. Record existing conditions that affect the Work by use of measured drawings & pre-construction photographs
  - a. Comply with requirements specified in Section 01 32 33: Photographic Documentation.

B. Discrepancies: Notify Architect of discrepancies between existing conditions and Drawings before proceeding with removal and dismantling work.

C. Owner's Removals: Before beginning alteration Work, verify in correspondence with Owner that the following items have been removed:

D. Size Limitations in Existing Spaces: Materials, products, and equipment used for performing

the Work and for transporting debris, materials, and products shall be of sizes that clear surfaces within existing spaces, areas, rooms, and openings, including temporary protection, by 12 inches (300 mm) or more.

### 3.2 PROTECTION

- A. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from alteration Work:
  1. Use proven protection methods, appropriate to each area and surface being protected.
  2. Provide temporary barricades, barriers, and directional signage to exclude the public from areas where alteration Work is being performed.
  3. Erect temporary barriers to form and maintain fire egress routes.
  4. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during alteration Work.
  5. Contain dust and debris generated by alteration Work and prevent it from reaching the public or adjacent surfaces.
  6. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
  7. Protect floors and other surfaces along hauling routes from damage, wear, and staining.
  8. Provide supplemental sound control treatment to isolate demolition work from other areas of the building.
- B. Temporary Protection of Materials to Remain:
  1. Protect existing materials with temporary protections and construction. Do not remove existing materials unless otherwise indicated.
  2. Do not attach temporary protection to existing surfaces except as indicated as part of the alteration Work program.
- C. Comply with each product manufacturer's written instructions for protections and precautions. Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.
- D. Utility and Communications Services:
  1. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by alteration Work before commencing operations.
  2. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for alteration Work.
  3. Maintain existing services unless otherwise indicated; keep in service and protect against damage during operations. Provide temporary services during interruptions to existing utilities.
- E. Existing Drains:
  1. Prior to the start of Work in an area, test drainage system to ensure that it is functioning properly. Notify Architect immediately of inadequate drainage or blockage. Do not begin Work in an area until the drainage system is functioning properly:
    - a. Prevent solids such as adhesive or mortar residue or other debris from entering the drainage system. Clean out drains and drain lines that become sluggish or blocked by sand or other materials resulting from alteration Work.
    - b. Protect drains from pollutants. Block drains or filter out sediments allowing only clean water to pass.
- F. Existing Roofing: Prior to the start of Work in an area, install roofing protection.

### 3.3 PROTECTION FROM FIRE

- A. Follow Fire Prevention Plan and the Following:
  - 1. Comply with NFPA 241 requirements unless otherwise indicated.
  - 2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate Work:
    - a. If combustible material cannot be removed, provide fire blankets to cover materials.
- B. Heat Generating Equipment and Combustible Materials:
  - 1. Comply with procedures while performing Work with heat generating equipment or combustible materials, including welding, torch cutting, soldering, brazing, removing paint with heat, or other operations where open flames or implements using high heat or combustible solvents and chemicals are anticipated:
    - a. Obtain Owner's approval for operations involving use of [open flame] [or] welding or other high heat equipment. [Use of open flame equipment is not permitted.] Notify Owner [at least 72 hours] before each occurrence, indicating location of such work.
    - b. As far as practicable, restrict heat generating equipment to shop areas or outside the building.
    - c. Do not perform work with heat generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
    - d. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
    - e. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
    - f. Fire watch:
      - 1) Before working with heat generating equipment or combustible materials, station personnel to serve as a fire watch at each location where work is performed. Fire watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows:
        - a) Train each fire watch in the proper operation of fire control equipment and alarms.
        - b) Prohibit fire watch personnel from other work that would be a distraction from fire watch duties.
        - c) Cease work with heat generating equipment whenever fire watch personnel are not present.
        - d) Have fire watch personnel perform final fire safety inspection each day beginning no sooner than [30 minutes] after conclusion of Work [in each area] to detect hidden or smoldering fires and to ensure that proper fire prevention is maintained.
        - e) Maintain fire watch personnel at [each area of] site until [60 minutes] [two hours] after conclusion of daily work.
- C. Fire Control Devices: Provide and maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire watch personnel are trained in fire extinguisher and blanket use.
- D. Sprinklers:
  - 1. Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards:
    - a. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is complete.

### **3.4 PROTECTION DURING APPLICATION OF CHEMICALS**

- A. Protect motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm or spillage resulting from applications of chemicals and adhesives.
- B. Cover adjacent surfaces with protective materials that are proven to resist chemicals selected for the Project unless chemicals being used will not damage adjacent surfaces as indicated in alteration Work program. Use covering materials and masking agents that are waterproof and UV resistant and that will not stain or leave residue on surfaces to which they are applied. Apply protective materials according to manufacturer's written instructions. Do not apply liquid masking agents or adhesives to painted or porous surfaces. When no longer needed, promptly remove protective materials.
- C. Do not apply chemicals during winds of sufficient force to spread them to unprotected surfaces.
- D. Neutralize alkaline and acid wastes and legally dispose of off Owner's property.
- E. Collect and dispose of runoff from chemical operations by legal means and in a manner that prevents soil contamination, soil erosion, undermining of paving and foundations, damage to landscaping, or water penetration into building interior.

### **3.5 ALTERATION WORK**

- A. Have specialty work performed only by qualified specialists.
- B. Ensure that supervisory personnel are present when Work begins and during its progress.
- C. Record existing work before each procedure (pre-construction), and record progress during the Work. Use digital pre-construction documentation photographs or video recordings. Comply with requirements in Section 01 32 33: Photographic Documentation.
- D. Perform surveys of site as the Work progresses to detect hazards resulting from alterations.
- E. Notify Architect of visible changes in the integrity of material or components whether from environmental causes including biological attack, UV degradation, freezing, or thawing or from structural defects including cracks, movement, or distortion:
  1. Do not proceed with the Work in question until directed by Architect.

**END OF SECTION 01 35 16**

## **SECTION 01 40 00 QUALITY REQUIREMENTS**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated and paid by the District (or refer to Section 01 45 23: Testing and Inspecting Services). These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements:
  1. Specific quality assurance and quality control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
  2. Specified tests, inspections, and related actions do not limit Contractor's other quality assurance and quality control procedures that facilitate compliance with Contract Document requirements.
  3. Requirements for Contractor to provide quality assurance and quality control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions.
  4. Specific test and inspection requirements are not specified in this Section.

#### **1.3 DEFINITIONS**

- A. Experienced: When used with an entity or individual, experienced means having successfully completed a minimum of five (5) years' documented experience with projects similar in nature, size, and extent; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality Control Testing: Tests and inspections performed onsite for installation of the Work and for completed Work.
- C. Installer/Applicator/Erector:
  1. Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform particular construction operations, including installation, erection, application, and similar operations:
    - a. Use of trade specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- D. Mockups:
  1. Full size physical assemblies that are constructed onsite. Mockups are constructed to verify selections made under sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will

be judged:

- a. Laboratory mockups: Full size physical assemblies constructed at testing facility to verify performance characteristics.
- b. Integrated exterior mockups: Mockups of exterior envelope erected separately from the building but on the Project site, consisting of multiple products, assemblies, and subassemblies.
- c. Room mockups: Mockups of typical interior spaces complete with wall, floor, and ceiling finishes, doors, windows, millwork, casework, specialties, furnishings and equipment, and lighting.

E. Pre-Construction Testing: Tests and inspections performed specifically for the Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.

F. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.

G. Quality Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.

H. Quality Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include Contract enforcement activities performed by Architect.

I. Source Quality Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.

J. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

#### **1.4 CONFLICTING REQUIREMENTS**

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

#### **1.5 SUBMITTALS**

- A. Shop Drawings:
  1. Submit Plans, Sections, and elevations, indicating materials and size of mockup construction:
    - a. Indicate manufacturer and model number of individual components.
    - b. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

B. Contractor's Statement of Responsibility:

1. When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems:
  - a. Seismic force resisting system, designated seismic system, or component listed in the designated seismic system quality assurance plan prepared by Architect.
  - b. Main wind force resisting system or wind resisting component listed in the wind force resisting system quality assurance plan prepared by Architect.

C. Schedule of Tests and Inspections:

1. Prepare in tabular form and include the following:
  - a. Specification Section number and title.
  - b. Entity responsible for performing tests and inspections.
  - c. Description of test and inspection.
  - d. Identification of applicable standards.
  - e. Identification of test and inspection methods.
  - f. Number of tests and inspections required.
  - g. Time schedule or time span for tests and inspections.
  - h. Requirements for obtaining samples.
  - i. Unique characteristics of each quality control service.

## **1.6 REPORTS AND DOCUMENTS**

A. Test and Inspection Reports:

1. Prepare and submit certified written reports specified. Include the following:
  - a. Date of issue.
  - b. Project title and number.
  - c. Name, address, and telephone number of testing agency.
  - d. Dates and locations of samples and tests or inspections.
  - e. Names of individuals making tests and inspections.
  - f. Description of the Work and test and inspection method.
  - g. Identification of product and Specification Section.
  - h. Complete test or inspection data.
  - i. Test and inspection results and an interpretation of test results.
  - j. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
  - k. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
  - l. Name and signature of laboratory inspector.
  - m. Recommendations on retesting and reinspecting.

B. Manufacturer's Technical Representative's Field Reports:

1. Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
  - a. Name, address, and telephone number of technical representative making report.
  - b. Statement on condition of substrates and their acceptability for installation of product.
  - c. Statement that products at site comply with requirements.
  - d. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  - e. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  - f. Statement whether conditions, products, and installation will affect warranty.
  - g. Other required items indicated in individual Specification Sections.

C. Factory Authorized Service Representative's Reports:

1. Prepare written information documenting manufacturer's factory authorized service representative's tests and inspections specified in other Sections. Include the following:
  - a. Name, address, and telephone number of factory authorized service representative making report.
  - b. Statement that equipment complies with requirements.
  - c. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  - d. Statement whether conditions, products, and installation will affect warranty.
  - e. Other required items indicated in individual Specification Sections.
- D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.
- E. Trade Pre-Installation Conferences: Meeting minutes to be Contractor provided.

## 1.7 QUALITY ASSURANCE

- A. Qualifications establish the minimum qualification levels required; refer to individual Specification Sections for additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated and sufficient production capacity to produce required units.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated and with record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in the State of California and is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated.
- F. Specialists:
  1. Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated:
    - a. Requirements of authorities having jurisdiction supersede requirements for specialists.
- G. Testing Agency Qualifications:
  1. A NRTL, a NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, documented according to ASTM E329; with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities:
    - a. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
    - b. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.

- H. Manufacturer's Technical Representative Qualifications: An authorized representative of the manufacturer who is trained and approved by the manufacturer to observe and inspect installation of the manufacturer's products.
- I. Factory Authorized Service Representative Qualifications: An authorized representative of the manufacturer who is trained and approved by the manufacturer to inspect installation of the manufacturer's products.
- J. Pre-Construction Testing:
  - 1. Where testing agency is indicated to perform pre-construction testing for compliance with specified requirements for performance and test methods, comply with the following:
    - a. Contractor responsibilities include the following:
      - 1) Provide test specimens representative of proposed products and construction.
      - 2) Submit specimens with sufficient time for testing and analyzing results to prevent delaying the Work.
      - 3) Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
      - 4) Build site assembled test assemblies and mockups using installers who will perform same tasks for the Project.
      - 5) Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
      - 6) When testing is complete, remove test specimens, assemblies, mockups, and laboratory mockups; do not reuse products on the Project.
    - 2. Testing agency responsibilities: Submit certified written report of each test, inspection, and similar quality assurance service to Architect, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
  - K. Mockups:
    - 1. Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
      - a. Build mockups in location and of size indicated, or if not indicated, as directed by Architect.
      - b. Notify Architect a minimum of seven (7) days in advance of dates and times when mockups will be constructed.
      - c. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction.
      - d. Demonstrate the proposed range of aesthetic effects and workmanship.
      - e. Obtain Architect's approval of mockups before starting Work, fabrication, or construction. Allow seven (7) days for initial review and each re-review of each mockup.
      - f. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
      - g. Demolish and remove mockups when directed unless otherwise indicated.
  - L. Integrated Exterior Mockups: Mockup of the exterior envelope erected separately from the building but on the Project site, consisting of multiple products, assemblies, and subassemblies. Mockup, if not specifically shown on the Drawings, shall be minimum eight feet by eight feet (8'x8'). Mockup shall include all major façade elements and at least one (1) window a minimum of two feet by two feet (2'x2') in size. Prior to constructing mockup, verify requirements with Architect. Pre-installation conferences for trades involved in integrated exterior mockup shall be held after mockup is completed.

- M. Laboratory Mockups: Comply with requirements of pre-construction testing and those specified in individual Specification Sections.
- N. Trade Pre-Installation Conferences: Meeting minutes to be Contractor provided.

## 1.8 QUALITY CONTROL

- A. Owner Responsibilities:
  - 1. Where quality control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform the services:
    - a. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
    - b. Costs for retesting and re-inspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities:
  - 1. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality control activities required to verify that the Work complies with requirements, whether specified or not:
    - a. Unless otherwise indicated, provide quality control services specified and those required by authorities having jurisdiction. Perform quality control services required of Contractor by authorities having jurisdiction, whether specified or not.
    - b. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform the quality control services. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
    - c. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
    - d. Where quality control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality control service.
    - e. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
    - f. Submit additional copies of each written report directly to authorities having jurisdiction when they so direct.
    - g. Provide documentation for construction safety as required by CBC Chapter 33 and CFC Chapter 33. Show representation for construction safeguards through the life of the Project.
- C. Manufacturer's Field Services: Where indicated, engage a factory authorized service representative to inspect field assembled components and equipment installation, including service connections. Report results in writing as specified in **Section 01 33 00: Submittal Procedures**.
- D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in pre-installation conferences, examination of substrates and conditions, verification of materials, observation of installer activities, inspection of completed portions of the Work, and submittal of written reports.
- E. Retesting/Re-Inspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality control services, including retesting and re-inspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- F. Testing Agency Responsibilities:

1. Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections:
  - a. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  - b. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
  - c. Conduct and interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from requirements.
  - d. Submit a certified written report, in duplicate, of each test, inspection, and similar quality control service through Contractor.
  - e. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  - f. Do not perform any duties of Contractor.
- G. Associated Services:
  1. Cooperate with agencies performing required tests, inspections, and similar quality control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
    - a. Access to the Work.
    - b. Incidental labor and facilities necessary to facilitate tests and inspections.
    - c. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
    - d. Facilities for storage and field curing of test samples.
    - e. Delivery of samples to testing agencies.
    - f. Preliminary design mix proposed for use for material mixes that require control by testing agency.
    - g. Security and protection for samples and for testing and inspecting equipment at the Project site.
- H. Coordination:
  1. Coordinate sequence of activities to accommodate required quality assurance and quality control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting:
    - a. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections:
  1. Prepare a schedule of tests, inspections, and similar quality control services required by the Contract Documents. Coordinate and submit concurrently with Contractor's Construction Schedule. Update as the Work progresses:
    - a. Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

## 1.9 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections:
  1. Owner will engage a qualified testing agency or special inspector to conduct special tests and inspections, as required by authorities having jurisdiction, as the responsibility of Owner, and as indicated in individual Specification Sections:
    - a. Verifying that manufacturer maintains detailed fabrication and quality control procedures, and reviews the completeness and adequacy of those procedures to perform the Work.
    - b. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
    - c. Submitting a certified written report of each test, inspection, and similar quality

control service to Architect with copy to Contractor and to authorities having jurisdiction.

- d. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
- e. Interpreting tests and inspections and stating in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
- f. Retesting and re-inspecting corrected Work.

## **PART 2 PRODUCTS (NOT USED)**

## **PART 3 EXECUTION**

### **3.1 TEST AND INSPECTION LOG**

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

### **3.2 REPAIR AND PROTECTION**

- A. On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes:
  - 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 73 29: Cutting and Patching.
- B. Protect construction exposed by or for quality control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality control services.

**END OF SECTION 01 40 00**

## **SECTION 01 42 00 REFERENCES**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. General: This Section specifies procedural and administrative requirements for compliance with governing regulations and codes and standards imposed upon the Work. These requirements include the obtaining of permits, licenses, inspections, releases, and similar statements, as well as payments, associated with regulations, codes, and standards.
- B. Governing Regulations:
  - 1. Refer to General and Supplementary Conditions for requirements related to compliance with governing regulations:
    - a. The Division of the State Architect (DSA), State of California provides design and construction oversight for this Project and as such is subject to the rules and regulations.

#### **1.3 DEFINITIONS**

- A. Approved: When used to convey Architect's action on Contractor's submittals, applications, and requests, approved is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- B. Basic Contract: Definitions are included in the Conditions of the Contract.
- C. Directed: A command or instruction by Architect. Other terms including requested, authorized, selected, required, and permitted have the same meaning as directed.
- D. Furnish: Supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- E. Indicated: Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including shown, noted, scheduled, and specified have the same meaning as indicated.
- F. Install: Operations at the Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- G. Project Site: Space available for performing construction activities. The extent of the Project site is shown on Drawings and may or may not be identical with the description of the land on which the Project is to be built.
- H. Provide: Furnish and install, complete and ready for the intended use.
- I. Regulations: Includes laws, statutes, ordinances, and lawful orders issued by governing authorities, as well as those rules, conventions, and agreements within the construction industry that effectively control the performance of the Work regardless of whether they are

lawfully imposed by a governing authority or not.

J. Testing Agencies: An independent entity engaged to perform specific inspections or tests, either at the Project site or elsewhere, to report on and, if required, to interpret results of those inspections or tests.

#### **1.4 INDUSTRY STANDARDS**

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference. Individual Specification Sections indicate which codes and standards Contractor must keep available at the Project site for reference.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.

C. Conflicting Requirements: Where compliance with two (2) or more standards is specified, and where these standards establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirement will be enforced, unless the Contract Documents specifically indicate a less stringent requirement. Refer requirements that are different, but apparently equal, and uncertainties as to which quality level is more stringent to Architect/Engineer for a decision before proceeding.

D. Minimum Quantities or Quality Levels: In every instance the quantity or quality level shown or specified is intended to be the minimum for the Work to be provided or performed. Unless otherwise indicated, the actual Work may either comply exactly, within specified tolerances, with the minimum quantity or quality specified, or may exceed that minimum within reasonable limits. In complying with these requirements, the indicated numeric values are either minimum or maximum values, as noted, or as appropriate for context of the requirements. Refer instances of uncertainty to Architect/Engineer for decision before proceeding.

#### **1.5 ABBREVIATIONS AND ACRONYMS**

A. Industry Organizations - Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the trade association, standards-producing organization, authorities having jurisdiction, or other entity applicable to the context of the text provision:

1. AABC - Associated Air Balance Council; [www.aabc.com](http://www.aabc.com).
2. AAMA - American Architectural Manufacturers Association; [www.aamanet.org](http://www.aamanet.org).
3. AASHTO - American Association of State Highway and Transportation Officials; [www.transportation.org](http://www.transportation.org).
4. AATCC - American Association of Textile Chemists and Colorists; [www.aatcc.org](http://www.aatcc.org).
5. ABMA - American Bearing Manufacturers Association; [www.americanbearings.org](http://www.americanbearings.org).
6. ACI - American Concrete Institute (formerly ACI International); [www.concrete.org](http://www.concrete.org).
7. ACPA - American Concrete Pipe Association; [www.concrete-pipe.org](http://www.concrete-pipe.org).
8. AEIC - Association of Edison Illuminating Companies, Inc. (The); [www.aeic.org](http://www.aeic.org).
9. AGA - American Gas Association; [www.agae.org](http://www.agae.org).
10. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); [www.ahrinet.org](http://www.ahrinet.org).
11. AI - Asphalt Institute; [www.asphaltinstitute.org](http://www.asphaltinstitute.org).
12. AIA - American Institute of Architects (The); [www.aia.org](http://www.aia.org).
13. AISC - American Institute of Steel Construction; [www.aisc.org](http://www.aisc.org).
14. AISI - American Iron and Steel Institute; [www.steel.org](http://www.steel.org).

15. AITC - American Institute of Timber Construction; [www.aitc-glulam.org](http://www.aitc-glulam.org).
16. AMCA - Air Movement and Control Association International, Inc.; [www.amca.org](http://www.amca.org).
17. ANSI - American National Standards Institute; [www.ansi.org](http://www.ansi.org).
18. APA - The Engineered Wood Association; [www.apawood.org](http://www.apawood.org).
19. APA - Architectural Precast Association; [www.archprecast.org](http://www.archprecast.org).
20. API - American Petroleum Institute; [www.api.org](http://www.api.org).
21. ARMA - Asphalt Roofing Manufacturers Association; [www.asphaltreroofing.org](http://www.asphaltreroofing.org).
22. ASCE - American Society of Civil Engineers; [www.asce.org](http://www.asce.org).
23. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
24. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; [www.ashrae.org](http://www.ashrae.org).
25. ASME - ASME International (American Society of Mechanical Engineers); [www.asme.org](http://www.asme.org).
26. ASSE - American Society of Sanitary Engineering; [www.asse-plumbing.org](http://www.asse-plumbing.org).
27. ASSP - American Society of Safety Professionals (The); [www.assp.org](http://www.assp.org).
28. ASTM - ASTM International (American Society for Testing and Materials International); [www.astm.org](http://www.astm.org).
29. ATIS - Alliance for Telecommunications Industry Solutions; [www.atis.org](http://www.atis.org).
30. AWI - Architectural Woodwork Institute; [www.awin.org](http://www.awin.org).
31. AWMAC - Architectural Woodwork Manufacturers Association of Canada; [www.awmac.com](http://www.awmac.com).
32. AWPA - American Wood Protection Association (formerly American Wood-Preservers' Association); [www.awpa.com](http://www.awpa.com).
33. AWS - American Welding Society; [www.aws.org](http://www.aws.org).
34. AWWA - American Water Works Association; [www.awwa.org](http://www.awwa.org).
35. BHMA - Builders Hardware Manufacturers Association; [www.buildershardware.com](http://www.buildershardware.com).
36. BIA - Brick Industry Association (The); [www.gobrick.com](http://www.gobrick.com).
37. BICSI - BICSI, Inc.; [www.bicsi.org](http://www.bicsi.org).
38. BIFMA - BIFMA International (Business and Institutional Furniture Manufacturer's Association); [www.bifma.com](http://www.bifma.com).
39. BOCA - BOCA (Building Officials and Code Administrators International Inc.); (See ICC).
40. CEA - Consumer Electronics Association; [www.ce.org](http://www.ce.org).
41. CFFA - Chemical Fabrics & Film Association, Inc.; [www.chemicalfabricsandfilm.com](http://www.chemicalfabricsandfilm.com).
42. CFSEI - Cold-Formed Steel Engineers Institute; [www.cfsei.org](http://www.cfsei.org).
43. CGA - Compressed Gas Association; [www.cganet.com](http://www.cganet.com).
44. CIMA - Cellulose Insulation Manufacturers Association; [www.cellulose.org](http://www.cellulose.org).
45. CISCA - Ceilings & Interior Systems Construction Association; [www.cisca.org](http://www.cisca.org).
46. CISPI - Cast Iron Soil Pipe Institute; [www.cispi.org](http://www.cispi.org).
47. CLFMI - Chain Link Fence Manufacturers Institute; [www.chainlinkinfo.org](http://www.chainlinkinfo.org).
48. CPA - Composite Panel Association; [www.pbmfd.com](http://www.pbmfd.com).
49. CRI - Carpet and Rug Institute (The); [www.carpet-rug.org](http://www.carpet-rug.org).
50. CRRC - Cool Roof Rating Council; [www.coolroofs.org](http://www.coolroofs.org).
51. CRSI - Concrete Reinforcing Steel Institute; [www.crsi.org](http://www.crsi.org).
52. CSA - Canadian Standards Association; [www.csa.ca](http://www.csa.ca).
53. CSA - CSA International (formerly IAS - International Approval Services); [www.csa-international.org](http://www.csa-international.org).
54. CSI - Construction Specifications Institute (The); [www.csinet.org](http://www.csinet.org).
55. CTI - Cooling Technology Institute (formerly Cooling Tower Institute); [www.cti.org](http://www.cti.org).
56. CWC - Composite Wood Council; (See CPA).
57. DASMA - Door and Access Systems Manufacturers Association; [www.dasma.com](http://www.dasma.com).
58. DHI - Door and Hardware Institute; [www.dhi.org](http://www.dhi.org).
59. DSA - Division of the State Architect, State of California.

60. ECA - Electronic Components Association; [www.ec-central.org](http://www.ec-central.org).
61. ECAMA - Electronic Components Assemblies & Materials Association; (See ECA).
62. EIA - Electronic Industries Alliance; (See TIA).
63. EIMA - EIFS Industry Members Association; [www.eima.com](http://www.eima.com).
64. EJMA - Expansion Joint Manufacturers Association, Inc.; [www.ejma.org](http://www.ejma.org).
65. ESD - ESD Association (Electrostatic Discharge Association); [www.esda.org](http://www.esda.org).
66. ESTA - Entertainment Services and Technology Association; (See PLASA).
67. EVO - Efficiency Valuation Organization; [www.evo-world.org](http://www.evo-world.org).
68. FM Approvals - FM Approvals LLC; [www.fmglobal.com](http://www.fmglobal.com).
69. FM Global - FM Global (formerly FMG - FM Global); [www.fmglobal.com](http://www.fmglobal.com).
70. FSC - Forest Stewardship Council U.S.; [www.fscus.org](http://www.fscus.org).
71. GA - Gypsum Association; [www.gypsum.org](http://www.gypsum.org).
72. GANA - Glass Association of North America; [www.glasswebsite.com](http://www.glasswebsite.com).
73. GS - Green Seal; [www.greenseal.org](http://www.greenseal.org).
74. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
75. HPVA - Hardwood Plywood & Veneer Association; [www.hpva.org](http://www.hpva.org).
76. HPW - H.P. White Laboratory, Inc.; [www.hpwhite.com](http://www.hpwhite.com).
77. ICBO - International Conference of Building Officials; (See ICC).
78. ICC - International Code Council; [www.iccsafe.org](http://www.iccsafe.org).
79. ICEA - Insulated Cable Engineers Association, Inc.; [www.icea.net](http://www.icea.net).
80. ICPA - International Cast Polymer Alliance; [www.icpa-hq.org](http://www.icpa-hq.org).
81. ICRI - International Concrete Repair Institute, Inc.; [www.icri.org](http://www.icri.org).
82. IEC - International Electrotechnical Commission; [www.iec.ch](http://www.iec.ch).
83. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); [www.ieee.org](http://www.ieee.org).
84. IES - Illuminating Engineering Society (formerly Illuminating Engineering Society of North America); [www.ies.org](http://www.ies.org).
85. IESNA - Illuminating Engineering Society of North America; (See IES).
86. IEST - Institute of Environmental Sciences and Technology; [wwwiest.org](http://wwwiest.org).
87. IGMA - Insulating Glass Manufacturers Alliance; [www.igmaonline.org](http://www.igmaonline.org).
88. IGHPA - International Ground Source Heat Pump Association; [www.igshpa.okstate.edu](http://www.igshpa.okstate.edu).
89. Intertek - Intertek Group (formerly ETL SEMCO; Intertek Testing Service NA); [www.intertek.com](http://www.intertek.com).
90. ISA - International Society of Automation (The) (formerly Instrumentation, Systems, and Automation Society); [www.isa.org](http://www.isa.org).
91. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
92. ISFA - International Surface Fabricators Association (formerly International Solid Surface Fabricators Association); [www.isfanow.org](http://www.isfanow.org).
93. ISO - International Organization for Standardization; [www.iso.org](http://www.iso.org).
94. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
95. ITU - International Telecommunication Union; [www.itu.int/home](http://www.itu.int/home).
96. KCMA - Kitchen Cabinet Manufacturers Association; [www.kcma.org](http://www.kcma.org).
97. LMA - Laminating Materials Association; (See CPA).
98. LPI - Lightning Protection Institute; [www.lightning.org](http://www.lightning.org).
99. MBMA - Metal Building Manufacturers Association; [www.mbma.com](http://www.mbma.com).
100. MCA - Metal Construction Association; [www.metalconstruction.org](http://www.metalconstruction.org).
101. MFMA - Metal Framing Manufacturers Association, Inc.; [www.metalframingmfg.org](http://www.metalframingmfg.org).
102. MHIA - Material Handling Industry of America; [www.mhia.org](http://www.mhia.org).
103. MIA - Marble Institute of America; [www.marble-institute.com](http://www.marble-institute.com).
104. MMPA - Moulding & Millwork Producers Association (formerly Wood Moulding & Millwork Producers Association); [www.wmmpa.com](http://www.wmmpa.com).
105. MPI - Master Painters Institute; [www.paintinfo.com](http://www.paintinfo.com).
106. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; [www.mss-hq.org](http://www.mss-hq.org).
107. NAAMM - National Association of Architectural Metal Manufacturers; [www.naamm.org](http://www.naamm.org).

