

ELBERT-PALMER ELEMENTARY SCHOOL  
&  
BAYARD MIDDLE SCHOOL  
TOILET ROOM RENOVATIONS

**FOR**

CHRISTINA SCHOOL DISTRICT  
925 BEAR-CORBITT RD.  
BEAR, DE 19701  
Project No. 2013-05

**ISSUED FOR BIDDING**  
February 8, 2013

**RG  
AR**  
ARCHITECTS



**CHRISTINA SCHOOL DISTRICT  
ELBERT-PALMER ELEMENTARY SCHOOL  
TOILET ROOM RENOVATIONS  
1210 LOBDELL STREET  
WILMINGTON, DE 19801  
BID NO. 2013-05**

**PROJECT TEAM**

**OWNER:** Christina School District  
925 Bear-Corbitt Road  
Bear, DE 19701  
Phone: 302/454-2400 Fax: 302/454-5440

**ARCHITECT:** R G Architects, LLC  
3171 South DuPont Parkway  
Suite A  
Odessa, DE 19730  
Phone: 302/376-8100 Fax: 302/376-9851

**ENGINEER:** Delaware Engineering and Design Corp.  
315 South Chapel Street  
Newark, DE 19711  
Phone: 302/738-7172 Fax: 302/738-7175

**CHRISTINA SCHOOL DISTRICT  
ELBERT PALMER ELEMENTARY SCHOOL &  
BAYARD MIDDLE SCHOOL  
TOILET ROOM RENOVATIONS  
WILMINGTON, DE 19801  
BID NO. 2013-05**

**BID SCHEDULE**

**PROJECT:** **Elbert-Palmer Elementary and Bayard Middle  
School Toilet Room Renovations**

**PRE-BID MEETING:** **February 21, 2013 at 3:00pm**  
Elbert Palmer Elementary School  
Main Office  
1210 Lobdell Street  
Wilmington, DE 19801

Then travel to:

Bayard Middle School  
200 South DuPont St.  
Wilmington, DE 19805

**BIDS DUE:** **March 12<sup>th</sup>, 2012 at 2:00pm**  
Christina School District.  
Eden Support Center  
925 Bear-Corbitt Rd.  
Newark, DE 19711

- 1. Instructions to Bidders**
- 2. Supplemental Instructions to Bidders**
- 3. Documents to be Submitted with Bid**
  - Bid Form
  - Bid Bond (State Form)
- 4. Contract Forms**
  - Standard Form of Agreement Between Owner and Construction Manager (AIA Document A133, 2009 Edition)
  - Performance Bond and Payment Bond (State Forms)
  - Supplemental Attachment for Acord Certificate of Insurance (AIA Document G715)
  - Change Order (AIA Document G701)
  - Application and Certificate for Payment (AIA Documents G702 and G703)
  - Certificate of Substantial Completion (AIA Document G704)
  - Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706)
  - Contractor's Affidavit of Release of Liens (AIA Document G706A)
  - Consent of Surety of Final Payment (AIA Document G707)
  - Architect's Supplemental Instructions (AIA Document G710)
  - Construction Change Directive (AIA Document G714)
- 5. Conditions of the Contract**
  - General Conditions of the Contract for Construction (AIA Document A201, 2007 Edition)
  - Supplementary General Conditions
  - General Requirements
- 6. Delaware Prevailing Wage Rates**
- 7. Technical Specifications**

#### **DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS**

00 0000 PLACE HOLDER

#### **DIVISION 01 - GENERAL REQUIREMENTS**

01 1100 Summary of Work  
 01 2200 Unit Prices  
 01 2500 Substitution Procedures  
 01 2600 Contract Modification Procedures  
 01 2900 Payment Procedures  
 01 3100 Project Management and Coordination  
 01 3100a Request for Information Form  
 01 3200 Construction Progress Documentation  
 01 3233 Photographic Documentation  
 01 3300 Submittal Procedures  
 01 3300a Submittal Cover Sheet Form  
 01 4000 Quality Requirements  
 01 4200 References  
 01 6000 Product Requirements  
 01 7300 Execution  
 01 7329 Cutting and Patching  
 01 7419 Construction Waste Management and Disposal  
 01 7700 Closeout Procedures

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01 7823	Operation and Maintenance Data
01 7839	Project Record Documents
01 7900	Demonstration and Training

