

SECTION 011000

GENERAL REQUIREMENTS

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PART 1 - GENERAL

1.1 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS, which are hereby made a part of this Section of the Specifications.

1.2 PROJECT REQUIREMENTS

- A. Project Identification: Roofing Alterations to Woodstock Waste Water Treatment Facility, Woodstock, Vermont.
- B. Project Requirements for Temporary Utilities and Facilities:
1. Utility Costs: The Owner will allow the use of existing utility systems and pay for cost of utility services consumed, including electricity, water and gas. Do not waste. The Contractor shall provide and pay for temporary heat prior to the complete enclosure of the building and availability of suitable permanent systems.
 2. Temporary Offices: A separate field office for the Architect and the Owner's Representative is not required.
 3. Toilet Facilities: The Owner will allow designated toilet facilities within the building to be used by Contractor's personnel.
- C. Permits and Fees: Apply for, obtain, and pay for permits, fees, and utility company backcharges required to perform the work. Submit copies to Architect.
- D. Codes: Comply with applicable codes and regulations of authorities having jurisdiction. Submit copies of inspection reports, notices and similar communications to Architect.
- E. Dimensions: Verify dimensions indicated on drawings with field dimensions before fabrication or ordering of materials. Do not scale drawings.
- F. Existing Conditions: Notify Architect of existing conditions differing from those indicated on the drawings.

- G. Contractor's Conduct on Premises: The Contractor and their employees shall behave in a respectful, courteous and safe manner. Abusive, harassing, and lewd behavior is prohibited. Music playing is prohibited. Alcohol, tobacco, and drug use is prohibited.

1.3 SPECIFICATION INFORMATION

- A. These specifications are a specialized form of technical writing edited from master specifications and contain deviations from traditional writing formats. Capitalization, underlining and bold print is only used to assist reader in finding information and no other meaning is implied.
- B. Except where specifically indicated otherwise, the subject of all imperative statements is the Contractor.
- C. Sections are generally numbered in conformance with Construction Specifications Institute Masterformat System. Numbering sequence is not consecutive. Refer to the Table of Contents for names and numbers of sections included in this Project.
- D. Pages are numbered separately for each section. Each section is noted with "End of Section" to indicate the last page of a section.

1.4 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "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.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "approved," "required," and "permitted" have the same meaning as "directed."
- D. "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."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.5 INDUSTRY STANDARDS

- A. Referenced standards are part of the Contract Documents and have the same force and effect as if bound with these specifications.
- B. Except where specifically indicated otherwise, comply with the current standard in effect as of the date of the Owner/Contractor Agreement. Obtain copies of industry standards directly from publisher.
- C. The titles of industry standard organizations are commonly abbreviated; full titles may be found in Encyclopedia of Associations or consult Architect.

1.6 CODES AND REGULATIONS

- A. Comply with all applicable codes, ordinances, regulations and requirements of authorities having jurisdiction.
- B. Submit copies of all permits, licenses, certifications, inspection reports, releases, notices, judgments, and communications from authorities having jurisdiction to the Architect.

1.7 PROGRESS SCHEDULE

- A. Provide comprehensive bar chart schedule showing all major and critical minor portions of the work, sequence of work and duration of each activity. Update and reissue regularly, but not less than monthly.

1.8 SCHEDULE OF VALUES

- A. Prepare Schedule of Values to coordinate with application for payment breakdown. Submit at least 10 days before first payment application. Update and reissue regularly, but not less than monthly.

1.9 PAYMENT REQUESTS

- A. Provide three copies of each request on completely filled out copies of AIA G702 and continuation sheet G703. Substantiate requests with complete documentation; include change orders to date. Provide partial lien waivers for work in progress and full lien waivers for completed work.
- B. As-Constructed Record Drawing Certification: Certify as a part of each application for payment that the project as-constructed record documents are current at the time of application is submitted. The Contractor shall require such drawings to be current as a condition of approving any payment to the trade Contractor and Subcontractor.
- C. Before first payment application, provide the following:
 - 1. List of subcontractors, suppliers and fabricators.
 - 2. Schedule of values.
 - 3. Progress schedule.
 - 4. Submittal schedule keyed to project schedule.
 - 5. List of Contractor's key project personnel.
 - 6. Copies of permits and other communications from authorities.
 - 7. Contractor's certificate of insurance.
 - 8. Performance and payment bonds if required.

