

Appendix E:
Admin Bldg.
Project Manual



Project Manual

For

Napa County Office of Education Batteries Enclosure

2121 Imola Avenue, Napa, CA 94559

Bidding and Contract Requirements
And
Specifications

for the

Napa County Office of Education

2121 Imola Avenue, Napa, CA 94559

Date: May 2026

PBK Project No.: 250118

DSA Application No.: 01-122377

Project Manual

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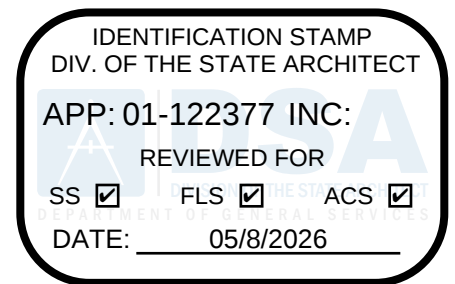
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Design Team:

Architect:

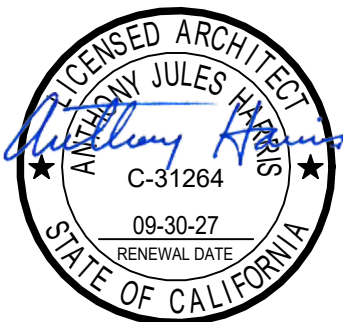
PBK
1110 Iron Point Road
Suite 200
Folsom, CA 95630
Phone: (916) 355-9922

Electrical:

Solardesign Associates, INC.
280 Ayer Road
Harvard, MA, 01451
Phone: (978) 456-6855
Fax: (978) 772-9715

Structural:

Kubala Engineers
2400 E Katella Avenue
Anaheim, CA 92806
Phone: (949) 620-1891



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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: Napa County Office of Education
2121 Imola Avenue, Napa, CA 94559
- B. Architect: **PBK Architects**
1110 Iron Point Road, Suite 200
Folsom, CA 95630
- C. Electrical Engineer: Solar design Associates, INC.
280 Ayer Road
Harvard, MA, 01451
Phone: (978) 456-6855
Fax: (978) 772-9715

WORK COVERED BY CONTRACT DOCUMENTS

- D. The Work of Project is defined by the Contract Documents
- E. Type of Contract: Project will be constructed to be disclosed.

1.4 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.

1.5 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: Major control panels, amplifiers and power supplies.

1.6 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.

1.7 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.

1.8 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.

1.9 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:

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:

Cost saving realized by Owner:

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.

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

Explain Differences:

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: _____

PBK Architects
Project No. 250118
DSA No. 01-122377

Napa County Office of Education – Batteries Enclosure
Napa County Office of Education

Submitted by:

_____ Signature of Contractor		_____ Title
_____ 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 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

SECTION 01 26 13 REQUEST FOR INFORMATION

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 provisions for preparation, submittal and response to Contractor's Request for Information (RFI's) during construction of project.
- B. Related Sections:
 - 1. General Conditions of the Contract.

1.3 DEFINITIONS

- A. PDF, Portable Document Format: An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.
- B. RFI, Request for Information: Request from Contractor seeking information required by or clarification of the Contract Documents.

1.4 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Submit RFI's via email as PDF electronic files. Architect will not act on any RFI's until 7 days following the submission of the Schedule of Values per Division 01 Section "Payment Procedures."
 - 1. RFI Form: Use RFI form included at end of this Section or form acceptable to Architect. Upon request from the Contractor, the form at the end of this section will be made available in WORD format from the Architect.
 - 2. Attachments: Attachments shall be in PDF electronic file format.

1.5 REQUESTS FOR INFORMATION (RFIS)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 - 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 - 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 - 1. Project name.
 - 2. Project number.
 - 3. Date.
 - 4. Name of Contractor.
 - 5. Name of Architect
 - 6. RFI number, numbered sequentially.

7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow 10 working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.
 4. Distribution: One electronic copy of each completed RFI review shall be distributed by the Architect to the Contractor and the Owner.
- D. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the sequential RFI number. Submit log weekly unless otherwise directed in writing by Architect. Include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
- E. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within 7 days if Contractor disagrees with response.
- F. Contractor's Expense for RFI's: Architect will review and respond to legitimate RFI's at no additional cost to the Contractor. RFI's determined by the Architect to be flagrant or unnecessary will have the expense for the Architect's time paid by the Owner with the amount being deducted from the Contract Sum. The expense will be based on an hourly

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rate in accordance with the Architect's standard hourly rate schedule in effect at the time the work is performed with a minimum of one hour for each flagrant or unnecessary RFI.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 01 26 13

CONTRACTOR'S REQUEST FOR INFORMATION

RFI #

From: ___ Project Number: _____ Date: _____

To: Project: _____

Disciplines Impacted: Architectural ☐ Structural ☐ Mechanical ☐ Electrical ☐
Civil ☐ Landscape ☐ Kitchen ☐

Reference: _____ Drawing(s) _____ Spec. Section(s) _____

Other _____

Please clarify or provide the following information:

Contractor's Suggestions: _____

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**

Contractor's Representative: _____

Architect's Response:

Date: _____

PBK Architects

Copies _____

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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 20th 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.					
	Div. 1 - General Reqs. Site Work General Conditions Supervision Mobilization Bonds & Insurance Permits Contractor's Fee Closeout Documents								
	Div. 1 - Total								
	Div. 2 - Existing Conditions Demolition (As applicable) Erosion Control Div. 2 - Total								
	Div. 3 - Concrete 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								
	Div. 3 - Total Div 4 - Masonry Brickwork - Labor Brickwork - Matls Concrete Masonry - Labor Concrete Masonry - Materials Str. Glazed Tile-Labor Str. Glazed Tile-Materials Submittals/Closeout Documents Supervision Clean-up								
	Div. 4 - Total								
	Div 5 - Metals 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								
	Div. 5 - Total								
	Div. 6 - Wood & Plastics Rough Carpentry - Labor Rough Carpentry - Materials Millwork - Labor Millwork - Materials Submittals/Closeout Documents								
	Div. 6 - Total								
	Div. 7 - Thermal and Moisture Protection Waterpfgng / Dampprfng-Matls Waterpfgng / 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								
	Div. 7 - Total								
	Div. 8 - Doors and Frames 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 - Matls Alum. Windows - Labor Alum Windows - Matls Glass & Glazing-Labor Glass & Glazing-Matls Submittals/Closeout Documents Supervision Clean-up								
	Div. 8 - Total								
	Div. 9 - Finishes Lath & Plaster-Labor Lath & Plaster-Matls Gypsum Wallboard Systems - Labor Gypsum Wallboard Systems - Matls Ceramic Tile - Labor Ceramic Tile - Matls Quarry Tile - Labor Quarry Tile - Matls Terrazzo-Labor Terrazzo-Matls Acoustic Clg. - Labor Acoustic Clg. - Matls Acoustic Wall Panels Resilient Flooring - Labor Resilient Flooring - Matls Carpet - Labor Carpet - Matls Athletic Flooring - Materials Athletic Flooring - Labor Floor Sealer Painting - Labor Painting - Mtls Submittals/Closeout Documents Supervision Clean-up								
	Div. 9 - Total								
	Div. 10 - Specialties Visual Display Boards & Tackboards - Materials Visual Display Boards & Tackboards - Labor Toilet Partitions - Labor Toilet Partitions - Matls 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	This					
	Demountable Partitions-Matls Shelving Toilet Room Accessories-Matls Toilet Room Accessories-Lbr <u>Submittals/Closeout Documents</u>		App.	App.					
	Supervision Clean-up Div. 10 - Total								
	Div. 11 - Equipment Stage Curtains Misc. Appliances Food Service Eqpt-Labor Food Service Eqpt-Matls <u>Submittals/Closeout Documents</u>								
	Supervision Clean-up Div. 11 - Total								
	Div. 12 - Furnishings Horizontal Blinds Projection Screens Casework - Labor Casework - Matls Science Casework - Labor Science Casework - Matls <u>Submittals/Closeout Documents</u>								
	Supervision Clean-up Div. 12 - Total								
	Div. 13 - Specialties Stage Curtains and Draperies Music Instrument Storage Bleachers Press Box Pre-eng. Metal Bldg. Stadium Seating <u>Submittals/Closeout Documents</u>								
	Supervision Clean-up Div. 13 - Total								
	Div. 14 - Conveying Systems Platform Lifts Elevators <u>Submittals/Closeout Documents</u>								
	Supervision Clean-up Div. 14 - Total								
	Div. 21, 22 - Plumbing 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
			Previous	This					

			App.	App.					
	Sanitary Underground - Matls								
	Storm Underground - Labor								
	Storm Underground - Matls								
	Domestic Water - Labor								
	Domestic Water - Matls								
	Plumbing Insulation - Matls								
	Plumbing Insulation - Labor								
	Gas Piping - Matls								
	Gas Piping - Labor								
	Grease Trap								
	Plumbing Fixtures - Matls								
	Plumbing Fixtures - Labor								
	Coordination Drawings								
	Submittals/Closeout Documents								
	Supervision Clean-up								
	Div. 21, 22 Plumbing - Total								
	Div. 23 - Mechanical								
	Shop Drawings								
	As-Builts/Closeout/ O&M Manuals								
	Chillers - Matls								
	Chillers - Labor								
	Cooling Towers - Matls								
	Cooling Towers - Labor								
	Boilers - Matls								
	Boilers - Labor								
	AHU's - Matls								
	AHU's - Labor								
	Fans - Matls								
	Fans - Labor								
	Grilles - Matls								
	Grilles - Labor								
	Ductwork - Matls								
	Ductwork - Labor								
	Pumps - Mtls								
	Pumps - Labor								
	Water Treatment - Labor								
	Water Treatment - Matls								
	Isolation - Labor								
	Isolation - Matls								
	Pipe Flex - Matls								
	Pipe Flex - Labor								
	Connections								
	Sheet Metal - Matls								
	Sheet Metal - Labor								
	Duct Insulation - Matls								
	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 - Matls Pipe Insulation - Labor VAV Boxes - Materials VAV Boxes - Labor Refrigerant Monitor - Matls Refrigerant Monitor - Labor Unit Heaters - Materials Unit Heaters - Labor Startup Controls - Matls 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 - Matls Misc. - Matls Insulation - Matls Insulation - Labor Sanitary Above Slab-Labor Sanitary Above Slab-Matls Storm Above Slab - Labor Storm Above Slab - Matls Gas - Labor Gas - Matls Fixtures - Labor Fixtures - Matls Permits Coordination Drawings Submittals/Closeout Documents Supervision Clean-up								
	Div. 23 Mechanical - Total								
	Div. 26 - Electrical 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	This					
	Wire - Matls Feeder Wire - Labor Feeder Wire - Matls Switches/Recpt. Switchgear - Labor Switchgear - Matls Temporary - Materials Temporary - Labor Gas Generator - Materials Gas Generator - Labor Fixtures - Labor Fixtures - Matls Communications - Labor Communications - Matls Fire Alarm - Labor Fire Alarm - Matls Security - Labor Security - Matls Low Voltage Ltng Sys-Matls 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		App.	App.					
	Supervision Clean-up								
	Div. 26 - Total								
	Divs. 31, 32 and 33 - Earthwork, Exterior Improvements and Utilities								
	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								
	Div. 31, 32 and 33 - Total								
	General Conditions 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 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 Sub-Contractors. The Contractor is to evaluate the Sub-Contractor's request and respond if the Contractor deems necessary the RFI will be forwarded to the Architect for a evaluation and response. The 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, clarification and respond appropriately.

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. 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)

PBK Architects
Project No. 250118
DSA No. 01-122377

Napa County Office of Education – Batteries Enclosure
Napa County Office of Education

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 01 32 00

SECTION 01 33 00 SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Requirements for the submittal schedule and administrative and procedural requirements for submitting shop drawings, product data, samples, and other submittals.
- B. Related Section:
 - 1. Section 01 25 00: Substitution Procedures and Form.

1.3 DEFINITIONS

- A. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- B. Portable Document Format (PDF): An open standard file format used for representing documents in a device and display resolution independent fixed layout document format.
- C. Submittals: Written and graphic information and physical samples that require Architect's responsive action, or are for information and do not require Architect's action.

1.4 SUBMITTALS

- A. Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections:
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's Construction Schedule.
 - 2. Initial submittal: Submit concurrently with construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 - 3. Final submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule. Submit revised submittal schedule to reflect changes in current status and timing for submittals.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files:

1. Electronic digital data files of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals:
 - a. Upon request, Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing shop drawings and Project record drawings:
 - 1) Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - 2) Digital drawing software program: The Contract Drawings are available in Revit.
 - 3) Contractor shall execute a data licensing agreement in the form of AIA Document C106, Digital Data Licensing Agreement.
 - 4) The following digital data files will be furnished for each appropriate discipline:
 - a) Floor plans.
 - b) Reflected ceiling plans.
- B. Coordination:
 1. Coordinate preparation and processing of submittals with performance of construction activities:
 - a. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - b. Submit submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - c. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 - d. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination:
 - 1) Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time:
 1. Allow time for submittal review, including time for resubmittals. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals:
 - a. Initial review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 - b. Intermediate review: If intermediate submittal is necessary, process in same manner as initial submittal.
 - c. Resubmittal review: Allow 15 days for review of each resubmittal.
 - d. Sequential review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
 - e. Concurrent consultant review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
- D. Electronic Submittals:
 1. Identify and incorporate information in each electronic submittal file:
 - a. 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.

