# SECTION 23 02 00

# GENERAL PROVISIONS – HVAC

## PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to work of this Section.

B. This specification or drawing and the design features or resulting construction disclosed, are the property of Furlow Associates, Inc., and shall not be reproduced without written permission.

C. All Mechanical Systems shall be part of and included in all of the following: 230200 thru 230950.

1.2 WORK INCLUDED

A. Provide labor, materials, equipment and supervision necessary to install complete operating HVAC Systems, including all work at the site and within the proposed construction areas to accomplish the required work.

B. Wherever the term "provide" is used, it shall be understood to mean both "furnish" and "install".

1.3 REGULATIONS, CODES AND STANDARDS

A. Work shall be performed in accordance with latest adopted codes, regulations and ordinances by authorities having jurisdiction. Observe all safety regulations.

B. Obtain all permits and inspection certificates and pay all charges.

C. Latest editions of any referenced standards shall govern.

1.4 RELATED WORK

A. Refer to equipment shown or specified in sections of Division 1 thru 14 and 26 that will require Mechanical services and provide such service.

B. Refer to work related to HVAC as shown on the following contract drawings:

Architectural & Structural
Plumbing
Electrical

C. This Contractor shall coordinate with the work of Division 26 and the Fire Alarm System vendor for locations and mounting of all duct smoke detectors. These devices are shown on the Mechanical Drawings for reference only to show the intent of the work. All locations shall be

determined based on approved shop drawings from the Fire Alarm System vendor and the Contractor for the work of Division 26, Electrical.

1.5 COORDINATION

A. The Mechanical, Plumbing and Electrical Contractors are responsible to coordinate all manufacturer's recommended circuit breakers, starters, disconnects and fuse sizes for all equipment. Submission of a shop drawing will certify that this has been completed. Any necessary changes required will be included as part of this contract.

B. Mechanical Contractor shall coordinate scheduling, submittals and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of independent work elements, with provisions to accommodate items that may be installed at a later time.

C. Mechanical Contractor shall verify utility requirements and all characteristics of operating equipment are compatible with the building utilities. Coordinate the work of all sections related and required for installing, connection and placing in service of all equipment.

D. Mechanical Contractor shall coordinate all space requirements, supports and installation of all mechanical, electrical, plumbing and fire protection work, which are indicated diagrammatically on the Drawings. Verify routing of all pipes, ducts, conduits and equipment connections. Maximize accessibility for other work, and service requirements for maintenance and repairs.

E. Obtain written confirmation from all related trade Contractors and the Owner or his representative that requirements, conflicts and coordination issues have been discussed and resolved.

F. Submit coordination drawings to verify access and clearances.

1.6 DEFINITIONS

A. Finished Spaces: Spaces other than mechanical and electrical equipment rooms, furred spaces, pipe and duct shafts, unheated spaces immediately below roof, spaces above ceilings, unexcavated spaces, crawl spaces, and tunnels.

B. Exposed, Interior Installations: Exposed to view indoors. Examples include finished occupied spaces and mechanical equipment rooms.

C. Exposed, Exterior Installations: Exposed to view outdoors, or subject to outdoor ambient temperatures and weather conditions. Examples include rooftop locations..

D. Concealed, Interior Installations: Concealed from view and protected from physical contact by building occupants. Examples include above ceilings and in duct shafts.

E. Concealed, Exterior Installations: Concealed from view and protected from weather conditions and physical contact by building occupants, but subject to outdoor ambient temperatures. Examples include installation within unheated shelters.

## 1.7 SUBMITTALS

A. Shop Drawings:

1. Shop drawings shall be submitted in accordance with Division 1 of these specifications except where herein modified.

2. Shop drawings comprising complete catalog cuts, performance test data for HVAC equipment as required by other sections of Division 23, shall be submitted for review checking. The Contractor shall review these shop drawings for conformance to contract documents prior to submission and affix contractor's signature to each submittal certifying that this review has been done. By approving and submitting shop drawings, product data, samples and similar materials, the Contractor represents that the Contractor has determined and verified materials, field measurements and field construction data that relates to the work, and has checked and coordinated this information with all of the requirements contained in the contract documents for the work of all trades.

   a. The Contractor and equipment manufacturer shall clearly indentify in all submittals and shop drawings any and all applications standards which require additional work to accommodate this equipment and provide a complete and operational system as described in the contract documents.

   b. The Contractor shall be completely responsible for any and all additional costs associated with the changes required by this and all other trades.