9. Unit price schedule.

D. Before final payment application, provide and complete the following:

1. Complete closeout requirements.
2. Complete punch list items.
3. Settle all claims.
4. Transmit record documents to Architect. Include statement that Architect's Supplemental Instructions, Change Orders, Construction Change Directives and minor changes in the work have been incorporated in the as-constructed record drawings.
5. Prove that all taxes, fees and similar obligations have been paid.
6. Remove temporary facilities and surplus materials.
7. Change lock cylinders or cores.
8. Clean the work.
9. Submit consent of surety, if any, for final payment.

1.10 PROCEDURES AND CONTROLS

A. Project Meetings: Arrange for and attend meetings with the Architect and such other persons as the Architect requests to have present. The Contractor shall be represented by a principal, project manager, general superintendent or other authorized main office representative, as well as by the Contractor's field superintendent. An authorized representative of any subcontractor or sub-subcontractor shall attend such meetings if the representative's presence is requested by the Architect. Such representatives shall be empowered to make binding commitments on all matters to be discussed at such meetings, including costs, payments, change orders, time schedules and manpower. Any notices required under the Contract may be served on such representatives. Written reports of meeting minutes shall be prepared by the Contractor and distributed by the Contractor to attendees, the Architect, and Owner within three business days.

1. Pre-Construction Conference: Attendance by Architect, Contractor, major subcontractors. Agenda shall include: Quality of workmanship, coordination, interpretations, job schedule, submittals, approvals, requisition procedures, testing, protection of construction, indoor air quality, and construction waste management.
2. Roofing/Flashings Meeting: Attendance by Architect, Contractor, roofing subcontractor, and representative of roofing manufacturer. Agenda shall include as applicable: Preparation of roof decks, flashing and blocking details, roofing procedures and inspections, bonds and guarantees, weather conditions during roofing, protection of roof membrane during construction.
3. Progress Meetings: Hold regularly before preparation of payment requests and additional meetings as requested by the Architect. Attendance by Architect, Contractor, and others as determined by Contractor. Agenda shall include work in progress and payment requests.
4. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction, as specified. Preinstallation Conferences may be part of Progress Meeting agenda. Attendance by 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. Agenda shall include a review of progress of other construction activities and preparations for the particular activity under consideration.

B. Emergency Contacts: Furnish the Owner and Architect, in writing, the names and telephone numbers of individuals to be contacted in the event of an out-of-hours emergency at the building site. Post a similar list readily visible from the outside of the field office or a location acceptable to the Architect.

- C. **Layout:** Layout work and be responsible for all lines, elevations, and measurements of the building, grading, utilities and other work executed under the contract. Retain a registered professional engineer or registered land surveyor, acceptable to the Architect, to initially establish exterior lines and required elevations of all buildings and structures to be erected on the site. The registered professional engineer or registered land surveyor shall certify the actual location of the constructed facilities in relation to property lines, building lines, easements, set-backs, and other restrictive boundaries.
- D. **Field Measurements:** Verify measurements at the building prior to ordering materials or commencing work. No extra charge or compensation will be allowed because of differences between actual dimensions and measurements indicated on the Drawings. Differences which may be found shall be submitted to the Architect for decision before proceeding with the work.
- E. **Field Measurements for Fixed Equipment:** Dimensions for fixed equipment to be supplied under this Contract or separate contracts shall be determined by field measurements taken jointly by the Contractor and the equipment supplier involved. A record of the field measurements shall be kept until time of substantial completion of the project, or until the equipment has been fully installed and accepted by the Owner, whichever is later. Responsibility for fixed equipment fabricated accurately to field measurements for proper fit and operation shall be that of the Contractor. Contractor shall pay all costs involved in correcting any misfitting fixed equipment as fabricated.
- F. **Project Limit Line:** The boundaries of the site do not limit the responsibility of the Contractor to perform the work in its entirety. Make utility connections as indicated.
- G. **Matching:** Where matching is indicated, the Architect shall be the sole and final judge of what is an acceptable match. Mockups and sample submissions are required.
- H. **Observation:** Notify the Architect and authorities having jurisdiction at least thirty-six hours in advance of concealing any work.
- I. **Utilities:** Prior to interrupting utilities, services or facilities, notify the utility owner and the Owner and obtain their written approval a minimum 48 hours in advance.
- J. **Furnishings, Fixtures, and Equipment:** Cooperate and permit the Owner to install their furnishings and equipment during the progress of the work. Owner's installation of furnishings or equipment does not signify Owner's acceptance of any portion of the work.
- K. **Clean-Up:** Frequently clean-up all waste, remove from site regularly, and legally dispose of off-site.
 - 1. Comply with requirements of Section 017400 - CONSTRUCTION WASTE MANAGEMENT.
- L. **Installer's Acceptance of Conditions:** All installers shall inspect substrates and conditions under which work is to be executed and shall report in writing to the Contractor all conditions detrimental to the proper execution and completion of the work. Do not proceed with work until unsatisfactory conditions are corrected. Beginning work means installer accepts previous work and conditions.
- M. **Coordination:** The Contractor shall be fully responsible for coordinating all trades, coordinating construction sequences and schedules, and coordinating the actual installed location and interface of all work.