- b. Name file with submittal number or other unique identifier, including revision identifier:
 - 1) File name shall use Project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., SLOHSM-06 10 00.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., SLOHSM-06 10 00.01.A).
 - c. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
 - d. Transmittal form for electronic submittals:
 - 1) Use software generated form from electronic project management software acceptable to Owner, containing the following information:
 - a) Project name.
 - b) Date.
 - c) Name and address of Architect.
 - d) Name of Construction Manager.
 - e) Name of Contractor.
 - f) Name of firm or entity that prepared submittal.
 - g) Names of Subcontractor, manufacturer, and supplier.
 - h) Category and type of submittal.
 - i) Submittal purpose and description.
 - j) Specification Section number and title.
 - k) Specification paragraph number or Drawing designation and generic name for each of multiple items.
 - l) Drawing number and detail references, as appropriate.
 - m) Location(s) where product is to be installed, as appropriate.
 - n) Related physical samples submitted directly.
 - o) Indication of full or partial submittal.
 - p) Transmittal number, numbered consecutively.
 - q) Submittal and transmittal distribution record.
 - r) Other necessary identification.
 - s) Remarks.
 - e. Metadata:
 - 1) Include the following information as keywords in the electronic submittal file metadata:
 - a) Project name.
 - b) Number and title of appropriate Specification Section.
 - c) Manufacturer name.
 - d) Product name.
- E. Options: Identify options requiring selection by Architect.
- F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- G. Resubmittals:
- 1. Make resubmittals in same form and number of copies as initial submittal:
 - a. Note date and content of previous submittal.
 - b. Note date and content of revision in label or title block and clearly indicate extent of revision.

- c. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- I. Use for Construction: Retain complete copies of submittals on the Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

PART 2 PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. Submittal Procedure Requirements:
 - 1. Prepare and submit submittals required by individual Specification Sections:
 - a. Submit electronic submittals via email as PDF electronic files:
 - 1) Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 - b. Submittals: Submit three (3) paper copies of each submittal unless otherwise indicated. Architect will return two (2) copies.
 - c. Certificates and certifications submittals:
 - 1) Provide statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity:
 - a) Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
 - b) Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data:
 - 1. Collect information into a single submittal for each element of construction and type of product or equipment:
 - a. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as shop drawings, not as product data.
 - b. Mark each copy of each submittal to show which products and options are applicable.
 - c. Include the following information, as applicable:
 - 1) Manufacturer's catalog cuts.
 - 2) Manufacturer's product specifications.
 - 3) Standard color charts.
 - 4) Statement of compliance with specified referenced standards.
 - 5) Testing by recognized testing agency.
 - 6) Application of testing agency labels and seals.
 - 7) Notation of coordination requirements.
 - 8) Availability and delivery time information.
 - d. For equipment, include the following in addition to the above, as applicable:
 - 1) Wiring diagrams showing factory installed wiring.
 - 2) Printed performance curves.
 - 3) Operational range diagrams.
 - 4) Clearances required to other construction, if not indicated on accompanying shop drawings.
 - e. Submit product data before or concurrent with samples.

- f. Submit product data in PDF electronic file.

C. Shop Drawings:

- 1. Prepare Project specific information, drawn accurately to scale. Do not base shop drawings on reproductions of the Contract Documents or standard printed data:
 - a. Preparation:
 - 1) Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a) Identification of products.
 - b) Schedules.
 - c) Compliance with specified standards.
 - d) Notation of coordination requirements.
 - e) Notation of dimensions established by field measurement.
 - f) Relationship and attachment to adjoining construction clearly indicated.
 - g) Seal and signature of professional Engineer if specified.
 - b. Sheet size: Except for templates, patterns, and similar full-size drawings, submit shop drawings on sheets size indicated in Specification Section.
 - c. Submit shop drawings in PDF electronic file.

D. Samples:

- 1. Submit samples for review of kind, color, pattern, and texture for a check of characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed:
 - a. Transmit samples that contain multiple related components, such as accessories, together in one submittal package.
 - b. Identification:
 - 1) Attach label on unexposed side of samples that includes the following:
 - a) Generic description of sample.
 - b) Product name and name of manufacturer.
 - c) Sample source.
 - d) Number and title of applicable Specification Section.
 - e) Specification paragraph number and generic name of each item.
 - c. For projects where electronic submittals are required, provide corresponding electronic submittal of sample transmittal, digital image file illustrating sample characteristics, and identification information for record:
 - 1) Disposition: Maintain sets of approved samples at the Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - 2) Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such samples must be in an undamaged condition at time of use.
 - 3) Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 - d. Submit full size units or samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following:
 - 1) Partial sections of manufactured or fabricated components.
 - 2) Small cuts or containers of materials.
 - 3) Complete units of repetitively used materials.
 - 4) Swatches showing color, texture, and pattern.
 - 5) Color range sets.

- 6) Components used for independent testing and inspection:
 - a) Number of samples - Submit three (3) sets of samples. Architect will retain two (2) sample sets; remainder will be returned:
 - i. Submit a single sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - ii. If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a sample, submit at least three (3) sets of paired units that show approximate limits of variations.
- E. Product Schedule:
 - 1. As required in individual Specification Section, prepare a written summary indicating types of products required for the Work and their intended locations. Include the following information in tabular form:
 - a. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 - b. Manufacturer, product name, and model number if applicable.
 - c. Number and name of room or space.
 - d. Location within room or space.
 - e. Submit product schedule in PDF electronic file.
- F. Coordination Drawing Submittals: Comply with requirements specified in Section 01 31 00: Project Management and Coordination.
- G. Application for Payment and Schedule of Values: Comply with requirements specified in Section 01 29 00: Payment Procedures.
- H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Division 01: General Requirements.
- I. Closeout Submittals required for Substantial Completion: Comply with requirements specified in Section 01 77 00: Closeout Procedures.
- J. Maintenance Data: Comply with requirements specified in Section 01 78 23: Operation and Maintenance Data.
- K. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- L. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- M. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that the installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- N. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- O. Product Certificates: Submit written statements on manufacturer's letterhead certifying that

product complies with requirements in the Contract Documents.

- P. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- Q. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- R. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- S. Research Reports:
 - 1. Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with the building code in effect for the Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.
- T. Pre-Construction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product for compliance with performance requirements in the Contract Documents.
- U. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- V. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location for compliance with requirements in the Contract Documents.
- W. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria:
 - 1. Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated:
 - a. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

- B. Delegated Design Services Certification:
 - 1. In addition to shop drawings, product data, and required submittals, submit digitally signed PDF electronic file and three (3) paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional:
 - a. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 EXECUTION

3.1 CONTRACTOR'S REVIEW

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

3.2 ARCHITECT'S ACTION

- A. Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
 - 1. Reviewed: Indicates the Architect has reviewed the submittal and takes no exceptions as submitted.
 - 2. Furnish as Corrected: Submittal is approved, provided modifications noted are properly incorporated. Resubmission is not usually necessary.
 - 3. Revised and Resubmit: Modifications are required prior to approval. Work cannot proceed until the submittal is revised and resubmitted for further review.
 - 4. Rejected: Work covered by the submittal is not complete or does not conform the contract documents and cannot proceed. A new submittal needs to be made according to the notations and resubmitted for approval prior to fabrication or construction.
- B. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- C. Incomplete submittals are not permitted, will be considered nonresponsive, and will be returned for resubmittal without review.
- D. Submittals not required by the Contract Documents will be returned by Architect without action.

END OF SECTION 01 33 00

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 Division 01: General Requirements). 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.
- K. IR. Inspector of Record. District to employ or contract with a DSA Certified Inspector of Record for this project.

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.
 2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
 3. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
 4. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
 5. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
 6. ACI - American Concrete Institute (formerly ACI International); www.concrete.org.
 7. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
 8. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
 9. AGA - American Gas Association; www.aga.org.
 10. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
 11. AI - Asphalt Institute; www.asphaltinstitute.org.
 12. AIA - American Institute of Architects (The); www.aia.org.

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

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

REFERENCES

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

154. SWI - Steel Window Institute; www.steelwindows.com.
 155. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
 156. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
 157. TCNA - Tile Council of North America, Inc. (formerly Tile Council of America); www.tileusa.com.
 158. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
 159. TIA - Telecommunications Industry Association (formerly TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
 160. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
 161. TMS - The Masonry Society; www.masonrysociety.org.
 162. TPI - Truss Plate Institute; www.tpinst.org.
 163. TPI - Turfgrass Producers International; www.turfgrasssod.org.
 164. TRI - Tile Roofing Institute; www.tilerroofing.org.
 165. UBC - Uniform Building Code; (See ICC).
 166. UL - Underwriters Laboratories Inc.; www.ul.com.
 167. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
 168. USAV - USA Volleyball; www.usavolleyball.org.
 169. USGBC - U.S. Green Building Council; www.usgbc.org.
 170. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
 171. WASTEC - Waste Equipment Technology Association; www.wastec.org.
 172. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
 173. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
 174. WDMA - Window & Door Manufacturers Association; www.wdma.com.
 175. WI - Woodwork Institute (formerly WIC - Woodwork Institute of California); www.wicnet.org.
 176. WMMPA - Wood Moulding & Millwork Producers Association; (See MMPA).
 177. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
 178. WPA - Western Wood Products Association; 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.
 2. FED-STD - Federal Standard; (See FS).
 3. USAB - United States Access Board; 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.
 2. ICC - International Code Council; www.iccsafe.org.
 3. ICC-ES - ICC Evaluation Service, LLC; 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.
 2. CCR - California Code of Regulations; Office of Administrative Law; California Title 24

- Energy Code; 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.
 5. CPUC - California Public Utilities Commission; 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 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 71 23 FIELD ENGINEERING

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. Layout of the Work.
 - 2. Verification of Work:
 - a. Owner reserves the right to verify any Work that Inspector deems necessary.
 - b. Other Sections that require surveyor to verify or measure installed Work and related item: Surveyor shall perform such verifications or measurements at Contractor's expense. Contractor shall furnish a certification, signed by both surveyor and Contractor, to Inspector.
- B. Related Sections:
 - 1. Section 01 10 00: Summary.
 - 2. Section 01 31 00: Project Management and Coordination.
 - 3. Section 01 33 00: Submittal Procedures.

1.3 SURVEY CONTROLS

- A. Vertical control shall use same benchmark used in the preparation of topographic survey. When Work consists of both onsite and off-site, and benchmarks differ, an equation shall be indicated on Drawings.
- B. Horizontal control for existing structures shall be the property line.

1.4 LAYOUT OF WORK

- A. All work related to staking shall be by a land surveyor, or Civil Engineer, registered with the State of California to perform land surveying and employed by Contractor.
- B. Before commencement of Work, surveyor shall locate all reference points and benchmarks to be used for vertical and horizontal control.
- C. Surveyor shall lay out entire Work, set grades, lines, levels, control points, elevations, grids and positions.

1.5 RECORD DOCUMENTS

- A. Maintain complete and accurate log of all control and survey documentation as work progresses.
- B. Record, by coordinates, all utilities onsite with top of pipe elevations, at major grade and alignment changes, rim, grate, or top of curb and flow line elevations of all drainage structures and sewer manholes.

- C. Indicate reference and control points on record drawings. The basis of elevation shall be one of the established benchmarks.
- D. Upon Beneficial Occupancy, obtain and pay for reproducible Plans. Deliver Plans to District representative. Clearly indicate all differences between original drawings and completed Work within specified tolerances.

1.6 SUBMITTALS

- A. Surveyor: Submit name, address, and license number to Owner, including any changes as they occur.
- B. Field Notes: Upon request by District representative, submit copies of cut sheets, coordinate plots, data collector printouts, marked-up construction staking plans, and other documentation as available to verify accuracy of field engineering work during and at completion of Project. Submittals to Owner must be signed and sealed by surveyor and counter-signed by Contractor
- C. Statement of Compliance: Contractor shall submit a statement of certification signed and sealed by surveyor, counter-signed by Contractor, indicating compliance with grades and alignment of construction Plans at rough grade, fine grade, and top of rock stages. Inspector shall approve survey submittals for each stage of construction prior to proceeding with work.
- D. Upon Beneficial Occupancy: Contractor shall obtain and pay for reproducible survey drawings (or "As Built").
- E. Completed record drawings shall be signed and certified as correct and within specified tolerances by licensed surveyor. Originals and two (2) sets of blueprints shall be submitted to Owner.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.1 PREPARATION

- A. Pre-mark areas of excavation in accordance with the requirements of "Dig-Alert." Request locators two (2) days before commencing excavation.
- B. Before commencing Work, establish all horizontal and vertical reference points used in Contract Documents according to existing field conditions.
- C. Preserve established reference lines and benchmarks.
- D. Differentiate school and city datum as applicable.
- E. Relocate benchmarks that may interfere with Work.
- F. Reset and re-establish reference marks damaged or lost during construction.