3. All shop drawing submittals shall have the following identification data, as applicable, contained therein or permanently adhered thereto.

   a. Project name.
   b. Project number.
   c. Sub-contractor's, vendor's and/or manufacturer's name and address.
   d. Product identification.
   e. Identification of deviation from contract documents.
   f. Applicable contract drawings and specification section number.
   g. Shop drawing title, drawing number, revision number, and date of drawing and revision.

4. Resubmit revised or additional shop drawings as requested.

5. Wherever shop drawings or vendor's standard data sheets indicate work to be done "by others", it shall be the responsibility of the contractor making the submission to identify by name, the contractor who is to do this work. If the contractor named is other than the contractor making the submission, the shop drawing submission must be reviewed by the named contractor and bear his mark of approval, prior to submission to the Architect/Engineer.

6. Where equipment proposed differs from that shown on the drawings or specified, he shall submit for approval drawings showing the manner in which the layout is affected by the substitution.

7. The Contractor shall keep one copy of approved shop drawings at the job site,, filed in a suitable metal container. The shop drawings shall be cataloged and kept in good repair, and shall be available for use by the Owner, Architect and Engineer.

8. No equipment shall be ordered, fabricated, etc., before approval of shop drawings.

B. Contractor is responsible for the shop drawing coordination and interface with the work of other contracts and adjacent work. The relationship of Contractor's work shall be verified as it relates to adjacent and critical features of the work of this and all contracts and materials.

C. The Contractor shall submit a complete schedule of all shop drawings required for the scope of work covering all materials and equipment listed in all sections of Division 23, Mechanical, including all documents required for contract closeout, Owner instructions and training, and all turnover items at the completion of the work. This schedule shall be submitted for review and approval within thirty days of contract award and before any subsequent materials are provided for review.

D. The shop drawings provided by the Contractor will be reviewed only once and resubmittals will be reviewed only once. Any other submittals will be billed to the Contractor at the Engineer's standard rates.

1.8 SITE INSPECTION

A. The Contractor shall visit site, inspect, and become aware of all conditions which may effect the work during the estimation phase of his work prior to bid openings. Investigate utilities, protection requirements for adjacent facilities, storage locations, and access to the construction area.

B. Submission of a bid will be deemed evidence of having complied with this requirement.

1.9 SUBSTITUTIONS

A. Whenever a material, article, piece of equipment or system is identified in the following specification or indicated on the drawings by reference to manufacturers' or vendors' names, trade names, catalog numbers or the like, it is so identified for the purpose of establishing the basis of the Bid.

B. Substitution approval must be obtained and included as an addendum item prior to the submission of the bid. An approved substitution shall not be considered as an approval for the Contractor or an equipment vendor to deviate from the written portion of the specifications unless so stated in the addendum.

C. The drawings illustrate the space allocated for equipment and the Contractor shall install the equipment accordingly. If changes are required in the building or arrangement due to substitution of equipment, the Contractor making the substitution must pay for the necessary modifications.

D. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall

include, but not be limited to all: space requirements, code clearances, type-horsepower-capacities-number and size of services required from other trades including all auxiliary items provided by this Contractor and all other trades, and all manufacturer's specific equipment applications standards and requirements, for approved equipment including that which is basis of design or a substitution. The bidding related contractor and equipment manufacturers shall clearly identify in all submittals and shop drawings any and all applications standards which require additional work to accommodate this equipment and provide a complete and operational system as described in the contract documents. If the bidding contractor or manufacturer does not comply with these requirements then they shall be completely responsible for any and all additional costs associated with the changes required by this and all other trades.