108. NACE - NACE International (National Association of Corrosion Engineers International); [www.nace.org](http://www.nace.org).
109. NADCA - National Air Duct Cleaners Association; [www.nadca.com](http://www.nadca.com).
110. NAIMA - North American Insulation Manufacturers Association; [www.naima.org](http://www.naima.org).
111. NBGQA - National Building Granite Quarries Association, Inc.; [www.nbgqa.com](http://www.nbgqa.com).
112. NCAA - National Collegiate Athletic Association (The); [www.ncaa.org](http://www.ncaa.org).
113. NCMA - National Concrete Masonry Association; [www.ncma.org](http://www.ncma.org).
114. NEBB - National Environmental Balancing Bureau; [www.nebb.org](http://www.nebb.org).
115. NECA - National Electrical Contractors Association; [www.necanet.org](http://www.necanet.org).
116. NeLMA - Northeastern Lumber Manufacturers Association; [www.nelma.org](http://www.nelma.org).
117. NEMA - National Electrical Manufacturers Association; [www.nema.org](http://www.nema.org).
118. NETA - InterNational Electrical Testing Association; [www.netaworld.org](http://www.netaworld.org).
119. NFHS - National Federation of State High School Associations; [www.nfhs.org](http://www.nfhs.org).
120. NFPA - NFPA (National Fire Protection Association); [www.nfpa.org](http://www.nfpa.org).
121. NFPA - NFPA International; (See NFPA).
122. NFRC - National Fenestration Rating Council; [www.nfrc.org](http://www.nfrc.org).
123. NHLA - National Hardwood Lumber Association; [www.nhla.com](http://www.nhla.com).
124. NLGA - National Lumber Grades Authority; [www.nlga.org](http://www.nlga.org).
125. NOMMA - National Ornamental & Miscellaneous Metals Association; [www.nomma.org](http://www.nomma.org).
126. NRCA - National Roofing Contractors Association; [www.nrca.net](http://www.nrca.net).
127. NRMCA - National Ready Mixed Concrete Association; [www.nrmca.org](http://www.nrmca.org).
128. NSF - NSF International (National Sanitation Foundation International); [www.nsf.org](http://www.nsf.org).
129. NSPE - National Society of Professional Engineers; [www.nspe.org](http://www.nspe.org).
130. NSSGA - National Stone, Sand & Gravel Association; [www.nssga.org](http://www.nssga.org).
131. NTMA - National Terrazzo & Mosaic Association, Inc. (The); [www.ntma.com](http://www.ntma.com).
132. NWFA - National Wood Flooring Association; [www.nwfa.org](http://www.nwfa.org).
133. PDI - Plumbing & Drainage Institute; [www.pdionline.org](http://www.pdionline.org).
134. RCSC - Research Council on Structural Connections; [www.boltcouncil.org](http://www.boltcouncil.org).
135. RFCI - Resilient Floor Covering Institute; [www.rfci.com](http://www.rfci.com).
136. RIS - Redwood Inspection Service; [www.redwoodinspection.com](http://www.redwoodinspection.com).
137. SCTE - Society of Cable Telecommunications Engineers; [www.scte.org](http://www.scte.org).
138. SDI - Steel Deck Institute; [www.sdi.org](http://www.sdi.org).
139. SDI - Steel Door Institute; [www.steeldoor.org](http://www.steeldoor.org).
140. SEFA - Scientific Equipment and Furniture Association; [www.sefalabs.com](http://www.sefalabs.com).
141. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
142. SIA - Security Industry Association; [www.siaonline.org](http://www.siaonline.org).
143. SJI - Steel Joist Institute; [www.steeljoist.org](http://www.steeljoist.org).
144. SMA - Screen Manufacturers Association; [www.smainfo.org](http://www.smainfo.org).
145. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; [www.smacna.org](http://www.smacna.org).
146. SMPTE - Society of Motion Picture and Television Engineers; [www.smpte.org](http://www.smpte.org).
147. SPFA - Spray Polyurethane Foam Alliance; [www.sprayfoam.org](http://www.sprayfoam.org).
148. SPIB - Southern Pine Inspection Bureau; [www.spib.org](http://www.spib.org).
149. SPRI - Single Ply Roofing Industry; [www.spri.org](http://www.spri.org).
150. SRCC - Solar Rating and Certification Corporation; [www.solar-rating.org](http://www.solar-rating.org).
151. SSINA - Specialty Steel Industry of North America; [www.ssina.com](http://www.ssina.com).
152. SSPC - SSPC: The Society for Protective Coatings; [www.sspc.org](http://www.sspc.org).
153. STI - Steel Tank Institute; [www.steeltank.com](http://www.steeltank.com).
154. SWI - Steel Window Institute; [www.steelwindows.com](http://www.steelwindows.com).
155. SWPA - Submersible Wastewater Pump Association; [www.swpa.org](http://www.swpa.org).
156. TCA - Tilt-Up Concrete Association; [www.tilt-up.org](http://www.tilt-up.org).
157. TCNA - Tile Council of North America, Inc. (formerly Tile Council of America); [www.tileusa.com](http://www.tileusa.com).

- 158. TEMA - Tubular Exchanger Manufacturers Association, Inc.; [www.tema.org](http://www.tema.org).
- 159. TIA - Telecommunications Industry Association (formerly TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); [www.tiaonline.org](http://www.tiaonline.org).
- 160. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
- 161. TMS - The Masonry Society; [www.masonrysociety.org](http://www.masonrysociety.org).
- 162. TPI - Truss Plate Institute; [www.tpinst.org](http://www.tpinst.org).
- 163. TPI - Turfgrass Producers International; [www.turfgrasssod.org](http://www.turfgrasssod.org).
- 164. TRI - Tile Roofing Institute; [www.tileroofing.org](http://www.tileroofing.org).
- 165. UBC - Uniform Building Code; (See ICC).
- 166. UL - Underwriters Laboratories Inc.; [www.ul.com](http://www.ul.com).
- 167. UNI - Uni-Bell PVC Pipe Association; [www.uni-bell.org](http://www.uni-bell.org).
- 168. USAV - USA Volleyball; [www.usavolleyball.org](http://www.usavolleyball.org).
- 169. USGBC - U.S. Green Building Council; [www.usgbc.org](http://www.usgbc.org).
- 170. USITT - United States Institute for Theatre Technology, Inc.; [www.usitt.org](http://www.usitt.org).
- 171. WASTEC - Waste Equipment Technology Association; [www.wastec.org](http://www.wastec.org).
- 172. WCLIB - West Coast Lumber Inspection Bureau; [www.wclib.org](http://www.wclib.org).
- 173. WCMA - Window Covering Manufacturers Association; [www.wcmanet.org](http://www.wcmanet.org).
- 174. WDMA - Window & Door Manufacturers Association; [www.wdma.com](http://www.wdma.com).
- 175. WI - Woodwork Institute (formerly WIC - Woodwork Institute of California); [www.wicnet.org](http://www.wicnet.org).
- 176. WMMPA - Wood Moulding & Millwork Producers Association; (See MMPA).
- 177. WSRCA - Western States Roofing Contractors Association; [www.wsrca.com](http://www.wsrca.com).
- 178. WPA - Western Wood Products Association; [www.wwpa.org](http://www.wwpa.org).

B. Standards and Regulations - Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations:

- 1. CFR - Code of Federal Regulations; Available from Government Printing Office; [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys).
- 2. FED-STD - Federal Standard; (See FS).
- 3. USAB - United States Access Board; [www.access-board.gov](http://www.access-board.gov).
- 4. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

C. Code Agencies - Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the Agency:

- 1. IAPMO - International Association of Plumbing and Mechanical Officials; [www.iapmo.org](http://www.iapmo.org).
- 2. ICC - International Code Council; [www.iccsafe.org](http://www.iccsafe.org).
- 3. ICC-ES - ICC Evaluation Service, LLC; [www.icc-es.org](http://www.icc-es.org).

D. State Government Agencies - Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents:

- 1. CBHF - State of California; Department of Consumer Affairs; Bureau of Electronic Appliance and Repair, Home Furnishings and Thermal Insulation; [www.bearhfti.ca.gov](http://www.bearhfti.ca.gov).
- 2. CCR - California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; [www.calregs.com](http://www.calregs.com).
- 3. CDHS - California Department of Health Services; (See CDPH).
- 4. CDPH - California Department of Public Health; Indoor Air Quality Program; [www.cal-iaq.org](http://www.cal-iaq.org).
- 5. CPUC - California Public Utilities Commission; [www.cpuc.ca.gov](http://www.cpuc.ca.gov).
- 6. CBC – California Building Code (2022 Edition).

7. CEC – California Electrical Code (2022 Edition).
8. CMC – California Mechanical Code (2022 Edition).
9. CFC – California Fire Code (2022 Edition).

#### **1.6 SUBMITTALS**

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

#### **PART 2 PRODUCTS (NOT USED)**

#### **PART 3 EXECUTION (NOT USED)**

**END OF SECTION 01 42 00**

## **SECTION 01 45 23 TESTING AND INSPECTING SERVICES**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section includes requirements and qualifications including but not limited to:
  1. Professional testing and laboratory services.
  2. Accessories necessary for the completion of testing and laboratory services.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements:
  1. Specific quality assurance and quality control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
  2. Specified tests, inspections, and related actions do not limit Contractor's other quality assurance and quality control procedures that facilitate compliance with Contract Document requirements.
  3. Requirements for Contractor to provide quality assurance and quality control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions.
  4. Specific test and inspection requirements are not specified in this Section.
- C. A Qualified Independent Testing Laboratory and/or Geotechnical Engineering Service Selected and Paid by Owner:
  1. Owner will pay for the initial laboratory services of materials that comply with the requirements of the Contract Documents. Contractor shall pay for testing and retesting of materials that do not comply with the requirements of the Contract Documents.
- D. Inspecting agency shall perform inspections and tests in accordance with the rules and regulations of the building code, local authorities, specifications of ASTM, and the Contract Documents.
- E. Materials and workmanship found not in compliance with required standards or performance obligations shall be removed and replaced. Replacement and subsequent testing shall be at Contractor's expense.
- F. Where terms "Inspector" and "Laboratory" are used, it is meant and in reference to an officially designated and accredited inspector of the testing laboratory or geotechnical service engaged by Owner.
- G. Laboratory inspections shall not relieve Contractor or fabricator of his responsibility to furnish materials and workmanship in accordance with the Contract Documents.
- H. Contractor or fabricator shall cooperate with the testing laboratory in matters pertaining to the Work.
- I. Contractor to address deficiency and failed reports.

### **1.3 SUBMITTALS**

- A. Schedule of Tests and Inspections:
  - 1. Prepare a schedule of tests, inspections, and similar quality control services required by the Contract Documents. Coordinate and submit concurrently with Contractor's Construction Schedule. Update as the Work progresses:
    - a. Prepare in tabular form and include the following:
      - 1) Specification Section number and title.
      - 2) Entity responsible for performing test and inspection.
      - 3) Description of test and inspection.
      - 4) Identification of applicable standards.
      - 5) Identification of test and inspection methods.
      - 6) Number of tests and inspections required.
      - 7) Time schedule or time span for tests and inspections.
      - 8) Requirements for obtaining samples.
      - 9) Unique characteristics of each quality control service.
- B. Test and Inspection Reports:
  - 1. Prepare and submit certified written reports specified. Include the following:
    - a. Date of issue.
    - b. Project title and number.
    - c. Name, address, and telephone number of testing agency.
    - d. Dates and locations of samples and tests or inspections.
    - e. Names of individuals making tests and inspections.
    - f. Description of the Work and test and inspection method.
    - g. Identification of product and Specification Section.
    - h. Complete test or inspection data.
    - i. Test and inspection results and an interpretation of test results.
    - j. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
    - k. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
    - l. Name and signature of laboratory inspector.
    - m. Recommendations on retesting and re-inspecting.
- C. Submit copies of reports of each inspection and test:
  - 1. Owner, program or project manager, Architect, and each engineer or outside consultants regarding their particular phase of the Project: One (1) copy each.
  - 2. Construction Manager (CM) and Contractor: Two (2) copies each.
- D. In addition to furnishing a written report, notify the CM and Contractor verbally of uncorrected conditions or failures to comply with requirements of the Contract Documents, and immediately fax and email corresponding report to Architect and the engineer.
- E. At completion of each trade or branch of Work requiring inspecting and testing, submit a final certificate attesting to satisfactory completion of Work.
- F. Report full compliance with requirements of the Contract Documents.
- G. Submit copies of test results sealed by a registered engineer to municipal authorities having jurisdiction, as required.

### **1.4 QUALITY ASSURANCE**

- A. Testing Agency Qualifications:

1. The 2022 California Administrative Code (Title 24, Part 2, Volume 2) describes the general administrative requirements for the Project under the jurisdiction of the Division of the State Architect (DSA). Included is a list of inspections coordinated with CBC Section listings. These provisions require that a structural test for construction projects under DSA jurisdiction be performed by testing laboratories acceptable to DSA. DSA administers the Laboratory Evaluation and Acceptance Program to evaluate laboratories for structural testing and special inspection services. A NRTL, a NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, documented according to ASTM E329 and ASTM E534, and with additional qualifications specified in individual Sections:
  - a. NRTL: A Nationally Recognized Testing Laboratory according to 29 CFR 1910.7.
  - b. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
  - c. Laboratory Evaluation and Acceptance program to evaluate laboratories acceptable to DSA.
  - d. Testing agencies shall be insured against errors and omissions by a professional liability insurance policy having a minimum limit of liability of \$500,000.00.
- B. Inspection and testing services for the testing agency shall be under the direction of a California Registered Engineer, charged with engineering managerial responsibility, and having a minimum of five (5) years' engineering experience in inspection and testing of construction materials.
- C. Concrete Inspectors: Inspecting personnel monitoring concrete work shall be ACI certified inspectors.
- D. Structural Steel:
  1. Primary inspectors performing structural steel inspection shall be currently certified AWS Certified Welding Inspectors (CWI), in accordance with the provisions of AWS QCI, *Standard and Guide for Qualification and Certification of Welding Inspectors*:
    - a. Inspector may be supported by assistant inspectors who perform specific inspection functions under the direct supervision of the primary inspector. Assistant inspectors shall be currently certified AWS Certified Associate Welding Inspectors (CAWI). Work of assistant inspectors shall be monitored daily by the inspector.
- E. Testing Equipment: Equipment shall be calibrated at intervals not exceeding 12 months by devices of accuracy traceable to the National Bureau of Standards.
- F. Referenced Standards: Latest adopted edition of standards referenced apply to the Work. In the event of conflict between the Contract Documents and referenced standards, the Contract Documents shall govern. In case of conflict between Contract Documents and the California Building Code, the more stringent shall govern.
- G. Owner Responsibilities:
  1. Where quality control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform the services:
    - a. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
    - b. Costs for retesting and re-inspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- H. Contractor Responsibilities:
  1. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality control activities required to verify that the Work complies

with requirements, whether specified or not:

- a. Refer to individual Specification Sections for specific requirements.
- b. Unless otherwise indicated, provide quality control services specified and those required by authorities having jurisdiction. Perform quality control services required of Contractor by authorities having jurisdiction, whether specified or not.
- c. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform the quality control services. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
- d. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
- e. Where quality control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality control service.
- f. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
- g. Submit additional copies of each written report directly to authorities having jurisdiction when they so direct.
- h. Associated responsibilities and services - Cooperate with agencies performing required tests, inspections, and similar quality control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel:
  - 1) Provide the following:
    - a) Provide access to the Work.
    - b) Deliver of samples to testing laboratory, without cost to Owner, in adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
    - c) Advise laboratory and Architect sufficiently in advance of construction operations to allow laboratory to complete required inspections or tests and to assign personnel for field inspection and testing as specified.
    - d) Provide facilities for storage and curing of concrete test samples on site for the first 24 hours and for subsequent field curing required by ASTM C31.
    - e) Incidental labor, facilities, and equipment necessary to assist laboratory personnel in obtaining and handling samples at the site.
    - f) Preliminary design mix proposed for use for material mixes that require control by testing agency.
    - g) Provide concrete mix designs in accordance with ACI 301 made by an independent testing laboratory or qualified concrete supplier. Where mix designs by an independent testing laboratory are required, select and pay for laboratory.
    - h) Obtain required inspections or approvals of the building official. Inspection requests and notifications required by building code are responsibility of Contractor.
    - i) Provide current welder certificates for each welder employed.
    - j) Provide fabrication and erection inspection and testing of welds in accordance with AWS D1.1, Chapter 6.
    - k) Use prequalification of welding procedures in executing the Work.
    - l) Security and protection for samples and for testing and inspecting equipment at the Project site.
  - i. Retesting/re-inspecting: Regardless of payment responsibility of the original tests or inspections, provide quality control services, including retesting and re-inspecting, for construction that replaced Work failing to comply with the Contract Documents, code requirements, or what is required from DSA.

I. Testing Agency Responsibilities:

- 1. Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections:

- a. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
- b. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
- c. Conduct and interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from requirements.
- d. Submit a certified written report, in duplicate, of each test, inspection, and similar quality control service through Contractor.
- e. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
- f. Do not perform any duties of Contractor.

**J. Authority and Duties of Laboratory Personnel:**

1. A representative of the testing laboratory, who has reviewed and is familiar with the Project and Specifications, shall participate in pre-construction conferences. The representative shall coordinate material testing and inspection requirements with Contractor and its subcontractors consistent with the planned construction schedule. The laboratory representative shall attend conferences required or requested to address quality control issues.
2. Laboratory personnel shall inspect and test materials, assemblies, specimens, and Work performed, including design mixes, methods and techniques, and report the progress to Architect.
3. If material or Work fails to meet requirements of the Contract Documents, the laboratory inspector shall notify the CM, Architect, engineers, supplier, or Subcontractor providing or preparing the materials or Work being tested of such failure.
4. Laboratory personnel shall not perform the work of Contractor or act as foremen or superintendents. Work will be inspected as it progresses, but failure to detect defective Work or materials shall not prevent later rejection when a defect is discovered.
5. Laboratory personnel are not authorized to revoke, alter, relax, enlarge, or release the requirements of the Contract Documents or approve or accept portions of Work, except where approval is specifically specified in the Specifications.
6. Comply with building code requirements for special inspections.

**K. Testing Laboratory Guidelines and Procedures:**

1. Technicians scheduled to perform specific testing services must be qualified to review and perform other services that overlap, i.e. earthwork, foundation inspections, rebar inspection, and concrete when scheduled concurrently at the site.
2. Technician time for services performed will be reimbursed at a regular time rate. Compensation at the overtime rate will be considered for hours over eight (8) hours spent at the site on a single day, field testing services performed on a Saturday or Sunday, and field services performed on a recognized holiday.
3. There shall be a three (3) hour minimum for each scheduled testing service. Vehicle charges will be included on a \$25.00 per trip basis.
4. Cylinder pick up will be controlled by the technician performing test on a scheduled pick up day. If there are no testing services scheduled, the cylinder pick up fee is \$40.00 on week days and \$50.00 on weekends and holidays with no technician or vehicle charge.
5. Contractor shall bear the responsibility of scheduling the testing services. Contractor and the testing laboratory shall assume full responsibility to coordinate the testing services. Cancellations or failed test shall be reimbursable to the Owner by the responsible party for the cancellations or failure of a test or service.

**L. Coordination:**

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

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

## **PART 2 PRODUCTS (NOT USED)**

## **PART 3 EXECUTION**

### **3.1 TEST AND INSPECTION LOG**

- A. Test and Inspection Log:
  1. Prepare a record of tests and inspections. Include the following:
    - a. Date test or inspection was conducted.
    - b. Description of the Work tested or inspected.
    - c. Date test or inspection results were transmitted to Architect.
    - d. Identification of testing agency or special inspector conducting test or inspection.
    - e. Deficiency log.
- B. Maintain log at site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's reference during normal working hours.

### **3.2 TESTING AND INSPECTION SERVICES**

- A. Testing services shall include, but not be limited to those specified below or which are necessary or required during course of construction to ascertain Specification compliance and which may be deemed necessary by Architect, the engineer, or Owner to ensure the quality of the Work.
- B. Owner reserves the right to add to or delete any or all inspection and testing specified, excluding testing required by the applicable building codes.
- C. If conflicts arise between Drawings and Specifications, notify Architect immediately. The most stringent requirements shall dictate procedure.

### **3.3 TESTING OF EARTHWORK**

- A. Testing Services (as specified or required):
  1. References (as applicable for tests required):
    - a. American Society for Testing and Materials (ASTM):
      - 1) D698 - Test Method for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lb/ft<sup>3</sup> (600 kN-m/m<sup>3</sup>).
      - 2) D2922 - Standard Test Method for Density of Soil and Soil-Aggregate In Place By Nuclear Methods (Shallow Depth).
      - 3) D4318 - Standard Test Method for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
    - b. American Association of State Highway and Transportation Officials (AASHTO):
      - 1) T89 - Determining the Liquid Limit of Soils.
      - 2) T90 - Determining the Plastic Limit and Plasticity Index of Soils.
      - 3) T99 - Moisture-Density Relations of Soils Using a 2.5 kg (5.5 lb) Rammer and a 305-mm (12-in) Drop.
      - 4) T238 - Density of Soil and Soil Aggregates In Place By Nuclear Methods (Shallow Depth).
  2. Perform sieve analysis to develop grain size distribution curves for materials to be used for subgrade, fill under slab on grade, and backfills.
  3. Establish the moisture density relation of soils to be used as fill using the method best suited to the type of fill material.

4. Determine moisture content of all fill materials before placement and advise Contractor when it is or is not suitable to achieve required compaction.
5. Determine Liquid Limit in accordance with ASTM D4318 or AASHTO T89, Plastic Limit in accordance with ASTM D4318, and Plasticity Index in accordance with ASTM D4318 of all fill material,
6. Perform one (1) in place density test for each 2,500 square feet (280 square yards) of existing subgrade material.
7. Perform Moisture-Density curve in accordance with ASTM D698 or AASHTO T99 for one type of fill material. If the original choice of material does not meet the Specifications, Contractor shall pay for additional testing.
8. Perform in place density tests of each lift of compacted fill at locations adequate to evaluate the degree of compaction of all fill areas. Conduct one test for each 2,500 square feet (280 square yards) of each lift of compacted fill.
9. Perform testing at a frequency of one (1) in-place density and moisture test for each 75 lineal feet or less of utility trench, with a minimum of three (3) tests per lift

B. Reports:

1. Submit reports with the following information:
  - a. Type and condition of soil at footing bottoms.
  - b. Level of water table in the excavated areas.
  - c. Grain size distribution of fill materials (average of three [3] tests).
  - d. Moisture density test results.
  - e. In place density test results with moisture content and relative density of each layer of compacted fill. Include with in place density test results, a plan showing location of each test.
  - f. Notify Architect by telephone within one (1) hour of the discovery of the following conditions and follow up telephone notification with written report:
    - 1) Materials used or degree of soil compaction not meeting specified requirements.
    - 2) Frost and freeze protection requirements for excavation bottoms not being complied with.
    - 3) Water in excavations not being removed prior to Work being performed in excavation.

### **3.4 PAVING**

A. Testing Services:

1. Perform field tests for moisture density properties:
  - a. Provide field testing of the subgrade as specified.
  - b. Paving sub-base: Provide one (1) field test for every 5,000 square feet of area of crushed limestone or caliche sub-base.
  - c. Lime treated subgrade: Provide one (1) field test for every 5,000 square feet of area of lime treated subgrade for content of lime and subgrade compaction.
  - d. Cement soil stabilization: Provide one (1) field test for every 5,000 square feet of area of cement stabilized subgrade for content of cement and subgrade compaction.

### **3.5 CONCRETE REINFORCING STEEL AND EMBEDDED METAL ASSEMBLIES**

A. Inspect concrete reinforcing steel prior to placing concrete for compliance with Contract Documents and approved shop drawings. Noncompliance with Contract Documents and approved shop drawings shall be immediately brought to the attention of Contractor for correction and, if left uncorrected, reported to Architect.

B. Laboratory representative shall observe and report on the following:

1. Number and size of bars.

2. Bending and lengths of bars.
3. Splicing.
4. Clearance to forms, including chair heights.
5. Clearance to sides and bottom of trench if soil formed.
6. Clearance between bars or spacing.
7. Rust, form oil, and other contamination.
8. Grade of steel.
9. Securing, tying, and chairing of bars.
10. Excessive congestion of reinforcing steel.
11. Installation of anchor bolts and placement of concrete around such bolts.
12. Fabrication and installation of embedded metal assemblies, including visual inspection of all welds.
13. Visually inspect studs and deformed bar anchors on embedded assemblies for compliance with Contract Documents. Check number, spacing, and weld quality. If, after welding, visual inspection reveals that a sound weld or a full 360-degree fillet has not been obtained for a particular stud or bar, such stud or bar shall be struck with a hammer and bent 15 degrees off perpendicular and then bent back into position. Anchors failing this test shall be replaced.

C. Provide a qualified, experienced inspector to inspect reinforcing steel. Inspector shall have a minimum of three (3) years of experience inspecting reinforcing steel in projects of similar size.

### **3.6 CONCRETE INSPECTION AND TESTING**

- A. Receive and evaluate proposed concrete mix designs submitted by Contractor. If mix designs comply with Drawings and Specifications, the laboratory shall submit a letter to the Architect certifying compliance. Mix designs not complying with Drawings and Specifications shall be returned by the laboratory as being unacceptable. Check the proposed mixes for proportions, water cement ratio, and slump in accordance with ACI 613 and 318.
- B. Comply with ACI 311 *Guide For Concrete Inspection* and ACI *Manual of Concrete Inspection*.
- C. Sample and test concrete placed at the site in accordance with ASTM C172. Each sample shall be obtained from a different batch of concrete on a random basis.
- D. Test concrete:
  1. Mold and cure five (5) specimens from each sample:
    - a. For each 50 cubic yards or fraction thereof of structural building concrete.
    - b. For each 100 cubic yards or fraction thereof of nonstructural concrete and site Work paving and sidewalks.
    - c. Laboratory cure two (2) cylinders in accordance with ASTM C192.
    - d. Field cure remaining cylinders in accordance with ASTM C31.
  2. Two (2) specimens shall be tested at seven (7) days for information, two (2) shall be tested at 28 days for acceptance.
  3. Store one (1) cylinder for testing at 56 days in the event the 28-day strength tests do not meet strength requirements.
- E. Deviations from the requirements of ASTM specifications shall be recorded in the test report. Test concrete specimens in accordance with ASTM C39.
- F. Specimens for pumped concrete shall be taken at the discharge end of pumping equipment.
- G. Supervise curing and protection provided for test specimens in field and transportation from

the field to laboratory. Test cylinders shall be stored in the field for 24 hours and then carefully transported to laboratory and cured in accordance with ASTM C31.

- H. Make one (1) strength test (four [4] cylinders) of each mix design of concrete placed in any one (1) day.
- I. Make one (1) slump test for each set of cylinders following procedural requirements of ASTM C143 and ASTM C172. Make additional slump tests whenever consistency of concrete appears to vary. Slump tests corresponding to samples from which strength tests are made shall be reported with strength test results. Other slump tests need not be reported.
- J. Determine total air content of air entrained normal weight concrete sample for each strength test in accordance with ASTM C231.
- K. Determine air content and unit weight of lightweight concrete sample for each strength test in accordance with ASTM C173 and ASTM C567.
- L. Determine temperature of concrete sample for each strength test.
- M. Inspect each batch of concrete and monitor addition of mixing water to assure uniform consistency from truck to truck. Check mixing form mixers before mix begins to set and within time limits set forth in ASTM C94:
  - 1. Monitor addition of water and high range water reducer to concrete at job site and length of time concrete is allowed to remain in truck during placement.
- N. Testing agency shall furnish and maintain a competent inspector at the mixing plant at the start of each day's mixing. Inspector shall examine concrete materials for compliance with Specifications and approved mix design, weighing and measuring devices, proportioning and mixing of materials, water and cement content of each batch, general operation of the plant, and transportation of concrete to jobsite. Inspector shall verify that the amount of free surface moisture contained in fine and coarse aggregate has been properly accounted for in the concrete mixing to achieve required consistency and water cement ratio.
- O. Testing laboratory shall monitor addition of water to concrete at the jobsite and the length of time concrete is allowed to remain in the truck before placement. Inspector shall compare mixture with criteria on the approved mix design and report any significant deviation to Architect, Contractor, and concrete supplier. Do not permit addition of water that will exceed maximum water/cement ratio for the mix as given on the approved mix design.
- P. Observe placing of concrete except nonstructural slabs on grade and site Work. Observe and report on placing method, consolidation, cold joints, length of drop, and displacement of reinforcement. Report deficiencies to Contractor immediately for corrective action. Inspections may be reduced to a periodic basis when all procedures have been deemed satisfactory by the laboratory.
- Q. Test reports shall include but not be limited to the following information:
  - 1. Date of concrete placement.
  - 2. Concrete mix identification number or proportion of ingredients.
  - 3. Truck ticket number.
  - 4. Time test was made.
  - 5. Time of batching.
  - 6. Location of each placement.
  - 7. Slump, unit weight, water content (microwave test), and air content of concrete sampled.
  - 8. Date and results of strength test.