3.2 SURVEY REQUIREMENTS GENERAL

- A. Establish a minimum of two (2) permanent horizontal and vertical control points on Project

site, remote from construction area, referenced to data established by control points.

- B. Indicate reference points, relative to benchmark elevation, on record drawings.
- C. Provide grade stakes and elevations to construct over excavation and re-compaction, rough and final grades, paved areas, curbs, gutters, sidewalks, building pads, landscaped areas, and other areas as required.
- D. Calculate and layout proposed finished elevations and intermediate controls, as required, to provide smooth transitions between spot elevations indicated on Drawings.
- E. Provide stakes and elevations for grading, fill, and topsoil placement.
- F. Provide adequate horizontal and vertical control to locate utility lines, including but not limited to, storm, sewers, water mains, gas and electric, and signal and provide vertical control in proportion to the slope of the line as required for accurate construction. Dry utilities will be based upon adequate horizontal and vertical control layout. Prior to trench closure, survey and record invert and flow line elevations. Survey and record top of curb and flow line elevations on finished concrete or asphaltic concrete (AC), and surfaces at key locations such as beginning-of-curve (BC), end-of-curve (EC), grade breaks, corners, or angle points in sufficient number to demonstrate the Work complies with the intent of the Contract Documents.
- G. Provide horizontal and vertical control for batter boards for drainage, utility, and other onsite structures as required.
- H. Furnish building corner offsets as required to adequately locate building pads. Provide cut and fill stakes within the building pad perimeter adequate to control both over excavation and re-compaction and the final sub-grade elevation of the building pad.
- I. Submit a certification signed by the surveyor confirming the elevations and locations of improvements are in conformance with the Contract Documents. The statement shall include survey notes for the finish floor and building pad, showing the actual measured elevations on the completed sub-grade, recorded to the nearest 0.01 of a foot. Building pad tolerance will be plus or minus 0.1 of a foot.
- J. Establish a minimum of two (2) permanent horizontal and vertical control points on Project site, remote from building area, referenced to data established by survey control points.
- K. Mark boundaries for rights-of-way dedications and easements for utilities prior to marking location of buildings and utilities.
- L. Layout all lines, elevations, and measurements needed for construction or installation of buildings, grading, paving, and utilities according to the following:
 - 1. Identify site boundary and property lines.
 - 2. Provide working benchmarks.
 - 3. Set stakes for Bottom of Excavated Plane (BEP).
 - 4. Set gridlines, radii, working points, etc. for foundation.
 - 5. Set and verify building pad elevations.
 - 6. Set finish floor elevations.
 - 7. Stake location and elevations for exterior ramps and stairs.
 - 8. Set gridlines, radii, working points, etc., for all floors of multi-story buildings.
 - 9. Set storm drain, sanitary sewer inverts, and other utilities as needed at five-foot (5') offset from building lines.
 - 10. For new facilities, establish permanent onsite benchmark with two-inch (2") diameter

brass disk. Location of benchmark to be determined by Owner.

3.3 SURVEY REQUIREMENTS FOR GRADING

- A. Provide grade stakes and elevations as follows:
 - 1. Removal limits (cut lines).
 - 2. Rough grade staking: 60-foot maximum grid plus additional stakes at grade changes and pertinent locations. Flag all grade changes including ridges, flow lines, and grade breaks.
 - 3. Fine grade for top of dirt: 30-foot maximum grid plus additional stakes at grade changes and pertinent locations. Flag all grade changes including ridges, flow lines, and grade breaks.
 - 4. Verify fine grade for top of rock: 30-foot maximum grid plus additional stakes at grade changes and pertinent locations. Flag all grade changes including ridges, flow lines, and grade breaks.
 - 5. Finish grade marks on all buildings, structures, and at pertinent locations.
 - 6. Finish grades and offsets for all concrete work, utilities, landscape areas, and structures.
 - 7. Provide controls and baselines for playground striping.
 - 8. Off-site improvements: Set grades and provide grade sheets as required by local authorities.
- B. Provide a minimum of two (2) permanent horizontal and vertical control points onsite, remote from building area, referenced to data established by survey control points.

3.4 SURVEY REQUIREMENTS FOR UTILITIES

- A. Locate “wet” utility lines and provide vertical control proportionate to slope of line as required for accurate construction. “Dry” utilities shall have adequate horizontal and vertical control layout supplied by others.
- B. Prior to back-filling trench, survey and record invert and flow line elevations. Survey and record top of curb and flow line elevations on finished surfaces at key locations (such as back of curbs, grade breaks, corners, or angle points) in sufficient number to demonstrate Work complies with intent of Contract Documents.
- C. Provide horizontal and vertical control for batter boards for drainage, utility, and other onsite structures as required:
 - 1. Set grades for vaults one inch (1”) higher than adjacent surrounding design grades, unless noted otherwise.
- D. Leave all trenches open until required inspection is completed.

3.5 SURVEY REQUIREMENTS FOR STRUCTURES

- A. Furnish building corner offsets as required to adequately locate building pads. Provide cut and fill stakes within building pad perimeter adequate to control both over excavation and re-compaction and final sub-grade elevation of building pad.
- B. Submit a certification signed by surveyor confirming elevations and locations of improvements are in conformance with Contract Documents. Statement shall include survey notes for finish floor and building pad, showing actual measured elevations on completed sub-grade, recorded to nearest 0.01 of a foot. Building pad tolerance will be plus or minus 0.1 of a foot.

PBK Architects
Project No. 250118
DSA No. 01-122377

Napa County Office of Education – Batteries Enclosure
Napa County Office of Education

END OF SECTION 01 71 23

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.

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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:							

FORM CWM-2: DEMOLITION WASTE IDENTIFICATION				
MATERIAL DESCRIPTION	EST. QUANTITY	EST. VOLUME CY (CM)	EST. WEIGHT TONS (TONNES)	REMARKS AND ASSUMPTIONS
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 TRANSPORTION 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-slant binder cover and spline 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. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- D. The closeout documents shall be neatly organized and easily useable as determined by Architect and Owner. Separate closeout document binders from operations and maintenance manuals. Documents identified as "affidavit" shall be notarized.
- E. Prepare a table of contents for each volume, with each item description identified, typed on white paper, in five (5) parts as follows:
 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:
- a. Extra stock: Provide original receipts for delivery of “extra stock” items as described below. Receipts must be signed by an authorized Owner’s representative.
 - b. Keys: Provide original receipts for delivery of “keys.” Receipts must be signed by an authorized Owner’s representative.
 - c. Sign-in sheets: Provide signatures of attendees from all demonstrations.
- F. 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.
- G. 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

- A. Execute final cleaning prior to final Project inspection and acceptance.
- B. 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.
- C. Remove smudges, marks, stains, fingerprints, soil, dirt, spots, dust, lint, and other foreign materials from finished and exposed surfaces
- D. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.
- E. Clean and replace filters of operating equipment as required by Contract Documents
- F. Clean debris from roofs, gutters, downspouts, and drainage systems.
- G. Clean site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste and surplus materials, rubbish, and temporary construction facilities from site.

1.9 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual Specification Sections until Work is accepted by Architect and Owner.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. 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

CLOSE-OUT FORM “A”

SUBCONTRACTOR’S AFFIDAVIT OF RELEASE OF LIEN

STATE OF CALIFORNIA

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENTS:

_____, being first duly sworn, deposes and says:

1. That he / she is the _____ of _____, the subcontractor who supplied, installed, and /or erected the Work described below, and that, he /she is duly authorized to make this Affidavit and Subcontractor Release:

Project: Napa County Office of Education – Batteries Enclosure

Owner: Napa County Office of Education Architect: PBK

Work Performed: _____ Specification Section(s): _____

2. That all Work required under the subject subcontractor of the subject construction project has been performed in accordance with the terms thereof, that all material men, sub-subcontractors, mechanics, and laborers have been paid and satisfied in full and that there are no outstanding claims of any character arising out of the performance of said subcontractor which have not been paid and satisfied in full.
3. That to the best of his / her knowledge and belief, there are no unsatisfied claims for damages resulting from injury or death to any employees, sub-subcontractors, or the public at large arising out of the performance of said subcontract, or any suits or claims for any other damages of any kind, nature, or description which might constitute a lien upon the property of the Owner.
4. That he / she has received full payment of all sums due him / her for materials furnished and services rendered by the undersigned in connection with the performance of said subcontract and has and does hereby release the Owner and the Architect and his consultants and the Contractor from any and all claims of any character arising out of or in any way connected with performance of said subcontract.

ATTEST (If Corporation)

Name of Subcontractor

Secretary

(By)

(Title)

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20_____.

(Seal)

(Notary Public Signature)

CLOSE OUT FORM “B”

1. PROJECT INFORMATION

Facility:

Address:

City:

DISTRICT:

ARCHITECT/ENGINEER:

CONTRACTOR/CM:

CONTRACT DATE:

DATE DISTRICT AUTHORIZED PROJECT:
--

BRIEF DESCRIPTION OF PROJECT:

(This description should match the Summary with exceptions of all change orders and Directives)

2. CERTIFICATION OF DESIGN AND CONSTRUCTION

The intent of this document is to assure that the school district has provided to the architect/engineer the required information and the architect/engineer has reviewed the School Facilities Standards as required by the State of California, Division of the State Architect Office and used his/her reasonable professional judgment and care in the architectural/engineering design and that the contractor has constructed the project in a quality manner in general conformance with the design requirements and that the school district certifies to project completion.

3. The District certifies that the educational program and the educational specifications of this facility along with the identified building code to be used have been provided to the architect/engineer.

DISTRICT:

BY:

DATE:

4. The Architect/Engineer certifies the above information was received from the school district, and that the building(s) were designed in accordance with the applicable building codes. Further, the facility has been designed to meet or exceed the design criteria relating to space (minimum square footage), educational adequacy, and construction quality as contained in the School Facilities Standards as adopted by the Commissioner of Education, June 9, 2003, and as provided by the district.

ARCHITECT/ENGINEER:

BY:

DATE:

5. The Contractor/CM certifies that this project has been constructed in general conformance with the construction documents as prepared by the architect/engineer listed above.

CONTRACTOR/CM:

BY:

DATE:

INSTRUCTIONS FOR CLOSE OUT FORM B:

Section 1. Identify the following:

- name and address of the school facility
- name of the school district
- the Architect/Engineer and Contractor
- the date of execution of the construction contract
- the date that the school district authorized the superintendent to hire an architect/engineer
- scope of the project.

Section 2. This section outlines the intent of the document. No action required.

Section 3. This section is to be executed by the school district upon transmittal of the information (as listed) to the architect/engineer and is to remain in the custody of the school district throughout the entire project.

Section 4. This section is to be executed by the architect/engineer upon completion of the plans and specifications and in conjunction with the completion of the DSA plan review for code compliance and returned to the school district's files.

Section 5. This section is to be executed by the contractor upon substantial completion of the project and retained in the school district's files. Included with this document a copy of the Certificate of Substantial Completion, found in the Project Manual.

Section 6. This section is to be executed by the school district upon acceptance and occupancy of the project along with the original Certificate of Substantial Completion form..

Attachment copy of: "Substantial Completion form"

CLOSE-OUT FORM “C”

SUBCONTRACTOR HAZARDOUS MATERIAL CERTIFICATE

THE STATE OF _____
enclosure

PROJECT: Napa County Office of Education–Batteries

COUNTY OF _____

OWNER: Napa County Office of Education

ARCHITECT: PBK

SPECIFICATION SECTION(S):

KNOW ALL MEN BY THESE PRESENTS:

_____, being first duly sworn, deposes and says that he / she
is the

_____ of _____, the subcontractor / supplier
who constructed or provided the section(s) of Work referenced above, and that he / she is duly authorized
to certify to the best of his / her information, knowledge, and belief no asbestos, lead or PCB containing
products have been incorporated into the project.

ATTEST (If Corporation)

Name of Subcontractor / Supplier

(Title)

Secretary (By)

JURAT

THE STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Seal)

(Notary Public Signature)

PBK Architects
Project No. 250118
DSA No. 01-122377

Napa County Office of Education – Batteries Enclosure
Napa County Office of Education

CLOSE-OUT FORM “D”

SUBCONTRACTOR WARRANTY

STATE OF _____

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENTS:

_____, being first duly sworn, deposes and says:

1. That he / she is the Subcontractor (or the _____ of _____ the subcontractor) who supplied, installed, and / or erected the Work described below, and that, he / she is duly authorized to make this Subcontractor Warranty:

Project: Napa County Office of Education-Batteries Enclosure

Owner: Napa County Office of Education

Architect: PBK

Work Performed: _____ Specification Section(s): _____

2. The undersigned Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract are of good quality and new except where otherwise required or permitted by the Contract Documents, that the Work is free from defects not inherent in the quality required or permitted, and that the Work conforms with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Subcontractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Subcontractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage.
3. In the event of failure of materials, products, or workmanship, during the specified warranty periods, the Subcontractor shall take appropriate measures to assure correction or replacement of the defective items, whether notified by the Contractor, Owner or Architect.
4. The Subcontractor warrants the Work performed for a period of _____ months from the date of Substantial Completion, except as follows: _____

ATTEST (If Corporation)

Name of Subcontractor

Secretary

(By)

(Title)

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

PBK Architects
Project No. 250118
DSA No. 01-122377

Napa County Office of Education – Batteries Enclosure
Napa County Office of Education

(Seal)

(Notary Public Signature)

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 42 00: References.
 - 3. Section 01 73 00: Execution.
 - 4. Section 01 77 00: Closeout Procedures (Including forms A, B, C, and D)
 - 5. 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-WLC 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 an 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 issued 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. Pest Control:
1. Comply with pest control requirements in Division 01: General Requirements. Prepare written report.
- C. 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.
- 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:
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)

PBK Architects
Project No. 250118
DSA No. 01-122377

Napa County Office of Education – Batteries Enclosure
Napa County Office of Education

PART 3 EXECUTION (NOT USED)

END OF SECTION 01 78 23

SECTION 03 30 00 CAST-IN-PLACE CONCRETE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes cast-in-place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes, for all concrete shown on the structural drawings, including, but not necessarily limited to, the following:
 - 1. Footings.
 - 2. Foundation walls.
 - 3. Slabs-on-grade.

