SECTION 01 2000 - PRICE AND PAYMENT PROCEDURES

1.01 SCHEDULE OF VALUES A. Submit a printed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet. Contractor's standard form or electronic media printout will be

1.02 APPLICATIONS FOR PROGRESS PAYMENTS A. Form: AIA G702 Application and Certificate for Payment and AIA G703 - Continuation Sheet.

Include additional sheets when required. B. When Architect requires substantiating information, submit data justifying dollar amounts in guestion.

AIA Document A201, General Conditions of the Contract for Construction, 2017 Edition.

1.03 MODIFICATION PROCEDURES A. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full

documentation. Document any requested substitutions in accordance with Section 01 6000. 1.04 APPLICATION FOR FINAL PAYMENT A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

accomplished: Closeout procedures specified in Section 01 7000 Closeout submittals in accordance with Sections 01 3000 and 01 7800.

B. Application for Final Payment will not be considered until the following have been

SECTION 01 2500 - SUBSTITUTION PROCEDURES

1.01 DEFINITIONS

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

3.01 GENERAL REQUIREMENTS

considered.

A. A Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter: 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system. Agrees to provide the same warranty for the substitution as for the specified product.

Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner. 4. Waives claims for additional costs or time extension that may subsequently become 5. Agrees to reimburse Owner and Architect for review or redesign services associated

with re-approval by authorities. B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.

C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response. 1. No specific form is required. Contractor's Substitution Request documentation must include the following:

a. Substitution Request Information: 1) Indication of whether the substitution is for cause or convenience.

3) Reference to particular Contract Document(s) specification section number, title, and article/paragraph(s). 4) Description of Substitution. 5) Reason why the specified item cannot be provided.

6) Differences between proposed substitution and specified item. 7) Description of how proposed substitution affects other parts of work. b. Comparative Data: Provide point-by-point, side-by-side comparison addressing essential attributes specified, as appropriate and relevant for the item: 1) Physical characteristics.

2) In-service performance. Expected durability. 4) Visual effect. 5) Warranties.

6) Other salient features and requirements.

7) Include, as appropriate or requested, the following types of documentation: (a)Product Data: (c) Certificates, test, reports or similar qualification data

(d)Drawings, when required to show impact on adjacent construction elements. c. Impact of Substitution: 1) Savings to Owner for accepting substitution. 2) Change to Contract Time due to accepting substitution

D. Limit each request to a single proposed substitution item. 3.02 SUBSTITUTION PROCEDURES DURING CONSTRUCTION A. Architect will consider requests for substitutions only within 15 days after date of Agreement.

B. Submit request for Substitution for Cause within 14 days of discovery of need for substitution, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule. C. Submit request for Substitution for Convenience immediately upon discovery of its potential

advantage to the project, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule. In addition to meeting general documentation requirements, document how the requested substitution benefits the Owner through cost savings, time savings, greater energy conservation, or in other specific ways.

2. Document means of coordinating of substitution item with other portions of the work, including work by affected subcontractors. 3. Bear the costs engendered by proposed substitution of: a. Owner's compensation to the Architect for any required redesign, time spent

processing and evaluating the request. D. Substitutions will not be considered under one or more of the following circumstances: When they are indicated or implied on shop drawing or product data submittals, without having received prior approval. Without a separate written request.

3.03 RESOLUTION A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner B. Architect will notify Contractor in writing of decision to accept or reject request.

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

SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS

1.01 GENERAL ADMINISTRATIVE REQUIREMENTS A. Comply with requirements of Section 01 7000 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities. B. Make the following types of submittals to Architect through the General Contractor:

Requests for Information (RFI). Requests for substitution.

Shop drawings, product data, and samples. Test and inspection reports.

Design data. Manufacturer's instructions and field reports.

Applications for payment and change order requests.

Progress schedules. Correction Punch List and Final Correction Punch List for Substantial Completion.