1.10 LUBRICATION

A. Provide and maintain all required lubrication of any equipment operated prior to acceptance by the Owner. Lubrication shall be as recommended by the equipment manufacturer.

B. Provide one year's supply of lubricants to Owner at date of acceptance.

C. Verify that required lubrication has taken place prior to any equipment start-up.

1.11 EQUIPMENT START-UP

A. Verify proper installation by manufacturer or his representative.

B. Advise General Contractor 2 days prior to actual start-up.

C. Verify proper operation. Obtain signed statement by manufacturer or his representative that equipment is operating within warranty requirements. Submit statement to General Contractor.

D. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.

E. The Mechanical Contractor shall own as part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The Mechanical Contractor shall coordinate with Balancing Firm and equipment manufacturer for drive selection, including belts and pulleys.

1.12 OPERATION & MAINTENANCE INSTRUCTIONS

A. Properly and fully instruct Owner's personnel in the operation and maintenance of all systems and equipment.

B. Insure that the Owner's personnel are familiar with all operations to carry on required activities.

C. Such instruction shall be for each item of equipment and each system as a whole.

D. Provide report that instruction has taken place. Include in the report the equipment and/or systems instructed, date, contractor, Owner's personnel, vendor, and that a complete operating and maintenance manual has been reviewed.

E. Manual shall include all instructions on operation, maintenance, repair parts list, lubrication requirements, brochures, catalogue cuts, complete schedule of air filters for each unit type in Excel spreadsheet format, wiring diagrams, piping diagrams, control sequences, service requirements, names and addresses of vendors, suppliers and emergency contacts. Three manuals shall be provided.

F. Submit manuals for review prior to operating instruction period. Manuals shall be 8-1/2 x 11" with hard cover, suitably bound.

G. Provide to the Owner any special tools necessary for operation and routine maintenance of any of the equipment.

H. Upon completion of the project, the Mechanical Contractor shall provide a complete set of legible as-built drawings for the Owner.

1.13 TOOLS

A. All equipment furnished by the Mechanical Contractor which requires special tools or devices other than those normally available to the maintenance or operating staff shall be furnished in duplicate to the Owner, sufficiently marked, packed or boxed for staff usage. The tools provided shall be listed by the Mechanical Contractor identified as to their use or the equipment applicable in a written transmittal to the Owner.

1.14 CLEANING AND FINISHING

A. After equipment start-up and all operating tests have been made and the system pronounced satisfactory, each respective Contractor shall go over the entire project, clean all equipment, etc., installed by him and leave in a clean and working condition. Any surfaces found marred after this final cleaning shall be refinished or replaced by each Contractor at no cost to the Owner.

B. Provide for the safety and good condition of all materials and equipment until final acceptance by the Owner. Protect all materials and equipment from damage. Provide adequate and proper storage facilities during the progress of the work. Special care shall be taken to provide protection for bearings, open connections, pipe coils, pumps, compressors and similar equipment.

C. All fixtures, piping, finished surfaces and equipment shall have all grease, adhesive labels and foreign materials removed.

D. All piping shall be drained and flushed to remove grease and foreign matter. Pressure regulating assemblies, traps, and similar items shall be thoroughly cleaned. Remove and thoroughly clean and reinstall all liquid strainer screens after the system has been in operation ten (10) days.

E. When connections are made to existing systems, the Mechanical Contractor shall do all cleaning and purging of the existing systems required to restore them to the condition existing prior to the start of work.

F. Clean-up: Remove from the premises, all unused material and debris resulting from the performance of work under this section.

**PART 2 – PRODUCTS**

2.1 GENERAL

A. All material and equipment shall be new and of present day manufacture, and shall conform to accepted standards of the trade where such a standard has been established for the particular type of equipment or material.

B. Whenever equipment or material is referred to in the singular, such as "the fan", it shall be deemed to apply to as many such items as necessary to complete the work.