1.3 DEFINITIONS

- A. Cementitious Materials: Portland cement alone or in combination with one or more of the following: blended hydraulic cement, fly ash and other pozzolans, ground granulated blast-furnace slag, and silica fume; subject to compliance with requirements.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Design Mixtures: For each concrete mixture. Submit alternate design mixtures when characteristics of materials, Project conditions, weather, test results, or other circumstances warrant adjustments.
 - 1. Indicate amounts of mixing water to be withheld for later addition at Project site.
- C. Steel Reinforcement Shop Drawings: Placing drawings that detail fabrication, bending, and placement. Include bar sizes, lengths, material, grade, bar schedules, stirrup spacing, bent bar diagrams, bar arrangement, splices and laps, mechanical connections, tie spacing, hoop spacing, and supports for concrete reinforcement.
- D. Formwork Shop Drawings: Prepared by or under the supervision of a qualified professional engineer detailing fabrication, assembly, and support of formwork.
 - 1. Shoring and Reshoring: Indicate proposed schedule and sequence of stripping formwork, shoring removal, and reshoring installation and removal.
- E. Construction Joint Layout: Indicate proposed construction joints required to construct the structure.

1. Location of construction joints is subject to approval of the Project Architect and structural Engineer.
- F. Samples: For waterstops, vapor retarder and other construction-related products as described herein or on the drawings.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Contractor/Subcontractor/Installer.
- B. Material Certificates: For each of the following, signed by manufacturers:
1. Cementitious materials.
 2. Admixtures.
 3. Form materials and form-release agents.
 4. Steel reinforcement and accessories.
 5. Fiber reinforcement.
 6. Waterstops.
 7. Curing compounds.
 8. Floor and slab treatments.
 9. Bonding agents.
 10. Adhesives.
 11. Vapor retarders.
 12. Semi-rigid joint filler.
 13. Joint-filler strips.
 14. Repair materials.
- C. Material Test Reports: For the following, from a qualified testing agency retained and paid for by the Owner, indicating compliance with requirements:
1. Aggregates. Include service record data indicating absence of deleterious expansion of concrete due to alkali aggregate reactivity.
- D. Floor surface flatness and levelness measurements indicating compliance with specified tolerances.
- E. Field quality-control reports.
- F. Minutes of pre-installation conference.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified installer who employs on Project personnel qualified as ACI-certified Flatwork Technician and Finisher and a supervisor who is an ACI-certified Concrete Flatwork Technician.
- B. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."

- C. Testing Agency Qualifications: An independent agency retained and paid for by the Owner, qualified according to ASTM C 1077 and ASTM E 329 for testing indicated.
 - 1. Personnel conducting field tests shall be qualified as ACI Concrete Field Testing Technician, Grade 1, according to ACI CP-1 or an equivalent certification program.
 - 2. Personnel performing laboratory tests shall be ACI-certified Concrete Strength Testing Technician and Concrete Laboratory Testing Technician - Grade I. Testing Agency laboratory supervisor shall be an ACI-certified Concrete Laboratory Testing Technician - Grade II.
- D. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, obtain aggregate from single source, and obtain admixtures from single source from single manufacturer.
- E. ACI Publications: Comply with the following unless modified by requirements in the Contract Documents:
 - 1. ACI 301, "Specifications for Structural Concrete."
 - 2. ACI 117, "Specifications for Tolerances for Concrete Construction and Materials."
- F. Concrete Testing Service: The Owner will engage a qualified independent testing agency approved by DSA to perform material evaluation tests.
- G. Pre-installation Conference: Conduct conference at Project site.
 - 1. Before submitting design mixtures, review concrete design mixture and examine procedures for ensuring quality of concrete materials. Require representatives of each entity directly concerned with cast-in-place concrete to attend, including the following:
 - a. Contractor's superintendent.
 - b. Entity responsible for concrete design mixtures.
 - c. Ready-mix concrete manufacturer.
 - d. Concrete subcontractor.
 - e. Special concrete finish subcontractor.
 - 2. Review shall include, but not be limited to, the following subjects as applicable to the project: special inspection and testing and inspecting agency procedures for field quality control; concrete finishes and finishing; cold- and hot-weather concreting procedures; curing procedures; construction, contraction and isolation joints and joint-filler strips; semi-rigid joint fillers; forms and form removal limitations; shoring and reshoring procedures; vapor-retarder installation; anchor rod and anchorage device installation tolerances; steel reinforcement installation; floor and slab flatness and levelness measurement; concrete repair procedures; and concrete protection.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Steel Reinforcement: Deliver, store, and handle steel reinforcement to prevent bending and damage. Avoid damaging coatings on steel reinforcement as applicable.
- B. Waterstops: Store waterstops under cover to protect from moisture, sunlight, dirt, oil, and other contaminants.

PART 2 - PRODUCTS

2.1 FORM-FACING MATERIALS

- A. Smooth-Formed Finished Concrete: Form-facing panels that will provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.
 - 1. Plywood, metal, or other approved panel materials.
 - 2. Exterior-grade plywood panels, suitable for concrete forms, complying with DOC PS 1, and as follows:
 - a. High-density overlay, Class 1 or better.
 - b. Medium-density overlay, Class 1 or better; mill-release agent treated and edge sealed.
 - c. Structural 1, B-B or better; mill oiled and edge sealed.
 - d. B-B (Concrete Form), Class 1 or better; mill oiled and edge sealed.
- B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.
- C. Forms for Cylindrical Columns, Pedestals, and Supports: Metal, glass-fiber-reinforced plastic, paper, or fiber tubes that will produce surfaces with gradual or abrupt irregularities not exceeding specified formwork surface class. Provide units with sufficient wall thickness to resist plastic concrete loads without detrimental deformation.
- D. Pan-Type Forms: Glass-fiber-reinforced plastic or formed steel, stiffened to resist plastic concrete loads without detrimental deformation.
- E. Void Forms: Biodegradable paper surface, treated for moisture resistance, structurally sufficient to support weight of plastic concrete and other superimposed loads.
- F. Chamfer Strips: Wood, metal, PVC, or rubber strips, 3/4 by 3/4 inch, minimum.
- G. Rustication Strips: Wood, metal, PVC, or rubber strips, kerfed for ease of form removal.
- H. Form-Release Agent: Commercially formulated form-release agent that will not bond with, stain, or adversely affect concrete surfaces and will not impair subsequent treatments of concrete surfaces.
 - 1. Formulate form-release agent with rust inhibitor for steel form-facing materials.
- I. Form Ties: Factory-fabricated, removable or snap-off metal or glass-fiber-reinforced plastic form ties designed to resist lateral pressure of fresh concrete on forms and to prevent spalling of concrete on removal.
 - 1. Furnish units that will leave no corrodible metal closer than 1 inch to the plane of exposed concrete surface.
 - 2. Furnish ties that, when removed, will leave holes no larger than 1 inch in diameter in concrete surface.
 - 3. Furnish ties with integral water-barrier plates to walls indicated to receive dampproofing or waterproofing.

2.2 STEEL REINFORCEMENT

- A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60, deformed.
- B. Low-Alloy-Steel Reinforcing Bars where reinforcing bars are to be welded: ASTM A 706/A 706M, deformed.
- C. Steel Bar Mats: ASTM A 184/A 184M, fabricated from ASTM A 615/A 615M, Grade 60 or ASTM A 706/A 706M, deformed bars, assembled with clips.
- D. Deformed-Steel Welded Wire Reinforcement: ASTM A 497/A 497M, flat sheet.

2.3 REINFORCEMENT ACCESSORIES

- A. Joint Dowel Bars: ASTM A 615/A 615M, Grade 60, plain-steel bars, cut true to length with ends square and free of burrs.
- B. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire reinforcement in place. Manufacture bar supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice," of greater compressive strength than concrete and as follows:
 - 1. For concrete surfaces exposed to view where legs of wire bar supports contact forms, use CRSI Class 1 plastic-protected steel wire or CRSI Class 2 stainless-steel bar supports.
 - 2. For epoxy-coated reinforcement, use epoxy-coated or other dielectric-polymer-coated wire bar supports.
 - 3. For zinc-coated reinforcement, use galvanized wire or dielectric-polymer-coated wire bar supports.

2.4 CONCRETE MATERIALS

- A. Cementitious Material: Use the following cementitious materials, of the same type, brand, and source, throughout Project:
 - 1. Portland Cement: ASTM C 150, Type II
- B. Silica Fume: ASTM C 1240, amorphous silica.
- C. Normal-Weight Aggregates: ASTM C 33, coarse aggregate or better, graded. Provide aggregates from a single source.
 - 1. Maximum Coarse-Aggregate Size: 1 inch nominal and as indicated on drawings.
 - 2. Fine Aggregate: Free of materials with deleterious reactivity to alkali in cement.
- D. Water: ASTM C 94/C 94M and potable.

2.5 ADMIXTURES

- A. Air-Entraining Admixture: ASTM C 260.

- B. Chemical Admixtures: Provide admixtures certified by manufacturer to be compatible with other admixtures and that will not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
 - 1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.
 - 2. Retarding Admixture: ASTM C 494/C 494M, Type B.
 - 3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D.
 - 4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F.
 - 5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G.
 - 6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II.
- C. Set-Accelerating Corrosion-Inhibiting Admixture: Commercially formulated, anodic inhibitor or mixed cathodic and anodic inhibitor; capable of forming a protective barrier and minimizing chloride reactions with steel reinforcement in concrete and complying with ASTM C 494/C 494M, Type C.
- D. Non-Set-Accelerating Corrosion-Inhibiting Admixture: Commercially formulated, non-set-accelerating, anodic inhibitor or mixed cathodic and anodic inhibitor; capable of forming a protective barrier and minimizing chloride reactions with steel reinforcement in concrete.
- E. Color Pigment: ASTM C 979, synthetic mineral-oxide pigments or colored water-reducing admixtures; color stable, free of carbon black, nonfading, and resistant to lime and other alkalis.
 - 1. Color: As selected by Architect from manufacturer's full range.

2.6 WATERSTOPS

- A. Flexible Rubber Waterstops: CE CRD-C 513, with factory-installed metal eyelets, for embedding in concrete to prevent passage of fluids through joints. Factory fabricate corners, intersections, and directional changes.

2.7 CURING MATERIALS

- A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.
- B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately 9 oz./sq. yd. when dry.
- C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.
- D. Water: Potable.
- E. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, nondissipating, certified in writing by curing compound manufacturer to not interfere with bonding of floor covering.

2.8 RELATED MATERIALS

- A. Expansion- and Isolation-Joint-Filler Strips: ASTM D 1751, asphalt-saturated cellulosic fiber or ASTM D 1752, cork or self-expanding cork.

- B. Semirigid Joint Filler: Two-component, semirigid, 100 percent solids, epoxy resin with a Type A shore durometer hardness of 80 or aromatic polyurea with a Type A shore durometer hardness range of 90 to 95 per ASTM D 2240.
- C. Bonding Agent: ASTM C 1059/C 1059M, Type II, non-redispersible, acrylic emulsion or styrene butadiene.
- D. Epoxy Bonding Adhesive: ASTM C 881, two-component epoxy resin, capable of humid curing and bonding to damp surfaces, of class suitable for application temperature and of grade to suit requirements, and as follows:
 - 1. Types IV and V, load bearing, for bonding freshly mixed concrete to hardened concrete.
- E. Reglets: Fabricate reglets of not less than 0.022-inch-thick, galvanized-steel sheet. Temporarily fill or cover face opening of reglet to prevent intrusion of concrete or debris.
- F. Dovetail Anchor Slots: Hot-dip galvanized-steel sheet, not less than 0.034 inch thick, with bent tab anchors. Temporarily fill or cover face opening of slots to prevent intrusion of concrete or debris.