10. Closeout submittals. 3.01 PROGRESS MEETINGS

A. Schedule and administer meetings throughout progress of the Work at regular intervals, appropriate to the stage of Work. B. Make arrangements for meetings, prepare agenda with copies for participants, preside at

C. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made. 3.02 CONSTRUCTION PROGRESS SCHEDULE

A. Within 10 days after date established in Notice to Proceed, submit preliminary schedule defining planned operations for the first 60 days of work, with a general outline for remainder

3.03 PROGRESS PHOTOGRAPHS A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.

3.04 REQUESTS FOR INFORMATION (RFI) A. Definition: A request seeking one of the following:

1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place

in Contract Documents. 2. A resolution to an issue which has arisen due to field conditions and affects design

B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal

C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.

1. Prepare a separate RFI for each specific item. a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers. b. Do not forward requests which solely require internal coordination between

subcontractors. a. "Received" - to notify the Contractor that the submittal has been received for record 2. The Architect and the architect's consultants will not accept Requests For Information directly from subcontractors and suppliers. 2. Items for which action was taken:

D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to SECTION 01 4000 - QUALITY REQUIREMENTS confirm that information sufficient for their interpretation is definitely not included. 1.01 SECTION INCLUDES Include in each request Contractor's signature attesting to good faith effort to determine

from Contract Documents information requiring interpretation. 2. Unacceptable Uses for RFIs: Do not use RFIs to request the following::

c. Changes that entail change in Contract Time and Contract Sum.

returned without a response, with an explanatory notation.

necessary to provide an actionable response.

Issue date, and requested reply date

section number, title, and paragraph(s)

b. Approval of substitutions.

and Specifications.

processing of such RFIs.

Contract Documents.

Contract Sum.

update the RFI Log.

3.06 SUBMITTALS FOR INFORMATION

3.07 NUMBER OF COPIES OF SUBMITTALS

3.08 SUBMITTAL PROCEDURES

A. General Requirements:

Contractor.

with requirements.

Submit one extra of submittals for information.

Use a separate transmittal for each item.

3; one of which will be retained by Architect.

not be acknowledged, reviewed, or returned.

party, allow an additional 7 davs.

subcontractors and suppliers.

B. Product Data Procedures:

C. Shop Drawing Procedures:

D. Samples Procedures:

installation locations.

E. Transmitting Procedures:

than 200 x 200 DPI

3.09 SUBMITTAL REVIEW

appropriate action.

actions to be taken.

and incorporated.

Submittal Review cover sheet.

compliance with project requirements

changes and corrections are needed.

1. Items for which no action was taken:

requirements for shop drawings.

a. Approval of submittals.

d. Different methods of performing work than those indicated in the Contract Drawings

3. Improper RFIs: Requests not prepared in compliance with requirements of this section,

reasonably inferable from, Contract Documents, with no additional input required to clarify the

and/or missing key information required to render an actionable response. They will be

4. Frivolous RFIs: Requests regarding information that is clearly indicated on, or

time-and-materials basis) incurred by the Architect, and any of its consultants, due to

E. Content: Include identifiers necessary for tracking the status of each RFI, and information

1. Official Project name and number, and any additional required identifiers established in

information/interpretation. Identify pertinent drawing and detail number and/or specification

6. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is

If applicable, state the likely impact of the suggested resolution on Contract Time or the

F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and

H. Review Time: Architect will respond and return RFIs to Contractor within 7 calendar days of

Responses: Content of answered RFIs will not constitute in any manner a directive or

receipt. For the purpose of establishing the start of the mandated response period, RFIs

received after 12:00 noon will be considered as having been received on the following regular

1. Response period may be shortened or lengthened for specific items, subject to mutual

authorization to perform extra work or delay the project. If in Contractor's belief it is likely to

lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and

Response may include a request for additional information, in which case the original

RFI will be deemed as having been answered, and an amended one is to be issued forthwith.

3. Upon receipt of a response, promptly review and distribute it to all affected parties, and

4. Notify Architect within seven calendar days if an additional or corrected response is

required by submitting an amended version of the original RFI, identified as specified above.

Product data, shop drawings, samples for selection and samples for verification.

D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES

B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be

B. Documents for Project Closeout: Make one reproduction of submittal originally reviewed.

C. Samples: Submit the number specified in individual specification sections, but not less than

of products required, field dimensions, adjacent construction work, and coordination of

information is in accordance with the requirements of the work and Contract Documents.

a. Submittals from sources other than the Contractor, or without Contractor's stamp will

b. Submittals not bearing the contractor's approval will be returned with no action taken.