- R. Report promptly to Architect all details of reasons for rejection of any and all quantities of concrete. Give all information concerning locations of the concrete pours, quantities, date of pours, and other pertinent facts concerning concrete represented by the specimens.
- S. Testing laboratory shall certify each delivery ticket indicating class of concrete delivered (or placed), amount of water added and time at which cement and aggregate were dispensed into the truck, and time at which concrete was discharged from the truck.
- T. Evaluation and Acceptance:
  - 1. If measured slump or air content of air entrained concrete falls outside specified limits, a check test shall be made immediately on another portion of the same sample. In the event of a second failure, concrete shall be considered to have failed to meet the requirements of the Specifications, and shall not be used in the structure.
  - 2. Strength level of concrete will be considered satisfactory if the averages of sets of three (3) consecutive strength test results are equal to, or exceed, specified strength and no individual test result (average of two [2] cylinders) is below specified strength by more than 500 psi.
  - 3. Completed concrete work will be accepted when requirements of ACI 301 Chapter 18 *Specifications for Structural Concrete for Buildings* have been met.
- U. Concrete Test Reports:
  - 1. Reports shall be made and distributed immediately after respective tests or inspections are made:
    - a. Where reports indicate deviations from Contract Documents, they shall also include a determination of the probable cause of deviation and where applicable, a recommendation for corrective action.
- V. Furnish a statistical analysis for each class of concrete placed on the Project in accordance with ACI 214 and ACI 318. Information shall be updated and distributed once a month as directed by the Architect. Information shall include, but not be limited to, the following:
  - 1. Strength tests at seven (7) days.
  - 2. Strength tests at 28 days of two (2) cylinder averages.
  - 3. 28-day moving average strength tests of last three (3) test groups.
  - 4. Standard deviation and coefficient of variation based on 28-day strength tests.
  - 5. Average strength and number of 28-day tests for most recent month.
  - 6. Strength test one (1) cylinder at 56 days in the event the 28-day strength tests do not meet strength requirements.
- W. Test Footings (Shafts; Piers; Caissons): Same diameter and type specified for footings, placed in same manner. Accepted test footings may be used in the Work.
- X. Noncompliant Test Reports: Fax test reports indicating noncompliance immediately to each party on the test report distribution list. Copies shall be on different colored paper.
- Y. Inspect application of curing compound and monitor curing conditions to assure compliance with Specification requirements. Report curing deficiencies to Contractor immediately and submit a written report to Architect.

### 3.7 TESTING OF NONSHRINK GROUT

- A. Make one (1) strength test for all plates grouted and for all grout used in joints between members.
- B. Each test shall consist of four (4) cubes, two (2) tested at seven (7) days and two (2) at 28 days, made and tested in accordance with ASTM C109, with the exception that grout shall

be restrained from expansion by a top plate.

### **3.8 REPAIR AND PROTECTION**

- A. On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes:
  - 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 73 29: Cutting and Patching.
- B. Protect construction exposed by or for quality control service activities.
- C. Repair and protection are Contractor's responsibility regardless of the assignment of responsibility for quality control services.

**END OF SECTION 01 45 23**

## **SECTION 01 45 24 IMPORT MATERIALS TESTING**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. This Section specifies the requirements for the sampling, testing, transportation, and certification of imported fill materials to school sites.
- B. This Specification defines:
  1. Contractor requirements for use of imported materials on Project sites.
  2. Contractor requirements for stockpiling materials for use on Project sites.
  3. Testing requirements for all materials imported, stockpiled, or generated for use on a Project site.
  4. Contractor testing and reporting requirements.
  5. Contractor submittal requirements.
- C. Objectives:
  1. Ensure that fill materials imported to Project sites are safe for students, staff, and visitors.
  2. Ensure that representative data be collected so that analytical determinations can be made in regard to the first objective.
  3. Require Contractor to contract with and pay for the services of a licensed environmental professional (licensed State of California Professional Engineer (PE Civil), Professional Geologist (PG) or Registered Environmental Assessor II (REA II) familiar with environmental site assessment and waste classification.
  4. Require Contractor to contract with and pay for an independent, approved California Department of Health Services certified testing laboratory to perform sampling and testing of imported and site generated fill materials.
  5. Require Contractor to pay all fees required by authorities having jurisdiction over area.
  6. Require Contractor to post bonds required by authorities having jurisdiction over area.

#### **1.3 SUBMITTALS**

- A. Contractor shall submit to Owner's Authorized Representative (OAR):
  1. A qualifications statement for Contractor's independent California certified testing laboratory and required licensed environmental professional (California Professional Engineer (PE civil), Professional Geologist (PG), or Registered Environmental Assessor II (REA II) prior to the start of Work. Contractor's licensed environmental professional must possess recent demonstrated environmental experience in soil sampling and waste classification:
    - a. Testing laboratory must be pre-approved by the Division of State Architect.
  2. A draft import Sampling Strategy Plan (SSP) prepared by Contractor's licensed environmental professional for review and concurrence by the OAR. The objective of the SSP is to obtain representative sample data. The draft SSP must be submitted at least 72 hours prior to all proposed import sampling activities:
    - a. At a minimum, the draft SSP shall include a site map which shows the location of the proposed import and the location and number of the proposed stockpile samples. The draft SSP shall also contain information pertaining to the total volume of the stockpile proposed for sampling and the rationale in support of the proposed sampling approach. Existing environmental documentation specific to the import site shall be utilized by Contractor's environmental professional to support the proposed sampling approach and analytical method suite. For new Project sites, this information would include a DTSC approved site

investigation report, e.g., Preliminary Environmental Assessment (PEA). It is the responsibility of Contractor to request this information in advance from the OAR if they do not already have access to a copy at the jobsite.

- b. Lacking this information or rationale, samples shall be analyzed for all analytical methods described in this Section. Guidance for the minimum number of samples per stockpile volume is provided in Table 1 (supplemental samples may be required by the OAR if pothole stockpile sampling is utilized). In addition, the draft SSP shall contain all necessary contact information for the import site and a proposed schedule for the sampling activities.
- c. To expedite the review process, the draft SSP shall be submitted electronically to the OAR in MS Word format.
- d. Upon revision of the draft SSP by Contractor's licensed environmental professional and acceptance by the OAR, four (4) revised copies of the final SSP will be provided to the OAR for distribution to OEHS and the Project file.

- 3. A draft certification/sample data report prepared by Contractor's licensed environmental professional for review and concurrence. At a minimum, the draft certification/sample data report shall contain:
  - a. A site map showing the location of the stockpile and stockpile sample locations.
  - b. A detailed discussion and evaluation of the laboratory results.
  - c. A summary of findings and recommendations that provide a determination on the waste classification of the subject materials, based on the representative sample results.
  - d. Recommendations for additional steps, if any.
  - e. Chain-of-custody forms and all laboratory data with respective QA/QC sheets.
  - f. To expedite the review process, the draft SSP shall be submitted electronically to the OAR in MS Word format.
  - g. Upon revision of the draft certification report by Contractor's licensed environmental professional and acceptance by the OAR, three (3) copies of the final report will be submitted to the OAR.
- 4. The environmental compliance manager shall confirm that the proposed waste classification for the proposed import material is appropriate.
- 5. Written documentation, in the form of a memo or e-mail from Contractor to OAR, prior to import, verifying that the hauling contract specifies "clean" trucks and that the actual haul trucks utilized for import activities will be clean of visible contamination or deleterious materials.
- 6. Written documentation that the trucks went directly from the source location to the recipient location with no detours or stops at other locations and that short loads were not augmented by other materials that were not tested as part of the final import SSP. It is Contractor's responsibility to document that no other trips or short-load augmentation occurred and submit to the documentation within five (5) business days of the completion of the import activities. All import transportation activities shall be conducted in accordance with all applicable (local, State, and Federal) rules and regulations.
- 7. The independent approved testing laboratory shall perform the required tests and report results of all tests noting if the tested material passed or failed such tests and shall furnish copies to the IOR, Architect, OAR, DSA, Contractor, and others as required. Report shall state tests were conducted under the responsible charge of a licensed State of California professional engineer and the material was tested in accordance with applicable provisions of the Contract Documents, Title 24, CCR, and DSA. Upon completion of the Work of this Section, the independent testing laboratory and geotechnical engineer shall submit a verified report to DSA as required by Title 24, CCR.
- 8. Certification, in the form of haul tickets or completed waste manifests, documenting the volume and recipient of all import materials and activities. This documentation shall be coordinated through the OAR environmental compliance manager:
  - a. For approved import to new Project sites, unregulated facilities (landfill) or non-Project sites, haul tickets may be utilized, but shall contain the following minimum information:
    - 1) Date of haul activity.
    - 2) Address of source.
    - 3) Address of recipient.
    - 4) Load volume.
    - 5) Time of departure from source.

- 6) Time of arrival at recipient site.
- 7) Signature of recipient or recipient's agent.

## 1.4 QUALITY ASSURANCE

- A. No import of earth or geotechnical grading or fill materials can occur at the Projectsite without prior approval by the OAR.

## PART 2 PRODUCTS

### 2.1 MATERIALS

#### A. Imported:

1. Soils: Soils proposed for import shall be tested pursuant to the requirements of this Section.
2. Gravels: Clean gravel, consisting of native rock from a commercial source, shall be tested pursuant to the requirements of this Section.
3. Sands: Clean sand from a commercial source shall be tested pursuant to the requirements of this Section. Contractor shall provide written documentation, which identifies the source, volume, and proposed transport date(s) of the material for review.
4. Miscellaneous material: No miscellaneous material containing crushed concrete, asphalt, construction debris, or other potential deleterious materials may be utilized or imported to the Project site for use as fill or grading material.

#### B. Pre-Tested Sites:

Vulcan Materials Company  
1709 Sherbon Street  
Corona, CA 92879

Materials Tested: Sand, CAB, and 3/4 " Rock

LB Crushing Company  
3100 Horseless Carriage Road  
Norco, CA  
Materials Tested: Sand

El Toro Materials  
Rocky Road & Portola Parkway  
Lake Forest, CA  
Materials Tested: Sand

Hanson Aggregates North America-Inland Plant  
12000 Banyan Street  
Rancho Cucamonga CA 91730  
Materials Tested: Sand

Hanson Aggregates North America-Irwindale  
13550 Live Oak Avenue  
Irwindale, CA 91706 Materials  
Tested: Sand

Inland Empire Regional Composting Authority (IERCA)  
12645 Sixth Street  
Rancho Cucamonga, CA 91739 Materials  
Tested: Top Soil and Mulch

#### C. Import of Fill Materials:

1. Fees: Contractor shall pay as required by authorities having jurisdiction over area.
2. Bonds: Contractor shall post as required by authorities having jurisdiction over area.

## PART 3 EXECUTION

### 3.1 GRADING/EXCAVATION

- A. If Contractor encounters an area(s) with discolored, stained, and/or odorous soils or any other evidence of contamination during excavation/grading work, Contractor must immediately notify District Representative, cease work in the aforementioned area(s), and secure the area(s) with fencing, tape, stakes, or other suitable means to prevent entry by personnel or equipment. In turn, the District Representative will initiate a construction response to address the contamination, in accordance with pertinent regulatory requirements.

### 3.2 SAMPLING AND TESTING

- A. Contractor shall contract with, and pay for, the services of a licensed environmental professional (licensed State of California Professional Engineer (PE Civil), Professional Geologist (PG), or Registered Environmental Assessor II (REA II)).
- B. Contractor shall contract with, and pay for, an independent, approved California Department of Health Services certified testing laboratory to perform sampling and testing of imported, exported, and site generated fill materials:
  1. Note: Utilization of portable, onsite crushing equipment on the Project site also requires prior notification and approval by the OAR.
- C. All imported fill/grading material, unless otherwise specified in writing by the OAR, must be tested at the site of origin. Import testing and certification process shall include the following steps:
  1. Stockpile all materials for sampling (standard stockpile or backhoe pothole stockpile). Crushed fill materials generated by Contractor at a Project site must be segregated by material (e.g., separate stockpiles for concrete, asphalt, etc.).
  2. Submit draft SSP for review and concurrence by OAR.
  3. Collect and analyze samples (see Table 1 for number of samples per volume) per SSP. Once fill materials for export have been stockpiled and tested, they may not be used onsite for any purpose without prior approval by OAR.
  4. Submit draft import sample data report for review and concurrence by OAR.
  5. Submit final import sample data report (certification report) to OAR's environmental compliance manager for concurrence of proposed waste classification.
  6. Submit required pre-import documentation/record to the OAR (e-mail).
  7. Submit post import certifications to the OAR.
  8. In addition to the preceding, requirements, certifications, and submittals as indicated in previous subsections above.
- D. Owner retains the right to refuse any fill material proposed for use at a Project site.
- E. Import fill materials shall be stockpiled by Contractor and are deemed acceptable for import or reuse only when it is demonstrated to the satisfaction of the OAR's environmental compliance manager that the subject materials meet the requirements of this Section.
- F. As described in this Section, lacking site-specific data or sample rationale to support a more focused analytical approach, Contractor shall analyze all samples for the following substances according to the methods indicated below. Table 3 is a waste classification flowchart for use by Contractor's environmental professional. In all cases, detection levels and quality assurance/quality control methods shall be in accordance with standard Method reporting limits and best laboratory practices and the following USEPA (EPA) methods:
  1. Total Petroleum Hydrocarbons, utilizing EPA Method 8015M, for gasoline and diesel.
  2. Volatile Organic Compounds, utilizing EPA Method 8260B/5035.
  3. Polychlorinated biphenyls, utilizing EPA Method 8082.
  4. Semi-Volatile Compounds, utilizing EPA Method 8270C.
  5. Organochlorine Pesticides, utilizing EPA Method 8081A.

6. Organophosphorous Pesticides, utilizing EPA Method 8141A.
7. Chlorinated Herbicides, utilizing EPA Method 8151A.
8. California Code of Regulations Title 22 (CAM 17) Metals, utilizing EPA Method 6010B/7470A.
9. Hexavalent Chromium, utilizing EPA Method 7199.
10. Arsenic/Thallium, utilizing EPA Method 6020.

G. Import fill material may be deemed defective for use by the OAR at the Project site if any of the following results are obtained:

1. Total petroleum hydrocarbons are present at concentrations exceeding 100 milligrams per kilogram (mg/kg) for gasoline and 1,000 mg/kg for oil/diesel and long chain hydrocarbons.
2. Solvents and other volatile organic compounds are present at concentrations exceeding the laboratory reporting limit.
3. Polychlorinated biphenyls are present at concentrations exceeding the laboratory reporting limit.
4. Semi-volatile compounds are present at concentrations exceeding the laboratory reporting limit.
5. Organochlorine pesticides are present at concentrations exceeding the laboratory reporting limit.
6. Organophosphorous pesticides are present at concentrations exceeding the laboratory reporting limit.
7. Chlorinated herbicides are present at concentrations exceeding the laboratory reporting limit.
8. California Code of Regulations Title 22 (CAM 17) Metals at concentrations exceeding site-specific background.
9. Hexavalent chromium is present at concentrations exceeding 15 mg/kg.

H. In addition to screening for hazardous materials, the imported soil must be tested and certified to be free of:

1. Organics and debris.
2. Infestation by vermin or insects, in particular fire ants.
3. Boron.

I. Imported materials must be suitable for engineered fill, even if used at landscaping, free from large rocks.

J. Imported materials shall not have a high clay content and must meet the permeability requirements of the Project's hardscape if there is such requirement.

K. Evaluate concentrations of metals in import fill by conducting the analysis set forth below:

1. Compare the maximum detected metal concentrations in import fill samples to the Threshold Criteria listed in Table 4. If any metal concentration exceeds its listed background value, the fill material fails and shall be deemed defective and unacceptable for use at the Project site unless supported by a site-specific health risk assessment.
2. In addition to otherwise specified in this Section, import fill shall be deemed environmentally defective and unacceptable for use if any of the following results are obtained:
  - a. Arsenic concentrations exceed 12.0 mg/kg.
  - b. Lead concentration exceeds 255 mg/kg or fails TTLC/STLC.
  - c. Import materials at new Project sites with total chromium concentrations greater than or equal to 100 mg/kg shall be tested for hexavalent chromium.

L. All import fill material shall be characterized, handled, and documented in accordance with applicable US EPA and State of California hazardous waste and hazardous materials regulations. For the purpose of this Specification, "contaminated" shall mean any soil or geotechnical material at a concentration that would require disposal at a regulated facility (i.e., California hazardous or RCRA hazardous). OAR must be notified at least 72 hours prior to the disposal of any hazardous waste or hazardous material. No material disposal or reuse can take place without prior written approval of the OAR.

M. Specification test results and OAR approvals shall be valid for a period of 120 days from the date of the subject testing unless a variance is requested by Contractor and approved by OAR. Previously approved materials shall not be utilized or disposed off-site after the 120-day limit without prior review

and approval by the OAR.

- N. Requests for variances to this Specification shall be submitted in writing to the OAR a minimum of two (2) weeks in advance of need for review and approval. The request for variance must provide all available testing data, a rationale to support the request and have an active funding line (provided by OAR) to facilitate review by the OAR. OAR will review the request for variance and will provide its preliminary determination within two weeks. Certain requests may require final approval by the Department of Toxic Substances Control (DTSC).
- O. Soils with concentrations above screening levels may, upon prior approval by the OAR, be reused at other Project sites if supported by a site-specific human health risk assessment.
- P. Details of the samples and testing must be submitted to and approved by the OAR's environmental compliance manager before transportation.
- Q. Haul Routes and Regulations/Restrictions: Contractor must comply with requirements of Project EIR (CEQA) and authorities having jurisdiction over the Project area and the proposed activities (e.g. Regional Water Quality Control Board, Department of Toxic Substances Control, etc.).

### **3.3 TRANSPORTATION**

- A. Contractor shall pay all fees required by authorities having jurisdiction over area.
- B. Contractor shall pay all fees for disposal and/or processing of contaminated and/or hazardous fill materials at a regulated facility.
- C. Contractor shall post and pay for all bonds required by authorities having jurisdiction over area.

**SECTION CONTINUES ON NEXT PAGE**

**TABLE 1: MINIMUM SAMPLING FREQUENCY**

Volume (Cubic Yards)	Sampling Frequency
0 – 1,000	1 per 250 CY
1,001 - 5,000	4 samples per first 1,000 CY and 1 sample per each additional 500 CY
Greater then 5,000	12 samples for first 5000 CY and 1 sample per each additional 1,000 CY

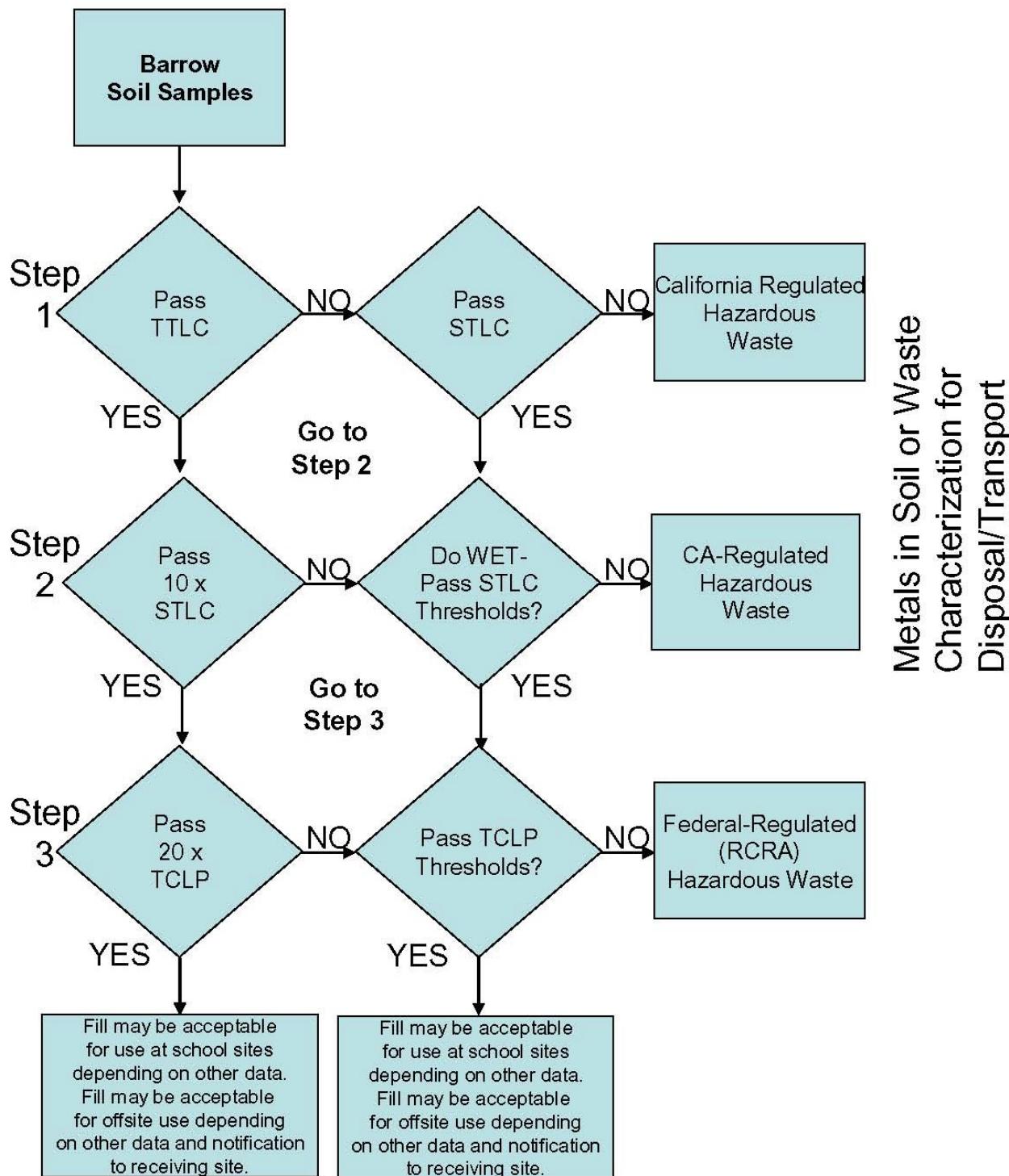
**TABLE 2 WASTE CHARACTERIZATION**

Chemicals of Potential Concern	Hazardous Waste if Exceed Criteria - TTLC Level* (mg/kg)	Additional WET Leaching Tests if Exceed Hazardous Waste Criteria - 10 times STLC Level** (mg/kg)	California-Regulated Hazardous Waste - Soluble Threshold Limit Concentration -STLC Level (mg/l)	Additional TCLP Leaching Tests if Exceed Hazardous Waste Criteria - 20 times TCLP Level** (mg/kg)	Federally-Regulated (RCRA) Hazardous Waste - Toxicity Characteristic Leaching Procedure - TCLP Level (mg/l)

CAM 17 Metals

Antimony	500	150	15	NA	NA
Arsenic	500	50	5	100	5
Barium	10,000	1,000	100	2,000	100
Beryllium	75	7.5	0.75	NA	NA
Cadmium	100	10	1	20	1
Chromium	2,500	50	5	100	5
Cobalt	8,000	800	80	NA	NA
Copper	2,500	250	25	NA	NA
Lead	1,000	50	5	100	5
Mercury	20	2	0.2	4	0.2
Molybdenum	3,500	3,500	350	NA	NA
Nickel	2,000	200	20	NA	NA
Selenium	100	10	1	20	1
Silver	500	50	5	100	5
Thallium	700	70	7	NA	NA
Vanadium	2,400	240	24	NA	NA
Zinc	5,000	2,500	250	NA	NA
<i>Chromium (VI)</i>	500	50	5	NA	NA

TABLE 3 – WASTE CLASSIFICATION FLOWCHART



**TABLE 4: THRESHOLD CRITERIA FOR METALS IN SOIL - LOOK UP VALUES**

CAM 17 Metals	Soil Threshold Criteria (mg/kg)	Basis
Antimony	28	NC
Arsenic	11.3	BK
Barium	2330	NC
Beryllium	16	C
Cadmium	1.4	C
Chromium	106656	NC
Cobalt	4266	NC
Copper	2631	NC
Lead	255	PbB
Mercury	21	NC
Molybdenum	356	NC
Nickel	148	C
Selenium	356	NC
Silver	356	NC
Thallium	4.7	NC
Vanadium	498	NC
Zinc	21331	NC

NC = Non-Cancer Health Effects

BK = Background

C = Cancer Risk

PbB = Blood Lead Levels

**END OF SECTION 01 45 24**

## **SECTION 01 50 00 TEMPORARY FACILITIES AND CONTROLS**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities, including but not limited to:

1. Water service and distribution.
2. Sanitary facilities, including toilets, wash facilities, and drinking water facilities.
3. Heating and cooling facilities.
4. Ventilation.
5. Electric power service.
6. Lighting.
7. Telephone service (land line)
8. Waste disposal facilities.
9. Field office.
10. Storage and fabrication sheds.
11. Lifts and hoists.
12. Construction aids and miscellaneous services and facilities.
13. Environmental protection.
14. Pest control.
15. Enclosure fence.
16. Security enclosure and lockup.
17. Barricades, warning signs, and lights.
18. Temporary partitions.
19. Fire protection.
20. Accessories necessary for a complete installation.
21. Temporary signage.

B. Use Charges:

1. Installation, removal of, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of the Project, testing agencies, and authorities having jurisdiction.
2. Water and sewer service: Pay sewer service use charges for water used and sewer usage by all entities for construction operations.
3. Electric power service: Pay electric power service use charges for electricity used by all entities for construction operations.

#### **1.3 SUBMITTALS**

A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.

B. Moisture Protection Plan:

1. Describe procedures and controls for protecting materials and construction from water absorption and damage:

- a. Describe delivery, handling, and storage provisions for materials subject to water absorption or water damage.
- b. Indicate procedures for discarding water damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water damaged work.
- c. Indicate sequencing of work that requires water, such as sprayed fire resistive materials, plastering, and tile grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.

C. Dust and HVAC Control Plan:

- 1. Submit coordination drawing and narrative that indicates the dust and HVAC control measures proposed for use, proposed locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Include the following:
  - a. HVAC system isolation schematic drawing.
  - b. Location of proposed air-filtration system discharge.
  - c. Waste handling procedures.
  - d. Other dust control measures.

## 1.4 QUALITY ASSURANCE

- A. Regulatory Requirements:
  - 1. Accessible Temporary Egress:
    - a. Comply with 2022 California Building Code (CBC) CCR Title 24, Part 2, (as adopted and amended by DSA).
    - b. Comply with applicable provisions in the U.S. Architectural and Transportation Barriers Compliance Board ADA-ABA Accessibility Guidelines (ADAAG), ICC/ANSI A117.1.
- B. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- C. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

## PART 2 PRODUCTS

### 2.1 MATERIALS

- A. Provide new materials. Undamaged, previously used materials in serviceable condition may be used if approved by Architect. Provide materials suitable for use intended.
- B. Chain Link Fencing: Minimum 2 inches (50 mm), 0.148-inch (3.8 mm) thick, galvanized steel, chain link fabric fencing; minimum 6 feet (1.8 m) high with galvanized steel pipe posts; minimum 2-3/8-inch (60 mm) OD line posts and 2-7/8 inch (73 mm) OD corner and pull posts.
- C. Polyethylene Sheet: Reinforced, fire-resistive sheet, ten (10) mils (0.25 mm) minimum thickness, with flame spread rating of 15 or less per ASTM E84.
- D. Dust Control Adhesive Surface Walk-off Mats: Provide mats a minimum of 36 inches by 60 inches (914 mm x 1624 mm).
- E. Insulation: Unfaced mineral fiber blanket, manufactured from glass, slag wool, or rock wool;

with maximum flame spread and smoke developed indexes of 25 and 50, respectively.

- F. Tarpaulins: Fire resistive labeled with flame-spread rating of 15 or less.
- G. Water: Potable.

## 2.2 TEMPORARY FACILITIES

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Common-Use Field Office: Of sufficient size to accommodate needs of Owner, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
  1. Furniture required for Project site documents including file cabinets, plan tables, plan racks, and bookcases.
  2. Conference room of sufficient size to accommodate meetings of 10 individuals. Provide electrical power service and 120-V ac duplex receptacles, with no fewer than one receptacle on each wall. Furnish room with conference table, chairs, and 4-foot-square tack and marker boards.
  3. Drinking water and private toilet.
  4. Coffee machine and supplies.
  5. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 deg F
  6. Lighting fixtures capable of maintaining average illumination of 20 fc (215 lx) at desk height.
- C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations. Store combustible materials apart from building.