2.9 REPAIR MATERIALS

- A. Repair Underlayment: Cement-based, polymer-modified, self-leveling product that can be applied in thicknesses from 1/8 inch and that can be feathered at edges to match adjacent floor elevations.
 - 1. Cement Binder: ASTM C 150, Portland cement or hydraulic or blended hydraulic cement as defined in ASTM C 219.
 - 2. Primer: Product of underlayment manufacturer recommended for substrate, conditions, and application.
 - 3. Aggregate: Well-graded, washed gravel, 1/8 to 1/4 inch or coarse sand as recommended by underlayment manufacturer.
 - 4. Compressive Strength: Not less than 4100 psi at 28 days when tested according to ASTM C 109/C 109M.

2.10 CONCRETE MIXTURES, GENERAL

- A. Prepare design mixtures for each type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to ACI 301.
 - 1. Use a qualified independent testing agency for preparing and reporting proposed mixture designs based on laboratory trial mixtures.
- B. Cementitious Materials: Limit percentage, by weight, of cementitious materials other than Portland cement in concrete as follows:
 - 1. Fly Ash: 15 percent.
 - 2. Combined Fly Ash and Pozzolan: 15 percent.
 - 3. Silica Fume: 10 percent.
 - 4. Combined Fly Ash, Pozzolans, and Silica Fume: 25 percent with fly ash or pozzolans not exceeding 15 percent and silica fume not exceeding 10 percent.

- C. Limit water-soluble, chloride-ion content in hardened concrete to 1.00 percent by weight of cement.
- D. Admixtures: Use admixtures according to manufacturer's written instructions.
 - 1. Use water-reducing, high-range water-reducing, and/or plasticizing admixtures in concrete, as required, for placement and workability.
 - 2. Use water-reducing and retarding admixture when required by high temperatures, low humidity, or other adverse placement conditions.
 - 3. Use water-reducing admixture in pumped concrete, concrete for heavy-use industrial slabs and parking structure slabs, concrete required to be watertight, and concrete with a water-cementitious materials ratio below 0.50.
 - 4. Use corrosion-inhibiting admixture in concrete mixtures where indicated.
- E. Color Pigment: Add color pigment to concrete mixture according to manufacturer's written instructions and to result in hardened concrete color consistent with approved mockup.

2.11 CONCRETE MIXTURES FOR BUILDING ELEMENTS

- A. Footings, Foundation Walls, and Slabs-on-Grade: Proportion normal-weight concrete mixture as follows:
 - 1. Minimum Compressive Strength: 4000 psi at 28 days.
 - 2. Maximum Water-Cementitious Materials Ratio: 0.45.
 - 3. Slump Limit: 5 inches plus or minus 1 inch.
 - 4. Air Content: 5.5 percent, plus or minus 1.5 percent at point of delivery for 1-inch nominal maximum aggregate size.
 - 5. Air Content: 6 percent, plus or minus 1.5 percent at point of delivery for 1-inch nominal maximum aggregate size.

2.12 FABRICATING REINFORCEMENT

- A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

2.13 CONCRETE MIXING

- A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C 94/C 94M and ASTM C 1116/C 1116M, and furnish batch ticket information.
 - 1. When air temperature is between 85 and 90 deg F, reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F, reduce mixing and delivery time to 60 minutes.
- B. Project-Site Mixing: Measure, batch, and mix concrete materials and concrete according to ASTM C 94/C 94M. Mix concrete materials in appropriate drum-type batch machine mixer.
 - 1. For mixer capacity of 1 cu. yd. or smaller, continue mixing at least 1-1/2 minutes, but not more than 5 minutes after ingredients are in mixer, before any part of batch is released.
 - 2. For mixer capacity larger than 1 cu. yd., increase mixing time by 15 seconds for each additional 1 cu. yd..

3. Provide batch ticket for each batch discharged and used in the Work, indicating Project identification name and number, date, mixture type, mixture time, quantity, and amount of water added. Record approximate location of final deposit in structure.

PART 3 - EXECUTION

3.1 FORMWORK

- A. Design, erect, shore, brace, and maintain formwork, according to ACI 301, to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.
- B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117.
- C. Limit concrete surface irregularities, designated by ACI 347 as abrupt or gradual, as follows:
 1. Class A, 1/8 inch for smooth-formed finished surfaces.
 2. Class B, 1/4 inch for rough-formed finished surfaces.
- D. Construct forms tight enough to prevent loss of concrete mortar.
- E. Fabricate forms for easy removal without hammering or prying against concrete surfaces. Provide crush or wrecking plates where stripping may damage cast concrete surfaces. Provide top forms for inclined surfaces steeper than 1.5 horizontal to 1 vertical.
 1. Install keyways, reglets, recesses, and the like, for easy removal.
 2. Do not use rust-stained steel form-facing material.
- F. Set edge forms, bulkheads, and intermediate screed strips for slabs to achieve required elevations and slopes in finished concrete surfaces. Provide and secure units to support screed strips; use strike-off templates or compacting-type screeds.
- G. Provide temporary openings for cleanouts and inspection ports where interior area of formwork is inaccessible. Close openings with panels tightly fitted to forms and securely braced to prevent loss of concrete mortar. Locate temporary openings in forms at inconspicuous locations.
- H. Provide $\frac{3}{4}$ " chamfer (or as otherwise directed on the drawings) at exterior corners and edges of permanently exposed concrete.
- I. Form openings, chases, offsets, sinkages, keyways, reglets, blocking, screeds, and bulkheads required in the Work. Determine sizes and locations from trades providing such items.
- J. Clean forms and adjacent surfaces to receive concrete. Remove chips, wood, sawdust, dirt, and other debris just before placing concrete.
- K. Retighten forms and bracing before placing concrete, as required, to prevent mortar leaks and maintain proper alignment.
- L. Coat contact surfaces of forms with form-release agent, according to manufacturer's written instructions, before placing reinforcement.

3.2 EMBEDDED ITEMS

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 1. Install anchor rods, accurately located, to elevations required and complying with tolerances in Section 7.5 of AISC's "Code of Standard Practice for Steel Buildings and Bridges."
 - 2. Install reglets to receive waterproofing and to receive through-wall flashings in outer face of concrete frame at exterior walls, where flashing is shown at lintels, shelf angles, and other conditions.
 - 3. Install dovetail anchor slots in concrete structures as indicated.

3.3 REMOVING AND REUSING FORMS

- A. General: Formwork for sides of beams, walls, columns, and similar parts of the Work that does not support weight of concrete may be removed after cumulatively curing at not less than 50 deg F for 24 hours after placing concrete. Concrete has to be hard enough to not be damaged by form-removal operations and curing and protection operations need to be maintained.
 - 1. Leave formwork for beam soffits, joists, slabs, and other structural elements that supports weight of concrete in place until concrete has achieved at least 75 percent of its 28-day design compressive strength.
 - 2. Remove forms only if shores have been arranged to permit removal of forms without loosening or disturbing shores.
- B. Clean and repair surfaces of forms to be reused in the Work. Split, frayed, delaminated, or otherwise damaged form-facing material will not be acceptable for exposed surfaces. Apply new form-release agent.
- C. When forms are reused, clean surfaces, remove fins and laitance, and tighten to close joints. Align and secure joints to avoid offsets. Do not use patched forms for exposed concrete surfaces unless approved by Architect.

3.4 SHORES AND RESHORES

- A. Comply with ACI 318 (ACI 318M) and ACI 301 for design, installation, and removal of shoring and reshoring.
 - 1. Do not remove shoring or reshoring until measurement of slab tolerances is complete.
- B.]Plan sequence of removal of shores and reshore to avoid damage to concrete. Locate and provide adequate reshoring to support construction without excessive stress or deflection.

3.5 STEEL REINFORCEMENT

- A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.
 - 1. Do not cut or puncture vapor retarder. Repair damage and reseal vapor retarder before placing concrete.

- B. Clean reinforcement of loose rust and mill scale, earth, ice, and other foreign materials that would reduce bond to concrete.
- C. Accurately position, support, and secure reinforcement against displacement. Locate and support reinforcement with bar supports to maintain minimum concrete cover. Do not tack weld crossing reinforcing bars.
- D. Set wire ties with ends directed into concrete, not toward exposed concrete surfaces.
- E. Install welded wire reinforcement in longest practicable lengths on bar supports spaced to minimize sagging. Lap edges and ends of adjoining sheets at least one mesh spacing. Offset laps of adjoining sheet widths to prevent continuous laps in either direction. Lace overlaps with wire.

3.6 JOINTS

- A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.
- B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.
 - 1. Place joints perpendicular to main reinforcement. Continue reinforcement across construction joints unless otherwise indicated. Do not continue reinforcement through sides of strip placements of floors and slabs.
 - 2. Form keyed joints as indicated. Embed keys at least 1-1/2 inches into concrete.
 - 3. Use a bonding agent at locations where fresh concrete is placed against hardened or partially hardened concrete surfaces.
 - 4. Use epoxy-bonding adhesive at locations where fresh concrete is placed against hardened or partially hardened concrete surfaces.
- C. Contraction Joints in Slabs-on-Grade: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construct contraction joints for a depth equal to one-fourth of concrete thickness as follows:
 - 1. Grooved Joints: Form contraction joints after initial floating by grooving and finishing each edge of joint to a radius of 1/8 inch. Repeat grooving of contraction joints after applying surface finishes. Eliminate groover tool marks on concrete surfaces.
 - 2. Sawed Joints: Form contraction joints with power saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut 1/8-inch-wide joints into concrete when cutting action will not tear, abrade, or otherwise damage surface and before concrete develops random contraction cracks.
- D. Isolation Joints in Slabs-on-Grade: After removing formwork, install joint-filler strips at slab junctions with vertical surfaces, such as column pedestals, foundation walls, grade beams, and other locations, as indicated.
 - 1. Extend joint-filler strips full width and depth of joint, terminating flush with finished concrete surface unless otherwise indicated.
 - 2. Terminate full-width joint-filler strips not less than 1/2 inch or more than 1 inch below finished concrete surface where joint sealants are indicated.
 - 3. Install joint-filler strips in lengths as long as practicable. Where more than one length is required, lace or clip sections together.

- E. Doweled Joints: Install dowel bars and support assemblies at joints where indicated. Lubricate or asphalt coat one-half of dowel length to prevent concrete bonding to one side of joint.

3.7 WATERSTOPS

- A. Flexible Waterstops: Install in construction joints and at other joints indicated to form a continuous diaphragm. Install in longest lengths practicable. Support and protect exposed waterstops during progress of the Work. Field fabricate joints in waterstops according to manufacturer's written instructions.
- B. Self-Expanding Strip Waterstops: Install in construction joints and at other locations indicated, according to manufacturer's written instructions, adhesive bonding, mechanically fastening, and firmly pressing into place. Install in longest lengths practicable.

3.8 CONCRETE PLACEMENT

- A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.
- B. Before test sampling and placing concrete, water may be added at Project site, subject to limitations of ACI 301, up to amount allowed in mix design.
 - 1. Do not add water to concrete after adding high-range water-reducing admixtures to mixture.
- C. Deposit concrete continuously in one layer or in horizontal layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
 - 1. Deposit concrete in horizontal layers of depth to not exceed formwork design pressures and in a manner to avoid inclined construction joints.
 - 2. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301.
 - 3. Do not use vibrators to transport concrete inside forms. Insert and withdraw vibrators vertically at uniformly spaced locations to rapidly penetrate placed layer and at least 6 inches into preceding layer. Do not insert vibrators into lower layers of concrete that have begun to lose plasticity. At each insertion, limit duration of vibration to time necessary to consolidate concrete and complete embedment of reinforcement and other embedded items without causing mixture constituents to segregate.
- D. Deposit and consolidate concrete for floors and slabs in a continuous operation, within limits of construction joints, until placement of a panel or section is complete.
 - 1. Consolidate concrete during placement operations so concrete is thoroughly worked around reinforcement and other embedded items and into corners.
 - 2. Maintain reinforcement in position on chairs during concrete placement.
 - 3. Screed slab surfaces with a straightedge and strike off to correct elevations.
 - 4. Slope surfaces uniformly to drains where required.
 - 5. Begin initial floating using bull floats or darbies to form a uniform and open-textured surface plane, before excess bleedwater appears on the surface. Do not further disturb slab surfaces before starting finishing operations.

E. Hot-Weather Placement: Comply with ACI 301 and as follows:

1. Maintain concrete temperature below 90 deg F at time of placement. Chilled mixing water or chopped ice may be used to control temperature, provided water equivalent of ice is calculated to total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.
2. Fog-spray forms, steel reinforcement, and subgrade just before placing concrete. Keep subgrade uniformly moist without standing water, soft spots, or dry areas.

3.9 FINISHING FORMED SURFACES

A. Rough-Formed Finish: As-cast concrete texture imparted by form-facing material with tie holes and defects repaired and patched. Remove fins and other projections that exceed specified limits on formed-surface irregularities.

1. Apply to concrete surfaces not exposed to public view.

B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defects. Remove fins and other projections that exceed specified limits on formed-surface irregularities.