Schedule submittals to expedite the Project, and coordinate submission of related

a. For each submittal for review, allow 10 days excluding delivery time to and from the

b. For sequential reviews involving Architect's consultants, Owner, or another affected

Identify variations from Contract Documents and product or system limitations that may

When revised for resubmission, identify all changes made since previous submission.

8. Distribute reviewed submittals. Instruct parties to promptly report inability to comply

9. Incomplete submittals will not be reviewed, unless they are partial submittals for

distinct portion(s) of the work, and have received prior approval for their use.

11. The Architect and the architect's consultants will not accept submittals from

12. Architect will return copies of submittals for review to the Contractor by e-mail.

14. Make submittals that require field verification or field measurements only when

Submit only information required by individual specification sections.

Do not submit (Material) Safety Data Sheets for materials or products.

13. Architect will place copies of submittals for information into the project's electronic

progress of the work is complete to the point where verification and measurements can be

1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting

3. Generic, non-project-specific information submitted as shop drawings do not meet the

Identify each item to allow review for applicability in relation to shop drawings showing

1. Transmit electronic submittals via e-mail. Include in the e-mail identification of the

b. Information originally in color is to be scanned and submitted in color.

attachments as a submittal for review or for information. Do not include questions, comments,

a. Scans are to be of suitable resolution so as to be legible in all respects, but not less

2. Transmit samples and other submittals that cannot be converted to electronic format

A. Architect will place copies of submittals for information into the project's electronic record.

C. Submittals for Information: Architect will acknowledge receipt and review. See below for

D. Architect's actions will be reflected by marking each returned submittal using virtual stamp on

Notations may be made directly on submitted items and/or listed on appended

a. "NO EXCEPTIONS TAKEN", or language with same legal meaning: Submittal is in

b. "EXCEPTIONS NOTED", or language with same legal meaning: Relatively minor

c. "REVISE & RESUBMIT", or language with same legal meaning: Comments and

a. "REJECTED": Submittal is not in compliance with project requirements. In the

Architect's opinion, the only reasonable course of action is a new submittal.

1) Submit item complying with requirements of Contract Documents.

corrections are so extensive as to require significant changes, and further review, in order to

1) At Contractor's option, submit corrected item, with review notations acknowledged

B. Submittals for Review: Architect will review each submittal, and approve, or take other

information or attachments pertaining to other than the submittal being sent in any submittal

10. Submittals not requested will not be recognized or processed.

performed and such information is included on the submittal.

Collect required information into a single submittal.

Transmit related items together as single package.

c. E-mail to the Architect's designated Project Architect.

a. Deliver to the Architect at architect's business address.

E. Architect's and consultants' actions on items submitted for review:

show the submittal is in compliance with project requirements.

Not Authorizing fabrication, delivery, and installation:

F. Architect's and consultants' actions on items submitted for information:

a. "Reviewed" - no further action is required from Contractor.

1. Authorizing purchasing, fabrication, delivery, and installation:

with the Contractor's standard transmittal form.

2. Do not reproduce Contract Documents to create shop drawings.

Contract Documents and coordinating related work.

Apply Contractor's stamp, signed or initialed certifying that review, approval, verification

article below and for record documents purposes described in Section 01 7800 - Closeout

Design data, certificates, test reports, inspection reports, manufacturer's instructions,

2. Do not extend applicability of a response to specific item to encompass other similar

required in cases where clarification of coordination issues is involved, for example; routing,

clearances, and/or specific locations of work shown diagrammatically in Contract Documents.

Annotations: Field dimensions and/or description of conditions which have engendered

question. They will be returned without a response, with an explanatory notation.

a. The Owner reserves the right to assess the Contractor for the costs (on

Discrete and consecutive RFI number, and descriptive subject/title.

4. Reference to particular Contract Document(s) requiring additional

other information necessary to substantiate the reason for the request.

agreement, and recorded in a timely manner in progress meeting minutes.

A. When the following are specified in individual sections, submit them for review:

B. Submit to Architect for review for the limited purpose of checking for compliance with

information given and the design concept expressed in Contract Documents.