N. Request For Interpretation (RFIs):

1. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.
 - a. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
2. Content of the RFI: Include a detailed, legible description of item needing interpretation.
3. Architect's Action: Architect will review each RFI, determine action required, and return it. Allow three working days for Architect's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
4. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or RFIs with numerous errors.

- O. Existing Articles of Unusual Value: If during demolition, excavation, or disposal work articles of unusual value or of historical or archaeological significance are encountered, the ownership of such articles is retained by the Owner, and information regarding their discovery shall be immediately furnished to the Architect. If the nature of the article is such that work cannot proceed without danger of damage, work in the area shall be immediately discontinued until the Architect has determined the proper procedure to be followed. Delays in time thereby shall be a condition for which the time of the Contract may be extended. Costs incurred after discovery in the salvaging of such articles shall be borne by the Owner.

1.11 SUBMITTALS

- A. Required Submittals: Submit shop drawings, product data, initial selection samples, verification samples, calculations, coordination drawings, schedules, and all other submittals as specified in individual specification sections.
- B. Submittal Schedule: Within 30 days after award of contract and before first application for payment, prepare list of submittals in chronological sequence showing all submittals and proposed date first due at Architect's office and proposed date due to be returned to Contractor. Note relevant specification section number.
- C. Contractor's Preparation of Submittals: Modify and customize all submittals to show interface with adjacent work and attachment to building. Identify each submittal with name of project, date, Contractor's name, subcontractor's name, manufacturer's name, submittal name, relevant specification section numbers, and Submittal Schedule reference number. Stamp and sign each submittal to show the Contractor's review and approval of each submittal before delivery to Architect's office; unstamped and unsigned submittals will be returned without action by the Architect. Leave 4" x 6" open space for Architect's "action" stamp.
 1. Electronic Submittals: Provide a copy of all submittals in electronic format to the Architect. Architect will return a file of reviewed submittal in electronic format to the Contractor for distribution to subcontractors, suppliers, fabricators, governing authorities and others as necessary for proper performance of the Work. Unless otherwise amenable to the Architect, additional hard copies of submittals will not be reviewed by the Architect (or Consultant) and will not be returned to the Contractor.

2. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 3. Name file with submittal number or other unique identifier, including revision identifier.
 4. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect and Construction Manager.
 5. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Architect.
- D. Product Data: Provide manufacturer's preprinted literature including, without limitation, manufacturer's standard printed description of product, materials and construction, recommendations for application and use, certification of compliance with standards, instructions for installation, and special coordination requirements. Collect data into one submittal for each unit of work or system; mark each copy to show which choices and options are applicable to project.
1. Installer Copy: Verify that the Installer has a current copy of the relevant product data, including installation instructions, before permitting installation to begin.
- E. Shop Drawings: Provide accurately prepared, large scale and detailed shop drawings prepared specifically for this project. Show adjacent conditions and related work. Show accurate field dimensions and clearly note field conditions. Identify materials and products in the work shown. Note special coordination required.
1. After Architect's action, follow specified distribution procedure.
- F. Samples: Provide units identical with final materials and products to be installed in the work. Where indicated, prepare samples to match Architect's sample. Label each sample with description, source, generic name or manufacturer's name and model number. Architect will review samples for confirmation of visual design intent, color, pattern, texture and type only; Architect will not test samples for compliance with other Contract requirements which shall remain the exclusive responsibility of the Contractor.
1. Initial Selection Samples Submittal Quantities: For initial selection purposes, submit 1 set of samples showing the complete range of colors and finishes available.
 2. Verification Samples Submittal Quantities: For verification of an initial selection, submit 3 sets of samples; one set will be returned to Contractor to be maintained at project site for quality control comparisons.
- G. Timing of Submittals: Submit submittals in a timely fashion to allow at least 10 business days for each office's review and handling. This means that submittals which have to be reviewed by the Architect and one of their consultants require at least 20 business days for review and handling. Add ten business days for each additional consultant who must review a submission.
- H. Architect's Action on Submittals: Architect will review submittals, stamp with "action stamp", mark action, and return to Contractor. Architect will review submittals only for conformance with the design concept of the project. The Contractor is responsible for confirming compliance with other Contract requirements, including without limitation, performance requirements, field dimensions, fabrication methods, means, methods, techniques, sequences and procedures of construction, coordination with other work. The Architect's review and approval of submittals shall be held to the limitations stated in the Owner/Architect Agreement and the Conditions of the Contract. In no case shall approval or acceptance by the Architect be interpreted as a release of Contractor of their responsibilities to fulfill all of the requirements of the Contract Documents.