## 2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. Drinking Water: Containerized, tap dispenser, bottled water drinking water units, including paper cup supply. Where power is accessible, provide electric water coolers to maintain dispensed water temperature at 45 degrees F to 55 degrees F (7.2 degrees C to 12.7 degrees C).
- C. Electrical Outlets: Properly configured, NEMA polarized outlets to prevent insertion of 110V to 120V plugs into higher voltage outlets; equipped with ground-fault circuit interrupters, reset button, and pilot light.
- D. Power Distribution System Circuits: Where permitted and overhead and exposed for surveillance, wiring circuits, not exceeding 125-V ac, 20-A rating, and lighting circuits may be nonmetallic sheathed cable.
- E. HVAC Equipment:
  1. Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid propane gas or fuel oil heaters with individual space thermostatic control:
    - a. Heating units: Listed and labeled for type of fuel being consumed by a qualified

testing agency acceptable to authorities having jurisdiction and marked for intended location and application.

b. Permanent HVAC system: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return air grille in system and remove at end of construction. Clean HVAC system as required in Section 01 77 00: Closeout Procedures and install new filter with MERV 11 or greater.

F. Air Filtration Units: Primary and secondary HEPA filter equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

## PART 3 EXECUTION

### 3.1 PROJECT CONDITIONS

A. Temporary Use of Permanent Facilities: Engage installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

### 3.2 INSTALLATION

A. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work:

1. Locate facilities to limit site disturbance as specified in Section 01 10 00: Summary.

B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

### 3.3 TEMPORARY UTILITY INSTALLATION

A. Install temporary service. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.

B. Sewers and Drainage:

1. Provide temporary utilities to remove effluent lawfully:
  - a. Connect temporary sewers to municipal system as directed by authorities having jurisdiction.

C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.

D. Sanitary Facilities:

1. Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities:
  - a. Disposable supplies: Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Maintain adequate supply. Provide covered waste containers for disposal of used material.
  - b. Wash facilities: Install wash facilities supplied with potable water at convenient locations for personnel who handle materials that require wash up. Dispose of drainage properly. Supply cleaning compounds appropriate for each type of material handled. Provide safety showers, eyewash fountains, and similar facilities for convenience, safety, and sanitation of personnel.

E. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.

F. Isolation of Work Areas in Occupied Facilities:

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

G. Ventilation and Humidity Control:

  1. Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption:
    - a. Provide dehumidification systems when required to reduce substrate moisture levels to level required to allow installation or application of finishes.

H. Electric Power Service:

  1. Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations. Install electric power service underground unless otherwise indicated:
    - a. Electric distribution - Provide receptacle outlets adequate for connection of power tools and equipment:
      - 1) Provide waterproof connectors to connect separate lengths of electrical power cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length voltage ratio.
      - 2) Provide warning signs at power outlets other than 110 to 120-V.
      - 3) Provide metal conduit, tubing, or metallic cable for wiring exposed to possible damage. Provide rigid steel conduits for wiring exposed on grades, floors, decks, or traffic areas.
      - 4) Provide metal conduit enclosures or boxes for wiring devices.
      - 5) Provide four (4) gang outlets, spaced so 100-foot (30 m) extension cord can reach each area for power hand tools and task lighting. Provide a separate 125-V ac, 20-A circuit for each outlet.

I. Lighting:

  1. Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions:
    - a. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
    - b. Install lighting for Project identification sign.

J. Telephone Service:

  1. Provide temporary telephone service in common use facilities for use by construction

personnel, Architect, and inspection services. Install a minimum of one (1) telephone line(s) for each field office:

- a. Provide dedicated telephone line for each facsimile machine in each field office.
- b. At each telephone, post a list of important telephone numbers:
  - 1) Police and fire departments.
  - 2) Ambulance service.
  - 3) Contractor's home office.
  - 4) Contractor's emergency after-hours telephone number.
  - 5) Architect's office.
  - 6) Engineers' offices.
  - 7) Owner's office.
  - 8) Principal subcontractors' field and home offices.
- c. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.

K. Electronic Communication Service:

1. Provide a desktop computer and printer/scanner in the primary field office adequate for use by Architect, inspection services, and Owner to access Project electronic documents and maintain electronic communications:
  - a. Internet service: Broadband modem, router, and ISP equipped with hardware firewall.
  - b. Internet security: Integrated software, providing software firewall, virus, spyware, phishing, and spam protection in a combined application.
  - c. Backup: External hard drive, minimum one (1) terabyte, with automated backup software providing daily backups.

### **3.4 SUPPORT FACILITIES INSTALLATION**

A. Provide construction for temporary offices, shops, and sheds located within construction area or within 30 feet (9 m) of building lines that is noncombustible according to ASTM E136. Comply with NFPA 241:

1. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities under conditions acceptable to Owner.

B. Temporary Use of Permanent Roads and Paved Areas:

1. Locate temporary roads and paved areas in same location as permanent roads and paved areas. Construct and maintain temporary roads and paved areas adequate for construction operations. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations:
  - a. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
  - b. Prepare subgrade and install sub-base and base for temporary roads and paved areas.
  - c. Recondition base after temporary use, including removing contaminated material, regrading, proof rolling, compacting, and testing.
  - d. Delay installation of final course of permanent pavement until immediately before Substantial Completion.

C. Traffic Controls:

1. Comply with requirements of authorities having jurisdiction:
  - a. Protect existing site improvements to remain including curbs, pavement, and utilities.
  - b. Maintain access for fire-fighting equipment and access to fire hydrants.

- D. Parking: Provide temporary parking areas for construction personnel.
- E. Dewatering Facilities and Drains:
  - 1. Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water:
    - a. Dispose of rainwater in a lawful manner that will not result in flooding the Project or adjoining properties, or endanger permanent Work or temporary facilities.
- F. Project Signs: Not listed in 3.5 Below.
  - 1. Provide Project signs as indicated. Unauthorized signs are not permitted:
    - a. Identification signs: Provide Project identification signs as indicated on Drawings.
    - b. Temporary signs:
      - 1) Provide other signs as indicated and as required to inform public and individuals seeking entrance to the Project:
        - a) Provide temporary, directional signs for construction personnel and visitors.
      - c. Maintain and touchup signs so they are legible at all times.
- G. Waste Disposal Facilities: Provide waste collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 01 73 00: Execution.
- H. Lifts and Hoists:
  - 1. Provide facilities necessary for hoisting materials and personnel:
    - a. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- I. Temporary Elevator Use: Use of elevators is not permitted.
- J. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate.
- K. Temporary Use of Permanent Stairs: Use of new stairs for construction traffic will be permitted, provided stairs are protected and finishes restored to new condition at time of Substantial Completion.

### **3.5 SIGNS**

- A. Other signs permitted at the site:
  - 1. Warning signs.
  - 2. Directional signs.
  - 3. Identification signs at field offices.
  - 4. Emergency medical services sign.
  - 5. Signs required by Authorities Having Jurisdiction
  - 6. Storm Water Pollution Prevention Plan sign (SWPPP)
- B. Contractor shall allow no other signs to be displayed at the project site, unless authorized by the Owner/District.

### **3.6 SECURITY AND PROTECTION FACILITIES INSTALLATION**

- A. Protection of Existing Facilities:
  - 1. Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities to the satisfaction of Owner and Architect.

- B. Environmental Protection:
  - 1. Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- C. Temporary Erosion and Sedimentation Control:
  - 1. Provide measures to prevent soil erosion and discharge of soil bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of authorities having jurisdiction:
    - a. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree or plant protection zones.
    - b. Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.
    - c. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
    - d. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
- D. Stormwater Control:
  - 1. Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- E. Tree and Plant Protection:
  - 1. Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- F. Pest Control:
  - 1. Engage pest control services to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using environmentally safe materials.
- G. Site Enclosure Fence:
  - 1. Before construction operations begin, provide site enclosure fence to prevent people and animals from easily entering site except by entrance gates:
    - a. Extent of fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
- H. Security Enclosure and Lockup:
  - 1. Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each Work day.
- I. Barricades, Warning Signs, and Lights:
  - 1. Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- J. Temporary Egress:
  - 1. Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.
- K. Temporary Enclosures:

1. Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weather-tight enclosure for building exterior:
  - a. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- L. Temporary Partitions:
  1. Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate occupied areas from fumes and noise:
    - a. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side and fire retardant treated plywood on construction operations side.
    - b. Construct dustproof partitions with two layers of 6-mil (0.14 mm) polyethylene sheet on each side. Cover floor with two (2) layers of 6-mil (0.14 mm) polyethylene sheet, extending sheets 18 inches (460 mm) up the sidewalls. Overlap and tape full length of joints. Cover floor with fire retardant treated plywood. Do not apply tape to finish floor surfaces:
      - 1) Construct vestibule and airlock at each entrance through temporary partition with not less than 48 inches (1219 mm) between doors. Maintain water dampened foot mats in vestibule.
    - c. Where fire resistance rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
    - d. Insulate partitions to control noise transmission to occupied areas.
    - e. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
    - f. Protect air handling equipment.
    - g. Provide walk-off mats at each entrance through temporary partition.
- M. Temporary Fire Protection:
  1. Install and maintain temporary fire protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program:
    - a. Prohibit smoking in construction areas.
    - b. Supervise welding operations, combustion type, temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
    - c. Develop and supervise an overall fire prevention and protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
    - d. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

### **3.7 MOISTURE AND MOLD CONTROL**

- A. Contractor's Moisture Protection Plan:
  1. Avoid trapping water in finished Work. Document visible signs of mold that may appear during construction.
- B. Exposed Construction Phase:
  1. Before installation of weather barriers, when materials are subject to wetting and exposure to airborne mold spores, protect as follows:
    - a. Protect porous materials from water damage.
    - b. Protect stored and installed material from flowing or standing water.
    - c. Keep porous and organic materials from coming into prolonged contact with

concrete.

- d. Remove standing water from decks.
- e. Keep deck openings covered or dammed.

**C. Partially Enclosed Construction Phase:**

1. After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
  - a. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
  - b. Keep interior spaces reasonably clean and protected from water damage.
  - c. Periodically collect and remove waste containing cellulose or other organic matter.
  - d. Discard or replace water-damaged material.
  - e. Do not install material that is wet.
  - f. Discard, replace, or clean stored or installed material that begins to grow mold.
  - g. Perform Work in a sequence that allows any wet materials adequate time to dry before enclosing the material in drywall or other interior finishes.

**D. Controlled Condition Phase of Construction:**

1. After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
  - a. Control moisture and humidity inside building by maintaining effective dry-in conditions.
  - b. Use permanent HVAC system to control humidity.
  - c. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits and moisture control:
    - 1) Hygroscopic materials that may support mold growth, including wood and gypsum-based products, which become wet during the course of construction and remain wet for 48 hours are considered defective and are to be removed and replaced.
    - 2) Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
    - 3) Remove materials that cannot be completely restored to their manufactured moisture level within 48 hours.

**3.8 OPERATION, TERMINATION, AND REMOVAL**

**A. Supervision:**

1. Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.

**B. Maintenance:**

1. Maintain facilities in good operating condition until removal:
  - a. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

**C. Temporary Facility Changeover:**

1. Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion unless otherwise required and approved by Owner and Architect.

**D. Termination and Removal:**

1. Remove each temporary facility when need when its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired:
  - a. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
  - b. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
  - c. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 77 22: Substantial Completion Procedures.

**END OF SECTION 01 50 00**

## **SECTION 01 57 13 EROSION CONTROL**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Scope of Work:
  - 1. General: Provide all materials, equipment and labor necessary to furnish and install straw wattles at locations shown on the Drawings and on Contractors Storm Water Pollution Prevention Plan.

#### **1.3 QUALITY ASSURANCE**

- A. General: Comply with governing codes and regulations.

### **PART 2 PRODUCTS**

#### **2.1 MATERIALS**

- A. Straw Wattles: Shall be new manufactured straw roles in compliance with state requirements for sediment control.
- B. Filter Bag: Shall be as required by local jurisdiction.

### **PART 3 EXECUTION**

#### **3.1 INSTALLATION**

- A. Straw Wattles: Shall be installed as required.
- B. Filter Bags: Shall be installed as required by manufacturer's requirements.

#### **3.2 MAINTENANCE AND REMOVAL**

- A. General: Maintain and repair existing and new erosion control facilities throughout the construction period. Remove silt build up at straw wattles and/or silt fences as needed. Repair damage to earth slopes and banks. Erosion control measures shall be left in place until final paving and landscaping are complete.
- B. Monitoring: Contractor shall provide all site monitoring and recommendations to meet current NPDES requirements during construction.
- C. Cleaning: Keep area clean of debris.
- D. Remove erosion control measures prior to placing finish landscaping.

**END OF SECTION 01 57 13**

## SECTION 01 60 00 PRODUCT REQUIREMENTS

### PART 1 GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

A. Section includes administrative and procedural requirements for selection of products, including but not limited to:

1. Product delivery, storage, and handling.
2. Manufacturers' written warranties on products.
3. Special warranties.
4. Comparable products.

#### 1.3 DEFINITIONS

A. Basis of Design Product Specification:

1. A Specification in which a specific manufacturer's product is named and accompanied by the words *basis of design*, including make, model number, or other designation to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the Specification.

B. Products:

1. Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term *product* includes the terms *material*, *equipment*, *system*, *assembly*, and terms of similar intent:
  - a. Named products: Items identified by manufacturer's product name, including make, model number, or other designation shown or listed in manufacturer's published product literature current as of date of the Contract Documents.
  - b. New products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
  - c. Comparable product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

#### 1.4 SUBMITTALS

A. Comparable Product Requests:

1. Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title, and Drawing number(s) and title(s):
  - a. Include data to indicate compliance with the specified requirements.
  - b. Architect's action: If necessary, Architect will request additional information or documentation for evaluation within one (1) week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven (7) days

of receipt of additional information or documentation, whichever is later:

- 1) Form of Approval: As specified in Section 01 33 00: Submittal Procedures.
- 2) Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

**B. Basis of Design Product Specification Submittal:**

1. Comply with requirements in Section 01 33 00: Submittal Procedures. Show compliance with requirements.

**1.5 QUALITY ASSURANCE**

**A. Compatibility of Options:**

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

**1.6 WARRANTY**

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

1. Manufacturer's warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.

**B. Warranties:**

1. Prepare a written document that contains appropriate terms and identification, ready for execution:
  - a. Specified form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
  - b. See other Sections for specific content requirements and particular requirements for submitting special warranties.

**C. Submittal Time:**

1. Comply with requirements in Section 01 77 00: Closeout Procedures.

**1.7 DELIVERY, STORAGE, AND HANDLING**

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

**B. Delivery and Handling:**

1. Schedule delivery to minimize long-term storage at site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original

sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.

4. Inspect products on delivery to determine compliance with the Contract Documents, and to determine that products are undamaged and properly protected.

C. Storage:

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

## PART 2 PRODUCTS

### 2.1 PRODUCT SELECTION PROCEDURES

A. Product Requirements:

1. Provide products that comply with the Contract Documents, are undamaged, and unless otherwise indicated, are new at time of installation:
  - a. Provide products complete with accessories, trim, finish, fasteners, and items needed for complete installation and indicated use and effect.
  - b. Standard products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
  - c. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
  - d. Where products are accompanied by the phrase *as selected*, Architect will make selection.
  - e. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
4. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

5. Basis of Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and characteristics based on the product named. Comply with requirements for consideration of an unnamed product by one of the named manufacturers.

C. Visual Matching Specification:

1. Where Specifications require *match Architect's sample*, provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches:
  - a. If no product available within specified category matches and complies with specified requirements, comply with requirements of Section 01 25 00: Substitution Procedures and Form for proposal of product.

D. Visual Selection Specification: Where Specifications include the phrase *selected by Architect* or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

## 2.2 COMPARABLE PRODUCTS

A. Conditions for Consideration:

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

## PART 3 EXECUTION (NOT USED)

**END OF SECTION 01 60 00**

## **SECTION 01 73 00 EXECUTION**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section includes administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
  1. Construction layout.
  2. Field engineering and surveying.
  3. Installation of the Work.
  4. Coordination of Owner-installed products.
  5. Progress cleaning.
  6. Starting and adjusting.
  7. Protection of installed construction.

#### **1.3 DEFINITIONS**

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

#### **1.4 SUBMITTALS**

- A. Certificates: Submit certificate signed by land surveyor or professional Engineer certifying that location and elevation of improvements comply with requirements.
- B. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.
- C. Certified Surveys: Submit two (2) copies signed by land surveyor.
- D. Final Property Survey: Submit ten (10) copies showing the Work performed and record survey data.

#### **1.5 QUALITY ASSURANCE**

- A. Land Surveyor Qualifications: A professional land surveyor legally qualified to practice in the State of California, who is experienced in providing land surveying services of the kind indicated.
- B. Manufacturer's Installation Instructions: Obtain and maintain onsite manufacturer's written recommendations and instructions for installation of products and equipment.

### **PART 2 PRODUCTS**

#### **2.1 MATERIALS**

- A. Comply with requirements specified in other Sections.
- B. In-Place Materials:
  - 1. Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible:
    - a. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Existing Conditions:
  - 1. The existence and location of underground and other utilities and construction indicated as existing are not warranted. Before beginning site Work, investigate and verify existence and location of underground utilities, mechanical and electrical systems, and construction affecting the Work:
    - a. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water service piping, underground electrical services, and other utilities.
    - b. Furnish location data for work related to the Work that must be performed by public utilities serving the site.
- B. Examination and Acceptance of Conditions:
  - 1. Before proceeding with each component of the Work, examine substrates, areas, and conditions for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations:
    - a. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
    - b. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
    - c. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report:
  - 1. Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
    - a. Description of the Work.
    - b. List of detrimental conditions, including substrates.
    - c. List of unacceptable installation tolerances.
    - d. Recommended corrections.
- D. Proceed with installation after correcting unsatisfactory conditions. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to Owner necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field

measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 01 31 00: Project Management and Coordination.

### **3.3 CONSTRUCTION LAYOUT**

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.
- B. Engage a land surveyor or professional Engineer to lay out the Work using accepted surveying practices:
  1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as necessary to locate each element of Project.
  2. Establish limits on use of site.
  3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
  4. Inform installers of lines and levels to which they must comply.
  5. Check the location, level, and plumb of every major element as the Work progresses.
  6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
  7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two (2) or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

### **3.4 FIELD ENGINEERING**

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points:
  1. Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations:
    - a. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or

- control points to Architect before proceeding.
- b. Replace lost or destroyed permanent benchmarks and control points promptly.  
Base replacements on the original survey control points.
- C. Benchmarks:
  - 1. Establish and maintain a minimum of two (2) permanent benchmarks on site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark:
    - a. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
    - b. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
    - c. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
- D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.
- E. Final Property Survey:
  - 1. Engage a land surveyor or professional Engineer to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor or professional Engineer, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey:
    - a. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.
    - b. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

### 3.5 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated:
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  - 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
  - 4. Maintain minimum headroom clearance of 96 inches (2,440 mm) in occupied spaces and 90 inches (2,300 mm) in unoccupied spaces.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions ensuring the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items onsite and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

- G. Templates: Obtain and distribute to the parties involved templates for Work specified to be factory prepared and field installed. Check shop drawings of other Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment:
  - 1. Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions:
    - a. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
    - b. Allow for building movement, including thermal expansion and contraction.
    - c. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous. Materials containing asbestos and BCPs are prohibited.

### **3.6 OWNER-INSTALLED PRODUCTS**

- A. Site Access: Provide access to site for Owner's construction personnel.
- B. Coordination:
  - 1. Coordinate construction and operations of the Work with Work performed by Owner's construction personnel:
    - a. Construction schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
    - b. Pre-installation conferences: Include Owner's construction personnel at pre-installation conferences covering portions of the Work that are to receive Owner's Work. Attend pre-installation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

### **3.7 PROGRESS CLEANING**

- A. Clean site and Work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully:
  - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  - 2. Do not hold waste materials more than seven (7) days during normal weather or three (3) days if the temperature is expected to rise above 80 degrees F (27 degrees C).
  - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
  - 4. Use containers intended for holding waste materials of type to be stored.
  - 5. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.

- B. Site: Maintain site free of waste materials and debris.
- C. Work Areas:
  - 1. Clean areas where Work is in progress to the level of cleanliness necessary for proper execution of the Work:
    - a. Remove liquid spills promptly.
    - b. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire Work area, as appropriate.
- D. Installed Work: Keep installed Work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials onsite. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 01 50 00: Temporary Facilities and Controls.
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### **3.8 STARTING AND ADJUSTING**

- A. Coordinate startup and adjusting of equipment and operating components with mechanical, plumbing, and electrical requirements.
- B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- E. Manufacturer's Field Service: Comply with qualification requirements in Section 01 40 00: Quality Requirements.

### **3.9 PROTECTION OF INSTALLED CONSTRUCTION**

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

**END OF SECTION 01 73 00**

## **SECTION 01 73 29 CUTTING AND PATCHING**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section includes procedural requirements for cutting and patching.

#### **1.3 DEFINITIONS**

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

#### **1.4 SUBMITTALS**

- A. Cutting and Patching Plan:
  - 1. Submit plan describing procedures at least ten (10) days prior to the time cutting and patching will be performed. Include the following information:
    - a. Extent: Describe reason for and extent of each occurrence of cutting and patching.
    - b. Changes to in-place construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
    - c. Products: List products used for patching and firms or entities that will perform patching work.
    - d. Dates: Indicate when cutting and patching will be performed.
    - e. Utilities and mechanical and electrical systems:
      - 1) List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted:
        - a) Include description of provisions for temporary services and systems during interruption of permanent services and systems.

#### **1.5 QUALITY ASSURANCE**

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
- B. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.
- C. Operational Elements:
  - 1. Do not cut and patch operating elements and related components that results in

reducing the capacity to perform as intended or that results in increased maintenance or decreased operational life or safety:

- a. Primary operational systems and equipment.
- b. Fire separation assemblies.
- c. Air or smoke barriers.
- d. Fire suppression systems.
- e. Mechanical systems' piping and ducts.
- f. Control systems.
- g. Communication systems.
- h. Fire detection and alarm systems.
- i. Conveying systems.
- j. Electrical wiring systems.
- k. Operating systems of special construction.

**D. Miscellaneous Elements:**

- 1. Do not cut and patch the following elements or related components that change the load bearing capacity, resulting in a reduction of capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety:
  - a. Water, moisture, or vapor barriers.
  - b. Membranes and flashings.
  - c. Exterior curtain wall construction.
  - d. Equipment supports.
  - e. Piping, ductwork, vessels, and equipment.
  - f. Noise and vibration control elements and systems.
  - g. Sprayed fire resistive material.

**E. Visual Requirements:**

- 1. Do not cut and patch construction resulting in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner:
  - a. If possible, retain original installer or fabricator to cut and patch exposed Work. If possible, engage original installer or fabricator. If original installer is not available, engage recognized, experienced, and specialized firm for the Work:
    - 1) Processed concrete finishes.
    - 2) Ornamental metal.
    - 3) Matched veneer woodwork.
    - 4) Preformed metal panels.
    - 5) Roofing.
    - 6) Firestopping.
    - 7) Window system.
    - 8) Fluid applied flooring.
    - 9) Wall covering.
    - 10) HVAC enclosures, cabinets, or covers.

**F. Cutting and Patching Conference:** Before proceeding, meet at site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

**1.6 WARRANTY**

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

## PART 2 PRODUCTS

### 2.1 MATERIALS

- A. Comply with specified requirements.
- B. Existing Materials:
  - 1. Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible:
    - a. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of existing materials.

## PART 3 EXECUTION

### 3.1 EXAMINATION

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

### 3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Services: Where removal, relocation, or abandonment is necessary, bypass existing services before cutting to avoid interruption of services to occupied areas.

### 3.3 CUTTING AND PATCHING

- A. Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at earliest feasible time, and complete without delay:
  - 1. Cut existing construction to provide for installation of components or performance of construction, and subsequently patch as necessary to restore surfaces to an original condition.
  - 2. Cut in place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Temporary Support: Provide temporary support of Work to be cut.
- C. Protection: Protect in place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- D. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of

free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 01 10 00: Summary and what is shown on Drawings.

**E. Cutting:**

1. Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original installer; comply with original installer's written recommendations:
  - a. Use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - b. Finished surfaces: Cut or drill from exposed or finished side into concealed surfaces.
  - c. Concrete and masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  - d. Excavating and backfilling: Comply with requirements in applicable earthwork specifications by cutting and patching operations.
  - e. Mechanical and electrical services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  - f. Proceed with patching after construction operations requiring cutting are complete.

**F. Patching:**

1. Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications:
  - a. Inspection:
    - 1) Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
  - b. Exposed finishes:
    - 1) Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction to eliminate evidence of patching and refinishing:
      - a) Clean piping, conduit, and similar features before applying paint or other finishing materials.
      - b) Restore damaged pipe covering to its original condition.
2. Floors and walls: Where walls or partitions are removed, extend one finished area into another, patch and repair surfaces in new space. Provide even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
3. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
4. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.
5. Exterior building enclosure: Patch components and restore enclosure to a weathertight condition.

**END OF SECTION 01 73 29**

## **SECTION 01 74 19 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for the following:
  - 1. Salvaging nonhazardous demolition and construction waste.
  - 2. Recycling nonhazardous demolition and construction waste.
  - 3. Disposing of nonhazardous demolition and construction waste.

#### **1.3 DEFINITIONS**

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- 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. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.
- E. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.
- F. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

#### **1.4 SUBMITTALS**

- A. Waste Management Plan: Submit plan within ten (10) days of date established for commencement of the Work.
- B. Waste Reduction Progress Reports:
  - 1. Concurrent with each Application for Payment, submit report. Use Form CWM-7 for construction waste and Form CWM-8 for demolition waste. Include the following information:
    - a. Material category.
    - b. Generation point of waste.
    - c. Total quantity of waste in tons (tonnes).
    - d. Quantity of waste salvaged, both estimated and actual in tons (tonnes).
    - e. Quantity of waste recycled, both estimated and actual in tons (tonnes).
    - f. Total quantity of waste recovered (salvaged plus recycled) in tons (tonnes).
    - g. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total

waste.

- C. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end of Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.
- D. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
- E. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.
- F. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- G. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- H. Statement of Refrigerant Recovery: Signed by refrigerant recovery technician responsible for recovering refrigerant, stating that refrigerant that was present was recovered and that recovery was performed according to EPA regulations. Include name and address of technician and date refrigerant was recovered.

## **1.5 QUALITY ASSURANCE**

- A. Waste Management Coordinator Qualifications: Firm having minimum ten (10) years of documented experience in specializing in waste management coordination.
- B. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.
- C. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.
- D. Waste Management Conference:
  - 1. Conduct conference at site. Review methods and procedures related to waste management including, but not limited to, the following:
    - a. Review and discuss waste management plan including responsibilities of waste management coordinator.
    - b. Review requirements for documenting quantities of each type of waste and its disposition.
    - c. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
    - d. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
    - e. Review waste management requirements for each trade.

## **1.6 PERFORMANCE REQUIREMENTS**

- A. Conform to County regulations regarding Solid Waste Control.
- B. Achieve end of Project rates for salvage/recycling of 50 percent by weight of total nonhazardous solid waste generated by the Work. Practice efficient waste management in

the use of materials in the course of the Work. Use all reasonable means to divert construction and demolition waste from landfills and incinerators. Facilitate recycling and salvage of materials:

1. Demolition waste:
  - a. Asphalt paving.
  - b. Concrete.
  - c. Concrete reinforcing steel.
  - d. Brick.
  - e. Concrete masonry units.
  - f. Wood studs.
  - g. Wood joists.
  - h. Plywood and oriented strand board.
  - i. Wood paneling.
  - j. Wood trim.
  - k. Structural and miscellaneous steel.
  - l. Rough hardware.
  - m. Roofing.
  - n. Insulation.
  - o. Doors and frames.
  - p. Door hardware.
  - q. Windows.
  - r. Glazing.
  - s. Metal studs.
  - t. Gypsum board.
  - u. Acoustical tile and panels.
  - v. Carpet.
  - w. Carpet pad.
  - x. Demountable partitions.
  - y. Equipment.
  - z. Cabinets.
  - aa. Plumbing fixtures.
  - bb. Piping.
  - cc. Supports and hangers.
  - dd. Valves.
  - ee. Sprinklers.
  - ff. Mechanical equipment.
  - gg. Refrigerants.
  - hh. Electrical conduit.
  - ii. Copper wiring.
  - jj. Lighting fixtures.
  - kk. Lamps.
  - ll. Ballasts.
  - mm. Electrical devices.
  - nn. Switchgear and panelboards.
  - oo. Transformers.
2. Construction waste:
  - a. Masonry and CMU.
  - b. Lumber.
  - c. Wood sheet materials.
  - d. Wood trim.
  - e. Metals.
  - f. Roofing.
  - g. Insulation.
  - h. Carpet and pad.
  - i. Gypsum board.
  - j. Piping.

- k. Electrical conduit.
- l. Packaging - Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following uncontaminated packaging materials:
  - 1) Paper.
  - 2) Cardboard.
  - 3) Boxes.
  - 4) Plastic sheet and film.
  - 5) Polystyrene packaging.
  - 6) Wood crates.
  - 7) Plastic pails.