A. When the following are specified in individual sections, submit them for information:

A. Documents for Information: Submit one copy electronically in .pdf format.

Send submittals in electronic format via email to Architect.

be detrimental to successful performance of the completed work.

6. Provide space for Contractor and Architect review stamps.

follow up with an appropriate Change Order request to Owner.

Identify the amended RFI with an R suffix to the original number.

conditions, unless specifically so noted in the response.

C. Samples will be reviewed for aesthetic, color, or finish selection.

manufacturer's field reports and other types indicated.

G. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.

C. References and standards. D. Testing and inspection agencies and services.

B. Quality assurance.

G. Manufacturers' field services.

1.03 QUALITY ASSURANCE

A. Submittals.

E. Control of installation. F. Tolerances.

1.02 SUBMITTALS A. Design Data: Submit for project record, for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents. B. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in

quantities specified for Product Data. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect

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

remedies of any deficiencies reported by the inspection. 3. Qualification Statement: Provide documentation showing testing laboratory is accredited under IAS AC89. 1.04 REFERENCES AND STANDARDS A. For products and workmanship specified by reference to a document or documents not

included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes. B. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.

 C. Obtain copies of standards where required by product specification sections. D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion. E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding

F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from Contract Documents by mention or inference otherwise in any reference document 1.05 TESTING AND INSPECTION AGENCIES AND SERVICES

required special testing and inspection. B. Contractor shall employ and pay for services of an independent testing agency to perform other specified testing and inspection. C. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

A. Owner will employ services of an independent testing agency to perform certain code

Testing agency: Comply with requirements of ASTM E329, ASTM E543, ASTM E699, ASTM C1021, ASTM C1077, ASTM C1093, and ASTM D3740. Inspection agency: Comply with requirements of ASTM D3740 and ASTM E329. Laboratory: Authorized to operate in the State in which the Project is located. Testing Equipment: Calibrated at reasonable intervals either by NIST or using an NIST established Measurement Assurance Program, under a laboratory measurement quality assurance program.

3.01 CONTROL OF INSTALLATION A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality. B. Comply with manufacturers' instructions, including each step in sequence.

C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding. D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more

E. Have work performed by persons qualified to produce required and specified quality. F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 TOLERANCES A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate. B. Comply with manufacturers' tolerances except where industry standard tolerances are more

restrictive. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding. C. Adjust products to appropriate dimensions; position before securing products in place. 3.03 TESTING AND INSPECTION

A. See individual specification sections for testing and inspection required. B. Testing Agency Duties: Provide qualified personnel at site. Cooperate with Architect and Contractor in

performance of services. Perform specified sampling and testing of products in accordance with specified Ascertain compliance of materials and mixes with requirements of Contract

Documents. 4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of

Work or products. Perform additional tests and inspections required by Architect. Submit reports of all tests/inspections specified. C. Limits on Testing/Inspection Agency Authority:

Agency may not release, revoke, alter, or enlarge on requirements of Contract Agency may not approve or accept any portion of the Work.

Agency may not assume any duties of Contractor. Agency has no authority to stop the Work. D. Contractor Responsibilities:

Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs. 2. Cooperate with laboratory personnel and provide access to the Work and to manufacturers' facilities.

3. Provide incidental labor and facilities: a. To provide access to Work to be tested/inspected. b. To obtain and handle samples at the site or at source of Products to be tested/inspected.

 c. To facilitate tests/inspections. d. To provide storage and curing of test samples. 4. Provide testing and inspection agency sufficient notice prior to expected time for operations requiring testing/inspection services.

Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements. E. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency.

F. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor. 3.04 MANUFACTURERS' FIELD SERVICES A. When specified in individual specification sections, require material or product suppliers or

manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary. B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions. 3.05 CORRECTION

A. Replace Work or portions of the Work not complying with specified requirements. SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

1.01 TEMPORARY UTILITIES A. Provide and pay for electrical power, lighting, water, heating and cooling, and ventilation required for construction purposes

B. Use trigger-operated nozzles for water hoses, to avoid waste of water. 1.02 TELECOMMUNICATIONS SERVICES

A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization. B. Telecommunications services shall include: Telephone service with a number dedicated for project use and with voice messaging

2. Internet Connections: Minimum of one; DSL modem or faster. a. Provide printer/copier/scanner or equivalent to allow for transfer of drawings and

1.03 TEMPORARY SANITARY FACILITIES

with locks.