1. Required Resubmittal: Unless submittal is noted "reviewed" or "reviewed except as noted, resubmission not required," make corrections or changes to original and resubmit to Architect.
2. Distribution: When submittal is noted "reviewed" or "reviewed as noted, resubmittal not required," make prints or copies and distribute to Owner, Subcontractors involved, and to all other parties requiring information from the submittal for performance or coordination of related work.

1.12 WARRANTIES

- A. Warranties Required: Refer to individual trade sections for specific product warranty requirements.
- B. Procurement: Where a warranty is required, do not purchase or subcontract for materials or work until it has been determined that parties required to countersign warranties are willing to do so.
- C. Warranty Forms: Submit written warranty to Owner through Architect for approval prior to execution. Furnish two copies of executed warranty to Owner for their records; furnish two additional conformed copies where required for maintenance manual.
- D. Work Covered: Contractor shall remove and replace other work of project which has been damaged as a result of failure of warranted work or equipment, or which must be removed and replaced to provide access to work under warranty. Unless otherwise specified, warranty shall cover full cost of replacement or repair, and shall not be pro-rated on basis of useful service life.
- E. Warranty Extensions: Work repaired or replaced under warranty shall be warranted until the original warranty expiration date or for ninety days whichever is later in time.
- F. Warranty Effective Starting Date: Guarantee period for all work, material and equipment shall begin on the date of substantial completion of the Project, not when subcontractor has completed their work nor when equipment is turned on. In addition to the one year guarantees for the entire work covered by these Contract Documents, refer to the various sections of the specifications for extended guarantee or maintenance requirements for various material and equipment.
- G. Warranties are Irrevocable: Warranties issued to the Owner are irrevocable.
 1. Non-Payment: If warrantor refuses to issue warranty, or attempts to revoke warranty due to lack of payment by any party other than the Owner, the Contractor shall resolve the payment conflict, and cause the warranty to be issued or reinstated.
 2. Incomplete or incorrect Installation: If warrantor refuses to issue warranty, or attempts to revoke warranty due to improper installation or other deficiency, the Contractor shall correct the deficiency and cause the warranty to be issued or reinstated.
- H. Transferable Warranties: All warranties shall permit Owner to transfer or assign warranties to future owners or other assignors at no additional cost to the Owner for the full warranty period.

1.13 CUTTING AND PATCHING

- A. Limitations: Do not cut and patch any work in a manner that would result in a failure of the work to perform as intended, decreased energy performance, increased maintenance, decreased operational life, or decreased safety.

1. Structural Work: Do not cut structural work or bearing walls without written approval from Architect. Where cutting and patching of structural work is necessary and approved by Architect, perform work in a manner which will not diminish structural capacity nor increase deflection of member. Provide temporary shoring and bracing as necessary. Ensure the safety of people and property at all times.
- B. Cutting and Patching Materials: Use materials identical to materials to be cut and patched. If identical materials are not available or cannot be used, use materials that match existing materials to the greatest extent possible. Provide finished work that will result in equal to or better than existing performance characteristics.
- C. Inspection: Before cutting and patching, examine surfaces and conditions under which work is to be performed and correct unsafe and unsatisfactory conditions prior to proceeding.
- D. Protection: Protect adjacent work from damage. Protect the work from adverse conditions.
- E. Cutting: Cut work using methods least likely to damage adjoining work. Use tools designed for sawing or grinding, not hammering or chopping. Use saws or drills to ensure neat, accurately formed holes to sizes required with minimum disturbance to adjacent work. Temporarily cover openings; maintain weathertightness and safety.
 1. Utilities: Locate utilities before cutting. Provide temporary utilities as needed. Cap, valve, or plug and seal ends of abandoned utilities to prevent entrance of moisture or other foreign matter.
- F. Patching: Patch with seams and joints which are durable and not visible. Comply with specified tolerances for similar new work; create true even planes with uniform continuous appearance. Restore finishes of patched areas and, if necessary, extend finish restoration onto adjoining unpatched area to eliminate evidence of patching and refinishing. Repaint entire assemblies, not just patched area. Remove and replace work which has been cut and patched in a visually unsatisfactory manner as determined by the Architect.
- G. Qualifications: Retain experienced and specialized firms, original installers if possible, to perform cutting and patching. Workmen shall be skilled in type of cutting and patching required.