## 1.7 WASTE MANAGEMENT PLAN

- A. Develop a waste management plan and requirements. Plan shall consist of waste identification, waste reduction work plan, and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight or volume but use same units of measure throughout waste management plan.
- B. Waste Identification: Indicate anticipated types and quantities of demolition site clearing and construction waste generated by the Work. Use Form CWM-1 for construction waste and Form CWM-2 for demolition waste. Include estimated quantities and assumptions for estimates.
- C. Waste Reduction Work Plan:
  1. List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Use Form CWM-3 for construction waste and Form CWM-4 for demolition waste. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures:
    - a. Salvaged materials for reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
    - b. Salvaged materials for sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
    - c. Salvaged materials for donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
    - d. Recycled materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
    - e. Disposed materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
    - f. Handling and transportation procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location where materials separation will be performed.
- D. Cost/Revenue Analysis:
  1. Indicate total cost of waste disposal as if there was no waste management plan and net additional cost or net savings resulting from implementing waste management plan. Use Form CWM-5 for construction waste and Form CWM-6 for demolition waste. Include the following:
    - a. Total quantity of waste.
    - b. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
    - c. Total cost of disposal (with no waste management).
    - d. Revenue from salvaged materials.

- e. Revenue from recycled materials.
- f. Savings in hauling and tipping fees by donating materials.
- g. Savings in hauling and tipping fees that are avoided.
- h. Handling and transportation costs. Include cost of collection containers for each type of waste.
- i. Net additional cost or net savings from waste management plan.

## **PART 2 PRODUCTS (NOT USED)**

## **PART 3 EXECUTION**

### **3.1 PLAN IMPLEMENTATION**

- A. Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract:
  - 1. Comply with operation, termination, and removal requirements in Section 01 50 00: Temporary Facilities and Controls.
- B. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan.
- C. Training:
  - 1. Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work:
    - a. Distribute waste management plan to everyone concerned within three (3) days of submittal return.
    - b. Distribute waste management plan to entities when they first begin work onsite. Review plan procedures and locations established for salvage, recycling, and disposal.
- D. Site Access and Temporary Controls:
  - 1. Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities:
    - a. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
    - b. Comply with Section 01 50 00: Temporary Facilities and Controls for the control of dust and dirt, environmental protection, and noise control.
- E. Waste Management in Historic Zones or Areas: Hauling equipment and other materials shall be of sizes that clear surfaces within historic spaces, areas, rooms, and openings, by 12 inches (300 mm) or more.

### **3.2 SALVAGING DEMOLITION WASTE**

- A. Salvaged Items for Reuse in the Work:
  - 1. Salvage items for reuse and handle:
    - a. Clean salvaged items.
    - b. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
    - c. Store items in a secure area until installation.
    - d. Protect items from damage during transport and storage.
    - e. Install salvaged items to comply with installation requirements for new materials

and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.

- B. Salvaged Items for Sale and Donation: Not permitted on Project site.
- C. Salvaged Items for Owner's Use:
  - 1. Salvage items for Owner's use and handle as follows:
    - a. Clean salvaged items.
    - b. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
    - c. Store items in a secure area until delivery to Owner.
    - d. Transport items to Owner's storage area designated by Owner.
    - e. Protect items from damage during transport and storage.
- D. Doors and Hardware: Brace open end of door frames. Except for removing door closers, leave door hardware attached to doors, unless otherwise designated by Owner.
- E. Equipment: Drain tanks, piping, and fixtures. Seal openings with caps or plugs. Protect equipment from exposure to weather.
- F. Plumbing Fixtures: Separate by type and size.
- G. Lighting Fixtures: Separate lamps by type and protect from breakage.
- H. Electrical Devices: Separate switches, receptacles, switchgear, transformers, meters, panelboards, circuit breakers, and other devices by type.

### **3.3 RECYCLING WASTE**

- A. Recycle paper and beverage containers used by onsite workers.
- B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Owner.
- C. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.
- D. Procedures:
  - 1. Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan:
    - a. Provide appropriately marked containers or bins for controlling recyclable waste until removed from Project site. Include list of acceptable and unacceptable materials at each container and bin:
      - 1) Inspect containers and bins for contamination and remove contaminated materials if found.
    - b. Stockpile processed materials onsite without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
    - c. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
    - d. Store components off the ground and protect from the weather.
    - e. Remove recyclable waste from Owner's property and transport to recycling receiver or processor.

### **3.4 DISPOSAL OF WASTE**

- A. Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction:
  - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of to accumulate onsite.
  - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning:
  - 1. Do not burn waste materials:
    - a. Burning of waste materials is permitted only at designated areas on Owner's property, provided required permits are obtained. Provide full-time monitoring for burning materials until fires are extinguished.
- C. Disposal: Remove waste materials and dispose of at designated spoil areas on Owner's property.

### **3.5 ATTACHMENTS**

- A. Form CWM-1 for construction waste identification.
- B. Form CWM-2 for demolition waste identification.
- C. Form CWM-3 for construction waste reduction work plan.
- D. Form CWM-4 for demolition waste reduction work plan.
- E. Form CWM-5 cost/revenue analysis of construction waste reduction work plan.
- F. Form CWM-6 cost/revenue analysis of demolition waste reduction work plan.
- G. Form CWM-7 for construction waste
- H. Form CWM-8 for demolition waste.

### **CWM FORMS ON FOLLOWING PAGES**

FORM CWM-1: CONSTRUCTION WASTE IDENTIFICATION							
MATERIAL CATEGORY	GENERATION POINT	EST. QUANTITY OF MATERIALS RECEIVED* (A)	EST. WASTE - % (B)	TOTAL EST. QUANTITY OF WASTE* (C = A x B)	EST. VOLUME CY (CM)	EST. WEIGHT TONS (TONNES)	REMARKS AND ASSUMPTIONS
Packaging: Cardboard							
Packaging: Boxes							
Packaging: Plastic Sheet or Film							
Packaging: Polystyrene							
Packaging: Pallets or Skids							
Packaging: Crates							
Packaging: Paint Cans							
Packaging: Plastic Pails							
Site-Clearing Waste							
Masonry or CMU							
Lumber: Cut-Offs							
Lumber: Warped Pieces							
Plywood or OSB (scraps)							
Wood Forms							
Wood Waste Chutes							
Wood Trim (cut-offs)							
Metals							
Insulation							
Roofing							
Joint Sealant Tubes							
Gypsum Board (scraps)							
Carpet and Pad (scraps)							
Piping							
Electrical Conduit							
Other:							

<b>FORM CWM-2: DEMOLITION WASTE IDENTIFICATION</b>				
<b>MATERIAL DESCRIPTION</b>	<b>EST. QUANTITY</b>	<b>EST. VOLUME CY (CM)</b>	<b>EST. WEIGHT TONS (TONNES)</b>	<b>REMARKS AND ASSUMPTIONS</b>
Asphaltic Concrete Paving				
Concrete				
Brick				
CMU				
Lumber				
Plywood and OSB				
Wood Paneling				
Wood Trim				
Miscellaneous Metals				
Structural Steel				
Rough Hardware				
Insulation				
Roofing				
Doors and Frames				
Door Hardware				
Windows				
Glazing				
Acoustical Tile				
Carpet				
Carpet Pad				
Demountable Partitions				
Equipment				
Cabinets				
Plumbing Fixtures				
Piping				
Piping Supports and Hangers				
Valves				
Sprinklers				
Mechanical Equipment				
Electrical Conduit				
Copper Wiring				
Light Fixtures				
Lamps				
Lighting Ballasts				
Electrical Devices				
Switchgear and Panelboards				
Transformers				
Other:				

FORM CWM-3: CONSTRUCTION WASTE REDUCTION WORK PLAN						
MATERIAL CATEGORY	GENERATION POINT	TOTAL EST. QUANTITY OF WASTE TONS (TONNES)	DISPOSAL METHOD AND QUANTITY			HANDLING AND TRANSPORTION PROCEDURES
			EST. AMOUNT SALVAGED TONS (TONNES)	EST. AMOUNT RECYCLED TONS (TONNES)	EST. AMOUNT DISPOSED TO LANDFILL TONS (TONNES)	
Packaging: Cardboard						
Packaging: Boxes						
Packaging: Plastic Sheet or Film						
Packaging: Polystyrene						
Packaging: Pallets or Skids						
Packaging: Crates						
Packaging: Paint Cans						
Packaging: Plastic Pails						
Site-Clearing Waste						
Masonry or CMU						
Lumber: Cut-Offs						
Lumber: Warped Pieces						
Plywood or OSB (scraps)						
Wood Forms						
Wood Waste Chutes						
Wood Trim (cut-offs)						
Metals						
Insulation						
Roofing						
Joint Sealant Tubes						
Gypsum Board (scraps)						
Carpet and Pad (scraps)						
Piping						
Electrical Conduit						
Other:						

FORM CWM-4: DEMOLITION WASTE REDUCTION WORK PLAN						
MATERIAL CATEGORY	GENERATION POINT	TOTAL EST. QUANTITY OF WASTE TONS (TONNES)	DISPOSAL METHOD AND QUANTITY			HANDLING AND TRANSPORTATION PROCEDURES
			EST. AMOUNT SALVAGED TONS (TONNES)	EST. AMOUNT RECYCLED TONS (TONNES)	EST. AMOUNT DISPOSED TO LANDFILL TONS (TONNES)	
Asphaltic Concrete Paving						
Concrete						
Brick						
CMU						
Lumber						
Plywood and OSB						
Wood Paneling						
Wood Trim						
Miscellaneous Metals						
Structural Steel						
Rough Hardware						
Insulation						
Roofing						
Doors and Frames						
Door Hardware						
Windows						
Glazing						
Acoustical Tile						
Carpet						
Carpet Pad						
Demountable Partitions						
Equipment						
Cabinets						
Plumbing Fixtures						
Piping						
Supports and Hangers						
Valves						
Sprinklers						
Mechanical Equipment						
Electrical Conduit						
Copper Wiring						
Light Fixtures						
Lamps						
Lighting Ballasts						
Electrical Devices						
Switchgear and Panelboards						
Transformers						
Other:						

FORM CWM-5: COST/REVENUE ANALYSIS OF CONSTRUCTION WASTE REDUCTION WORK PLAN								
MATERIALS	TOTAL QUANTITY OF MATERIALS (VOL. OR WEIGHT) (A)	EST. COST OF DISPOSAL (B)	TOTAL EST. COST OF DISPOSAL (C = A x B)	REVENUE FROM SALVAGED MATERIALS (D)	REVENUE FROM RECYCLED MATERIALS (E)	LANDFILL TIPPING FEES AVOIDED (F)	HANDLING AND TRANSPORTATION COSTS AVOIDED (G)	NET COST SAVINGS OF WORK PLAN (H = D+E+F+G)
Packaging: Cardboard								
Packaging: Boxes								
Packaging: Plastic Sheet or Film								
Packaging: Polystyrene								
Packaging: Pallets or Skids								
Packaging: Crates								
Packaging: Paint Cans								
Packaging: Plastic Pails								
Site-Clearing Waste								
Masonry or CMU								
Lumber: Cut-Offs								
Lumber: Warped Pieces								
Plywood or OSB (scraps)								
Wood Forms								
Wood Waste Chutes								
Wood Trim (cut-offs)								
Metals								
Insulation								
Roofing								
Joint Sealant Tubes								
Gypsum Board (scraps)								
Carpet and Pad (scraps)								
Piping								
Electrical Conduit								
Other:								

FORM CWM-6: COST/REVENUE ANALYSIS OF DEMOLITION WASTE REDUCTION WORK PLAN								
MATERIALS	TOTAL QUANTITY OF MATERIALS (VOL. OR WEIGHT) (A)	EST. COST OF DISPOSAL (B)	TOTAL EST. COST OF DISPOSAL (C = A x B)	REVENUE FROM SALVAGED MATERIALS (D)	REVENUE FROM RECYCLED MATERIALS (E)	LANDFILL TIPPING FEES AVOIDED (F)	HANDLING AND TRANSPORTATION COSTS AVOIDED (G)	NET COST SAVINGS OF WORK PLAN (H = D+E+F+G)
Asphaltic Concrete Paving								
Concrete								
Brick								
CMU								
Lumber								
Plywood and OSB								
Wood Paneling								
Wood Trim								
Miscellaneous Metals								
Structural Steel								
Rough Hardware								
Insulation								
Roofing								
Doors and Frames								
Door Hardware								
Windows								
Glazing								
Acoustical Tile								
Carpet								
Carpet Pad								
Demountable Partitions								
Equipment								
Cabinets								
Plumbing Fixtures								
Piping								
Supports and Hangers								
Valves								
Sprinklers								
Mech. Equipment								
Electrical Conduit								
Copper Wiring								
Light Fixtures								
Lamps								
Lighting Ballasts								
Electrical Devices								
Switchgear and Panelboards								
Transformers								
Other:								

FORM CWM-7: CONSTRUCTION WASTE REDUCTION PROGRESS REPORT								
MATERIAL CATEGORY	GENERATION POINT	TOTAL QUANTITY OF WASTE TONS (TONNES) (A)	QUANTITY OF WASTE SALVAGED		QUANTITY OF WASTE RECYCLED		TOTAL QUANTITY OF WASTE RECOVERED TONS (TONNES) (D = B + C)	TOTAL QUANTITY OF WASTE RECOVERED % (D / A x 100)
			ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (B)	ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (C)		
Packaging: Cardboard								
Packaging: Boxes								
Packaging: Plastic Sheet or Film								
Packaging: Polystyrene								
Packaging: Pallets or Skids								
Packaging: Crates								
Packaging: Paint Cans								
Packaging: Plastic Pails								
Site-Clearing Waste								
Masonry or CMU								
Lumber: Cut-Offs								
Lumber: Warped Pieces								
Plywood or OSB (scraps)								
Wood Forms								
Wood Waste Chutes								
Wood Trim (cut-offs)								
Metals								
Insulation								
Roofing								
Joint Sealant Tubes								
Gypsum Board (scraps)								
Carpet and Pad (scraps)								
Piping								
Electrical Conduit								
Other:								

FORM CWM-8: DEMOLITION WASTE REDUCTION PROGRESS REPORT								
MATERIAL CATEGORY	GENERATION POINT	TOTAL QUANTITY OF WASTE TONS (TONNES) (A)	QUANTITY OF WASTE SALVAGED		QUANTITY OF WASTE RECYCLED		TOTAL QUANTITY OF WASTE RECOVERED TONS (TONNES) (D = B + C)	TOTAL QUANTITY OF WASTE RECOVERED % (D / A x 100)
			ESTIMATE D TONS (TONNES)	ACTUAL TONS (TONNES) (B)	ESTIMATE D TONS (TONNES)	ACTUAL TONS (TONNES) (C)		
Asphaltic Concrete Paving								
Concrete								
Brick								
CMU								
Lumber								
Plywood and OSB								
Wood Paneling								
Wood Trim								
Miscellaneous Metals								
Structural Steel								
Rough Hardware								
Insulation								
Roofing								
Doors and Frames								
Door Hardware								
Windows								
Glazing								
Acoustical Tile								
Carpet								
Carpet Pad								
Demountable Partitions								
Equipment								
Cabinets								
Plumbing Fixtures								
Piping								
Supports and Hangers								
Valves								
Sprinklers								
Mechanical Equipment								
Electrical Conduit								
Copper Wiring								
Light Fixtures								
Lamps								
Lighting Ballasts								
Electrical Devices								
Switchgear and Panelboards								
Transformers								
Other:								

END OF SECTION 01 74 19

## **SECTION 01 77 00 CLOSEOUT PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 PRE-CLOSEOUT MEETING**

- A. Pre-Closeout Meeting: Schedule and convene a pre-closeout meeting with Owner and Architect in accordance with Section 01 31 00: Project Management and Coordination.

#### **1.3 SUBSTANTIAL COMPLETION**

- A. The items identified in the Contract Documents, including the Supplementary Conditions and the following items shall be completed before Substantial Completion will be granted (also see Section 01 77 22: Substantial Completion Procedures):
  1. Contractor's completion list (punch list): Submit a thorough list of items to be completed or corrected, along with a written request for Substantial Completion and for review of the Work or portion of the Work. Architect's or Engineer's Project representative, at their discretion, may attend and assist in the preparation of Contractor's punch list.
  2. Architect's supplemental punch list: Architect/Engineer, along with Owner at Owner's discretion, will inspect the Work utilizing Contractor's prepared punch list, noting completed items and incomplete items, and will prepare a supplemental list of items that have been omitted or incomplete items that were not previously noted.
  3. Operations and maintenance manuals: Submit as described.
  4. Final cleaning: Provide final cleaning and adequate protection of installed construction as described.
  5. Starting of systems: Start up equipment and systems as described.
  6. Testing and balancing: Testing and balancing of systems must be performed and completed by Owner's forces, and the report submitted and accepted by Architect/Engineer and Owner, as described in the Contract Documents. Make adjustments to equipment as required to achieve acceptance.
  7. Demonstrations: If required by individual Specification Sections or by Owner, provide demonstrations and instructions for use of equipment as described.
- B. Date of Substantial Completion: Complete or correct items identified on punch list and confirm that all items have been corrected prior to Architect's re-inspection. Architect/Engineer, along with Owner, will re-inspect the corrected work to establish the Date of Substantial Completion. Incomplete items remaining will be appended to the Certificate of Substantial Completion (AIA G704). The Date of Substantial Completion represents day one of the closeout period and represents the date of commencement of Contractor's correctional period and all warranty periods as described and required by the Contract Documents, except as amended in the Certificate of Substantial Completion and elsewhere in the Contract Documents.
- C. Certificate of Substantial Completion: When the Work or designated portion thereof is substantially complete, Architect will prepare the Certificate of Substantial Completion to be executed by Owner and Contractor. Items on the appended punch list shall be completed or corrected within the time limits established in the Certificate.

#### 1.4 PUNCH LIST

- A. A comprehensive list prepared by Contractor prior to Substantial Completion, and attached thereto, to establish all items to be corrected, or limited items of work to be completed, if any. This list is intended to represent a limited number of items needing attention.
- B. Punch lists shall be furnished to Architect in Microsoft Excel and PDF formats. The punch list shall be in matrix form and shall include the following information for each punch list item:
  1. Room number or other suitable location identifier.
  2. Description of the Work.
  3. Subcontractor/trade sign-off that the work has been verified to be 100 percent complete and in accordance with the Contract Documents.
  4. Subcontractor/trade sign-off date.
  5. General Contractor sign-off that the work has been verified to be 100 percent complete and in accordance with the Contract Documents.
  6. General Contractor/trade sign-off date.
  7. A/E consultant sign-off.
  8. A/E consultant sign-off date.
  9. If requested by Owner, provide two (2) additional similar columns for their sign-off.
  10. In the case of excessive repetition of the same item at various locations, the punch list may contain "general notes/items" that shall be applied to the entire Project. It shall be the responsibility of the Contractor/Subcontractor to thoroughly examine the entire Project and make corrective measures at all applicable locations.
- C. Should Architect determine that Contractor's punch list lacks sufficient detail or requires extensive supplementation, the punch list will be returned to Contractor for re-inspection and revision. The date of Substantial Completion will be delayed until the punch list submitted is a reasonable representation of the Work to be done.
- D. A significantly large number of items to be completed or corrected will preclude Architect from issuing a Certificate of Substantial Completion. Owner and Architect will be the sole judges of what constitutes a significantly large number of items. It is anticipated that the detailed list of items of Work to be completed or corrected at the Date of Substantial Completion will be no longer than five (5) typed pages.
- E. Contractor's superintendent shall participate in the preparation of Contractor's punch list that is submitted to Architect and Owner for supplementation. Upon receipt, Architect and consultants shall perform a spot review to determine the adequacy and completeness of Contractor's punch list.
- F. Upon receipt of an acceptable Contractor's punch list, Contractor's superintendent shall accompany Architect, his consultants and Owner (at his discretion) during their observation and the preparation of their supplements to Contractor's punch list:
  1. The superintendent shall record or otherwise take note of all supplementary items.
  2. Architect will endeavor to furnish to Contractor typed, hand written, or recorded supplements to the punch list in a prompt manner; however, any delay in Contractor receiving said supplements from Architect will not be cause for a claim for additional cost or extension of time as Contractor's superintendent shall have been in attendance during the inspections of Architect and his consultants and will have been expected to take his own notes.

#### 1.5 OPERATIONS AND MAINTENANCE MANUAL

- A. As a requirement for Substantial Completion, the final operation and maintenance manual shall be submitted to, and reviewed and accepted by Architect prior to issuance of the

Certificate.

- B. Prepare a 3-ring D-slant binder cover and spline with printed title "OPERATIONS AND MAINTENANCE MANUAL," title of Project, and subject matter of binder when multiple binders are required.
- C. Submit one (1) copy of preliminary operations and maintenance manuals to respective consultants (civil, MEP, structural, etc.) for review of conformance with Contract requirements prior to submitting final to Architect. Allow time for proper review.
- D. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- E. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- F. Contents:
  - 1. Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
    - a. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, subcontractors, and major equipment suppliers.
    - b. Part 2: Operation and Maintenance, arranged by system and subdivided by Specification Section. For each category, identify names, addresses, and telephone numbers of subcontractors and suppliers. Identify the following:
      - 1) Significant design criteria.
      - 2) List of equipment.
      - 3) Parts list for each component.
      - 4) Equipment start-up instructions
      - 5) Operating instructions.
      - 6) Maintenance instructions for equipment and systems.
      - 7) Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
    - c. Part 3: Project documents and certificates, including the following:
      - 1) Product data.
      - 2) Air and water balance reports.
      - 3) Photocopies of warranties, certificates and bonds. Submit originals with Closeout Documents as specified below.
- G. Submit one (1) final original and two (2) copies to Architect.
- H. Contractor shall provide a DVD, in PDF Format, the following documents after approval by Architect, consultants, and Owner: Closeout Manual, MSDS binder, O&M Manuals, Specifications and approved submittals. Documents shall be hyperlinked to the Table of Contents.

## 1.6 PROJECT CLOSEOUT

- A. Final Payment will not be authorized by Architect until Architect finds the Work acceptable under the Contract Documents, subject to the completion and acceptance of the following requirements and other applicable Contract requirements:
  - 1. Close-out Documents: Provide bound closeout documents as described. Refer to the Supplementary Conditions for additional information.
  - 2. Record Documents: Submit as described.
  - 3. Extra materials: Provide extra stock, materials, and products as described when

required by individual Specification Sections.

4. Locks: Make final changeover of permanent locks and transmit keys to Owner. Advise Owner's personnel of changeover in security provisions.
5. Temporary Facilities: Discontinue and remove temporary facilities from the site, along with mockups, construction aids, and similar elements.
6. Warranties, Certificates and Bonds: Execute and assemble transferable warranty documents, certificates, and bonds from subcontractors, suppliers, and manufacturers as described.
7. Final Inspection and Acceptance by Architect is achieved as described.

## 1.7 CLOSEOUT DOCUMENTS

- A. Coordinate the following items with the requirements of Document CB, Supplementary Conditions of the Contract.
- B. Prepare 3-ring D-slat binder cover and spine with printed title "CLOSEOUT DOCUMENTS", title of Project, and subject matter of binder when multiple binders are required. Submit one (1) original and two (2) copies.
- C. Prepare a table of contents for each volume, with each item description identified:
  1. Part 1: Directory listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, subcontractors, and major equipment suppliers. All General Contractor's vendors/suppliers and subcontractors that provided materials or performed any work related to this Project must be listed on this form. Submit final list of subcontractors on Document AD.
  2. Part 2: Closeout documents and affidavits, including the following:
    - a. AIA G707 - Consent of Surety to Final Payment.
    - b. AIA G706 - Contractor's Affidavit of Payment of Debts and Claims.
    - c. AIA G706A - Contractor's Affidavit of Release of Liens.
  3. Part 3: Project documents and certificates, including the following:
    - a. Copy of Certificate of Substantial Completion (AIA G704).
    - b. Copy of All Permits.
    - c. Copy of Final Utility Bill or letter of transfer.
    - d. Copy of Certificate of Occupancy.
    - e. Copy of Certification of Project Compliance: Submit on attached **Closeout Form "B"**. Owner and Architect will initiate form and forward to Contractor for signature once Substantial Completion is established (Owner to be provided original separately).
  4. Part 4: Warranties and Release of Liens; compile sequentially based on Specification Sections:
    - a. General Contractor's warranty: Submit on company letterhead as described below. This Warranty shall state all sections of Work performed by General Contractor's own forces, and warranty period for each section of Work.
    - b. Subcontractor's release of lien: Include Contractor's, Subcontractor's, and direct material and equipment supplier's separate final releases. Submit on attached **Closeout Form "A"** – Subcontractor's Affidavit of Release of Lien.
    - c. Hazardous material certificate: Submit on attached **Closeout Form "C"**. Affidavits from Contractor, subcontractors and General Contractor's vendors or suppliers stating that no hazardous materials/products have been used or installed in this Project.
    - d. Subcontractor's warranty: Notarized and submitted on attached **Closeout Form "D"**. This warranty shall state all sections of Work performed by the Subcontractor and warranty period.
    - e. Special/extended warranties: List and provide notarized warranties requested by Owner, or required by or incorporated in the Contract Documents.
    - f. Spreadsheet depicting all items and materials that carry a warranty longer than one

(1) year. Include information consisting of material/supplier/installer/Specification Section/length of warranty and contact information.

5. Part 5: Receipts:

- Extra stock: Provide original receipts for delivery of "extra stock" items as described below. Receipts must be signed by an authorized Owner's representative.
- Keys: Provide original receipts for delivery of "keys." Receipts must be signed by an authorized Owner's representative.
- Sign-in sheets: Provide signatures of attendees from all demonstrations.

D. In addition to the three (3) required closeout binders listed above, provide Architect with one (1) separate binder for their records containing the following:

1. Directory listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, subcontractors, and major equipment suppliers.
2. All MSDS sheets for the Project.
3. All warranties from Contractor, subcontractors, direct suppliers, and manufacturers.

E. Failure to complete and closeout Project after substantial completion may result in liquidated damages being assessed to Contractor. Refer to Conditions of the Contract for additional requirements and liquidated damages.

## 1.8 FINAL CLEANING

- Execute final cleaning prior to final Project inspection and acceptance.
- Clean interior and exterior glass, and surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces, mop hard floor surfaces.
- Remove smudges, marks, stains, fingerprints, soil, dirt, spots, dust, lint, and other foreign materials from finished and exposed surfaces
- Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.
- Clean and replace filters of operating equipment as required by Contract Documents
- Clean debris from roofs, gutters, downspouts, and drainage systems.
- Clean site; sweep paved areas, rake clean landscaped surfaces.
- Remove waste and surplus materials, rubbish, and temporary construction facilities from site.

## 1.9 PROTECTING INSTALLED CONSTRUCTION

- Protect installed Work and provide special protection where specified in individual Specification Sections until Work is accepted by Architect and Owner.
- Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or

movement of heavy objects, by protecting with durable sheet materials.

- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

## **1.10 STARTING OF SYSTEMS**

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect/Engineer and Owner 48 hours prior to start-up of each item.
- C. Verify each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by equipment or system manufacturer.
- E. Verify wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of Contractors' personnel, and installer in accordance with manufacturers' instructions.
- G. When specified in individual Specification Sections or required by manufacturer, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- H. When specified in individual Specification Sections or required by Owner or Architect/Engineer, submit a written report in accordance with Section 01 33 00, Submittal Procedures, that equipment or system has been properly installed and is functioning correctly.

## **1.11 DEMONSTRATION AND INSTRUCTIONS**

- A. Demonstrate operation and maintenance of products to Owner's personnel a minimum of 48 hours prior to date of Final Completion in accordance with Owner's requirements.
- B. Demonstrate Project equipment instructed by qualified manufacturer's representative who is knowledgeable about the Project and equipment.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six (6) months.
- D. Utilize maintenance manual as basis for instruction. Review contents of manual with Owner's personnel to explain all aspects of operation and maintenance.
- E. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment.
- F. Prepare and insert additional data in maintenance manuals when needed for when additional data becomes apparent during instruction.

- G. Review and verify proper start-up and operation of equipment prior to scheduling demonstrations with Owner.
- H. All demonstrations are to be documented by video and submitted to Owner in DVD format along with the closeout documents. General Contractor is responsible for all video and compilation onto DVD with linked menus.