A. Provide and maintain required facilities and enclosures. Provide at time of project B. Maintain daily in clean and sanitary condition. 1.04 BARRIERS

A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations B. Provide barricades and covered walkways for public rights-of-way and to maintain safe public access to and egress from existing building.

C. Provide protection for plants designated to remain. Replace damaged plants. D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage. 1.05 FENCING A. Construction: Commercial grade chain link fence. B. Provide 6 foot high fence around construction site; equip with vehicular and pedestrian gates

1.06 EXTERIOR ENCLOSURES A. Provide temporary insulated weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

B. When the project site or portions there-of is to be occupied during construction, provide temporary insulated weather tight closure consistent with the requirements of paragraph A D. For design of temporary shoring and bracing, employ a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.

A. Provide temporary partitions and ceilings as indicated to separate work areas from Owner-occupied areas, to prevent penetration of dust and moisture into Owner-occupied areas, and to prevent damage to existing materials and equipment.

1.07 INTERIOR ENCLOSURES

B. Construction: Framing and gypsum board sheet materials with closed joints and sealed edges at intersections with existing surfaces, unless otherwise indicated on the drawings: Maximum flame spread rating of 25 in accordance with ASTM E84. 1.08 SECURITY

A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from

unauthorized entry, vandalism, or theft. 1.09 VEHICULAR ACCESS AND PARKING A. Comply with regulations relating to use of streets and sidewalks, access to emergency

facilities, and access for emergency vehicles. B. Coordinate access and haul routes with governing authorities and Owner. C. Provide and maintain access to fire hydrants, free of obstructions.

D. Provide means of removing mud from vehicle wheels before entering streets. E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking. 1.10 WASTE REMOVAL

A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition. B. Provide containers with lids. Remove trash from site periodically. C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable

non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction. D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids. 1.12 FIELD OFFICES

A. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack, and drawing display table B. Provide space for Project meetings, with table and chairs to accommodate 10 persons. 1.13 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection. B. Clean and repair damage caused by installation or use of temporary work.

C. Restore existing facilities used during construction to original condition. D. Restore new permanent facilities used during construction to specified condition.

SECTION 01 6000 - PRODUCT REQUIREMENTS

2.01 EXISTING PRODUCTS

those standards or description.

A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical

characteristics, utility connection requirements, and location of utility outlets for service for

functional equipment and appliances C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.

required or permitted by Contract Documents. B. Unforeseen historic items encountered remain the property of the Owner; notify Owner promptly upon discovery; protect, remove, handle, and store as directed by Owner. C. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.

A. Do not use materials and equipment removed from existing premises unless specifically

2.02 NEW PRODUCTS A. Provide new products unless specifically required or permitted by Contract Documents. B. Where other criteria are met, Contractor shall give preference to products that: If used on interior, have lower emissions, as defined in Section 01 6116. If wet-applied, have lower VOC content, as defined in Section 01 6116.

Are extracted, harvested, and/or manufactured closer to the location of the project. 4. Have longer documented life span under normal use. Result in less construction waste. See Section 01 7419 Are made of vegetable materials that are rapidly renewable.

C. Provide interchangeable components of the same manufacture for components being 2.03 PRODUCT OPTIONS A. Products Specified by Reference Standards or by Description Only: Use any product meeting

B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed. C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named. D. Specifications are, in general, written to be non-proprietary, however; where specific products are required, for example a certain size, color, texture, configuration or other characteristic,

manufacturer and product information are provided on the drawings in the form of notes or schedules as appropriate. 1. Substitutions for products so indicated will be considered in accordance with "Substitution Procedures" of this specification Section.

2.04 MAINTENANCE MATERIALS A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections. B. Deliver and place in location as directed; obtain receipt prior to final payment.