1.14 TEMPORARY FACILITIES AND UTILITIES

- A. Scope of Temporary Work: This article is not intended to limit the scope of temporary work required under the Contract. Provide all temporary facilities and utilities needed.
- B. Permits and Fees: Obtain and pay for all permits, fees and charges related to temporary work.
- C. Codes and Authorities Having Jurisdiction for Temporary Facilities and Utilities: Comply with all requirements of authorities having jurisdiction, codes, utility companies, OSHA, and industry standards including, but not limited to the following:
 1. ANSI-A10 Series, Safety Requirements for Construction and Demolition.
 2. NECA National Joint Guideline NJG-6, Temporary Job Utilities and Services.
 3. Electrical Service: NEMA, NECA, and UL.
- D. Field Offices: Provide Contractor's field offices as needed. Keep current copies of all Contract Documents and project paperwork neatly on file at jobsite. Permit Architect's unrestricted use of Contractor's field office facilities including copiers, telephones, plan tables, and other

- equipment. Furnish, maintain, and pay for light, power, phone, fax, and other field office services.
- E. Shops and Sheds: At Contractor's option, provide shops and sheds for Contractor's use as needed. Locate shops and sheds where acceptable to Owner and authorities having jurisdiction. Prior to completion of construction, temporary storage facilities and surplus stored materials shall be removed from the site.
- F. Temporary Heat: Provide temporary heat as needed to protect the work and create a suitable work environment. Provide temporary heat to protect the exterior construction against injury or damage resulting from cold temperature and dampness, to heat materials, and to maintain the minimum temperatures specified herein and in individual specification sections. Protect building from soot, smoke and fire damage. Do not use heaters which would interfere with curing of mortar and grout or damage any materials.
1. Heaters for temporary heat shall be approved temporary steam generators or forced warm air heaters located outside the building or vented to the outside, or other safety type UL approved heating devices acceptable to the Architect.
 2. Oil burning salamander type heaters will not be permitted. Non-vented, open flame heaters will not be permitted inside the building once the building is closed-in.
 3. Propane type-heaters will not be permitted within the area of the building or near stockpiles of combustible materials.
 4. Permanent building equipment shall not be used without written permission from the Owner. If the equipment is used for temporary heating or cooling, it shall be adequately maintained per manufacturer's instructions and protected with filters, strainers, controls, reliefs, and similar items. Prior to turnover to Owner, the equipment shall be in a clean, like new condition. The guarantee period shall not start until the equipment is turned over to the Owner for their use. Do not invalidate existing warranty by any action or failure to act. Clean and change air filters frequently to prevent construction dust and debris from contaminating system.
- G. Pumping and Drainage: Protect excavations, trenches, buildings and materials from rain water, ground water, backup or leakage of sewers, drains and other piping, and from water of any other origin. Promptly remove any accumulation of water. Provide and operate all pumps, piping and other equipment necessary for pumping, drainage and protection from water.
- H. Equipment and Tools: Provide all equipment including, but not limited to, hoists, lifts, scaffolding, machines, tools and the like, as needed for execution of the work. Provide safe access to all parts of the work.
- I. Temporary Enclosures: Provide temporary enclosures to maintain proper temperatures and to prevent weather damage. Always maintain legal means of egress.
- J. Snow and Ice: Remove all snow and ice which interferes with work or safety.
- K. Streets, Walks and Grounds: Maintain public and private roads and walks clear of debris caused by construction operations. Repair all damage caused to streets, drives, curbs, sidewalks, fences, poles and similar items where disturbed or damaged by building construction and leave them in as good condition after completion of the work as before operations started.
- L. Protection: Protect nearby property and the public from construction activities. Provide and maintain barricades, warning signs and lights, railings, walkways and similar items. Immediately repair damaged property to its condition before being damaged.