1. Apply to concrete surfaces exposed to public view, or as otherwise directed by the Architect.

C. Rubbed Finish: Apply the following to smooth-formed finished as-cast concrete where indicated:

1. Smooth-Rubbed Finish: Not later than one day after form removal, moisten concrete surfaces and rub with carborundum brick or another abrasive until producing a uniform color and texture. Do not apply cement grout other than that created by the rubbing process.
2. Grout-Cleaned Finish: Wet concrete surfaces and apply grout of a consistency of thick paint to coat surfaces and fill small holes. Mix one part portland cement to one and one-half parts fine sand with a 1:1 mixture of bonding admixture and water. Add white portland cement in amounts determined by trial patches so color of dry grout will match adjacent surfaces. Scrub grout into voids and remove excess grout. When grout whitens, rub surface with clean burlap and keep surface damp by fog spray for at least 36 hours.
3. Cork-Floated Finish: Wet concrete surfaces and apply a stiff grout. Mix one part portland cement and one part fine sand with a 1:1 mixture of bonding agent and water. Add white portland cement in amounts determined by trial patches so color of dry grout will match adjacent surfaces. Compress grout into voids by grinding surface. In a swirling motion, finish surface with a cork float.

D. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces unless otherwise indicated.

3.10 MISCELLANEOUS CONCRETE ITEMS

A. Filling In: Fill in holes and openings left in concrete structures after work of other trades is in place unless otherwise indicated. Mix, place, and cure concrete, as specified, to blend with in-

place construction. Provide other miscellaneous concrete filling indicated or required to complete the Work.

- B. Curbs: Provide monolithic finish to interior curbs by stripping forms while concrete is still green and by steel-troweling surfaces to a hard, dense finish with corners, intersections, and terminations slightly rounded.
- C. Equipment Bases and Foundations: Provide machine and equipment bases and foundations as shown on Drawings. Set anchor bolts for machines and equipment at correct elevations, complying with diagrams or templates from manufacturer furnishing machines and equipment.
- D. Steel Pan Stairs: Provide concrete fill for steel pan stair treads, landings, and associated items. Cast-in inserts and accessories as shown on Drawings. Screed, tamp, and trowel finish concrete surfaces.

3.11 CONCRETE PROTECTING AND CURING

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 301 for hot-weather protection during curing.
- B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.
- C. Formed Surfaces: Cure formed concrete surfaces, including underside of beams, supported slabs, and other similar surfaces. If forms remain during curing period, moist cure after loosening forms. If removing forms before end of curing period, continue curing for the remainder of the curing period.
- D. Unformed Surfaces: Begin curing immediately after finishing concrete. Cure unformed surfaces, including floors and slabs, concrete floor toppings, and other surfaces.
- E. Cure concrete according to ACI 308.1, by one or a combination of the following methods:
 - 1. Moisture Curing: Keep surfaces continuously moist for not less than seven days with the following materials:
 - a. Water.
 - b. Continuous water-fog spray.
 - c. Absorptive cover, water saturated, and kept continuously wet. Cover concrete surfaces and edges with 12-inch lap over adjacent absorptive covers.
 - 2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least 12 inches, and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period using cover material and waterproof tape.
 - a. Moisture cure or use moisture-retaining covers to cure concrete surfaces to receive floor coverings.

- b. Moisture cure or use moisture-retaining covers to cure concrete surfaces to receive penetrating liquid floor treatments.
 - c. Cure concrete surfaces to receive floor coverings with either a moisture-retaining cover or a curing compound that the manufacturer certifies will not interfere with bonding of floor covering used on Project.
- 3. Curing Compound: Apply uniformly in continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Maintain continuity of coating and repair damage during curing period.
 - a. Removal: After curing period has elapsed, remove curing compound without damaging concrete surfaces by method recommended by curing compound manufacturer, unless manufacturer certifies in writing that curing compound will not interfere with bonding of floor covering used on this Project.
- 4. Curing and Sealing Compound: Apply uniformly to floors and slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

3.12 JOINT FILLING

- A. Prepare, clean, and install joint filler according to manufacturer's written instructions.
 - 1. Defer joint filling until concrete has aged at least **[one] [six]** month(s). Do not fill joints until construction traffic has permanently ceased.
- B. Remove dirt, debris, saw cuttings, curing compounds, and sealers from joints; leave contact faces of joint clean and dry.
- C. Install semi-rigid joint filler full depth in saw-cut joints and at least 2 inches deep in formed joints. Overfill joint and trim joint filler flush with top of joint after hardening.

3.13 CONCRETE SURFACE REPAIRS

- A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.
- B. Patching Mortar: Mix dry-pack patching mortar, consisting of one part Portland cement to two and one-half parts fine aggregate passing a No. 16 sieve, using only enough water for handling and placing.
- C. Repairing Formed Surfaces: Surface defects include color and texture irregularities, cracks, spalls, air bubbles, honeycombs, rock pockets, fins and other projections on the surface, and stains and other discolorations that cannot be removed by cleaning.
 - 1. Immediately after form removal, cut out honeycombs, rock pockets, and voids more than 1/2 inch in any dimension to solid concrete. Limit cut depth to 3/4 inch. Make edges of cuts perpendicular to concrete surface. Clean, dampen with water, and brush-coat holes and voids with bonding agent. Fill and compact with patching mortar before bonding agent

- has dried. Fill form-tie voids with patching mortar or cone plugs secured in place with bonding agent.
2. Repair defects on surfaces exposed to view by blending white Portland cement and standard Portland cement so that, when dry, patching mortar will match surrounding color. Patch a test area at inconspicuous locations to verify mixture and color match before proceeding with patching. Compact mortar in place and strike off slightly higher than surrounding surface.
 3. Repair defects on concealed formed surfaces that affect concrete's durability and structural performance as determined by Architect.
- D. Repairing Unformed Surfaces: Test unformed surfaces, such as floors and slabs, for finish and verify surface tolerances specified for each surface. Correct low and high areas. Test surfaces sloped to drain for trueness of slope and smoothness; use a sloped template.
1. Repair finished surfaces containing defects. Surface defects include spalls, popouts, honeycombs, rock pockets, crazing and cracks in excess of 0.01 inch wide or that penetrate to reinforcement or completely through unreinforced sections regardless of width, and other objectionable conditions.
 2. After concrete has cured at least 14 days, correct high areas by grinding.
 3. Correct localized low areas during or immediately after completing surface finishing operations by cutting out low areas and replacing with patching mortar. Finish repaired areas to blend into adjacent concrete.
 4. Correct other low areas scheduled to receive floor coverings with a repair underlayment. Prepare, mix, and apply repair underlayment and primer according to manufacturer's written instructions to produce a smooth, uniform, plane, and level surface. Feather edges to match adjacent floor elevations.
 5. Correct other low areas scheduled to remain exposed with a repair topping. Cut out low areas to ensure a minimum repair topping depth of 1/4 inch to match adjacent floor elevations. Prepare, mix, and apply repair topping and primer according to manufacturer's written instructions to produce a smooth, uniform, plane, and level surface.
 6. Repair defective areas, except random cracks and single holes 1 inch or less in diameter, by cutting out and replacing with fresh concrete. Remove defective areas with clean, square cuts and expose steel reinforcement with at least a 3/4-inch clearance all around. Dampen concrete surfaces in contact with patching concrete and apply bonding agent. Mix patching concrete of same materials and mixture as original concrete except without coarse aggregate. Place, compact, and finish to blend with adjacent finished concrete. Cure in same manner as adjacent concrete.
 7. Repair random cracks and single holes 1 inch or less in diameter with patching mortar. Groove top of cracks and cut out holes to sound concrete and clean off dust, dirt, and loose particles. Dampen cleaned concrete surfaces and apply bonding agent. Place patching mortar before bonding agent has dried. Compact patching mortar and finish to match adjacent concrete. Keep patched area continuously moist for at least 72 hours.
- E. Perform structural repairs of concrete, subject to Architect's approval, using epoxy adhesive and patching mortar.
- F. Repair materials and installation not specified above may be used, subject to Architect's approval.
- 3.14 FIELD QUALITY CONTROL
- A. Testing and Inspecting: Owner will engage a special inspector and/or qualified testing and inspecting agency to perform field tests and inspections and prepare test reports.
 - B. Inspections:

1. Steel reinforcement placement.
 2. Steel reinforcement welding.
 3. Headed bolts and studs.
 4. Verification of use of required design mixture.
 5. Concrete placement, including conveying and depositing.
 6. Curing procedures and maintenance of curing temperature.
 7. Verification of concrete strength before removal of shores and forms from beams and slabs.
- C. Concrete Tests: Testing of composite samples of fresh concrete obtained according to ASTM C 172 shall be performed according to the following requirements:
1. Testing Frequency: Obtain one composite sample for each day's pour of each concrete mixture exceeding 5 cu. yd., but less than 25 cu. yd., plus one set for each additional 50 cu. yd. or fraction thereof.
 2. Testing Frequency: Obtain at least one composite sample for each 100 cu. yd. or fraction thereof of each concrete mixture placed each day.
 - a. When frequency of testing will provide fewer than five compressive-strength tests for each concrete mixture, testing shall be conducted from at least five randomly selected batches or from each batch if fewer than five are used.
 3. Slump: ASTM C 143/C 143M; one test at point of placement for each composite sample, but not less than one test for each day's pour of each concrete mixture. Perform additional tests when concrete consistency appears to change.
 4. Air Content: ASTM C 231, pressure method, for normal-weight concrete; ASTM C 173/C 173M, volumetric method, for structural lightweight concrete; one test for each composite sample, but not less than one test for each day's pour of each concrete mixture.
 5. Concrete Temperature: ASTM C 1064/C 1064M; one test hourly when air temperature is 40 deg F and below and when 80 deg F and above, and one test for each composite sample.
 6. Unit Weight: ASTM C 567, fresh unit weight of structural lightweight concrete; one test for each composite sample, but not less than one test for each day's pour of each concrete mixture.
 7. Compression Test Specimens: ASTM C 31/C 31M.
 - a. Cast and laboratory cure two sets of two standard cylinder specimens for each composite sample.
 - b. Cast and field cure two sets of two standard cylinder specimens for each composite sample.
 8. Compressive-Strength Tests: ASTM C 39/C 39M; test one set of two laboratory-cured specimens at 7 days and one set of two specimens at 28 days.
 - a. Test one set of two field-cured specimens at 7 days and one set of two specimens at 28 days.
 - b. A compressive-strength test shall be the average compressive strength from a set of two specimens obtained from same composite sample and tested at age indicated.
 9. When strength of field-cured cylinders is less than 85 percent of companion laboratory-cured cylinders, Contractor shall evaluate operations and provide corrective procedures for protecting and curing in-place concrete.

10. Strength of each concrete mixture will be satisfactory if every average of any three consecutive compressive-strength tests equals or exceeds specified compressive strength and no compressive-strength test value falls below specified compressive strength by more than 500 psi.
 11. Test results shall be reported in writing to Architect, concrete manufacturer, and Contractor within 48 hours of testing. Reports of compressive-strength tests shall contain Project identification name and number, date of concrete placement, name of concrete testing and inspecting agency, location of concrete batch in Work, design compressive strength at 28 days, concrete mixture proportions and materials, compressive breaking strength, and type of break for both 7- and 28-day tests.
 12. Nondestructive Testing: Impact hammer, sonoscope, or other nondestructive device may be permitted by Architect but will not be used as sole basis for approval or rejection of concrete.
 13. Additional Tests: Testing and inspecting agency shall make additional tests of concrete when test results indicate that slump, air entrainment, compressive strengths, or other requirements have not been met, as directed by Architect. Testing and inspecting agency may conduct tests to determine adequacy of concrete by cored cylinders complying with ASTM C 42/C 42M or by other methods as directed by Architect.
 14. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.
 15. Correct deficiencies in the Work that test reports and inspections indicate do not comply with the Contract Documents.
- D. Measure floor and slab flatness and levelness according to ASTM E 1155 (ASTM E 1155M) within 48 hours of finishing.

END OF SECTION

SECTION 26 33 73 BATTERY ENERGY STORAGE SYSTEM (BESS)

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes
 - 1. Battery energy storage system (BESS).
- B. Related Sections: Related sections include, but shall not be limited to, the following:
 - 1. Battery rawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
 - 2. Applicable general requirements for electrical Work specified within Division 26 Specification Sections apply to this Section.
- C. Reference Standards
 - 1. Battery ASCE 7 - Minimum Design Loads and Associated Criteria for Buildings and Other Structures; Most Recent Edition Cited by Referring Code or Reference Standard.
 - 2. ICC (IBC) - International Building Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
 - 3. IEC 61800-3 - Adjustable Speed Electrical Power Drive Systems - Part3: EMC Requirements and Specific Test Methods for PDS and Machine Tools; 2022.
 - 4. IEEE 693 - Recommended Practice for Seismic Design of Substations; 2018.
 - 5. ISO 9001 - Quality Management Systems — Requirements; 2015, with Amendment (2024).
 - 6. ISO 12944-5 - Paints and Varnishes – Corrosion Protection of Steel Structures by Protective Paint Systems – Part 5: Protective Paint Systems; 2019.
 - 7. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum); 2020.
 - 8. NFPA 69 - Standard on Explosion Prevention Systems; 2024.
 - 9. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
 - 10. NFPA 855 - Standard for the Installation of Stationary Energy Storage Systems; 2023.
 - 11. UL 1642 - Lithium Batteries; Current Edition, Including All Revisions.
 - 12. UL 1741 - Inverters, Converters, Controllers and Interconnection System Equipment for Use With Distributed Energy Resources; Current Edition, Including All Revisions.
 - 13. UL 1973 - Batteries for Use in Stationary and Motive Auxiliary Power Applications; Current Edition, Including All Revisions.
 - 14. UL 9540 - Energy Storage Systems and Equipment; Current Edition, Including All Revisions.
 - 15. UL 9540A - Test Method for Evaluating Thermal Runaway Fire Propagation in Battery Energy Storage Systems; Current Edition, Including All Revisions.