## **1.12 PROJECT RECORD DOCUMENTS**

- A. Project Record Documents, as described in Section 01 78 39: Project Record Documents, shall be submitted at Project closeout. Final payment will not be authorized by Architect until final review and acceptance by Architect and Engineers is achieved in accordance with Owner's requirements.
- B. At Contractor's request, and with associated fee, Architect may provide electronic versions of the construction Drawing and Specification files for Contractor's use, subject to the terms and conditions of Architect's standard electronic document transfer agreement.
- C. Submit reproducibles to respective consultants (civil, structural, MEP, etc.) for review. Consultant will mark-up corrections and return to Contractor for final revisions. Make final revisions prior to submitting to Architect:
  1. Format: One (1) set of film positive reproducibles and two (2) sets of bluelines of approved reproducibles.
  2. Provide Owner with one (1) set of Record Drawings on a non-rewritable CD in AutoCAD® latest release.
  3. Provide Owner with one (1) set of Record Drawings on a non-rewritable CD in PDF format.
  4. Label electronic CAD files and PDF files in the same manner as the sheets (example, A2.02 First Floor Area 'A', etc.)

## **1.13 EXTRA STOCK, MATERIALS, AND MAINTENANCE PRODUCTS**

- A. Furnish extra stock, maintenance, and extra products in quantities specified in individual Specification Sections.
- B. Deliver to Project site or to District Maintenance Department as directed by Owner; obtain signed receipt from Owner's authorized representative prior to final application for payment. Delivery of materials to, or obtaining receipt from anyone other than Owner's authorized representative may constitute breach of this requirement and may require delivery of additional materials at no cost to Owner if original materials are misplaced.
- C. Include signed receipts for delivery of extra stock and materials, including keys, with closeout documents.

## **1.14 WARRANTIES, CERTIFICATES, AND BONDS**

- A. Definitions:
  1. Standard product warranties: Preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to Owner.
  2. Special warranties: Written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide coverage of specific defects, or both.
- B. In accordance with the general warranty obligations under the General Conditions as

amended by the Supplementary Conditions, General Contractor's warranty shall be for a period of one (1) year following the date of Substantial Completion, hereinafter called the one-year warranty period. Contractor's one (1) year general warranty shall include all labor, material, and delivery costs required to correct defective material and installation. This warranty shall not limit Owner's rights with respect to latent defects, gross mistakes, or fraud.

- C. Contractor's one (1) year warranty shall run concurrently with the one (1) year period for correction of Work required in the General Conditions.
- D. No service charges or call out charges are allowed to investigate warranty claims.
- E. In addition to Contractor's one (1) year warranty, special warranties, as described in individual Specifications Sections, shall extend the warranty period for the period specified without limitation in respect to other obligations for which Contractor has under the Contract Documents.
- F. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of the warranty on the Work that incorporates the products, nor does it relieve the suppliers, manufacturers, and subcontractors required to countersign special warranties with Contractor.
- G. **Warranty Requirements:**
  - 1. When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.
  - 2. When Work covered by a warranty has failed and been corrected by replacement or reconstruction, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.
  - 3. Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. Contractor is responsible for the cost of replacing defective Work regardless of whether Owner has benefited from use of the Work through a portion of its anticipated useful service life.
  - 4. Written warranties made to Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights, and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which Owner can enforce such other duties, obligations, rights, or remedies.
  - 5. Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or designated portion of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.
- H. Compile copies of each required warranty properly executed by Contractor and the Subcontractor, supplier, or manufacturer. Verify documents are in proper form, contain full information, and are notarized. Co-execute warranties, certificates, and bonds when required and include signed warrantees with Closeout Documents submitted to Architect.

## **1.15 FINAL COMPLETION AND FINAL PAYMENT**

- A. **Final Notice and Inspection:**
  - 1. When all items on the punch list have been corrected, final cleaning has been completed, and installed work has been protected, submit written notice to Architect that the Work is ready for final inspection and acceptance.
  - 2. Upon receipt of written notice that the Work is ready for final inspection and acceptance, Architect and Engineer will make final inspection.

- B. Final Change Order: When the Project closeout items described above are successfully completed and the Work is found acceptable to Architect/Engineer and Owner, a Final Change Order will be executed. This Change Order will include any Allowance adjustments as required by the Contract Documents.
- C. Final Application for Payment: When all of the above items are successfully complete, submit to Architect a final Application for Payment and request for release of retainage.
- D. Release of Retainage: Release of retainage will not be authorized by Architect until Contractor completes all requirements for closeout to the satisfaction of Owner and Architect as described herein.

#### **1.16 TERMINAL INSPECTION**

- A. Immediately prior to expiration of the one (1) year period for correction of the Work, Contractor shall make an inspection of the Work in the company of Architect and Owner. Architect and Owner shall be given not less than ten (10) days' notice prior to the anticipated date of terminal inspection.
- B. Where any portion of the work has proven to be defective and requires replacement, repair, or adjustment, Contractor shall immediately provide materials and labor necessary to remedy such defective work and shall execute such work without delay until completed to the satisfaction of Architect and Owner, even if the date of completion of the corrective work may extend beyond the expiration date of the correction period.
- C. Contractor shall not be responsible for correction of Work that has been damaged because of neglect or abuse by Owner, nor the replacement of parts necessitated by normal wear in use.

#### **PART 2 PRODUCTS (NOT USED)**

#### **PART 3 EXECUTION (NOT USED)**

**END OF SECTION 01 77 00**

## SECTION 01 77 10 DSA PROJECT CLOSEOUT AND CERTIFICATION PROCESS

### PART 1 GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Related Sections:
  - 1. Section 01 31 00: Project Management and Coordination.
  - 2. Section 01 32 10: Preconstruction Conference Notes
  - 3. Section 01 42 00: References.
  - 4. Section 01 73 00: Execution.
  - 5. **Section 01 77 00: Closeout Procedures** (Including forms A, B, C, and D)
  - 6. Section 01 77 22: Substantial Completion Procedures.

#### 1.2 PRE-CONSTRUCTION

- A. DSA Documents Required:
  - 1. **SSS 103 Form** to provide DSA and General Contractor with a Structural Testing and Inspections list (T&I).
  - 2. **DSA Form 5** is to be filled out for District to select a Project Inspector (P.I.) to be hired for the particular project type (Class 1, 2 or 3) required. This Project Inspector must be Interviewed and approved by the Architect of Record & Structural Engineer of Record. The Project Inspector and Special Testing Laboratory must be DSA Approved.
  - 3. **Pre-Construction Meeting** will be conducted by the Design Professional. Use standard PBK Pre-Con Sheet and customize for your project. Identify and discuss regulatory responsibilities of Design Professionals, Project Inspector, Testing Lab, General Contractor, the District and DSA.
  - 4. **Provide Documents** such as DSA Approved Plans & Specs, Soils Reports, Hazard Material Report, Addendums and any Material/Color Boards to the General Contractor and Project Inspector.
  - 5. **DSA Approvals.** The Design Professionals responsibility to obtain timely DSA Approval of all Addendums, Construction Change Directives and any changes to the approved Construction Documents. These changes can be a CCD "A" or a CCD "B" to be filled out on the DSA 140 Form. CCD "A" is work that effects changes to Structural Safety, Fire Life Safety or Access Compliance. CCD "B" is all other work that will make DSA aware of other important changes but do not affect Structural Safety, Fire Life Safety or Access Compliance. (Simple color of paint or floor finish, cabinet finishes for example are not to be submitted). Deferred Approvals by DSA will be the responsibility of the General Contractor.
  - 6. **Submit DSA Form 102** for Construction Start Notice and Inspection Card Request. This form will include Notice of Construction Start Date, information on the School District, Scope of Work, Listing of Project Participants (Design Professionals, Project Inspector, In-Plant Inspector if any, General Contractor, Laboratory of Record, Geotechnical Engineer, Project Delivery Method, Collaborators for DSA Box Type of Access granted.

#### 1.3 CONSTRUCTION

- A. Project Review:
  - 1. **Project Inspector** shall provide continuous inspection during construction, provide daily and semi-monthly reports of progress of the scope of work to the District, the

Design Professionals and DSA. Participate in resolutions for questions from the contractor and report the status of DSA Field Trip Note issues. Provide a current written record of all work inspected and monitor testing and special inspections required. The Project Inspector will notify contractor of any defective work or deviation from the DSA Approved Plans. If this work is not corrected a Deviation Notice will be issued by the P.I. This can sometimes require the Design Professionals to issue a CCD to DSA for Approval of additional or amended construction documents.

2. **Design Professional** shall observe the construction, obtain deviations from the approved documents by means of COs, CCDs, RFIs, PCOs, ASIs, etc. Resolve DSA Field Trip Note issues.
3. **General Contractors** shall construct the project per the approved plans, timely corrections of Deviations noted by the Project Inspector or Design Professionals and timely submission of Deferred Approvals.
4. **Testing Laboratory** shall provide material testing and special inspections, submit all materials testing and special inspections reports to DSA, Design Professional, Structural Engineer, and Project Inspector.

#### 1.4 CLOSE OUT & CERTIFICATION

A. Project Closeout:

1. Contractor shall notify the Design Professional & the District when they are completed enough to have a Punch Walk conducted. After the Punch List items have been completed the contractor shall notify the Design Professionals for issuance of a Notice of Substantial Completion that will start the warranty process for work completed.
2. **Certification is a letter** issued by DSA Certifying that the building project has been completed in accordance with requirements as to the safety and design of the Education Code sections 17280-17316 and 81130-81147. Without Certification the School Board has liability for any future damage to public safety and DSA will be unable to approve plans affecting uncertified construction at any time in the future.
3. **Closing document** should be obtained and submitted to DSA as soon as they become obtainable. Close out is initiated by the DSA Field Engineer. DSA will issue a 90 Day Letter requesting outstanding documents or unresolved issues that are required. All these need to be resolved prior to DSA issuing letter of certification.
4. **District responsibilities** include issuing Notice of Completion and submit fee to DSA invoices. DSA Form 168 for final cost of construction and submit to DSA.
5. **Design Professionals responsibilities** include resolving any outstanding issues related to the DSA 90 Day Letter, and submit a Verified Report DSA Form 6A/E.
6. **Contractors & Project Inspectors responsibilities** include submit Verified Report DSA Form 6.
7. **Laboratories responsibilities** include submit Lab Verified Report DSA Form 291, Special Inspection Verified Report DSA Form 292, and submit Geotechnical Verified Report DSA Form 293.

**END OF SECTION 01 77 10**

## **SECTION 01 77 22 SUBSTANTIAL COMPLETION PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, Substantial Completion procedures.
- B. Related Sections:
  - 1. Section 01 77 00: Closeout Procedures.

#### **1.3 SUBMITTALS**

- A. Contractor's List of Incomplete Items (Punch List): Initial submittal at Substantial Completion.

#### **1.4 SUBSTANTIAL COMPLETION PROCEDURES**

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion:
  - 1. Minimum of ten (10) days prior to requesting an inspection for determining date of Substantial Completion. List items that are incomplete at time of request:
    - a. Certificates of release: Obtain and submit releases from all (i.e. city, county, authorities) authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
    - b. Submit closeout submittals, including Project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
    - c. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
    - d. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable:
      - 1) List of extra materials: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Architect's signature for receipt of submittals.
    - e. Submit test/adjust/balance records from Owner vendor.
    - f. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

C. Procedures Prior to Substantial Completion:

1. A minimum of ten (10) days prior to requesting inspection for determining date of Substantial Completion, submit list items that are incomplete at time of request:
  - a. Advise Owner of pending insurance changeover requirements.
  - b. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  - c. Complete startup and testing of systems and equipment.
  - d. Perform preventive maintenance on equipment used prior to Substantial Completion.
  - e. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings as applicable.
  - f. Advise Owner of changeover in heat and utilities.
  - g. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
  - h. Terminate and remove temporary facilities from site, including mockups, construction tools, and similar elements, and restore or configure area to required or original condition.
  - i. Complete final cleaning requirements, including touchup painting.
  - j. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
  - k. Conditional lien regulations.

D. Inspection:

1. Submit written request for inspection to determine Substantial Completion a minimum of ten (10) days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued:
  - a. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.
  - b. Results of completed inspection will form the basis of requirements for final completion.

## PART 2 PRODUCTS (NOT USED)

## PART 3 EXECUTION

### 3.1 FINAL CLEANING

A. Perform Final Cleaning:

1. Conduct cleaning and waste-removal operations to comply with local laws and ordinances, and Federal and local environmental and antipollution regulations.
2. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions:
  - a. Complete cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project. Cleaning activities include but are not limited to:
    - 1) Clean site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - 2) Sweep paved areas broom clean. Remove petrochemical spills, stains, and

foreign deposits.

- 3) Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
- 4) Remove tools, construction equipment, machinery, and surplus material from Project site.
- 5) Remove snow and ice to provide safe access to building.
- 6) Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- 7) Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- 8) Sweep concrete floors broom clean in unoccupied spaces.
- 9) Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
- 10) Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
- 11) Remove labels that are not permanent.
- 12) Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- 13) Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- 14) Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
- 15) Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection:
  - a) Clean HVAC system in compliance with NADCA Standard ACR 2013. Provide written report on completion of cleaning.
- 16) Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
- 17) Leave Project clean and ready for occupancy.

B. Construction Waste Disposal:

1. Comply with waste disposal requirements.

**END OF SECTION 01 77 22**

## **SECTION 01 78 23 OPERATION AND MAINTENANCE DATA**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
  1. Operation and maintenance documentation directory manuals.
  2. Emergency manuals.
  3. Systems and equipment operation manuals.
  4. Systems and equipment maintenance manuals.
  5. Product maintenance manuals.

#### **1.3 DEFINITIONS**

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

#### **1.4 SUBMITTALS**

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section:
  1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
  2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format:
  1. Submit operation and maintenance manuals in the following format:
    - a. Submit on digital media acceptable to Architect or by uploading to web-based project software site or by email to Architect. Enable reviewer comments on draft submittals.
    - b. Submit three (3) paper copies. Architect will return two (2) copies. Confirm if printed copies are necessary or if PDF (digital) format is acceptable.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal:
  1. Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments:
    - a. Correct or revise each manual to comply with Architect's and Commissioning

Authority's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.

E. Comply with Section 01 77 00: Closeout Procedures for schedule for submitting operation and maintenance documentation. Where applicable use 01 91 13: General Commissioning Requirements.

## 1.5 FORMAT OF OPERATION AND MAINTENANCE MANUALS

A. Manuals, Electronic Files:

1. Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required:
  - a. Electronic files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
  - b. File names and bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

B. Manuals, Paper Copy (confirm with owner if necessary):

1. Submit manuals in the form of hard-copy, bound and labeled volumes:
  - a. Binders:
    - 1) Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2 by 11-inch (215 mm X 280 mm) paper, with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets:
      - a) If two (2) or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
      - b) Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
    - b. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project manual.
    - c. Protective plastic sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment. Enclose title pages and directories in clear plastic sleeves.
    - d. Supplementary text: Prepared on 8-1/2 by 11-inch (215 mm X 280 mm) white bond paper.
    - e. Drawings:
      - 1) Attach reinforced, punched binder tabs on Drawings and bind with text:
        - a) If oversize Drawings are necessary, fold Drawings to same size as text pages and use as foldouts.
        - b) If Drawings are too large to be used as foldouts, fold and place Drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating

Drawing titles, descriptions of contents, and Drawing locations.

## 1.6 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals:
  - 1. Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
    - a. Title page.
    - b. Table of contents.
    - c. Manual contents.
- B. Title Page:
  - 1. Include the following information:
    - a. Subject matter included in manual.
    - b. Name and address of Project.
    - c. Name and address of Owner.
    - d. Date of submittal.
    - e. Name and contact information for Contractor.
    - f. Name and contact information for Construction Manager.
    - g. Name and contact information for Architect.
    - h. Name and contact information for commissioning authority.
    - i. Names and contact information for major consultants to Architect that designed the systems contained in the manuals.
    - j. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents:
  - 1. List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual:
    - a. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

## 1.7 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY MANUAL

- A. Operation and Maintenance Documentation Directory:
  - 1. Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals. List items and their location to facilitate ready access to desired information. Include the following:
    - a. List of systems and subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
    - b. List of equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
    - c. Tables of contents: Include a table of contents for each emergency, operation, and

maintenance manual.

## 1.8 EMERGENCY MANUALS

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Content:
  - 1. Organize manual into a separate section for each of the following:
    - a. Type of emergency.
    - b. Emergency instructions.
    - c. Emergency procedures.
- C. Type of Emergency:
  - 1. Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
    - a. Fire.
    - b. Flood.
    - c. Gas leak.
    - d. Water leak.
    - e. Power failure.
    - f. Water outage.
    - g. System, subsystem, or equipment failure.
    - h. Chemical release or spill.
- D. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- E. Emergency Procedures:
  - 1. Include the following, as applicable:
    - a. Instructions on stopping.
    - b. Shutdown instructions for each type of emergency.
    - c. Operating instructions for conditions outside normal operating limits.
    - d. Required sequences for electric or electronic systems.
    - e. Special operating instructions and procedures.

## 1.9 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual:
  - 1. Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures:
    - a. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
    - b. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content:
  - 1. In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
    - a. System, subsystem, and equipment descriptions. Use designations for systems

and equipment indicated on Contract Documents.

- b. Performance and design criteria if Contractor has delegated design responsibility.
- c. Operating standards.
- d. Operating procedures.
- e. Operating logs.
- f. Wiring diagrams.
- g. Control diagrams.
- h. Piped system diagrams.
- i. Precautions against improper use.
- j. License requirements including inspection and renewal dates.

C. Descriptions:

- 1. Include the following:
  - a. Product name and model number. Use designations for products indicated on Contract Documents.
  - b. Manufacturer's name.
  - c. Equipment identification with serial number of each component.
  - d. Equipment function.
  - e. Operating characteristics.
  - f. Limiting conditions.
  - g. Performance curves.
  - h. Engineering data and tests.
  - i. Complete nomenclature and number of replacement parts.

D. Operating Procedures:

- 1. Include the following, as applicable:
  - a. Startup procedures.
  - b. Equipment or system break-in procedures.
  - c. Routine and normal operating instructions.
  - d. Regulation and control procedures.
  - e. Instructions on stopping.
  - f. Normal shutdown instructions.
  - g. Seasonal and weekend operating instructions.
  - h. Required sequences for electric or electronic systems.
  - i. Special operating instructions and procedures.

E. Systems and Equipment Controls: Describe the sequence of operation and diagram controls as installed.

F. Piped Systems: Diagram piping as installed and identify color coding where required for identification.

## **1.10 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS**

A. Systems and Equipment Maintenance Manuals:

- 1. Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information:
  - a. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
  - b. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.

B. Content: For each system, subsystem, and piece of equipment not part of a system, include

source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds as described below.

- C. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project manual and Drawing or schedule designation or identifier where applicable.
- D. Manufacturers' Maintenance Documentation:
  - 1. Include the following information for each component part or piece of equipment:
    - a. Standard maintenance instructions and bulletins:
      - 1) Include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one (1) item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable:
        - a) Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
    - b. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
    - c. Identification and nomenclature of parts and components.
    - d. List of items recommended to be stocked as spare parts.
- E. Maintenance Procedures:
  - 1. Include the following information and items that detail essential maintenance procedures:
    - a. Test and inspection instructions.
    - b. Troubleshooting guide.
    - c. Precautions against improper maintenance.
    - d. Disassembly; component removal, repair, and replacement; and reassembly instructions.
    - e. Aligning, adjusting, and checking instructions.
    - f. Demonstration and training video recording, if available.
- F. Maintenance and Service Schedules:
  - 1. Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment:
    - a. Scheduled maintenance and service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
    - b. Maintenance and service record: Include manufacturers' forms for recording maintenance.
- G. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- H. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- I. Warranties and Bonds:
  - 1. Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds:

- a. Include procedures to follow and required notifications for warranty claims.
- J. Drawings:
  1. Prepare Drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these Drawings with information contained in record Drawings to ensure correct illustration of completed installation:
    - a. Do not use original Project record documents as part of maintenance manuals.

## **1.11 PRODUCT MAINTENANCE MANUALS**

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project manual and Drawing or schedule designation or identifier where applicable.
- D. Product Information:
  1. Include the following, as applicable:
    - a. Product name and model number.
    - b. Manufacturer's name.
    - c. Color, pattern, and texture.
    - d. Material and chemical composition.
    - e. Reordering information for specially manufactured products.
- E. Maintenance Procedures:
  1. Include manufacturer's written recommendations and the following:
    - a. Inspection procedures.
    - b. Types of cleaning agents to be used and methods of cleaning.
    - c. List of cleaning agents and methods of cleaning detrimental to product.
    - d. Schedule for routine cleaning and maintenance.
    - e. Schedule for annual inspection and reports.
    - f. Repair instructions.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. Warranties and Bonds:
  1. Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds:
    - a. Include procedures to follow and required notifications for warranty claims.

## **PART 2 PRODUCTS (NOT USED)**

## **PART 3 EXECUTION (NOT USED)**

**END OF SECTION 01 78 23**

## **SECTION 01 78 39 PROJECT RECORD DOCUMENTS**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. Section includes administrative and procedural requirements for Project record documents, including but not limited to:

1. Record Drawings.
2. Record Specifications.
3. Record Product data.
4. Miscellaneous record submittals.

#### **1.3 SUBMITTALS**

A. Record Drawings:

1. Number of copies - Submit one (1) set of marked up record prints.
2. Number of Copies - Submit copies of record Drawings:
  - a. Initial submittal:
    - 1) Submit PDF electronic files of scanned record prints and one (1) of file prints.
    - 2) Submit record digital data files and one (1) set of plots.
    - 3) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
  - b. Final submittal:
    - 1) Submit PDF electronic files of scanned record prints and three (3) sets of prints.
    - 2) Submit record digital data files and three (3) sets of record digital data file plots.
    - 3) Plot each Drawing file, whether or not changes and additional information were recorded.

B. Record Specifications: Submit one (1) paper copy and one (1) annotated PDF electronic files of the Project Specifications, including addenda and Contract modifications.

C. Record Product Data:

1. Submit one (1) paper copy and one (1) annotated PDF electronic file and directories of each submittal:
  - a. Where record product data are required as part of operation and maintenance manuals, submit duplicate marked up product data as a component of manual.

D. Miscellaneous Record Submittals: Refer to the individual Specification Sections for miscellaneous record keeping requirements and submittals in connection with various construction activities. Submit one (1) paper copy and annotated PDF electronic files and directories of each submittal.

E. Reports: Submit written report monthly indicating items incorporated into Project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

## 1.4 PROJECT RECORD DOCUMENT PROCEDURES

- A. Do not use Project record documents for construction purposes. Protect Project record documents from deterioration and loss. Provide access to Project record documents for Architect's reference:
  - 1. **Do not use** as-built Drawings and Specifications for record Drawings and Specifications.
- B. Recording Procedures: Update Drawings and Specifications on daily bases to record actual conditions. Record information concurrently with construction progress. Do not conceal work until required information is accurately recorded.
- C. Store record documents and samples apart from as-built documents used for construction:
  - 1. Label and file record documents and samples in accordance with Section number listings in table of contents. Label each document **PROJECT RECORD** in neat, large, printed letters.
  - 2. Maintain record documents in clean, dry, and legible condition.
  - 3. Make record documents and samples available for inspection upon request of Architect.

## PART 2 PRODUCTS

### 2.1 RECORD DRAWINGS

- A. Record Prints:
  - 1. Maintain one (1) set of marked up paper copies of the Contract Drawings and shop drawings:
    - a. Preparation:
      - 1) Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is installer, Subcontractor, or similar entity, to provide information for preparation of corresponding marked up record prints. Show actual installation conditions where installation varies from that shown originally:
        - a) Give attention to information on concealed elements difficult to identify or measure and record later.
        - b) Accurately record information in an acceptable drawing technique.
        - c) Record data as soon as possible after obtaining it.
        - d) Record and check the markup before enclosing concealed installations.
        - e) Cross reference record prints to corresponding shop drawings or archive photographic documentation.
    - 2. Content:
      - a. Types of items requiring marking include, but are not limited to, the following:
        - 1) Dimensional changes to Drawings.
        - 2) Revisions to details shown on Drawings.
        - 3) Depths of foundations below first floor.
        - 4) Locations and depths of underground utilities.
        - 5) Revisions to routing of piping and conduits.
        - 6) Revisions to electrical circuitry.
        - 7) Actual equipment locations.
        - 8) Duct size and routing.
        - 9) Locations of concealed internal utilities.
        - 10) Changes made by Change Order or Construction Change Directive.
        - 11) Changes made following Architect's written orders.
        - 12) Details not on the original Contract Drawings.

- 13) Field records for variable and concealed conditions.
- 14) Record information on the Work that is shown only schematically.
3. Mark the Contract Drawings and shop drawings completely and accurately. Utilize personnel proficient at recording graphic information in production of marked up record prints.
4. Mark record sets with erasable, red colored pencil. Use colors to distinguish between changes for different categories of the work at same location.
5. Mark important additional information that was either shown schematically or omitted from original Drawings.
6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

B. Record Digital Data Files:

1. Immediately before inspection for Certificate of Substantial Completion, review marked up record prints with Architect. When authorized, prepare full set of corrected digital data files of the Contract Drawings:
  - a. Format: Same digital data software program, version, and operating system as the original Contract Drawings and annotated PDF electronic file with comment function enabled.
  - b. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
  - c. Refer instances of uncertainty to Architect for resolution.
  - d. Architect will furnish Contractor one (1) set of digital data files of the Contract Drawings for use in recording information:
    - 1) Refer to Section 01 33 00: Submittal Procedures for requirements related to use of Architect's digital data files.
    - 2) Architect will provide data file layer information. Record markups in separate layers.

C. Newly Prepared Record Drawings:

1. Prepare new Drawings instead of preparing record Drawings where Architect determines that neither the original Contract Drawings nor shop drawings are suitable to show actual installation:
  - a. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or modification. Including ALL documents used for Construction Change Directive to DSA.
  - b. Consult Architect for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared record Drawings into record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.

D. Format:

1. Identify and date each record Drawing; include the designation **PROJECT RECORD DRAWING** in a prominent location:
  - a. Record prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  - b. Format: Annotated PDF electronic file with comment function enabled.
  - c. Record digital data files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
  - d. Identification:
    - 1) As follows:
      - a) Project name.
      - b) Date.
      - c) Designation PROJECT RECORD DRAWINGS.

- d) Name of Architect.
- e) Name of Contractor.

## 2.2 RECORD SPECIFICATIONS

- A. Preparation:
  - 1. Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and Contract modifications:
    - a. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
    - b. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
    - c. Record the name of manufacturer, supplier, installer, and other information necessary to provide a record of selections made.
    - d. For each principal product, indicate whether record product data has been submitted in operation and maintenance manuals instead of submitted as record product data.
    - e. Note related Change Orders, record product data, and record Drawings where applicable.
- B. Format: Submit record Specifications as annotated PDF electronic file and marked up paper copy of Specifications. ALL documents to match PBK format.

## 2.3 RECORD PRODUCT DATA

- A. Preparation:
  - 1. Mark product data to indicate the actual product installation where installation varies substantially from that indicated in product data submittal:
    - a. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
    - b. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
    - c. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record product data as annotated PDF electronic file. Include record product data directory organized by Specification Section number and title, electronically linked to each item of record product data.

## 2.4 RECORD SAMPLES

- A. Record Samples: Determine with Architect and Owner which submitted samples are to be maintained as record samples. Maintain and mark one (1) set to indicate date of review and approval by Architect; note any deviations or variations between reviewed sample and installed product or material.

## 2.5 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by the individual Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference. Include the following:
  - 1. Reviewed shop drawings, product data, and samples.
  - 2. Field test reports.
  - 3. Inspection certificates and manufacturer's certificates.

4. Inspections by authorities having jurisdiction (AHJ [DSA]).
5. Documentation of foundation depths.
6. Special measurements or adjustments.
7. Tests and inspections.
8. Surveys.
9. Design mixes.
10. DSA submitted CCDs.

B. Format: Submit miscellaneous record submittals as scanned PDF electronic file(s) of marked up miscellaneous record submittals. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

## **PART 3 EXECUTION**

### **3.1 RECORDING AND MAINTENANCE**

- A. Recording: Maintain one (1) copy of each submittal during the construction period for Project record document purposes. Post changes and revisions to Project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and samples in the field office apart from the Contract Documents used for construction. Do not use Project record documents for construction. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project record documents for Architect's reference during normal working hours.

**END OF SECTION 01 78 39**

## **SECTION 01 79 00 DEMONSTRATION AND TRAINING**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:

1. Demonstration of operation of systems, subsystems, and equipment.
2. Training in operation and maintenance of systems, subsystems, and equipment.
3. Demonstration and training video recordings.
4. Operation and maintenance manuals should be uploaded into Owner's designated software.

#### **1.3 SUBMITTALS**

A. Instruction Program:

1. Submit outline of instructional program for demonstration and training including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module:
  - a. Indicate proposed training modules utilizing manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

B. Qualification Data: For instructor.

C. Attendance Record: For each training module, submit list of participants and length of instruction time.

D. Demonstration and Training Video Recordings:

1. Submit two (2) copies within seven (7) days of end of each training module:
  - a. Identification:
    - 1) On each copy, provide an applied label with the following information:
      - a) Name of Project.
      - b) Name and address of videographer.
      - c) Name of Architect.
      - d) Name of Contractor.
      - e) Date of video recording.
    - b. At completion of training, submit complete training manual(s) for Owner's use.