- M. Public Services: Provide temporary public services such as, street lighting, night lighting, sidewalks, covered passages, signs, signals and the like, as requested by authorities having jurisdiction.
- N. Security: Secure site against unauthorized entry at all times. Provide secure, locked temporary enclosures. Protect the work at all times. Provide watchman service, if necessary, to protect the work.
- O. Signs: Erect project identification signs in compliance with details to be provided by Architect. Signs shall be minimum 4' x 8' exterior grade plywood and shall contain the names of the project, Owner, Architect, major Consultants, Contractor, and major financing institution. Except for safety and warning signs, no other signs are permitted. Location as acceptable to the Architect.
- P. Fire Prevention: Take every precaution to prevent fire. Provide and maintain in good operating condition suitable and adequate fire protection equipment and services, and comply with recommendations regarding fire protection made by the representative of the fire insurance company carrying insurance on the Work or by the local fire chief or fire marshal. The area within the site limits shall be kept orderly and clean, and all combustible rubbish shall be promptly removed from the site.
- Q. Egress: Maintain safe and legal means of egress at all times. At all times, provide at least two separate means of egress.
- R. Mold Control and Remediation During Construction: The Contractor shall protect construction materials and building systems from moisture damage and from conditions which promote mold growth during and after construction. The Contractor shall be responsible for mold remediation and replacement of materials which cannot be successfully remediated in accordance with the following requirements:
 - 1. Materials which become wet prior to installation shall be cleaned, treated and dried in accordance with EPA Guidelines.
 - 2. Materials which exhibit mold growth prior to installation shall not be installed and shall be removed from the site.
 - 3. Materials which exhibit mold growth after installation shall be remediated in accordance with EPA Guidelines for Remediating Building Materials with Mold Growth Caused by Clean Water. The Contractor shall engage and pay for a qualified industrial hygienist acceptable to the Owner to determine the cause of the mold growth, and to certify in writing that materials have been successfully remediated. In the event that the industrial hygienist recommends methods of remediation in addition to those in the Guidelines, the Contractor shall also be responsible for the additional remediation. Materials which can not be successfully remediated shall be removed and replaced with new materials at no additional expense to the Owner.
 - 4. Prior to the start of construction, the Contractor shall submit the name of the person in the Contractor's organization responsible for ensuring compliance with these requirements for mold control and remediation.
- S. Existing Mold-Contaminated Materials: In the event that mold-contaminated materials are encountered during remodeling operations, the Contractor shall stop work in that area and notify the Owner and Architect in writing. The Owner will engage and pay for an industrial hygienist to evaluate the situation to advise the Contractor on the proper course of action.

1.15 PRODUCTS AND SUBSTITUTIONS

- A. Specified Products: In all cases in which a manufacturer's name, trade name or other proprietary designation is used in connection with materials or articles to be furnished under this Contract, whether or not the phrase "or equal" is used after such name, the Contractor shall provide the product of the named manufacturers without substitution, unless a written request for a substitution has been submitted by the Contractor and approved in writing by the Architect.
- B. Deviations from Detailed Requirements: If the Contractor proposes to use material which, while suitable for the intended use, deviates in any way from the detailed requirements of the Contract Documents, the Contractor shall inform the Architect in writing of the nature of such deviations at the time the materials is submitted for approval, and shall request written approval of the deviation from the requirements of the Contract Documents.
- C. Approval of Substitutions: In requesting approval of deviations or substitutions, the Contractor shall provide evidence, including, but not limited to manufacturer's data, leading to a reasonable certainty that the proposed substitution or deviation will provide a quality of result at least equal to that attainable if the detailed requirements of the Contract Documents were strictly followed. If, in the opinion of the Architect, the evidence presented by the Contractor does not provide a sufficient basis for such reasonable certainty, the Architect may reject such substitution or deviation without further investigation.
- D. Intent of Contract Documents: The Contract Documents are intended to produce a building of consistent character and quality of design. All components of the building including visible items of mechanical and electrical equipment have been selected to have a coordinated design in relation to the overall appearance of the building. The Architect shall judge the design and appearance of proposed substitutes on the basis of the suitability in relation to the overall design of the Project, as well as for their intrinsic merits. The Architect will not approve as equal to materials specified proposed substitutes which in the Architect's opinion, would be out of character, obtrusive, or otherwise inconsistent with the character or quality of design of the Project. In order to permit coordinated design of color and finishes the Contractor shall furnish the substituted material in any color, finish texture, or pattern which would have been available from the manufacturer originally specified, at no additional cost to the Owner.
- E. Additional Costs or Impact: Any additional cost, or any loss or damage arising from the substitution of any material or any method for those originally specified shall be borne by the contractor, notwithstanding approval or acceptance of such substitution by the Owner or the Architect, unless such substitution was made at the written request or direction of the Owner and the Architect. Any decrease in the cost of the substitution shall be returned to the Owner.
- F. Manufacturers: To the greatest degree possible, provide primary materials and products from one manufacturer for each type or kind. Provide secondary materials as recommended by manufacturers of primary materials.
- G. Substitution Requests: Refer to Section 016200 - SUBSTITUTION REQUEST FORM. Submit 3 copies. Identify product to be replaced by substitute by reference to specification sections and drawing numbers. Provide Contractor's certification and evidence to prove compliance with Contract Document requirements as acceptable to Architect.
- H. Substitution Conditions: Substitution requests will be returned without action unless one of the following conditions is satisfied. The Contractor shall state which of the following conditions applies to the requested substitution:
 - 1. Request is due to an "or equal" clause.
 - 2. Specified material or product cannot be coordinated with other work.