**DIVISION 02 - EXISTING CONDITIONS**

02 4120	Selective Structure Demolition
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**DIVISION 03 - CONCRETE****DIVISION 04 - MASONRY**

04 2000	Unit Masonry
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**DIVISION 05 - METALS****DIVISION 06 - WOOD, PLASTICS AND COMPOSITES**

06 1053	Miscellaneous Rough Carpentry
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**DIVISION 07 - THERMAL AND MOISTURE PROTECTION**

07 9200	Joint Sealers
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**DIVISION 08 - OPENINGS**

08 1113	Hollow Metal Doors and Frames
08 1416	Wood Doors
08 7100	Door Hardware

**DIVISION 09 - FINISHES**

09 2115	Gypsum Board Assemblies
09 3000	Tiling
09 9100	Painting
09 5123	Acoustical Tile Ceilings
09 6723	Resinous Flooring
09 9800	Special Protective Treatment

**DIVISION 10 - SPECIALTIES**

10 2113	Toilet Compartments
10 2810	Toilet & Bath Accessories
10 8110	Hand Dryers

**END OF SPECIFICATIONS BOOKLET**

**INSTRUCTIONS TO BIDDERS**

**TABLE OF ARTICLES**

1. DEFINITIONS
2. BIDDER'S REPRESENTATION
3. BIDDING DOCUMENTS
4. BIDDING PROCEDURES
5. CONSIDERATION OF BIDS
6. POST-BID INFORMATION
7. PERFORMANCE BOND AND PAYMENT BOND
8. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

**CANNOT BE USED FOR BIDDING**

**ARTICLE 1: GENERAL**

## 1.1 DEFINITIONS

1.1.1 Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

1.2 STATE: The State of Delaware.

1.3 AGENCY: Contracting State Agency as noted on cover sheet.

1.4 DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

1.5 BIDDING DOCUMENTS: Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement for Bid, Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders (if any), General Conditions, Supplementary General Conditions, General Requirements, Special Provisions (if any), the Bid Form (including the Non-collusion Statement), and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, as well as the Drawings, Specifications (Project Manual) and all Addenda issued prior to execution of the Contract.

1.6 CONTRACT DOCUMENTS: The Contract Documents consist of the, Instructions to Bidders, Supplementary Instructions to Bidders (if any), General Conditions, Supplementary General Conditions, General Requirements, Special Provisions (if any), the form of agreement between the Owner and the Contractor, Drawings (if any), Specifications (Project Manual), and all addenda.

1.7 AGREEMENT: The form of the Agreement shall be AIA Document A101, Standard Form of Agreement between Owner and Contractor where the basis of payment is a STIPULATED SUM. In the case of conflict between the instructions contained therein and the General Requirements herein, these General Requirements shall prevail.

1.8 GENERAL REQUIREMENTS (or CONDITIONS): General Requirements (or conditions) are instructions pertaining to the Bidding Documents and to contracts in general. They contain, in summary, requirements of laws of the State; policies of the Agency and instructions to bidders.

1.9 SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the bidding documents and to the contract under consideration and are supplemental to the General Requirements. Should the Special Provisions conflict with the General Requirements, the Special Provisions shall prevail.

1.10 ADDENDA: Written or graphic instruments issued by the Owner/Architect prior to the execution of the contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

1.11 BIDDER OR VENDOR: A person or entity who formally submits a Bid for the material or Work contemplated, acting directly or through a duly authorized representative who meets the requirements set forth in the Bidding Documents.

1.12 SUB-BIDDER: A person or entity who submits a Bid to a Bidder for materials or labor, or both for a portion of the Work.

1.13 BID: A complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

- 1.14 BASE BID: The sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids (if any are required to be stated in the bid).
- 1.15 ALTERNATE BID (or ALTERNATE): An amount stated in the Bid, where applicable, to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents is accepted.
- 1.16 UNIT PRICE: An amount stated in the Bid, where applicable, as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.
- 1.17 SURETY: The corporate body which is bound with and for the Contract, or which is liable, and which engages to be responsible for the Contractor's payments of all debts pertaining to and for his acceptable performance of the Work for which he has contracted.
- 1.18 BIDDER'S DEPOSIT: The security designated in the Bid to be furnished by the Bidder as a guaranty of good faith to enter into a contract with the Agency if the Work to be performed or the material or equipment to be furnished is awarded to him.
- 1.19 CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.
- 1.20 CONTRACTOR: Any individual, firm or corporation with whom a contract is made by the Agency.
- 1.21 SUBCONTRACTOR: An individual, partnership or corporation which has a direct contract with a contractor to furnish labor and materials at the job site, or to perform construction labor and furnish material in connection with such labor at the job site.
- 1.22 CONTRACT BOND: The approved form of security furnished by the contractor and his surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.