3.01 SUBSTITUTION LIMITATIONS A. See Section 01 2500 - Substitution Procedures. 3.02 OWNER-SUPPLIED PRODUCTS A. Owner's Responsibilities

Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor. Arrange and pay for product delivery to site. Submit claims for transportation damage and replace damaged, defective, or deficient

4. Arrange for manufacturers' warranties, inspections, and service. B. Contractor's Responsibilities: Review Owner reviewed shop drawings, product data, and samples. Receive and unload products at site; inspect for completeness or damage and report damaged, defective, or deficient items to Owner.

A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration. B. If special precautions are required, attach instructions prominently and legibly on outside of

3. Handle, store, install and finish products.

3.03 TRANSPORTATION AND HANDLING

surrounding areas.

Repair or replace items damaged after receipt.

C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials. D. Transport and handle products in accordance with manufacturer's instructions. E. Transport materials in covered trucks to prevent contamination of product and littering of

F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged. G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.

H. Arrange for the return of packing materials, such as wood pallets, where economically 3.04 STORAGE AND PROTECTION

A. Designate receiving/storage areas for incoming products so that they are delivered according

to installation schedule and placed convenient to work area. B. Store and protect products in accordance with manufacturers' instructions. C. Store with seals and labels intact and legible. D. Store sensitive products in weathertight, climate-controlled enclosures in an environment

favorable to product. E. For exterior storage of fabricated products, place on sloped supports above ground. F. Protect products from damage or deterioration due to construction operations, weather,

precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants. G. Comply with manufacturer's warranty conditions, if any. H. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.

I. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter. J. Prevent contact with material that may cause corrosion, discoloration, or staining. K. Provide equipment and personnel to store products by methods to prevent soiling,

disfigurement, or damage. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

SECTION 01 7000 - EXECUTION REQUIREMENTS 1.01 SECTION INCLUDES

A. Examination, preparation, and general installation procedures.

B. Requirements for alterations work, including selective demolition, except removal, disposal, and/or remediation of hazardous materials and toxic substances. C. Pre-installation meetings. D. Cutting and patching. E. Surveying for laying out the work.

H. Demonstration and instruction of Owner personnel. I. Closeout procedures, including Contractor's Correction Punch List, except payment J. General requirements for maintenance service.

F. Cleaning and protection.

G. Starting of systems and equipment.

1.02 QUALIFICATIONS A. For demolition work, employ a firm specializing in the type of work required. Minimum of 5 years of experience. B. For survey work, employ a land surveyor registered in the State in which the Project is

C. For field engineering, employ a professional engineer of the discipline required for specific service on Project, licensed in the State in which the Project is located. Employ only individual(s) trained and experienced in establishing and maintaining horizontal and vertical control points necessary for laying out construction work on project of similar size, scope and/or complexity.

D. Protect site from puddling or running water. E. Protect areas not undergoing alteration as specified for protection of installed work.

A. Comply with Safeguards During Construction requirements as outlined in the International

F. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent

construction operations. Provide positive means to prevent air-borne dust from dispersing

1. Provide dust-proof barriers between construction areas and areas continuing to be

drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and

4. Periodically inspect earthwork to detect evidence of erosion and sedimentation;

Noise Control: Provide methods, means, and facilities to minimize noise produced by

demolition or construction operations. Comply with local requirements for noise control.

L. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil,

A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to

with building utilities. Coordinate work of various sections having interdependent

responsibilities for installing, connecting to, and placing in service, such equipment.

D. Coordinate space requirements, supports, and installation of mechanical and electrical work

that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts,

and conduit, as closely as practicable; place runs parallel with lines of building. Utilize space

efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the

G. After Owner occupancy of premises, coordinate access to site for correction of defective work

and work not in accordance with Contract Documents, to minimize disruption of Owner's

B. Type and Quality of Existing Products: Determine by inspecting and testing products where

C. Product Substitution: For any proposed change in materials, submit request for substitution

B. Verify that existing substrate is capable of structural support or attachment of new work being

A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent

C. Examine and verify specific conditions described in individual specification sections.

E. Verify that utility services are available, of the correct characteristics, and in the correct

B. Seal cracks or openings of substrate prior to applying the next material or substance.

A. When required in individual specification sections, convene a preinstallation meeting at the

B. Require attendance of parties directly affecting, or affected by, work of the specific section.

E. Record minutes and distribute copies within two days after meeting to participants, with one

E. Protect survey control points prior to starting site work; preserve permanent reference points

F. Replace dislocated survey control points based on original survey control. Make no changes

1. Site improvements including pavements; stakes for grading, fill and topsoil placement;

H. Establish elevations, lines, and levels. Locate and lay out by instrumentation and similar

1. Review conditions of examination, preparation, and installation procedures.

copy to Architect, Owner, participants, and those affected by decisions made.