3. Specified material or product is not acceptable to authorities having jurisdiction.
 4. Substantial advantage is offered Owner in terms of cost, time, or other valuable consideration.
 5. Specified material or product is not available.
- I. Invalid Substitutions: Contractor's submittal and Architect's acceptance of shop drawings, samples, product data or other submittal is not a valid request for, nor an approval of a substitution unless the Contractor presents the information when first submitted as a Request for Substitution.
- J. Compatibility of Materials Used in the Work:
1. Ensure complete compatibility between materials.
 2. Compatibility shall include adhesion, erosion, solubility, differential thermal response, and galvanic action.
 3. Provide evidence of compatibility.
 4. Provide custom testing where evidence is not available.
 5. Where materials are not compatible, provide necessary isolation or transition materials and provide details of same.
 6. Correct defects resulting from incompatibility including de-construction and reconstruction of assemblies – whether materials are part of a submittal and substitution process or not.
 7. Proposed substitutions may be rejected where compatibility information is not provided; or where compatibility is not adequately addressed, according to the Architect's judgment; or where incompatible materials would negatively impact the project's success.

1.16 DELIVERY, STORAGE AND HANDLING

- A. Manufacturer's Instructions: Strictly comply with manufacturer's instructions and recommendations and prevent damage, deterioration and loss, including theft. Minimize long-term storage at the site. Maintain environmental conditions, temperature, ventilation, and humidity within range permitted by manufacturers of materials and products used.

1.17 LABELS

- A. Labels, Trademarks, & Tradenames: Locate required labels on inconspicuous surfaces. Do not provide labels, nameplates, or trademarks which are not required. Provide permanent data plate on each item of equipment stating manufacturer, model, serial number, capacity, ratings and all other essential data.

1.18 RECORD DOCUMENTS

- A. Definition of As-Constructed Record Drawings: (commonly called "as-builts") are the record of the Project as constructed based on information the Contractor provides to the Owner under the contract for construction. Because the As-constructed Record Drawings will be based on the Contractor's mark-ups, the Architect is not responsible for the accuracy or completeness of the As-constructed Record Drawings.
- B. Definition of As-Designed Record Drawings: The record of everything the Architect designed for the Project, and including the original Construction Documents plus all addenda, Architect's Supplemental Instructions, Change Orders, Construction Change Directives and minor changes in the work.
- C. General: Keep as-constructed record documents neatly and accurately. Record information as the work progresses and deliver to Architect at time of final acceptance. Include in record

documents all field changes made, all relevant dimensions, and all relevant details of the work. Keep record documents up to date with all Architect's Supplemental Instructions, Change Orders, Construction Change Directives and minor changes in the work clearly indicated.