1.2 DEFINITIONS

- A. C Rate: Power/energy capacity.
- B. Abbreviations and Acronyms
 - 1. BESS: Battery energy storage system.
 - 2. BMS: Battery management system
 - 3. DER: Distributed energy resource.
 - 4. ECC: Energy control center.
 - 5. HMI: Human machine interface.
 - 6. HVAC: Heating, ventilation, and air conditioning

7. IEC: International Electrotechnical Commission.
8. IEEE: Institute of Electrical and Electronics Engineers.
9. kWh: Kilowatt hour.
10. kW: Kilowatt.
11. LFP: Lithium ferrophosphate/lithium-ion iron phosphate.
12. MEMS: Microgrid energy management system.
13. NEC: National Electrical Code.
14. PCS: Power conversion system
15. PV: Photovoltaic.
16. SOC: State of charge.
17. UL: Underwriters Laboratories.

1.3 SUBMITTALS

- A. Product Data: Provide manufacturer's standard catalog pages and data sheets, including physical data, electrical performance, electrical characteristics, and connection requirements.
- B. Shop Drawings: Indicate enclosure dimensions, shipping section dimensions, weights, foundation requirements, required clearances, location and size of each field connection, and mounting and installation instructions.
 1. Structural calculations.
 2. Inspection and test plan.
- C. Provide sufficient information to determine compliance with Contract Documents. Identify submittal data with specific equipment tags and/or service descriptions to which they pertain. Identify specific model numbers, options, and features of equipment proposed.
- D. Indicate deviations from Contract Documents with reference to corresponding drawing or specification number and written justification for deviation.
- E. Operational Readiness Report:
 1. Document test results, including assumptions, conditions, allowances, and corrections made.
 2. Provide listing of field modifications and adjustments made including settings/parameters not identified as factory defaults within equipment's operations and maintenance manual documentation.
 3. Include certification, signed by Contractor and manufacturer's representative, that equipment and associated system have been installed, configured, and tested in accordance with manufacturer's recommendations, conforms to requirements of Contract Documents, and is ready for operation.
- F. Functional Demonstration Testing Report: Document test results, including assumptions, conditions, allowances, and corrections made.
- G. Manufacturer's qualification statement.
- H. Operation and Maintenance Data:
 1. Provide detailed information on system operation, equipment programming and setup, replacement parts, and recommended maintenance procedures and intervals
 - a. Include contact information for parts stocking location closest to Owner.
 - b. Identify critical spare parts associated with long lead times and/or those critical to unit operation.
 - c. Identify maintenance spare parts required to regularly perform scheduled equipment maintenance including, but not limited to, consumable parts required

to be exchanged during scheduled maintenance periods.

- I. Project Record Documents:
 - 1. Construction, installation, schematic, and wiring diagrams updated to as-installed and commissioned state.
 - 2. Configured settings/parameters for adjustable components updated to as-installed and commissioned state, noted if different from factory default.
- J. Specimen Warranty: Statement of standard warranty and extended warranty options/costs
- K. Executed warranty.
- L. Maintenance Materials: Furnish the following for Owner's use in maintenance of project:
 - 1. Spare Parts: For each type and size of unit installed.
 - a. Provide minimum spare parts recommended by manufacturer.
 - b. Fuses: One set of each type of power and control fuse installed within equipment.
 - c. Package and mark spare parts for long-term storage. Provide separate anti-static containers for printed circuit boards.
- M. Tools: Manufacturer-specific special tools required to install, remove, test, and maintain equipment components.
 - 1. Equipment Configuration Software: PC-based or smart mobile device application; provide one of each different communication interface cable required to connect computer/device for configuration and programming.
 - 2. Configuration Files: For future upload into replaced/repaired components, in media format acceptable by Owner.

1.4 PERFORMANCE REQUIREMENTS

- A. Preinstallation Meeting: Review material selections and installation procedures with manufacturer's representative and affected installers.
- B. Scheduling: Do not schedule functional demonstration testing until operational readiness testing is complete and associated report and certification have been submitted.

1.5 QUALITY ASSURANCE

- A. Quality Assurance/Control Submittals
 - 1. Design Data, Test Reports, Certificates, Manufacturers' Instructions, Manufacturers' Field Reports, Qualification Statements
- B. Qualifications
 - 1. Manufacturer Qualifications
 - a. Certified in accordance with ISO 9001 with applicable quality assurance system regularly reviewed and audited by third-party registrar. Develop and control manufacturing, inspection, and testing procedures under guidelines of quality assurance system.
 - b. Service, repair, and technical support services available 24 hours per day, 7 days per week from manufacturer or their representative.
- C. Comply with the following:

1. NFPA 70.
 2. NFPA 855.
 3. Requirements of local authorities having jurisdiction.
 4. Applicable local codes.
- D. Product Listing Organization Qualifications: Organization recognized by OSHA as Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

1.6 WARRANTY

- A. Manufacturer Warranty:
- B. Provide manufacturer warranty for defects in material and workmanship for 3 years, including performance guarantee, labor, and parts. Complete forms in Owner's name and register with manufacturer.
- C. Offer warranty extension for coverage through year 15 for additional cost.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Packing, Shipping, Handling, and Unloading
1. Provide crane for handling of Approx. 33 ft BESS.
- B. Acceptance at Site
1. Prior to delivery to project site, verify suitable storage space is available to store materials in well-ventilated area protected from weather, moisture, soiling, extreme temperatures, humidity, and corrosive atmospheres.
- C. Storage and Protection
1. Protect materials during delivery and storage and maintain within manufacturer's written storage requirements. At minimum, store indoors in clean, dry space with uniform temperature to prevent condensation and protect electronics from potential damage from electrical and magnetic energy.
 2. Deliver materials to project site in supplier's or manufacturer's original wrappings and containers, labeled with supplier's or manufacturer's name, material or product brand name, and equipment tag number or service name as identified in Contract Documents.
 3. Inspect products and report concealed damage or violation of delivery, storage, and handling requirements to Engineer.
 4. Energize/charge BESS within 2 weeks after delivery to project site.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Basis-of-Design Product Risen C&I Battery Energy Storage System (BESS).

2.2 MATERIALS

- A. Basis of Design: Risen C&I Battery Energy Storage System (BESS);
https://en.risen.com/assembly/power_energy
- B. BESS Ratings/Configurations: As indicated on drawings.

- C. Approx. 33 ft. BESS, Typical of 4 Units, Rating/Configuration: 250kW, 1,146.88 kWh; model SU287U125HV
- D. BESS Inverter model Delta PCS125HV, Typical of 2
- E. Provide battery energy storage system (BESS) units factory assembled in non-walk-in, outdoor-rated only enclosure including but not limited to power conversion system (PCS), lithium-ion iron phosphate/lithium ferrophosphate (LFP) batteries, output isolation transformer, factory-installed local BESS controller for communication with microgrid controls, UPS for control backup, HVAC system, fire alarm system, gas detection and ventilation system, and factory-installed internal electrical connections.
- F. Listed as complying with UL 9540.
- G. Seismic Qualification:
 - 1. Provide independent third-party analysis and certification in accordance with ICC (IBC)/ASCE 7 and IEEE 693, using importance factor of 1.0.
 - 2. Seismic Rating Zone 4
- H. Fire Safety:
 - 1. UL 9540 certification, which includes UL 9540A large fire battery open rack tests.
 - 2. Aerosol fire extinguishers, smoke detector and fire control panel
- I. Operation Temperature Range: From minus 22 to 113 degrees F (minus 30 to 45 degrees C).
- J. HVAC:
 - 1. Industrial wall-mounted HVAC unit for outdoor cabinet, with internal temperature sensor.
 - 2. Capacity: Maintain enclosure interior temperature to battery manufacturer requirements with outside design temperature of minus 22 degrees F (minus 30 degrees C) or 113 degrees F (45 degrees C).
- K. Power Conversion System:
 - 1. Rated Power:
 - a. Approx. 33 ft BESS: 250 kW, models available.
 - 2. AC Output Voltage:
 - a. Approx. 33 ft BESS: 480 VAC (plus 10%/minus 12%), 3 phase, 3 wire.
 - 3. Grid Frequency: 60 Hz, plus 0.5/minus 0.7 Hz.
 - 4. DC Bus Voltage Range:
 - a. Approx. 33 ft BESS: 750-1350 VDC.
 - 5. Overload Capability:
 - a. Approx. 33 ft BESS: 110 percent for 30 minutes
 - 6. Certifications:
 - a. UL 1741, UL 1741 SB and IEEE 1547: 2018, FCC part 15 class A
 - 7. Two Storage Inverters: Capable of grid-tie and grid-forming operation.
- L. Batteries:
 - 1. Chemistry: Lithium-ion iron phosphate/lithium ferrophosphate (LFP).
 - 2. Nominal Capacity:
 - a. Cell: 280 Ah.
 - b. Battery Module: 280 Ah.
 - 3. Nominal Energy:
 - a. Cell: 896 Wh.
 - b. Battery Module: 8.96 kWh.

- 4. Voltage Range:
 - a. Cell: 2.8-3.6 V.
 - b. Battery Module: 28.0-36.0 V.
- 5. Optimize capacity, energy, and voltage range for racks for configuration.
- 6. Certifications:
 - a. UL 1741, UL 1741 SB and UL 1741 CRD, IEEE 1547, UL1973, UL 9540A, UL 9540.
- M. Communications:
 - 1. Protocol: Modbus TCP/IP
 - 2. Ethernet: RJ45, 2 channels 100M adaptive
 - 3. Data Logging (Short period) for troubleshooting
- N. Enclosure:
 - 1. Environmental Rating: NEMA 3R
- O. Dimensions:
 - 1. Approx. 33 ft BESS: 33 feet 3 inch (10.1 m) long by 6 feet 2 inch (1.9 m) deep by 8 feet 3 inch (2.5 m) high.
- P. Weight:
 - 1. 3,900 kg per Battery/Rack Cabinet.

2.3 SOURCE QUALITY CONTROL

- A. Perform factory function testing and first parameter adjusting.
- B. Identify BESS with label indicating inspection/testing agency and date of service.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Examine equipment exterior and interior for damage, including but not limited to, structure, moisture, and mildew.
- B. Examine for conditions detrimental to completion of work.

3.2 INSTALLATION

- A. Install equipment in accordance with manufacturer's written instructions.

3.3 FIELD QUALITY CONTROL

- A. Manufacturers' Field Services: Provide services of manufacturer's field representative to perform functional testing, commissioning, and first parameter adjusting.
 - 1. Include necessary material, equipment, labor, and technical supervision.
 - 2. Replace damaged or malfunctioning equipment and report discrepancies or installation issues.
 - 3. Identify BESS with label indicating inspection/testing agency and date of service.
- B. Operational Readiness Testing:
 - 1. Inspect and test equipment and associated systems for conformance to Contract

Documents, including equipment manufacturer's recommendations, and readiness for operation.

2. Visually inspect for physical damage and proper installation.
3. Perform tests in accordance with manufacturer's instructions.
4. Perform tests to verify compliance with Contract Documents.
5. Perform tests to verify equipment is ready for operation.

C. Touch-up paint chips and scratches with manufacturer-supplied paint.

3.4 CLOSEOUT ACTIVITIES

- A. Functional Demonstration Testing: Demonstrate proper operation of equipment and associated systems to Owner's designated representative and Engineer observing and documenting compliance with Contract Documents.
- B. Training:
1. Train Owner's personnel on operation and maintenance of system.
 - 1) Accommodate minimum of **four** attendees.
 - 2) Provide not less than **one** session(s) with **four hours** of classroom and hands-on training.
 - 3) Training Reference: Use submitted operations and maintenance manuals or Provide manuals and documentation for each participant.
 - 4) Instructor: Factory-trained manufacturer's representative.
 - 5) Location: Project site.
 2. Provide sufficient time and detail in each session to cover the following at minimum:
 - 1) Operation theory.
 - 2) Major equipment components.
 - 3) Equipment operation.
 - 4) Equipment configurations.
 - 5) Maintenance, troubleshooting, and repair.
 - 6) Component-level parts replacement.

3.5 MAINTENANCE

- A. Service Plan: Provide separate maintenance contract to Owner, included in base bid at no extra cost, for service and maintenance of BESS for min two years from date of Substantial Completion.
1. Annual Preventative Maintenance Visit: Perform inspection of equipment and environment and submit report documenting results with recommendations.