F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements

subject to damage or movement during cutting and patching. After uncovering existing wor

assess conditions affecting performance of work. Beginning of cutting or patching means

D. Take field measurements before confirming product orders or beginning fabrication.

A. Clean substrate surfaces prior to applying the next material or substance.

applying any new material or substance in contact or bond.

A. New Materials: As specified in product sections; match existing products and work for

construction. Coordinate locations of fixtures and outlets with finish elements.

water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced

ensure efficient and orderly sequence of installation of interdependent construction elements,

J. Pest and Insect Control: Provide methods, means, and facilities to prevent pests and insects

Provide temporary measures such as berms, dikes, and drains, to manage water flow.

Construct fill and waste areas by selective placement to avoid erosive surface silts or

G. Dust Control: Execute work by methods to minimize raising dust from demolition or

H. Erosion and Sediment Control: Plan and execute work by methods to control surface

1. Minimize the amount of bare soil exposed at one time.

Building Code, Chapter 33, edition as adopted at the project location.

1.03 PROJECT CONDITIONS

pumping equipment.

into the atmosphere.

occupied by Owner.

promptly apply corrective measures.

by demolition or construction operations.

with provisions for accommodating items installed later.

B. Notify affected utility companies and comply with their requirements.

F. Coordinate completion and clean-up of work of separate sections.

necessary, referring to existing work as a standard.

described in Section 01 6000 - Product Requirements.

work. Start of work means acceptance of existing conditions.

from damaging the work.

invading premises.

2.01 PATCHING MATERIALS

3.01 EXAMINATION

3.02 PREPARATION

applied or attached.

acceptance of existing conditions.

3.03 PREINSTALLATION MEETINGS

3.04 LAYING OUT THE WORK

during construction.

replacement.

3.06 CUTTING AND PATCHING

1. Complete the work.

site prior to commencing work of the section.

D. Prepare agenda and preside at meeting:

C. Notify Architect four days in advance of meeting date.

2. Review coordination with related work.

without prior written notice to the Architect.

G. Utilize recognized engineering survey practices.

utility locations, slopes, and invert elevations.

Grid or axis for structures.

I. Periodically verify layouts by same means.

3.05 GENERAL INSTALLATION REQUIREMENTS

horizontal lines, unless otherwise indicated

or broken members, and members with damaged finishes.

Fit products together to integrate with other work.

Match work that has been cut to adjacent work.

Repair areas adjacent to cuts to required condition.

Repair new work damaged by subsequent work.

8. Remove and replace defective and non-complying work.

B. See Alterations article above for additional requirements.

C. Perform whatever cutting and patching is necessary to:

Utilize x-ray equipment where necessary.

K. Patching:

refinish entire unit.

3.07 PROGRESS CLEANING

cleaning to eliminate dust.

dispose off-site; do not burn or bury.

3.08 PROTECTION OF INSTALLED WORK

orderly condition

substrate prior to repairing finish.

G. Cut rigid materials using masonry saw or core drill.

Match color, texture, and appearance.

closed or remote spaces, prior to enclosing the space.

A. Protect installed work from damage by construction operations.

B. Provide special protection where specified in individual specification sections.

A. Verify locations of survey control points prior to starting work.

C. Promptly notify Architect of any discrepancies discovered.

B. Do not scale drawings. Request clarifications from the Architect.

D. Contractor shall locate and protect survey control and reference points.

3. Building foundation, column locations, ground floor elevations.

J. Maintain a complete and accurate log of control and survey work as it progresses.

A. In addition to compliance with regulatory requirements, conduct construction operations in

instructions and recommendations, and so as to avoid waste due to the necessity for

C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.

E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.

G. Do not install products that are defective, including warped, bowed, dented, chipped, cracked

Provide openings for penetration of mechanical, electrical, and other services.