- D. Drawings: Keep four separate sets of blackline prints at the site, one set each for mechanical, electrical, plumbing, and architectural/structural disciplines. Neatly and accurately note all deviations from the Contract Documents and the exact actual location of the work as installed. Marked-up and colored prints will be used as a guide to determine the progress of the work installed. Requisitions for payment will not be approved until the record documents are accurate and up-to-date.
1. Work Outside Building: Record data outside of building to an accuracy of plus or minus 1 inch and determine and record the invert elevation of all drain lines.
 2. At completion of the work, submit one complete set of marked-up as-built prints for review. After acceptance, these marked-up as-built prints shall be used in the preparation of the as-built drawings.
 3. Architect shall furnish Contractor with AutoCAD or BIM Design Intent Model or both files for originals of the Contract Drawings. The Contractor shall make modifications to these files as shown on the marked-up prints. Remove superseded data to show the completed installation.
 4. The Contractor shall deliver the completed AutoCAD or BIM Design Intent Model or both as-constructed record drawings, in the same version as Contract Drawings, properly titled and dated to the Architect. Indicate preparer of as-built drawings. These as-built drawings shall become the property of the Owner.
- E. Specifications: Maintain one clean copy of complete specifications [including addenda, modifications, and bulletins with changes, substitutions, and selected options clearly noted. Circle or otherwise clearly indicate which manufacturer and products are actually used.
- F. Operating and Maintenance Manuals: Manuals shall be submitted which contain the following:
1. Description of the system provided.
 2. Handling, storage, and installation instructions.
 3. Detailed description of the function of each principal component of the systems or equipment.
 4. Operating procedures, including prestartup, startup, normal operation, emergency shutdown, normal shutdown and troubleshooting.
 5. Maintenance procedures including lubrication requirements, intervals between lubrication, preventative and repair procedures, and complete spare parts list with cross reference to original equipment manufacturer's part numbers.
 6. Control and alarm features including schematic of control systems, control loop electric ladder diagrams, controller operating set points, settings for alarms and shutdown systems, pump curves and fan curves.
 7. Safety and environmental considerations.
- G. Copies of Operating and Maintenance Manuals: Three copies of the manuals shall be provided within sufficient time to allow for training of Owner's personnel. Submit one copy of the manuals to the Architect for review no later than 90 calendar days prior to substantial completion, or building turn over, whichever comes first. Submit the remaining five copies within 15 days after first review set is returned to contractor. Progress payment may be withheld if this requirement is not met.
- H. Additional Requirements for Operating and Maintenance Manuals: The requirements for manuals applies to each packaged and field-fabricated operating system. The manuals shall be

provided in three-ring side binders with durable plastic covers. The manuals shall contain a detailed table of contents and have tab dividers for major sections and special equipment.

- I. Framed Data: Provide charts and lists of all valves, circuits, switches, controls and equipment. Install on walls under glass at locations directed by Architect.

1.19 PROJECT CLOSE OUT

- A. Complete the following prior to Substantial Completion:

1. Provide Contractor's Punch List of incomplete items stating reason for incompleteness and value of incompleteness.
2. Advise Owner of insurance change over requirements.
3. Submit all warranties, maintenance contracts, final certificates and similar documents.
4. Obtain Certificate of Occupancy and similar releases which permit the Owner's full and unrestricted use of the areas claimed "Substantially Complete".
5. Submit record documents.
6. Deliver maintenance stocks of materials where specified.
7. Make final change over of lock cylinders or cores and advise Owner of change of security responsibility.
8. Complete startup of all systems and instruct Owner's personnel in proper operation and routine maintenance of systems and equipment.
9. Complete clean up and restoration of damaged finishes.
10. Remove all temporary facilities and utilities that are no longer needed.
11. Request Architect's inspection for Substantial Completion.

- B. Architect will either issue a Certificate of Substantial Completion or notify Contractor of work which must be performed prior to issue of certificate.

- C. Complete the following prior to Final Acceptance and payment:

1. Obtain Certificate of Substantial Completion.
2. Submit final application for payment, showing final accounting of changes in the work.
3. Provide final releases and lien waivers not previously submitted.
4. Submit certified copy of final punch list stating that Contractor has completed or corrected each item.
5. Submit final meter readings, record of stored fuel and similar information.
6. Submit Consent of Surety for final payment.
7. Submit evidence of Contractor's continuing insurance coverage (if required by Contract Documents).

1.20 FINAL CLEANING AND REPAIR

- A. Clean Up: Immediately prior to the Architect's inspection for Substantial Completion, the Contractor shall completely clean the premises and clean and prepare the completed work in order for it to be used for its intended purpose in accordance with the Contract Documents. Such work shall include, but not be limited to the following:

1. Concrete and ceramic surfaces shall be cleaned and washed.
2. Resilient coverings shall be cleaned, waxed and buffed as applicable.
3. Woodwork shall be dusted and cleaned.
4. Sash, fixtures and equipment shall be thoroughly cleaned.
5. Stains, spots, dust, marks and smears shall be removed from all surfaces.
6. Hardware and metal surfaces shall be cleaned and polished.
7. Glass and plastic surfaces shall be thoroughly cleaned by professional window cleaners.

8. Damaged, broken or scratched glass or plastic shall be replaced by the Contractor at the Contractor's expense.
9. Vacuum carpeted and soft surfaces with high efficiency particulate arrestor (HEPA) vacuum.
10. Use low-emitting, environmentally friendly cleaning agents and procedures.

B. Repairs: Repair and touch-up all damaged and deteriorated products and surfaces.

PART 2 - PRODUCTS [Not Used]

PART 3 - EXECUTION [Not Used]

END OF SECTION