## **ARTICLE 2: BIDDER'S REPRESENTATIONS**

- 2.1 PRE-BID MEETING
- 2.1.1 A pre-bid meeting for this project will be held at the time and place designated. Attendance at this meeting is a pre-requisite for submitting a Bid, unless this requirement is specifically waived elsewhere in the Bid Documents.
- 2.2 By submitting a Bid, the Bidder represents that:
- 2.2.1 The Bidder has read and understands the Bidding Documents and that the Bid is made in accordance therewith.
- 2.2.2 The Bidder has visited the site, become familiar with existing conditions under which the Work is to be performed, and has correlated the Bidder's his personal observations with the requirements of the proposed Contract Documents.
- 2.2.3 The Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception.



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## 2.3 JOINT VENTURE REQUIREMENTS

- 2.3.1 For Public Works Contracts, each Joint Venturer shall be qualified and capable to complete the Work with their own forces.
- 2.3.2 Included with the Bid submission, and as a requirement to bid, a copy of the executed Joint Venture Agreement shall be submitted and signed by all Joint Venturers involved.
- 2.3.3 All required Bid Bonds, Performance Bonds, Material and Labor Payment Bonds must be executed by both Joint Venturers and be placed in both of their names.
- 2.3.4 All required insurance certificates shall name both Joint Venturers.
- 2.3.5 Both Joint Venturers shall sign the Bid Form and shall submit a valid Delaware Business License Number with their Bid or shall state that the process of application for a Delaware Business License has been initiated.
- 2.3.6 Both Joint Venturers shall include their Federal E.I. Number with the Bid.
- 2.3.7 In the event of a mandatory Pre-bid Meeting, each Joint Venturer shall have a representative in attendance.
- 2.3.8 Due to exceptional circumstances and for good cause shown, one or more of these provisions may be waived at the discretion of the State.

## 2.4 ASSIGNMENT OF ANTITRUST CLAIMS

- 2.4.1 As consideration for the award and execution by the Owner of this contract, the Contractor hereby grants, conveys, sells, assigns and transfers to the State of Delaware all of its right, title and interests in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the Owner pursuant to this contract.

**ARTICLE 3: BIDDING DOCUMENTS**

## 3.1 COPIES OF BID DOCUMENTS

- 3.1.1 Bidders may obtain complete sets of the Bidding Documents from the Architectural/Engineering firm designated in the Advertisement or Invitation to Bid in the number and for the deposit sum, if any, stated therein.
- 3.1.2 Bidders shall use complete sets of Bidding Documents for preparation of Bids. The issuing Agency nor the Architect assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 3.1.3 Any errors, inconsistencies or omissions discovered shall be reported to the Architect immediately.
- 3.1.4 The Agency and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

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## 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

- 3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall report any errors, inconsistencies, or ambiguities discovered to the Architect.
- 3.2.2 Bidders or Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the Architect at least seven days prior to the date for receipt of Bids. Interpretations, corrections and changes to the Bidding Documents will be made by written Addendum. Interpretations, corrections, or changes to the Bidding Documents made in any other manner shall not be binding.
- 3.2.3 The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specification compliance will be the responsibility of the Bidder.
- 3.2.4 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for all permits, labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of the Work.
- 3.2.5 The Owner will bear the costs for all impact and user fees associated with the project.

## 3.3 SUBSTITUTIONS

- 3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of quality, required function, dimension, and appearance to be met by any proposed substitution. The specification of a particular manufacturer or model number is not intended to be proprietary in any way. Substitutions of products for those named will be considered, providing that the Vendor certifies that the function, quality, and performance characteristics of the material offered is equal or superior to that specified. It shall be the Bidder's responsibility to assure that the proposed substitution will not affect the intent of the design, and to make any installation modifications required to accommodate the substitution.
- 3.3.2 Requests for substitutions shall be made in writing to the Architect at least ten days prior to the date of the Bid Opening. Such requests shall include a complete description of the proposed substitution, drawings, performance and test data, explanation of required installation modifications due the substitution, and any other information necessary for an evaluation. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval shall be final. The Architect is to notify Owner prior to any approvals.
- 3.3.3 If the Architect approves a substitution prior to the receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding.
- 3.3.4 The Architect shall have no obligation to consider any substitutions after the Contract award.
- 3.4 ADDENDA
- 3.4.1 Addenda will be mailed or delivered to all who are known by the Architect to have received a complete set of the Bidding Documents.