#### **1.4 QUALITY ASSURANCE**

A. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 01 40 00: Quality Requirements, experienced in operation and maintenance procedures and training.

### **PART 2 PRODUCTS**

## 2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules:
  - 1. Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
    - a. Basis of system design, operational requirements, and criteria - include the following:
      - 1) System, subsystem, and equipment descriptions.
      - 2) Performance and design criteria if Contractor is delegated design responsibility.
      - 3) Operating standards.
      - 4) Regulatory requirements.
      - 5) Equipment function.
      - 6) Operating characteristics.
      - 7) Limiting conditions.
      - 8) Performance curves.
    - 2. Documentation:
      - a. Review the following items in detail:
        - 1) Emergency manuals.
        - 2) Operations manuals.
        - 3) Maintenance manuals.
        - 4) Project record documents.
        - 5) Identification systems.
        - 6) Warranties and bonds.
        - 7) Maintenance service agreements and similar continuing commitments.
    - 3. Emergencies:
      - a. Include the following, as applicable:
        - 1) Instructions on meaning of warnings, trouble indications, and error messages.
        - 2) Instructions on stopping.
        - 3) Shutdown instructions for each type of emergency.
        - 4) Operating instructions for conditions outside of normal operating limits.
        - 5) Sequences for electric or electronic systems.
        - 6) Special operating instructions and procedures.
    - 4. Operations:
      - a. Include the following, as applicable:
        - 1) Startup procedures.
        - 2) Equipment or system break-in procedures.
        - 3) Routine and normal operating instructions.
        - 4) Regulation and control procedures.
        - 5) Control sequences.
        - 6) Safety procedures.
        - 7) Instructions on stopping.
        - 8) Normal shutdown instructions.
        - 9) Operating procedures for emergencies.
        - 10) Operating procedures for system, subsystem, or equipment failure.
        - 11) Seasonal and weekend operating instructions.
        - 12) Required sequences for electric or electronic systems.
        - 13) Special operating instructions and procedures.
    - 5. Adjustments:

- a. Include the following:
  - 1) Alignments.
  - 2) Checking adjustments.
  - 3) Noise and vibration adjustments.
  - 4) Economy and efficiency adjustments.
- 6. Troubleshooting:
  - a. Include the following:
    - 1) Diagnostic instructions.
    - 2) Test and inspection procedures.
- 7. Maintenance:
  - a. Include the following:
    - 1) Inspection procedures.
    - 2) Types of cleaning agents to be used and methods of cleaning.
    - 3) List of cleaning agents and methods of cleaning detrimental to product.
    - 4) Procedures for routine cleaning
    - 5) Procedures for preventive maintenance.
    - 6) Procedures for routine maintenance.
    - 7) Instruction on use of special tools.
- 8. Repairs:
  - a. Include the following:
    - 1) Diagnosis instructions.
    - 2) Repair instructions.
    - 3) Disassembly: Component removal, repair, and replacement, and reassembly instructions.
    - 4) Instructions for identifying parts and components.
    - 5) Review of spare parts needed for operation and maintenance.

## **PART 3 EXECUTION**

### **3.1 COORDINATION**

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

### **3.2 PREPARATION**

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 01 78 23: Operation and Maintenance Data.
- B. Set up instructional equipment at instruction location.

### **3.3 INSTRUCTION**

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system:
  - 1. Owner will furnish an instructor to describe Owner's operational philosophy.
  - 2. Owner will furnish Contractor with names and positions of participants.

- B. Scheduling:
  - 1. Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season:
    - a. Schedule training with Owner through program manager with at least ten (10) days advance notice.
- C. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

#### **3.4 DEMONSTRATION AND TRAINING VIDEO RECORDINGS**

- A. General: Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
- B. Video Recording Format: Provide high-quality color video recordings with menu navigation in format acceptable to Architect.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.

**END OF SECTION 01 79 00**

## SECTION 02 41 13 SELECTIVE SITE DEMOLITION

### PART 1 GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Furnishing all labor, materials, and equipment necessary for demolition, dismantling, cutting, and alterations as indicated, specified, and required for completion of the Project, as applicable.
  - 2. Work required to demolish, modify, salvage, relocate, dispose, and convert existing structures, pavements, utilities, fencing, trees and vegetation and miscellaneous items as required for the construction of the improvements as indicated on the Drawings and as specified here-in.
  - 3. Protect all on-site personnel and the public at all areas of demolition.
    - a. Provide traffic control for heavy machinery and equipment used for demolition and construction of indicated items.
  - 4. Complete erosion and dust control measures.
  - 5. Protect, support, and maintain adjoining structure, utilities, site work facilities, and miscellaneous items surrounding the demolition work from damage or harmful effects.
    - a. Where applicable disconnect and cap utilities, electrical wiring and or landscape irrigation as needed to achieve intent of the project indicated.
    - b. Salvage items to be retained by Owner as indicated on Drawings or described by the pre-construction job-walk.
  - 6. In accordance with all applicable state and local laws, properly dispose of all hazardous materials as required, obtain EPA generator number from the Owner, and prepare safety plans.
- B. Related Sections. See Related Sections for additional requirements applicable to this Section.
  - 1. Section 01 10 00: Summary.
  - 2. Section 01 40 00: Quality Requirements.
  - 3. Section 01 50 00: Temporary Facilities and Controls.
- C. Referenced Standards:
  - 1. All work to be done in accordance with the City of Modesto Standard Specifications and Plans, where conflicts occur between the City of Modesto Standard Specifications and Plans and the specifications noted herein, the more stringent interpretation shall apply.
  - 2. All work to comply with the 2022 California Building Codes (CBC).

#### 1.1 DEFINITIONS

- A. Remove: Remove and legally dispose of items except those indicated to be reinstalled, salvaged, or to remain Owner's property.
- B. Remove and Salvage: Items indicated to be removed and salvaged remain Owner's property. Remove, clean, and pack or crate items to protect against damage. Identify contents of containers and deliver to location as directed by Owner's representative.
- C. Remove and Reinstall: Remove items indicated; clean, service, and otherwise prepare them for reuse. Store and protect against damage. Reinstall items in locations indicated.
- D. Existing to Remain: Protect construction indicated to remain against damage and soiling

during demolition. When permitted by Owner's representative, items may be removed to a suitable, protected storage location during demolition and then cleaned and reinstalled in their original locations.

E. Replace: Remove and legally dispose of existing item(s) indicated and install new like item(s) that conform to Project Specifications.

## 1.2 QUALITY ASSURANCE

A. Comply with the following:

1. Applicable codes, ordinances, and regulations of local, municipal, state, and federal authorities having jurisdiction.
2. Obtain necessary permits and notices; post where required.
3. Comply with safety requirements of the local fire department.
4. Comply with ANSI A10.6.

B. Notify affected utility companies before starting Work and comply with their requirements.

C. Carefully perform demolition work by skilled workers experienced in building demolition procedures, using appropriate tools and equipment. Perform work, at all times, under the direct supervision of a supervisor approved by Owner.

D. Coordinate demolition with other trades to ensure correct sequence, limits, and methods of proposed demolition. Schedule work to create least possible inconvenience to the public and to facility operations.

E. Pre-Demolition:

1. Conduct conference at Project site seven (7) days prior to scheduled installation:
  - a. Conference agenda shall include review and discussion of requirements of authorities having jurisdiction, instructions and requirements of serving utilities, sequencing and interface considerations, and Project conditions.
  - b. Conference shall be attended by supervisory and quality control personnel of Contractor and all subcontractors performing this and directly related work. Submit minutes of meeting to design builder's representative for Project record purposes.

F. Ownership of Materials:

1. Except for items or materials indicated to be reused, salvaged, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from the site with further disposition at Contractor's option.

G. Schedule all demolition work to meet the requirements of the drawings and as specified here-in. Minimize disruption to the work of Owner's staff and the public. Exercise due concern and procedures for maintaining plant operation and diligently direct all activities towards maintaining continuous operation of the existing plant and minimizing operation inconvenience.

## 1.3 EXISTING CONDITIONS

A. Contractor shall acquaint himself with all site conditions. If unknown active utilities are encountered during Work, notify Architect promptly for instructions. Failure to notify will make Contractor liable for damage to these utilities arising from Contractor's operations subsequent to discovery of such unknown active utilities.

B. Conduct demolition to minimize interference with adjacent structures or items to remain. Maintain protected egress and access at all times.

#### **1.4 DISPOSAL OF MATERIAL REMOVED BY DEMOLITION WORK**

- A. Unless noted otherwise all materials removed by demolition work shall become the property of the Contractor as soon as actual demolition is initiated.
  - 1. The Contractor shall remove demolition materials as soon as possible but in no case shall store materials removed by demolition on the project site longer than 5 working days.
  - 2. Demolition materials other than concrete and soil shall be properly contained in covered waste disposal bins. Concrete and soil shall be tightly stockpiled until removal.

#### **1.5 SUBMITTALS**

- A. All submittals shall be in accordance with Section 01 33 00.
- B. Submit letters to the Architect/Owner showing proposed start and finish dates, times, and detailed descriptions of demolition work a minimum of 14 days in advance of such work.

### **PART 2 PRODUCTS**

#### **2.1 PATCHING MATERIALS**

- A. Concrete & landscape

### **PART 3 EXECUTION**

#### **3.1 PROTECTION**

- A. Maintain free and safe passage for all on-site personnel at all times.
- B. Prevent movement or settlement of structures or surrounding areas scheduled to remain to demolition work. Provide bracing, shoring, and debris barriers as required and assume responsibility for the safety and support of affected structures.
- C. Protect existing finishes, equipment, and adjacent work which remains from damage. Cut finish surfaces such as masonry, tile, plaster, wood, gypsum wallboard, concrete, or metals by methods which will terminate or join work in a straight line at an appropriate construction joint or otherwise point of division. Pre-determine exact location at the pre-construction job walk.
- D. Protect existing vegetation, landscaping and irrigation systems scheduled to remain.
- E. Cease operations and notify the Architect/Owner immediately if the safety of any structure or utility appears to be endangered. Take additional precautions to properly support such structure(s) and do not resume demolition operations until safety is restored.
- F. Utility locations shown on the Drawings are approximate and may vary from where they are shown. The Contractor shall contact Underground Service Alert (800-642-2444) and obtain field marking to determine the exact locations of utilities owned by local agencies. Record, preserve and protect the field markings.
- G. Blasting and the use of explosives shall not be permitted for any demolition work.
- H. Promptly repair any damage caused to facilities or landscaping by demolition operations as at no additional cost to the Owner. The minimum quality of repair shall be equal to that

which existed prior to the start of work.

### **3.2 SEQUENCE OF WORK**

- A. The sequence of demolition and the modifications of existing facilities shall be in accordance with Section 01 32 00.
- B. The Contractor shall mark all facility components to be demolished in advance of demolition to permit Architect/Owner review. The purpose of this requirement is to provide an opportunity to avoid unnecessary or erroneous demolition. The Contractor remains responsible for demolition as indicated and specified in the Contract Documents.
- C. The Contractor shall schedule a meeting and meet with the Architect/Owner at the site of the proposed demolition in advance of the start of demolition. Contractor shall ensure that subcontractors are present if necessary or requested by the Architect/Owner.

### **3.3 PREPARATION**

- A. Scheduling:
  1. General: Coordinate and schedule demolition work as required by Owner and as necessary to facilitate construction progress.
- B. Hazardous Materials:
  1. General: Identify chemicals, gases, explosives, acids, flammables, or other dangerous materials before proceeding with demolition operations, and notify such jurisdictional agencies as may be required. Collect and legally dispose of such materials at official disposal locations away from the site.
  2. Asbestos: If asbestos or materials containing asbestos are encountered, stop work immediately and contact Owner. Do not proceed with demolition until directed by Owner.
- C. Utility and Service Termination:
  1. Locate and identify existing utility, service, and irrigation system components affected by Work of this Contract. Review existing record Drawings, conduct site investigations, contact Underground Service Alert and other qualified cable/pipeline locator services, and implement all other means necessary to define the location of underground systems.
  2. Prior to beginning any demolition, properly disconnect all water, gas, and electrical power supply at appropriate disconnect locations. Obtain all necessary releases and approvals from serving utility companies.
  3. Prior to demolition or disconnect, obtain Owner's approval that such system does not impact facilities or systems beyond the extent of this Contract.
  4. Mark location of disconnected systems. Identify and indicate stub-out locations on Project record documents.
- D. Verify that existing plant life and features designated to remain are tagged or identified.
  1. Architect will mark the features, trees, and shrubs to remain within the construction area. Contractor shall not commence clearing and grubbing operations until authorized by Owner and all protective measures are in place.
- E. Coordinate the time and duration of all system disconnects with Owner.

### **3.4 DEMOLITION**

- A. General Requirements:
  - 1. Clear areas required for access to site and execution of Work, including pavement, structures, foundations, vegetation, trash, and debris.
  - 2. Coordinate with Owner the time of day and route to remove demolished materials from premises.
  - 3. Remove demolished materials from site as work progresses. Upon completion of work, leave areas of work in clean condition.
  - 4. Remove all buried debris, rubble, trash, or other material not deemed suitable by the geotechnical Engineer.
  - 5. Fill all voids or excavations resulting from clearing, demolition, or removal of vegetation with specified fill material.
- B. Fixture and Equipment Removal:
  - 1. Remove existing fixtures and equipment as identified and shown on Drawings and required by Architect.
  - 2. Verify all service connections to fixtures and equipment designated for removal have been properly disconnected.
  - 3. Remove all conductors from conduit at all abandoned circuits.

### **3.5 UTILITY AND BUILDING SERVICES REMOVAL AND RE-INSTALLATION**

- A. Where crossing paths and potential points of interference with existing utility services are shown or can be reasonably inferred from surface conditions or evidence of subsurface systems, such as meter boxes, vaults, relief vents, cleanouts, and similar components:
  - 1. Review all Contract Documents showing crossing paths and potential points of interference.
  - 2. Pot-hole or determine by other means the accurate depth and location of such utilities.
  - 3. Incorporate all costs required to complete work under this Contract, including additional trenching, re-routing of existing and new utilities, and all means necessary to construct work under this Contract.
  - 4. No additional cost to Owner will be allowed for work necessary to accommodate utility conflicts where such crossing paths are shown on Contract Drawings or can be reasonably inferred from surface conditions or components.
- B. Remove all conductors from conduit at all abandoned electrical circuits.
- C. Seal off ends of all piping, drains, and other components as directed by Architect and serving utility.
- D. Where necessary to maintain service to existing utility and building systems, relocate or redirect all conduit and conductors, piping, drains, and associated system components:
  - 1. Re-circuit all electrical as required.
  - 2. Re-circuit all landscape irrigation valving and control systems as required.
  - 3. Temporarily terminate landscape system components in approved boxes or with approved caps, suitable for re-connection or extension.
  - 4. Extend or otherwise modify all site drainage systems, including catch basins, drain inlets, and piping. Fine grade to maintain proper drainage flow pattern to drains.
- E. Demolish structure in an orderly and careful manner:
  - 1. Use of explosives prohibited.

### **3.6 SITE PAVEMENT REMOVAL**

- A. Remove sidewalk and curb where required for new construction as specified and as indicated on the Drawings:

1. Remove all paving by saw-cutting.
2. Remove concrete paving and curbing at locations shown on Drawings. Locate closest adjacent expansion or weakened plane joint to define start of removal or saw-cutting.

B. Remove asphalt concrete paving areas where required for new construction as specified and as indicated on the Drawings:

1. Remove all paving by saw-cutting.
2. Remove paving assembly as required to expose subgrade.

### **3.7 REMOVAL AND ABANDONMENT OF BURIED PIPING**

- A. Unless specifically noted on the Drawings to be abandoned-in-place, all abandoned buried piping shall be excavated and removed from the site.
- B. Piping specifically noted to be abandoned-in-place shall have each open end filled with concrete grout to a minimum distance of 5 feet or 5 pipe diameters, whichever is greater, unless otherwise specified or shown.

### **3.8 DISPOSAL**

- A. Demolished materials become property of the Contractor and shall be removed from premises, except those items specifically listed to be retained by Owner.
- B. Dispose of all demolished material, trash, debris, and other materials not used in the work in accordance with the regulations of jurisdictional authority.
- C. It is required that all materials that are of a recyclable nature, be transported to a suitable legal recycling facility instead of a dump or refuse facility (unless they are one-in-the same).
- D. Burning and Burying of Materials: **Not allowed**.
- E. Haul Routes:
  1. Obtain permits as required by jurisdictional agencies. Establish haul routes in advance; post flagmen for the safety of the public and workmen.
  2. Keep streets free of mud, rubbish, etc. Assume responsibility for damage resulting from hauling operations; hold Owner free of liability in connection therewith.
- F. Remove demolished materials and debris from site on a daily basis.

### **3.9 CLEAN-UP**

- A. The Contractor shall remove from the site all debris resulting from the demolition operations as it accumulates and at least 2 times a week. Upon completion of the immediate demolition work, the Contractor shall thoroughly clean each area, including dusting, vacuuming, sweeping, and window cleaning.
- B. The Contractor is to maintain a clean and orderly site at all time. Including and limited to providing the need to have emergency vehicles access to the site to cover any and all emergency operations or recovery.

**END OF SECTION 02 41 13**

## **SECTION 28 31 00 FIRE DETECTION AND ALARM**

### **PART 1 GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

A. This Section Includes:

1. Provide a complete, fully addressable, power limited, fire detection and voice evacuation system for this project. The system shall be connected, tested, verified by AHJ to be acceptable and left in first class operating condition. All equipment herein specified shall be engineer-approved and California State Fire Marshal (CSFM) listed. The entire installation shall conform to the National Fire Protection Association (NFPA) Standard 72, 2022 90A & CEC Article 760 and authorities having jurisdiction as applicable. The system specified and depicted on the plan is a complete and approved system. The entire fire alarm system has been submitted and approved by the Division of the State Architect as a complete submittal. Any routing of the system wiring that is significantly different than shown on the approved drawings shall have the approval of the engineer and must be obtained prior to construction.
2. Provide all work and material as shown and / or required to provide a fully functional and adequate system as described hereon and as required by the California State Fire Marshal.
3. Supervision: The fire alarm system shall monitor the integrity of all alarm initiating and indicating appliance circuits and provide local and remote status of all connected systems. The system shall be provided with automatically charged standby batteries to maintain system operation for 24 HRS in the normal supervisory mode and 15 minutes of alarm. Batteries shall be supervised for connection to the system and low voltage threshold. The automatic battery charger shall be capable of charging fully discharged system batteries to 100% in 8 hours.
4. The system wiring and installation shall be as stated in drawings and as required by the manufacturer. All wiring shall be color coded, tagged and verified to assure that it is free from shorts and grounds and shall be rated for the appropriate environmental conditions such as well locations.
5. Testing: The completed system shall be tested in accordance with NFPA Standard 72 7.6.6 and 7.8.2.
6. All Fire Alarm wiring shown in drawings shall be installed in conduit.
7. System Operation shall include:
  - a. Separate zone signaling and device status indication for all initiating devices.
  - b. The audible alarm notification appliances shall provide a sound pressure level of 15 decibels (dBA) above the average ambient sound level or 5 dBA above the maximum sound level having a duration of not less than 60 seconds, whichever is greater, in every occupiable space within the building. The total sound pressure level produced by combining the ambient sound pressure level with all audible notification appliances operating shall not exceed 110 dBA at the minimum hearing distance from the audible appliance. Where the average ambient noise is greater than 105 dBA, visible alarm notification appliances shall be provided in accordance with NFPA 72 and audible alarm notification appliances shall not be required.
  - c. Visual devices shall not exceed 2 flashes per second and shall not be slower than 1 flash per second. Visual devices shall be synchronized when 3 or more devices are within the same field of view.
  - d. Supervision of all circuits to indicate any abnormal wiring condition.

- e. N.O./N.C. integral relays for external device interface or as indicated on drawings.
- f. Central station connection capable of indicating (3) distinct separate signals as being tamper, trouble and alarm with point reporting capabilities.
- 8. All work shall be completed as shown on the plans and or as specified within this specification and shall include the following (but is not limited to):
  - a. Life safety fire alarm detection and signaling system.
  - b. Furnishing and installation of equipment and devices.
  - c. Conductors, connections and interconnections where specified and all in conduit system.
  - d. Conduit, wire and connections for control of heating and ventilation motors, smoke dampers and smoke exhaust.
  - e. Testing, cleaning and adjusting of completed work.
  - f. Wiring diagrams, as-built drawings and three (3) sets of equipment operations and maintenance instructions for Owner.
  - g. Complete maintenance for two years.
  - h. Proposal for subsequent maintenance contract.
  - i. All work and material for complete and operable systems as indicated or specified.
  - j. Permits, inspections and fees.
  - k. Identification and instruction to Owner Representative. Training shall consist of a minimum of two (2) 6-hour sessions.
- 9. Coordination with Section 26 05 33: Raceway and Boxes for Electrical Systems.
- 10. Furnishing of special back boxes where required for installation of fire alarm devices.
- 11. All conductors to be installed in conduit pursuant to Specification Section 26 05 33: Raceway and Boxes for Electrical Systems.
- 12. Qualifications: Contractor shall receive written approval and verified test results which shall be submitted to the owner for system from manufacturers recognized representative prior to completion and acceptance.
- 13. All initiating devices shall be separately addressed for individual identification at control panel.
- 14. As-Built Drawings: A complete set of reproducible "as-built" drawings showing installed wiring, color coding, wire tag notations exact locations of all installed equipment, specific interconnections between all equipment and internal wiring of the equipment shall be delivered to the owner upon completion of the system.
- 15. Maintenance Instructions: Three (3) submittals of maintenance instructions shall be provided and shall be complete, easy to read, understandable and shall provide the following information:
  - a. Instructions for replacing any components of the system, including internal parts.
  - b. Instructions for periodic cleaning and adjustments of equipment with a schedule of these functions.
  - c. A complete list of all equipment and components with information as to the address and telephone number of both the manufacturer and local supplier of each item.
  - d. User operating instructions shall be prominently displayed on a separate sheet located next to the control unit in accordance with UL Standard 864. The contractor shall warrant all equipment and wiring free from inherent mechanical and electrical defects for two years from the date of final acceptance.
- 16. The FACP shall integrate with the to prevent bells from activating during a fire alarm.
- 17. The FACP shall meet the requirements of UL ANSI 864 Ninth Edition. Systems listed to UL ANSI 864 Eighth Edition or earlier revisions are not acceptable.
- 18. Per DSA IRA-1 chapter of approval for temporary school use of DSA approved relocatable buildings, Approval of fire alarm and/or fire sprinkler systems for temporary use buildings shall be in accordance with the Chapter 9, CCR, Title 24, Part 2.
  - a. Fire Alarm: Section 3.4.4.4 For buildings sited less than three years and used for educational purposes (instruction), provide an approved manual fire alarm system consisting of manual pull-stations, visual notification appliances and audible

device(s) (with a minimum rating of 95 dBA at 10 feet). Buildings more than 25 feet apart are to be provided with additional audible devices to ensure the fire alarm signal can be heard within adjacent buildings.

b. Communications: Section 3.4.4.5 Buildings more than 25 feet from other buildings, including other temporary buildings, with a stand-alone fire alarm system must be provided with approved "two-way communication" with the main administration offices consisting of an intercom system, permanently mounted telephone or "walkie-talkie" devices or other similar systems. Buildings that are less than 25 feet from existing permanent buildings on the site shall be interconnected with the campus fire alarm system.

B. Substitutions

1. Substitution of system components or manufacturer will require the contractor to separately obtain approval with DSA at Contractor's expense and shall meet all requirements of the system as designed and pre-approved.
2. All proposed substitutions shall be listed with the California State Fire Marshal.

### 1.3 SUBMITTALS

A. Comply with applicable provisions of Section 26 05 00: Common Work Results for Electrical.

B. General:

1. Two (2) copies of all submittals shall be submitted to the Architect/Engineer for review and approval.
2. All references to manufacturers model numbers and other pertinent information herein is intended to establish minimum standards of performance, function, and quality.
3. For equipment other than that specified, the contractor shall provide proof that the proposed substitute equipment equals or exceeds the form, feature, function, performance, and quality of the specified equipment.

C. Product Data:

1. A complete list of all supplied equipment including model numbers with catalog data sheets on each component.
2. Data sheets show California State Fire Marshal Listing, U.L. listing, equipment ratings, dimensions and finishes.
3. Highlight actual devices to be used and their amp draw in stand-by and alarm modes.

D. Shop Drawings:

1. Provide schematic layout, floor plan, drawings indicating location of all components and equipment, required size and location of conduit and outlets and type and quantity of system conductors. Include voltage drop calculations and battery calculations based on actual number of devices to be installed.
2. Include riser and wiring diagrams for overall system and components including control panels, annunciators, power supplies, initiating circuits, notification appliances, control devices and FATC. Address numbers shall be noted on all appliances.
3. Include physical and electrical characteristics of equipment to indicate conformance with the Specifications.
4. Describe system characteristics and function as well as device wiring diagrams.
5. Voltage drop and battery calculations for each control panel and power supply and initiating circuits at 24 hour stand-by and 15 mins alarm.
6. System operational matrix.

E. Operating and Maintenance Instruction Manual:

1. Manual shall include the following tailored to this specific project:
  - a. Operational description.

- b. Coded cabling plan.
- c. Two wire circuit diagrams.
- d. Wiring destination schedule.
- e. Schematic component diagrams and PC board layouts.
- f. Maintenance and alignment procedures.
- g. Voltage drop and battery calculations.

**F. Other documentation**

1. In addition to the shop drawings, the following information shall also be included with the submittal.
  - a. Manufacturer's technical data sheets for each piece of equipment that will be installed.
  - b. Standby battery calculations for the FACP and any remote power supply or other panels that include their own standby batteries.
  - c. Voltage drop calculations showing the worst-case end of line voltage for all notification appliance circuits.
  - d. Detailed description of the overall operation of the system or a sequence of operation matrix.
  - e. Proof of factory training and certification of the supervising technician assigned to the project.
  - f. Proof of factory training and certification of a service technician employed by the installation company that can be onsite to troubleshoot and repair any service-related problems with the system, within 4 hours of being notified of the problem.

**1.4 PERFORMANCE REQUIREMENTS**

- A. Alarm, trouble and supervisory signals from all intelligent reporting devices shall be encoded on NFPA Style 4 (Class B) Signaling Line Circuits (SLC).
- B. Device Circuits (IDC) shall be wired Class A (NFPA Style D) as part of an addressable device connected by the SLC Circuit.
- C. Notification Appliance Circuits (NAC) shall be wired Class A (NFPA Style Z) as part of an addressable device connected by the SLC Circuit.
- D. On Style 6 or 7 (Class A) configurations a single ground fault or open circuit on the system Signaling Line Circuit shall not cause system malfunction, loss of operating power or the ability to report an alarm.
- E. Alarm signals arriving at the FACP shall not be lost following a primary power failure (or outage) until the alarm signal is processed and recorded.
- F. NAC circuits and control equipment shall be arranged such that loss of any one (1) NAC circuit will not cause the loss of any other NAC circuit in the system.
- G. Two-way emergency telephone communication circuits shall be supervised for open and short circuit conditions.
- H. The secondary power source of the fire alarm control panel shall be capable of providing at

least 24 hours of backup power with the ability to power the system for an additional 15 minutes in an alarm condition, at the end of the 24-hour backup period.

**I. Basic System Operation**

1. When an off normal condition occurs (Alarm, Supervisory, or Trouble) the respective LED on the FACP shall illuminate.
2. A piezo sounder shall activate at the FACP during any off normal condition until the SILENCE button is pressed by an authorized user.
3. A Red LED shall illuminate when an alarm or pre-alarm condition exists.
4. An Amber (yellow) LED shall illuminate when a Supervisory or Trouble condition exists.
5. A backlit 4-line 40-character LCD screen shall display all messages that refer to an off-normal condition.
6. An Alarm condition shall have priority over all other signals.
7. The FACP shall include an event buffer that maintains the last 4,000 system events including a date and time stamp for each.
8. In response to a fire alarm condition, the systems notification appliances and relay-controlled output circuits that are associated through programming with the device initiating the alarm, shall automatically activate. Additionally, the system shall notify an approved central station via dial-up, IP, or cellular means as deemed acceptable by the local Authority Having Jurisdiction (AHJ).

**1.5 QUALITY ASSURANCE**

- A. Loads of Equipment and Components
  - a. Follow IEEE Standard where applicable.
  - b. Provide fuse protection for equipment and spare fuses.
  - c. Design systems for operation at 120 volts, normal or emergency power as indicated, 60 Hz nominal input.
  - d. Operating voltage dissipated by resistors shall not exceed 25% of ratings.
  - e. Operating voltage of capacitors shall not exceed 80% of rated voltage.
  - f. Operating loads and voltages on transistors and solid-state devices shall not exceed manufacturer's recommendation for normal full load operation.
  - g. Use electronic components of types and rating commonly available from stock of established commercial distribution.
- B. Regulatory Requirements
  1. The specifications and standards shall fully comply with the latest issue of the current code and standards.
  2. All requirements of the Authority Having Jurisdiction (AHJ).