D. Execute work by methods that avoid damage to other work and that will provide appropriate

surfaces to receive patching and finishing. In existing work, minimize damage and restore to

resistant elements; employ skilled and experienced installer to perform cutting for other sight

elements including piping, electrical distribution, reinforcing steel and post-tensioning cables.

E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture

F. Examine areas to be cut or core drilled for presence of concealed utilities and structural

H. Restore work with new products in accordance with requirements of Contract Documents.

Fit work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

J. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal

1. Finish patched surfaces to match the finish that existed prior to patching. On

continuous surfaces, refinish to nearest intersection or natural break. For an assembly,

3. Repair patched surfaces that are damaged, lifted, discolored, or showing other

imperfections due to patching work. If defects are due to condition of substrate, repair

A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and

B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other

C. Broom and vacuum clean interior areas prior to start of surface finishing and continue

D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and

4. When the finish cannot be matched, refinish entire surface to nearest intersections.

voids with fire rated material in accordance with Section 07 8400, to maintain fire rating.

D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and

F. Make neat transitions between different surfaces, maintaining texture and appearance.

A. Whenever possible, execute the work by methods that avoid cutting or patching.

Remove samples of installed work for testing when requested.

compliance with NFPA 241, including applicable recommendations in Appendix A.

B. Install products as specified in individual sections, in accordance with manufacturer's

patching and extending wor

1.04 COORDINATION

sedimentation

B. For demolition work comply with ANSI A10.6.

accumulation of dust, fumes, vapors, or gases.

D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings. E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials. C. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

immediate work area to prevent damage.

G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible. 3.09 SYSTEM STARTUP

C. Provide temporary and removable protection for installed products. Control activity in

A. Coordinate schedule for start-up of various equipment and systems. B. Verify that each piece of equipment or system has been checked for proper lubrication, drive

rotation, belt tension, control sequence, and for conditions that may cause damage. C. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer. D. Verify that wiring and support components for equipment are complete and tested. E. Execute start-up under supervision of applicable Contractor personnel and manufacturer's

representative in accordance with manufacturers' instructions F. When specified in individual specification Sections, 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

3.10 DEMONSTRATION AND INSTRUCTION A. Demonstrate operation and maintenance of products to Owner's personnel prior to date of Substantial Completion.

B. Demonstrate start-up, operation, control, adjustment, troubleshooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment

K. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or C. For equipment or systems requiring seasonal operation, perform demonstrations for other season within six months. D. Provide a qualified person who is knowledgeable about the Project to perform demonstration

> and instruction of Owner's personnel. E. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance. F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

3.11 ADJUSTING A. Adjust operating products and equipment to ensure smooth and unhindered operation. C. Verify that utility requirements and characteristics of new operating equipment are compatible 3.12 FINAL CLEANING

> A. Execute final cleaning. Clean areas to be occupied by Owner prior to final completion before Owner

B. Use cleaning materials that are nonhazardous.

nameplates on mechanical and electrical equipment.

C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft D. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or

E. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned. F. Replace filters of operating equipment. G. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and

drainage systems H. Clean site: sweep paved areas, rake clean landscaped surfaces. I. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of it in legal manner; do not burn or bury.

3.13 CLOSEOUT PROCEDURES A. In addition to the requirements of AIA A201, General Conditions of the Contract for Construction, comply with the following: 1. Make submittals that are required by governing or other authorities.

 a. Provide copies to Owner. Comply with requirements of Section 01780, Closeout Submittals. Notify Architect when work is considered ready for Architect's Substantial Completion 4. Submit written certification that Contract Documents have been reviewed, work has

been inspected, and that work is complete in accordance with Contract Documents and ready

5. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas. Complete items of work determined by final inspection.

3.14 MAINTENANCE

A. Provide service and maintenance of components indicated in specification sections. B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer. C. Furnish service and maintenance of components indicated in specification sections. C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to

D. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required E. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original

F. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

> Reviewed tor Code

o ____

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SCHEDULE I 4-24-2025 SCHEDULE II -

Drawn By: Issue 4-24-2025 Bid & Permit

Project No.:

00 7200 - 01 7000

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SPECIFICATIONS