2.2 PRODUCT DELIVERY, STORAGE AND HANDLING

A. During loading, transporting and unloading exercise care to prevent damage to material.

B. Store all materials in dry enclosures or under protective coverings out of way of work progress.

C. Material shall not be allowed to be stored directly on ground.

D. Deliver in manufacturer's original cartons or on skids.

E. Handle and protect so as to prevent damage to product or any surrounding material.

2.3 WARRANTY

A. Wherever in the specification sections of this division, reference is made to a specific warranty period, this warranty shall be in addition to and not a limitation of other rights the Owner may have against the Mechanical Contractor under the contract documents.

**PART 3 – EXECUTION**

3.1 PROTECTION

A. Plug or cap open ends of piping systems, conduit and ductwork.

B. Stored materials shall be covered to prevent damage by inclement weather, sun, dust or moisture.

C. Protect all installed work until accepted in place by the Owner.

D. Plates, polished metal escutcheons, thermostats and other finished devices shall not be installed until masonry, tile, and painting operations are complete unless otherwise protected.

E. Protect all work from operations which may cause damage such as hauling, welding, soldering, painting, insulating and covering.

3.2 WORKMANSHIP

A. Install all work neat, trim and plumb with building lines.

B. Install work in spaces allocated.

C. Cutting and patching shall be performed by skilled tradesmen normally employed for the work involved.

D. This Contractor shall provide a complete weathertight seal to all new systems in the building including the necessary caulking, weather-stripping and insulation.

3.3 FASTENERS, HANGERS AND SUPPORTS

A. Provide all hangers and supports required to suspend, mount, or hang the work.

B. Provide all miscellaneous steel angles, channels, beams, clips, brackets and anchors necessary to hang or support the work. Provide submissions for review.

C. Drilled inserts shall not be loaded more than 1/4 rated capacity.

D. Power-driven fasteners shall not be allowed for piping larger than 2 inch, or equipment. When used they shall not be loaded more than 1/8 rated capacity or 200 pounds.

E. All hangers, miscellaneous steel, braces and supports shall be galvanized, cadmium plated, or primed steel. Copper tubing shall be supported with copper hangers.

F. Support vertical piping at floor levels. Piping shall have split rings.

G. Any lintels required for openings for this work if not indicated on Architectural or Structural drawings shall be provided under this Section.

3.4 SLEEVES

A. Provide each pipe, duct or conduit passing through a masonry or concrete wall, floor or partition with a sleeve made from standard weight steel pipe for pipe or conduit and No. 12 gauge galvanized steel for ducts, with smooth edges, securely and neatly cemented in place. Provide each pipe, duct or conduit passing through a frame or metal partition with a sleeve made from No. 22 gauge galvanized sheet metal, securely fastened in place.

B. Be responsible for the proper location and alignment of all sleeves.

C. Install both piping and sleeve seals so as to maintain integrity of seals with expansion and contraction of piping.

D. Set floor sleeves 1" above the floor in mechanical rooms, pipe chases, pipe spaces and other unfinished areas, unless otherwise indicated, and flush with the underside of slabs. Extend wall and partition sleeves through and cut flush with each surface unless otherwise indicated or specified.

E. Select sleeves two pipe sizes larger than any pipe or conduit that is to remain uncovered, unless otherwise required by the sealing method specified. Where pipes are to be covered, provide sleeves large enough to allow the covering to pass through the sleeves with sufficient clearance for sealing as specified hereinafter. Size sleeves for branch piping from vertical risers large enough to permit vertical expansion at the riser.

3.5 PLATES

A. Provide chrome plated plates wherever piping passes into finished area.

B. Plates shall be securely fastened to piping or building construction.

C. Floor plates shall cover 1 inch sleeve extension.

3.6 OFFSETS, TRANSITIONS, MODIFICATIONS

A. Provide all offsets necessary to install the work and to provide clearance for other trades.

B. Maintain adequate headroom and clearance.

C. Incidental modifications necessary to the installation of the systems shall be made as necessary and as approved by the Architect.

3.7 RECESSES

A. Furnish information to the General Contractor as to sizes and locations of recesses required to install panels, boxes, and other equipment or devices which are to be recessed in walls.