The FACP and associated field devices system shall comply with the following Underwriters Laboratories Inc. (UL) USA listing standards as applicable.

1. No. 38 Manually Actuated Signaling Boxes
2. No. 50 Cabinets and Boxes
3. No. 864 Control Units for Fire Protective Signaling Systems
4. No. 268 Smoke Detectors for Fire Protective Signaling Systems
5. No. 268A Smoke Detectors for Duct Applications

6. No. 346 Waterflow Indicators for Fire Protective Signaling Systems
7. No. 464 Audible Signaling Appliances
8. No. 521 Heat Detectors for Fire Protective Signaling Systems
9. No. 1638 Private Mode Emergency and General Utility Signaling
10. No. 1971 Visual Notification Appliances

## **1.6 WARRANTY**

- A. For a period of two years from date of final acceptance, the system shall be under full guarantee for materials and labor at no cost to the Owner. The system shall be under a service contract with a technician authorized by the manufacturer. Replacement parts and labor shall be readily available during normal business hours while the service contract is in effect. A complete system inspection and test shall be performed at five months and again at eleven months after final acceptance. Tests shall include all smoke detector sensitivity settings.
- B. Conform to applicable provisions of the General Requirements.
- C. Service technicians and replacement components for the system shall be available locally from a service representative of the manufacturer who is able to provide evidence of technical training and authorization by the manufacturer.
- D. All component failures shall be remedied to the satisfaction of the Owner.
- E. A continuing service contract shall be offered at time of bid to commence at the expiration of warranty included with the system.

## **1.7 ACCEPTABLE MANUFACTURER**

- A. All fire alarm system devices and equipment shall be manufactured with the one indicated on the drawing or approved equivalent. no other manufacturers will be accepted.
- B. All equipment, materials, accessories, devices, etc. covered by the specifications and/or noted on the contract drawings shall be new and unused and be UL listed for their intended use.
- C. All equipment provided shall be available for purchase from at least two authorized distributors within the service area.

## **1.8 MAINTENANCE:**

Maintenance and testing shall be on a semi-annual basis or as required by the AHJ. A preventative maintenance schedule shall be provided by the contractor describing the protocol for preventative maintenance. The schedule shall include:

Systematic testing and complete inspection of the entire fire alarm system including control panels, field devices, and wiring terminations including smoke sensors, heat sensors, manual pull stations, sprinkler system switches, remote panels, power supplies, and terminal boxes, and all other fire alarm accessories, in accordance with NFPA 72. Cleaning and adjusting of these devices shall be conducted at this time.

An inspection and test of system power supplies, batteries, circuit breakers, and fuses as well as a

load test of the batteries shall be conducted in accordance with NFPA 72.

Placing the system into an alarm condition and checking each notification device for proper operation.

Removing devices from the FACP SLC circuit to ensure a trouble condition occurs.

Input and output mapping shall be tested to ensure proper sequence of operation.

Signal transmission shall be tested to the Monitoring Station.

A report showing the calibrated sensitivity of each of the systems smoke detectors shall be generated from the fire alarm control panel and verified to ensure all smoke detectors are within UL tolerance.

Following each periodic maintenance and test, the owner shall be provided with a detailed report of the test results including any deficiencies found.

## **PART 2 PRODUCT**

### **2.1 MANUFACTURERS**

- A. Fire Alarm Control Panel (FACP): Silent Knight
- B. Fire Alarm System Annunciator: Silent Knights
- C. Fire Alarm Amplifier: Silent Knights
- D. Fire Alarm Power Supply: Silent Knights
- E. Area Smoke Detectors, Multi-Criteria Fire/CO Detector and Heat Detectors: Silent Knights
- F. Strobes, Combination Speaker/strobe and Weatherproof Speaker: System Sensor

### **2.2 MATERIALS**

- A. Main FACP or network node shall contain a microprocessor based Central Processing Unit (CPU) and power supply in an economical space saving single board design. The CPU shall communicate with and control the following types of equipment used to make up the system: intelligent addressable smoke and thermal (heat) detectors, addressable modules, printer, annunciators, and other system-controlled devices.
- B. System Devices and components shall be provided as specified on the fire alarm equipment legend and as shown on associated electrical drawing.

### **2.3 COMPONENTS**

#### **EXISTING/ NEW FIRE ALARM CONTROL PANEL (FACP)**

- A. FACP shall be as indicated model on the drawing or approved equivalent.
- 2.1 System description
  - A. The fire alarm system as outlined on the drawings, shall be a fire life safety system as

manufactured by the panel indicated on the drawing. It shall be complete with all necessary hardware, software and memory specifically tailored for this project.

B. All equipment needed for a complete operable system, (whether specifically indicated or not) shall be included in this section. It shall be the installing contractor's responsibility for a complete and operable system upon completion of this project.

## 2.2 Automatic alarm operations

A. The fire alarm system operation subsequent to the alarm initiation via pull station, smoke detector, heat detector, sprinkler flow switch, etc., shall be as follows:

1. All audible alarm indicating devices shall sound the temporal signal code in synchronization with each other, until silenced at the control panel or at the remote annunciator.
2. All visual alarm indicating devices shall flash per NFPA requirements in synchronization with each other, until reset at the control panel or at the remote annunciator.
3. Alarm audible devices and alarm visual devices shall operate on the same circuit
4. The alarm signals shall be inhibited from being silenced for a period of at least 1 minute after commencing operation. this rate is to be field programmable for actual AHJ requirements.
5. Display type and location of alarm per point on the main control panel lcd display.
6. Display type and location of alarm per point on remote lcd annunciator.
7. List on printer the time, date, type, and user defined message for each event printed.
8. Graphically display on the fireworks station, school diagram showing whole school, with graphic scrolling thru system prompts, down to point of alarm activation.
9. Subsequent alarms are to report to the main control panel and fireworks, shall indicate to the operator that a subsequent alarm is present, and also indicate the number of subsequent alarms.
10. Shut down all associated air handlers in alarm zone.

## 2.3 Automatic supervisory operation

A. All data, initiating, indicating and supervisory lines shall be constantly monitored for integrity. indicate opens, shorts, grounds, at main control panel and remote annunciator.

## 2.4 operation

A. During the normal state, the normal led (green) shall flash. the first line of the lcd shall display the time in (hh: mm: ss) as well as the number of active points (ap) and the number of disabled points (dp) in the system.

B. When the control panel goes into alarm condition, the normal led (green) extinguishes and the alarm led (red) shall light, the buzzer pulsates, and the lcd indicates the time, the number of messages waiting, the type of alarm, the point id number of devices, and the time that the alarm occurred. the second line is dedicated to the user specified message.

- C. To silence the panel buzzer, the operator shall press the local silence button and the buzzer will silence.
- D. To silence the audible devices, the operator shall press the alarm silence button. a new alarm shall cause the audibles to resound.
- E. During the trouble condition, the amber trouble led shall light, the normal led shall go out, and the buzzer shall pulsate. the display shall indicate the point id number of the device, the time the event occurred and up to a 40-character custom user description.
- F. During the monitor or supervisory condition, the appropriate led shall light, the normal led shall go out, and the buzzer shall pulsate. the display shall indicate the point id number of the device, the time the event occurred and up to a 40-character custom user description.

B. Fire Alarm Amplifier:

- 1. The intelligent fire alarm amplifier shall be as indicated model on the drawing or approved equivalent. The intelligent 50 or 70-watt amplifier is used to amplify the audio message for distribution throughout the facility. Since it is designed as a self-contained distributed amplifier it can be conveniently located near the area of protection to reduce wiring demands.
- 2. Each amplifier can produce 50 or 70 -watts of audio power. Up to four amplifiers can be used on the voice evacuation system. The amplifier has its own power supply with battery backup and four speaker circuits which can be expanded to eight speaker circuits. The amplifier is fully supervised by the main panel for trouble conditions.

C. Fire Alarm Power Module:

- 1. The intelligent fire alarm power module shall be as indicated model on the drawing or approved equivalent. It delivers 6 amps of notification appliance circuit power and built-in synchronization. Its switch mode power supply design is up to 50% more efficient than competitive linear mode power supplies.
- 2. The power supply is a 6-amp notification power expander that provides its own AC power connection, battery charging circuit, and backup battery for use with the same manufacturer series fire alarm control panels (FACPs). The power supply is the cost-effective solution for powering notification appliances required by the Americans with Disabilities Act (ADA). It has built-in ANSI cadence pattern. The output circuits can be programmed as notification appliance circuits, or as auxiliary power (configurable for constant, resettable, or door holder power).

D. Addressable Manual Fire Alarm Box (manual station)

- 1. Addressable manual fire alarm boxes shall, on command from the control panel, send data to the panel representing the state of the manual switch and the addressable communication module status. They shall use a key operated test-reset lock and shall be designed so that after actual emergency operation, they cannot be restored to normal use except by the use of a key.
- 2. All operated stations shall have a positive, visual indication of operation and utilize a key type reset.
- 3. Manual fire alarm boxes shall be constructed of Lexan with clearly visible operating instructions provided on the cover. The word FIRE shall appear on the front of the stations in raised letters, 1.75 inches (44 mm) or larger.

E. Intelligent Photoelectric Smoke Detector

- 1. The intelligent photoelectric smoke detector shall be as indicated model on the drawing or approved equivalent and shall use the photoelectric (light-scattering) principal to measure smoke density and shall, on command from the control panel, send data to the panel representing the analog level of smoke density.

**F. Intelligent Thermal Detectors**

1. The intelligent thermal detectors be as indicated model on the drawing or approved equivalent addressable devices rated at 135 degrees Fahrenheit (58 degrees Celsius) and have a rate-of-rise element rated at 15 degrees F (9.4 degrees C) per minute. A high heat thermal detector rated at 190 degrees Fahrenheit shall also be available. The thermal detectors shall connect via two wires to the fire alarm control panel signaling line circuit.

**G. Control Relay Module:**

1. The Control Relay is intended for use in intelligent, two-wire systems where the individual address of each module is selected using the built-in rotary switches. It allows a compatible control panel to switch discrete contacts by code command. The relay contains two isolated sets of Form-C contacts, which operate as a DPDT switch and are rated in accordance with the table in the manual. Circuit connections to the relay contacts are not supervised by the module. The module also has a panel-controlled LED indicator.

**H. Intelligent Monitor Module:**

1. The monitor module indicated on the drawing is an addressable monitor module for use with Honeywell Silent Knight Series fire alarm control panels (FACPs). The monitor module is intended for use in intelligent, two-wire systems, where individual address of each module is selected using the built-in rotary switches.
2. It supports Class A supervised or Class B supervised wiring to the load device. Conventional 4-wire smoke detectors can be monitored for alarm and trouble conditions.

**I. Ceiling Mounted Strobe**

1. The notification appliances shall be as indicated model or approved equivalent model as Visual Strobe appliances for ceiling-mount applications with a low-profile design or approved equals. The Strobes shall be listed for UL Standard 1971 (Emergency Devices for the Hearing-Impaired) for Indoor Fire Protection Service.
2. The Series shall be Restriction of Hazardous Substances (RoHS) compliant and contain no mercury or other hazardous substances.
3. All Series shall meet the requirements of FCC Part 15 and ICES-003.
4. All inputs shall be compatible with standard reverse polarity supervision of circuit wiring by a Fire Alarm Control Panel (FACP) with the ability to operate from 16 to 33 VDC.
5. The Strobe appliances shall produce a flash rate of one (1) flash per second over the Regulated Voltage Range and shall incorporate a Light Emitting Diode (LED) as the light source with a rugged Lexan® lens. The appliances shall be of low current design. The LED strobe flash duration shall be 20 ms. Where multi-candela appliances are specified, the strobe intensity shall have 4 field selectable settings at 15, 30, 75, 95 candela for ceiling-mount applications. The selector switch for selecting the candela shall be tamper resistant. Appliances with candela settings shall show the candela selection in a visible location at all times when installed.
6. The Strobe mounting options shall include Ceiling backboxes, 4" square, 1 1/2 or 2 1/8"deep and 4" Octagonal, 1 1/2" or 2 1/8"deep. Two wire appliance wiring shall be capable of directly connecting to the mounting base. Removal of an appliance shall result in a supervision fault condition by the Fire Alarm Control Panel (FACP).
7. All notification appliances shall be backwards compatible.
8. The ceiling models shall have a low-profile measuring.
9. When synchronization is required, the appliance shall be compatible with Sync Modules, PS Power Supplies, or other manufacturer's panels with built-in manufacturer Patented Sync Protocol. The strobes shall not drift out of synchronization at any time during operation. If the sync protocol fails to operate, the strobe shall revert to a non-synchronized flash-rate and still maintain (1) flash per

second over its Regulated Voltage Range. The appliance shall also be designed so that the audible signal may be silenced while maintaining strobe activation when used with patented sync protocol.

J. Wall Mounted Strobe

1. The notification appliances shall be as indicated model or approved equivalent model as Visual Strobe appliances for wall-mount applications with a low-profile design or approved equals. The Strobes shall be listed for UL Standard 1971 (Emergency Devices for the Hearing-Impaired) for Indoor Fire Protection Service.
2. All inputs shall be compatible with standard reverse polarity supervision of circuit wiring by a Fire Alarm Control Panel (FACP) with the ability to operate from 16 to 33 VDC.
3. The Strobe appliances shall produce a flash rate of one (1) flash per second over the Regulated Voltage Range and shall incorporate a Light Emitting Diode (LED) as the light source with a rugged lens. The appliances shall be of low current design. The LED strobe flash duration shall be 20 ms. Where multi-candela appliances are specified, the strobe intensity shall have 4 field selectable settings at 15, 30, 75, 110, candela for wall-mount applications. The selector switch for selecting the candela shall be tamper resistant. Appliances with candela settings shall show the candela selection in a visible location at all times when installed.
4. The module shall be a listed to UL 464 and shall be approved for FRE protective service. The module shall synchronize strobes at 1 Hz and horns at temporal three. Also, while operating the strobes, the module shall silence the horns on horn strobe models over a single pair of wires. The module shall mount to a back box.
5. The module shall also control two Style Y (class B) circuits or one Style Z (class A) circuit. The module shall synchronize multiple zones. Daisy chaining two or more synchronization modules together will synchronize all the zones they control. The module shall not operate on a coded power supply. All notification appliances shall be backwards compatible.
6. The wall models shall have a low-profile measuring.
7. When synchronization is required, the appliance shall be compatible with Sync Modules, PS Power Supplies, or other manufacturer's panels with built-in Sync Protocol. The strobes shall not drift out of synchronization at any time during operation. If the sync protocol fails to operate, the strobe shall revert to a non-synchronized flash-rate and still maintain (1) flash per second over its Regulated Voltage Range. The appliance shall also be designed so that the audible signal may be silenced while maintaining strobe activation when used with sync protocol.

K. Combination Speaker Strobes

1. The Speaker Strobes are designed for high efficiency sound output for indoor applications. The product line features intelligible communications with crisp, clear voice messages and tone signaling, ideal for mass notification and voice evacuation.
2. Providing a sleek aesthetic appearance, the wall and ceiling appliances feature dual voltage (25/70 VRMS) capability and field-selectable taps from 1/8 to 2 watts. For faster and easier installation, the low-profile design incorporates a speaker mounting plate, and each model has a built-in level adjustment feature and Snap-On cover with no visible mounting screws.
3. For visible signaling to meet the hearing impaired, the E Speaker Strobe models incorporate the low current draw of the Strobes.
4. Ceiling mount models are available in multi-candela ceiling strobe with field selectable intensities of 15/30/75/95/110/115cd or the high intensity strobe with field selectable 135/150/177/185cd.
5. The strobe portion of all Speaker Strobes may be synchronized when used in conjunction with the Sync Modules, Power Supplies or other manufacturers panels incorporating the manufacturer Patented Sync Protocol.

Synchronized strobes offer an easy way to comply with ADA recommendations

concerning photosensitive epilepsy.

6. Speaker Strobes are UL Listed for indoor use under Standard 1971 (Signaling Devices for the Hearing-Impaired) and Standard 1480 (Speaker Appliances). All inputs employ IN/OUT wiring terminals for fast installation using #12 to #18 AWG wiring.
7. The speakers shall be UL Listed under UL 1480 for Fire Protective Service and speakers equipped with strobes shall be listed under UL 1971 for Emergency Devices for the Hearing-Impaired. In addition, the strobes shall be certified to meet the requirements of FCC Part 15, Class A.
8. All models shall have listed sound output of up to 87 dB at 10 feet and a listed frequency response of 400 to 4000 Hz. The speaker shall also incorporate a sealed back construction.
9. The speaker and speaker strobe appliances shall be designed for indoor flush mounting. The speaker and speaker strobe shall incorporate a speaker mounting plate with a snap-on grille cover with no visible screws for a level, aesthetic finish and shall mount to standard electrical hardware. The finish of the Speakers and Speaker Strobes shall be red. All speaker and speaker strobe appliances shall be backward compatible.
10. When synchronization is required, the strobe portion of the appliance shall be compatible with sync modules or the Power Supplies with built-in Patented Sync Protocol. The strobes shall not drift out of synchronization at any time during operation. If the sync module or Power Supply fails to operate, (i.e., contacts remain closed), the strobe shall revert to a non-synchronized flash rate.

L. Weatherproof Speaker

1. Weatherproof notification appliances shall be UL listed for outdoor use. The appliances shall be available for optional wall mounting or ceiling mounting to weatherproof backboxes using either exposed conduit, concealed conduit, or semi-flush mounting to a recessed electrical box in walls or ceilings using indicated manufacturer mounting accessories.
2. Wall-mount outdoor speakers can be used indoors or outdoors in wet or dry applications, and can provide reliable operation from -40°F to 151°F. These speakers provide a broad frequency response range, low harmonic distortion and maintain a high sound pressure level at all tap settings to provide accurate and intelligible broadcast of evacuation messages.
3. Field-selectable settings, including candela, speaker voltage and power settings, and automatic selection of 12- or 24-volt operation enable installers to easily adapt devices to meet requirements.
4. Weatherproof audibles shall be System sensor models or approved equals. The speaker devices shall be able to produce a continuous output or a temporal code-3 output that can be synchronized.
5. Speaker shall be listed to Underwriters Laboratories Standard S4048 for outdoor fire protective signaling systems. Speaker shall have a frequency range of 400 to 4,000 Hz and shall have an operating temperature from -40°F to 150.8°F. Speaker shall have power taps and wattage settings that are selected by rotary switches. The speaker must be installed with its weatherproof back box in order to remain outdoor approved per UL listing S4048. The speaker shall be suitable for use in air handling spaces and wet environments.

M. Battery

1. The battery shall have sufficient capacity to power the fire alarm system for no less than twenty-four hours plus 15 minutes of alarm upon a normal AC power failure.
2. The batteries are to be completely maintenance free. No liquids are required. Fluid level checks for refilling, spills, and leakage shall not be required.
3. If necessary, to meet standby requirements, external battery and charger systems may be used.

## **PART 3 EXECUTION**

### **3.1 COORDINATION**

- A. Refer to the electrical and mechanical drawings and specifications to determine quantities and location of devices and required scope of work and coordinate work with mechanical and electrical installers. Provide function described under mechanical section Sequence of Control, for fire and/or emergency conditions. Submit proposed interconnection to elevator supplier. Submit conduit and pathing requirements to electrical installer. For self-contained door release, coordinate with door supplier.

### **3.2 GENERAL**

- A. Comply with all applicable paragraphs in Section 26 05 00: Common Work Results for Electrical, apply as though repeated herein
- B. Install system(s) in accordance with manufacturer's instructions.
- C. Include services of certified technicians to supervise installation, provide adjustments, provide final connections, system testing and system training to Owner Representative

### **3.3 INSTALLATION**

The complete system shall be installed by one (1) contractor and the installing contractor must be a certified dealer of the specified system. No subcontractors, to the awarded proposing contractor, will be allowed to install any portion of this system Including, but not limited to:

1. Wiring
2. Field device installation
3. System programming
4. FACP installation
5. Remote power supply installation

- A. The installing contractor shall install the network fire alarm system in as instructed by the manufacturer's instructions.
- B. Installation shall be in accordance with the 2022 CEC, NFPA 72, local and state codes, as shown on the drawings, and as recommended by the major equipment manufacturer.
- C. All conduit, junction boxes, conduit supports, and hangers shall be concealed in finished areas and may be exposed in unfinished areas. Smoke detectors shall not be installed prior to the system programming and test period. If construction is ongoing during this period, measures shall be taken to protect smoke detectors from contamination and physical damage.
- D. All fire detection and alarm system devices, control panels shall be flush mounted when located in finished areas and may be surface mounted when located in unfinished areas.
- E. Manual fire alarm boxes shall be suitable for surface mounting or semi-flush mounting as shown on the plans and shall be installed not less than 42 inches (1067 mm), nor more than 48 inches (122 mm) above the finished floor.
- F. The fire alarm control panel shall be connected to a separate dedicated branch circuit, maximum 20 amperes. This circuit shall be labeled at the main power distribution panel as FIRE ALARM. Fire alarm control panel primary power wiring shall be 12 AWG. The control

panel cabinet shall be grounded securely to either a cold-water pipe or grounding rod. The control panel enclosure shall feature a quick removal chassis to facilitate rapid replacement of the FACP electronics.

### **3.4 GROUNDING**

- A. All equipment to be grounded by means of green ground wire to "U" contact of duplex receptacles and bonded to ground provided under 26 05 26: Grounding and Bonding of Electrical Systems.

### **3.5 INSPECTION**

- A. Systems to meet all the requirements of the CSFM and IOR and AHJ and shall be approved thereby before installation and prior to final acceptance.
- B. Closeouts:
  - 1. It is the intent of these specifications and of the architect/engineer that a continued program of system maintenance be continued by the owner in compliance with NFPA Standard 72H. It is mandatory that the installing contractor provide such services and make available these services to the owner upon completion of the project.
  - 2. As part of the closeout documents, fire alarm contractor will provide owner with AutoCAD as built drawings indicating locations of devices, routing of wiring, and panel information. All room numbers indicated on final close out documents and all panel settings shall be listed by actual building room numbers and not by room number indicated on construction documents. CAD files shall be AutoCAD 2004 or later. Provide the owner with one Mylar plot of each drawing and two blue line prints of each drawing. Provide the owner with electronic versions of the as-built CD's.
  - 3. Locate next to building FACP and other fire alarm panels.
  - 4. A building graphic shall be provided mounted in aluminum-extruded frame with plexi-glass front. Graphic shall locate all fire alarm devices, power supplies, and FACP.
  - 5. State FML-005 certificate shall also be framed and mounted near the fire alarm panel. Fire alarm panel shall have white FM required installation sticker attached to it.
- C. Graphic shall include actual room numbers posted as part of the building graphics package, include as part of substantial completion requirement

### **3.6 LOCATION**

- A. Before installation, verify exact location of control equipment and outlets.

### **3.7 WIRING**

- A. All fire alarm wiring shall be new.
- B. Furnish all conductors, equipment, terminal strips, etc., and labor to install a complete and operable system. All cable conductors shall be color coded and numbered for identification at all terminals. Green shall be for grounding conductor only. Use red insulation and or red jacketing on all fire alarm cable.
- C. All wiring shall be in accordance with NFPA 72, the California Electrical Code, Local Codes, and article 760 of NFPA Standard 70. All wiring sizes shall conform to recommendations of

the equipment manufacturer, and as indicated on the engineered shop drawings.

- D. All wire shall be U.L. Listed FPL for limited energy (300V) and fire alarm applications and shall be installed in conduit. Limited energy FPLP or MPP wire may be run open in return air ceiling plenums provided such wire is U.L. Listed for such applications and is of the low smoke producing fluorocarbon type and complies with CEC Article 760 if so, approved by the local authority having jurisdiction.
- E. No A.C. wiring or any other wiring shall be run in the same conduit as fire alarm wiring.
- F. Wiring used for the multiplex communication circuit (SLC) shall be twisted and support a minimum wiring distance of 10,000 feet when sized at 12 AWG. The design of the system shall permit use of IDC and NAC wiring in the same conduit with the SLC communication circuit. Shielded wire shall not be required.
- G. The fire alarm control panel shall be capable of T-tapping NFPA Style 4 (Class B) Signaling Line Circuits (SLCs). Systems which do not allow or have restrictions in, for example, the number of T-taps, length of T-taps etc., is not acceptable.
- H. Contractor shall provide a service loop located above each device installed on the entire project. The service loop shall be a minimum of 5'.
- I. Contractor shall provide a service loop located above each type of panel installed. The service loop shall be a minimum of 10', but shall have enough length to allow for the panel to be relocated to any wall within the room that panel is located in.
- J. All service loops shall be installed in the accessible ceiling that is nearest to each device and panel. No service loops shall be installed in open spaces or non-accessible spaces

### **3.8 TERMINAL BOXES, JUNCTION BOXES AND CABINETS:**

- A. All boxes and cabinets shall be UL listed for their use and purpose.

### **3.9 CONDUIT / RACEWAY:**

- A. All wire shall be installed in an approved conduit/raceway system (except where permitted by NEC and the local authority having jurisdiction). Maximum conduit "fill" shall not exceed 40% per CEC.
- B. Conduit and raceway system shall be installed as specified under the general electrical section of the specifications, and per CEC, local, and state requirements.
- C. Minimum conduit size shall be 3/4" (19.1 mm). Install conduit per engineered shop drawings.
- D. Systems utilizing open wiring techniques with low smoke plenum cable shall provide conduit in all inaccessible locations, inside concealed walls, all mechanical/electrical rooms, or other areas where wiring might be exposed or subject to damage.
- E. All vertical wiring and all main trunk/riser wiring shall be installed in a complete raceway/conduit system. All riser boxes shall be adequately sized for the number of conductors traversing the respective box as well as the number of terminations required.
- F. Cable must be separated from any open conductors of power, or Class 1 circuits, and shall

not be placed in any conduit, junction box or raceway containing these conductors, per CEC Article 760-29.

- G. Wiring for 24-volt DC control, alarm notification, emergency communication and similar power-limited auxiliary functions may be run in the same conduit as initiating and signaling line circuits. All circuits shall be provided with transient suppression devices and the system shall be designed to permit simultaneous operation of all circuits without interference or loss of signals.
- H. Conduit shall not enter the fire alarm control panel or any other remotely mounted control panel equipment or back boxes, except where conduit entry is specified by the FACP manufacturer.
- I. All wiring associated with smoke control system shall be installed in conduit per current adopted codes regardless of voltages or ratings.
- J. Conduit pathways and pull box locations (if applicable) shown on the drawing are approximate. Contractor shall verify proper pathways and locations prior to installation.

### **3.10 TESTING**

- A. After all equipment specified herein for each system has been installed and is in operating condition, conduct performance tests to determine if the installation and components comply with these specifications. Furnish competent personnel, all test material and approved test instruments and conduct the tests under supervision of factory personnel, in the presence of the Engineer, the building and fire inspecting agencies:
  1. The contractor's job foreman, in the presence of a representative of the manufacturer, a representative of the owner, and the fire department shall operate every installed device to verify proper operation and correct annunciation at the control panel.
  2. At least one half of all tests shall be performed on battery standby power.
  3. Where application of heat would destroy any detector, it may be manually activated.
  4. The signaling line circuits and notification appliance circuits shall be opened in at least two (2) locations to verify the presence of supervision.
  5. When the testing has been completed to the satisfaction of the contractor representative IOR, representatives of the manufacturer and owner, a notarized letter co-signed by each attesting to the satisfactory completion of said testing shall be forwarded to the owner and the authority having jurisdiction.
  6. The contractor shall leave the fire alarm system in proper working order, and, without additional expense to the owner, shall replace any defective materials or equipment provided by him under this contract within two years from the date of final acceptance by the awarding authority.
  7. The local responding fire department must be notified prior to the final test in accordance with local requirements and when requested, participate in system testing and evaluation.
- B. Intelligibility shall be tested according to NFPA 72 annex D.2 (speech intelligibility).
- C. DSA, Architect/ Engineer and Owner shall be notified a minimum of 48 hours prior to the final inspection and/or testing.

### **3.11 WALK TEST**

- A. Notify Owner, Architect and Engineer when system is 100 percent operational. Schedule walk-through of the entire facility and verify that each initiating and each indicating device is operating properly.

- B. Provide report at conclusion of walk through certifying all fire alarm devices are working.
- C. Walk test shall include a representative from owner maintenance department.
- D. Walk test to show in a printed report all AHU shutdown, strobes/horns, heat and smoke detectors. Report shall list all devices by approximate location to rooms, and device number.

### **3.12 SOFTWARE**

- A. Installer shall provide a backup copy of the installed program database (on CD) upon completion of the project. They shall also provide the current version of system software, for the panel provided, on CD.

### **3.13 REPORT**

- A. Prepare written report of final test results, signed by witnessing parties. Submit to the Engineer in triplicate for final approval.

**END OF SECTION 28 31 00**