END OF SECTION 26 33 73

SECTION 32 31 13 CHAIN LINK FENCES AND GATES

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. All Chain link fences, new or modernized shall comply with all local codes and zoning, where located on property and in route of travel all hardware to meet specified requirements listed here-in. Refer to Drawings and Details.
- B. Related Section:
 - 1. Section 03 30 00: Cast-In-Place Concrete.
- C. Reference Standards:
 - 1. ASTM International (ASTM):
 - a. A392, Standard Specification for Zinc-Coated Steel Chain-Link Fence Fabric.
 - b. F567, Standard Practice for Installation of Chain Link Fence.
 - c. F626, Standard Specification for Fence Fittings.
 - d. F900, Standard Specification for Industrial and Commercial Swing Gates.
 - e. F1083, Standard Specification for Pipe, Steel, Hot-Dipped Zinc-Coated (Galvanized) Welded for Fence Structures.
 - f. F2611, Standard Guide for Design and Construction of Chain Link Security Fencing.
- D. Accessibility Requirements - Comply with applicable requirements:
 - 1. Americans with Disability Act of 1990, as amended.
 - 2. CBC 2022 California Building Code:
 - a. CBC Chapter 11B - California Building Code - Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing.
 - b. Door and Gate closures shall comply with 11B-404.2.8.1.
 - c. Door and Gate opening force shall comply with 11B-404.2.9.
 - d. Door and Gate operation shall comply with 11B-309.4.
 - 3. California Referenced Standards Code:
 - a. CCR Title 24, Part 2, as adopted and amended by DSA.
 - b. Title 24, Part 12, Section 12-10-202, Item (F).

1.4 SUBMITTALS

- A. Product Data:
 - 1. Manufacturer's schedules, charts, literature, and illustrations indicating the performance, fabrication procedures, product variations and accessories indicating material compliance and specified options.
 - 2. Manufacturer's installation instructions.
- B. Shop Drawings: Indicate materials, dimensions, details, and finish, show locations and installation procedures. Include details of fence and gate joints, attachments, accessories, footings, and clearances.

1.3 QUALITY ASSURANCE

- A. Accessibility Requirements for Fences, Gates, and Hardware:
 - 1. Gates that are part of the accessible route shall meet all the requirements of an accessible door in compliance with CNC Section 11B-404.
 - 2. The levers of lever actuated latches or locks for accessible gates shall be curved with a return to within ½ inch of the gate surfaces to prevent catching on the clothing or persons. See California Referenced Standards Code T-24, Part 12, Section 12-10-202, Item (F).
 - 3. Swing doors and gate surfaces within 10 inches of the finish floor or ground shall have a smooth surface on the push side extending the full width of the door or gate. Parts creating horizontal or vertical joints in these surfaces shall be within 1/16 inch of the same plane as the other and be free of sharp or abrasive edges. Cavities created by added kick plates shall be capped. See CBC Section 11B-404.2.10.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Specifications are based on products of Anchor Fence by Master Halco Inc., Baltimore, MD, Phone (800) 229-5615.
- B. Other manufacturers must have a minimum of five (5) years' experience manufacturing chain link fencing and gates meeting or exceeding the following specifications for design, size, gauge, finish of metal parts and fabrication and comply with Division 01 requirements for substitutions in order to be considered:
 - 1. Golden State Fence, Co Inc, Rancho Cordova, CA (916) 468-0975
 - 2. S & S Fence Co, Sacramento, CA (916) 682-1100

2.2 CHAIN LINK FENCE MATERIALS

- A. General:
 - 1. Selvage: Knuckled finish top and bottom.
 - 2. Steel Fabric: Comply with Chain Link Fence Manufacturers Institute (CLFMI) Product Manual. Furnish one-piece fabric widths for fencing up to 16 feet high. Wire sizes includes zinc coating.
 - 3. Galvanized Wire: Zinc coated wire-ASTM A392, Class 1, with not less than 1.2 oz. zinc. per sq. ft.
- B. Fence Fabrics:
 - 1. Non-Slatted Fabric: Black vinyl coated tight weave; 2" mesh, 9 gauge zinc coated steel wire coated with black vinyl, top selvage twisted tight, bottom selvage knuckled end closed. Posts to be powder coated where vinyl coated fabric occurs. Finish: ASTM F668 Class 2b, 7mil (0.18 mm) thickness thermally fused over zinc-coated wire. Color shall be: black
- C. Framing:
 - 1. Strength requirements for posts and rails shall conform to ASTM F1043.
 - 2. Pipe shall be straight, true to section, material, and sizes specified.
 - 3. Posts, Rails, Braces, and Gate Frames - Steel pipe - Type I - ASTM F1083, standard weight Schedule 40; minimum yield strength of 25,000 psi; sizes as indicated below. Hot-dipped galvanized with minimum average 1.8 oz/ft² of coated surface area:
 - a. Line posts: 2 inch o.d, weighing 2.72 lb/ft.
 - b. Terminal, End, Corner, and Pull Posts: 2-1/2 inch o.d., weighing 3.65 lb/ft.

- c. Rails and Braces: 1-5/8 inch o.d., weighing 2.27 lb/ft.
 4. End, corner, and pull posts for following fabric heights:
 - d. 6 feet to 10 feet: 2.875" OD (3" OD) (with privacy slats provide 3.5" OD)
 5. Line or intermediate posts for following fabric heights:
 - e. 6 feet to 8 feet: 2.375" OD (2-1/2" OD) (with privacy slats provide 3" OD)
 6. Top, Bottom and Horizontal Intermediate Rails:
 - a. Top, bottom and horizontal intermediate rails (as applicable) shall be 1.66" OD (1-5/8"OD)
 7. Gate Posts: Furnish posts for supporting single gate leaf, or one leaf of a double gate installation, for nominal gate widths as follows:
 - a. 6 feet to 10 feet: 3.5" OD
 8. Gate Frames: Furnish frames (single or double gate), for nominal gate widths as follows:
 - a. 6 feet to 10 feet: 1.90" OD (2" OD)
 9. For fencing with vinyl coated fabric, posts and railings to be painted with two applications of exterior grade paint. Color shall match vinyl color.
- D. Concrete: ASTM C94/C94M-19a; Portland Cement, 4,000 p.s.i. strength at 28 days, 3 inch slump; one inch maximum sized coarse aggregate.
- E. Fence Accessories:
1. Chain Link Fence Accessories: Provide items required to complete fence system. Galvanize each ferrous metal item and finish to match framing.
 2. Post Caps: Formed steel, cast malleable iron, or aluminum alloy weathertight closure cap for tubular posts. Provide one (1) cap for each post (where top rail is used, provide tops to permit passage of top rail).
 3. Top Rail and Brace Rail Ends: Formed steel, malleable or cast iron, for connection of rail and brace to terminal posts.
 4. Top Rail Sleeves: 6 inch sleeve allowing for expansion and contraction of top rail.
 5. Wire Ties: 9 gauge galvanized steel wire for attachment of fabric to line posts. Double wrap 13 gauge for rails and braces. Hog ring ties of 12-1/2 gauge for attachment of fabric to tension wire.
 6. Brace and Tension (Stretcher Bar) Bands: Pressed steel.
 7. Tension (Stretcher) Bars: One piece lengths equal to 2 inches less than full height of fabric with a minimum cross-section of 3/16 inch x 3/4 inch or equivalent fiber glass rod. Provide tension (stretcher) bars where chain link fabric meets terminal posts.
 8. Tension Wire: 7 gauge, diameter core wire with tensile strength of 75,000 psi.
 9. Truss Rods: Steel rods with minimum diameter of 5/16 inch.
 10. Fasteners: Galvanized nuts and bolts.

2.3 CHAIN LINK SWING GATES

- A. Gate Frames: Fabricate chain link swing gates in accordance with ASTM F900 using galvanized steel tubular members, 2 inches square, weighing 2.60 lb/ft. Fusion or stainless steel welded connections forming rigid one-piece unit.
- B. Chain Link Fence Fabric: Same as specified above for fence. Install fabric with hook bolts and tension bars at all four (4) sides. Attach to gate frame at not more than 15 inches on center.
- C. Hardware Materials - Hot dipped galvanized steel or malleable iron shapes to suit gate size.
 1. Hinges: Structurally capable of supporting gate leaf and allow opening and closing without binding. Non-lift-off type hinge design shall permit gate to swing 180 degrees inward.
 2. Latch: Non-accessible; Forked type capable of retaining gate in closed position and

- have provision for padlock. Latch shall permit operation from either side of gate.
 - 3. Gate Hardware: Shall conform to 1.2.D this section and as listed in part 4 below.
 - 4. Keeper: Provide keeper for each gate leaf over five (5) feet wide. Gate keeper shall consist of mechanical device for securing free end of gate when in full open position.
 - 5. Drop Rod: Provide at double gates to hold inactive leaf. Provide gate stop pipe to engage center drop rod. Provide locking device and padlock eyes as an integral part of latch, requiring one (1) padlock for locking both gate leaves.
- D. Gate Posts - Steel pipe, ASTM F1083, standard weight Schedule 40; minimum yield strength of 25,000 psi. Hot-dipped galvanized with minimum 1.8 oz/ft² of zinc. Sizes as follows:
- 1. Width for single gate or one gate leaf of double gates:
 - a. 6 feet or less: 2.875 inches in diameter, weighing 5.79 lb/ft.
 - b. Over 6 feet to 12 feet: 4.00 inches in diameter, weighing 9.11 lb/ft.
 - c. Over 12 feet to 19 feet: 6.625 inches in diameter, weighing 18.97 lb/ft.
 - c. Over 19 feet to 23 feet: 8.625 inches in diameter, weighing 28.55 lb/ft.

2.4 SETTING MATERIALS

- A. Concrete: Minimum 28 day compressive strength of 4,000 psi.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify areas to receive fencing are completed to final grades and elevations.
- B. Ensure property lines and legal boundaries of work are clearly established.

3.2 CHAIN LINK FENCE FRAMING INSTALLATION

- A. Install chain link fence in accordance with ASTM F567 and manufacturer's instructions.
- B. Locate terminal post at each fence termination and change in horizontal or vertical direction of 30 degrees or more.
- C. Space line posts uniformly at 10 feet on center.
- D. Concrete fence post footings:
 - 1. Drill holes in firm, undisturbed or compacted soil. Excavate deeper than specified below as required for adequate support in soft and loose soils, and for posts with heavy lateral loads.
 - 2. Line posts shall be set in 9 inch minimum diameter concrete piers, with a minimum of 36 inches of post embedment in concrete with an additional 3 inch concrete cover at bottom. Unless otherwise noted on drawings.
 - 3. All end, corner, and pull posts shall be set in minimum 12 inch minimum diameter concrete piers, with a minimum of 36 inches of post embedment in concrete with an additional 3 inch concrete cover at bottom.
 - 4. Place concrete around posts in a continuous pour.
 - 5. Trowel finish around post. Slope to direct water away from posts.
- E. Check each post for vertical and top alignment, and maintain in position during placement and finishing operations.

- F. Bracing: Install horizontal pipe brace at mid-height for fences six (6) and over, on each side of terminal posts. Firmly attach with fittings. Install diagonal truss rods at these points. Adjust truss rod, ensuring posts remain plumb.
- G. Tension Wire: Provide tension wire at bottom of fabric. Install tension wire before stretching fabric and attach to each post with ties. Secure tension wire to fabric with 12-1/2 gauge hog rings 24 inches on center.
- H. Top Rail: Install lengths, 21 feet. Connect joints with sleeves for rigid connections for expansion/contraction.
- I. Bottom Rails: Install bottom rails between posts with fittings and accessories.

3.3 CHAIN LINK FABRIC INSTALLATION

- A. Fabric: Install fabric on security side and attach so that fabric remains in tension after pulling force is released. Leave approximately 2 inches between finish grade and bottom selvage. Attach fabric with wire ties to line posts at 15 inches on center and to rails, braces, and tension wire at 24 inches on center.
- B. Tension (stretcher) bars: Pull fabric taut; thread tension bar through fabric and attach to terminal posts with bands or clips spaced maximum of 15 inches on center.
 - 1. Install to the guideline of ASTM F2611.

3.4 ACCESSORIES

- A. Tie Wires: Bend ends of wire to minimize hazard to persons and clothing.
- B. Fasteners: Install nuts on side of fence opposite fabric side for added security.

3.5 CHAIN LINK SWING GATE POST INSTALLATION

- A. Install gate posts in accordance with manufacturer's instructions.
- B. Concrete gate post footings:
 - 1. Drill holes in firm, undisturbed or compacted soil. Excavate deeper than specified below as required for adequate support in soft and loose soils, and for posts with heavy lateral loads.
 - 2. All gate posts shall be set in minimum 12 inch diameter concrete piers, with a minimum of 36 inches of post embedment in concrete with an additional 3 inch concrete cover at bottom.
 - 3. Place concrete around posts in a continuous pour.
 - 4. Trowel finish around post. Slope to direct water away from posts.
- C. Gate posts and hardware: Set keeper, stops, sleeves into concrete. Check each post for vertical and top alignment, and maintain in position during placement and finishing operations.

3.6 GATE INSTALLATION

- A. Install gates plumb, level, and secure for full opening without interference.
- B. Attach hardware by means which will prevent unauthorized removal.

- C. Adjust hardware for smooth operation.

3.7 CLEANING

- A. Clean up debris and unused material, and remove from the site.

END OF SECTION 32 31 13