B. Make offsets or modifications as required to suit final locations.

3.8 LABELING

A. All HVAC equipment such as air handling units, and devices requiring identification for operating procedures shall be provided with permanent black laminated micarta white core labels with 3/8 inch letters.

B. This shall also apply to all controllers, remote start/stop pushbuttons and equipment cabinets.

C. This shall not apply to individual room thermostats.

3.9 FLASHING AND COUNTERFLASHING

A. Roof curbs, etc., shall have counterflashing fittings. General Contractor shall provide flashing.

B. Piping and conduit thru the roof shall be flashed by the General Contractor. Provide counterflashing.

C. Provide curbs with base features required to match roof materials, finishes and configuration; e.g., flat, sloped, raised seam, etc.

3.10 ACCESS

A. Locate all equipment, valves, devices and controllers which may need service in accessible places.

B. Where access is not available, access panels shall be provided. Furnish access panels to the General Contractor for installation.

C. Access panels shall be Nailor-Hart Industries, Karp Co., or Controlled Air Manufacturing Limited, with 16 gauge frames and 14 gauge steel door, prime painted.

3.11 WIRING AND MOTOR CONTROLS

A. Packaged equipment shall be furnished with disconnect switches, starters, overloads, factory furnished and wired by the unit manufacturer.

B. Rooftop equipment shall be furnished with starters, disconnect switches, overloads, factory furnished and wired by unit manufacturer.

C. This Contractor shall furnish all information and assistance required for the Electrical Contractor to purchase all motor starters that are not specified to be part of the mechanical equipment.

D. Control wiring shall be provided under this Division of the work.

E. All wiring shall be in accordance with the National Electrical Code and as recommended by the equipment manufacturer.

3.12 UTILITIES

A. Do not interrupt any utility or service to the Owner without adequate previous notice and schedule.

3.13 OPENINGS - CUTTING, REPAIRING

A. This Contractor shall cooperate with the work to be done under other sections in providing information as to openings required in walls, slabs and footings for all piping, ductwork and equipment, including sleeves where required.

B. Any drilling or cutting required for the performance of work under this Section, shall be the responsibility of this Contractor and the cost thereof shall be borne by him.

C. Holes in Concrete: All holes through existing concrete shall be either core drilled or saw cut. All holes required shall have the approval of the Structural Engineer prior to cutting or drilling.

D. It shall be the responsibility of this Contractor to ascertain that all chases and openings are properly located.

3.14 PAINTING

A. The General Contractor shall be responsible for painting.

3.15 GUARANTEE

A. All work shall be guaranteed to be free from defects for a period of one year of operation from date of acceptance by the Owner.

B. Guarantee shall be extended on an equal time basis for all non-operational periods due to failure within the guarantee period.

C. All materials and equipment provided and/or installed under this section of the specifications shall be guaranteed for a period of one year from date of acceptance of the work by the Owner unless otherwise specified in Division 1. Should any trouble develop during this period due to defective materials or faulty workmanship, the Mechanical Contractor shall furnish necessary labor and materials to correct the trouble without any cost to the Owner. Any defective materials or inferior workmanship noticed at time of installation and/or during the guarantee period shall be corrected immediately to the entire satisfaction of the Owner.

D. In the event of occupancy by the Owner prior to final acceptance of the project, the guarantee date for equipment placed in operation shall be mutually agreed to by the Mechanical Contractor and the Owner's representative.

3.16 DRAWINGS

A. The Mechanical Systems are indicated on the Contract Drawings. Certain pertinent information and details required by the Mechanical Work appear on the Architectural, Structural and Electrical Drawings; become familiar with all drawings, and incorporate all pertinent requirements.

B. Drawings are diagrammatic and indicate the general arrangement of systems and requirements of the work. Do not scale drawings. Exact locations of fixtures and equipment, not specifically shown, shall be obtained before starting work.

3.17 TESTING AND BALANCING OF MECHANICAL EQUIPMENT

A. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.

B. The Mechanical Contractor shall own as part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The Mechanical Contractor shall coordinate with Balancing Firm and equipment manufacturer for drive selection, including belts and pulleys.

**END OF SECTION 23 02 00**