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- 3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.
- 3.4.3 No Addenda will be issued later than 4 days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.
- 3.4.4 Each bidder shall ascertain prior to submitting his Bid that they have received all Addenda issued, and shall acknowledge their receipt in their Bid in the appropriate space. Not acknowledging an issued Addenda could be grounds for determining a bid to be non-responsive.

**ARTICLE 4: BIDDING PROCEDURES****4.1 PREPARATION OF BIDS**

- 4.1.1 Submit the bids on the Bid Forms included with the Bidding Documents.
- 4.1.2 Submit the original Bid Form for each bid. Bid Forms may be removed from the project manual for this purpose.
- 4.1.3 Execute all blanks on the Bid Form in a non-erasable medium (typewriter or manually in ink).
- 4.1.4 Where so indicated by the makeup on the Bid Form, express sums in both words and figures, in case of discrepancy between the two, the written amount shall govern.
- 4.1.5 Interlineations, alterations or erasures must be initialed by the signer of the Bid.
- 4.1.6 BID ALL REQUESTED ALTERNATES AND UNIT PRICES, IF ANY. If there is no change in the Base Bid for an Alternate, enter "No Change". The Contractor is responsible for verifying that they have received all addenda issued during the bidding period. Work required by Addenda shall automatically become part of the Contract.
- 4.1.7 Make no additional stipulations on the Bid Form and do not qualify the Bid in any other manner.
- 4.1.8 Each copy of the Bid shall include the legal name of the Bidder and a statement whether the Bidder is a sole proprietor, a partnership, a corporation, or any legal entity, and each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current Power of Attorney attached, certifying agent's authority to bind the Bidder.
- 4.1.9 Bidder shall complete the Non-Collusion Statement form included with the Bid Forms and include it with their Bid.
- 4.1.10 In the construction of all Public Works projects for the State of Delaware or any agency thereof, preference in employment of laborers, workers or mechanics shall be given to bona fide legal citizens of the State who have established citizenship by residence of at least 90 days in the State.

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## 4.2 BID SECURITY

4.2.1 All bids shall be accompanied by a deposit of either a good and sufficient bond to the agency for the benefit of the agency, with corporate surety authorized to do business in this State, the form of the bond and the surety to be approved by the agency, or a security of the bidder assigned to the agency, for a sum equal to at least 10% of the bid plus all add alternates, or in lieu of the bid bond a security deposit in the form of a certified check, bank treasurer's check, cashier's check, money order, or other prior approved secured deposit assigned to the State. The bid bond need not be for a specific sum, but may be stated to be for a sum equal to 10% of the bid plus all add alternates to which it relates and not to exceed a certain stated sum, if said sum is equal to at least 10% of the bid. The Bid Bond form used shall be the standard OMB form (attached).

4.2.2 The Agency has the right to retain the bid security of Bidders to whom an award is being considered until either a formal contract has been executed and bonds have been furnished or the specified time has elapsed so the Bids may be withdrawn or all Bids have been rejected.

4.2.3 In the event of any successful Bidder refusing or neglecting to execute a formal contract and bond within 20 days of the awarding of the contract, the bid bond or security deposited by the successful bidder shall be forfeited.

## 4.3 SUBCONTRACTOR LIST

4.3.1 As required by Delaware Code, Title 29, section 6962(d)(10)b, each Bidder shall submit with their Bid a completed List of Sub-Contractors included with the Bid Form. NAME ONLY ONE SUBCONTRACTOR FOR EACH TRADE. A Bid will be considered non-responsive unless the completed list is included.

4.3.2 Provide the Name and Address for each listed subcontractor. Addresses by City, Town or Locality, plus State, will be acceptable.

4.3.3 It is the responsibility of the Contractor to ensure that their Subcontractors are in compliance with the provisions of this law. Also, if a Contractor elects to list themselves as a Subcontractor for any category, they must specifically name themselves on the Bid Form and be able to document their capability to act as Subcontractor in that category in accordance with this law.

## 4.4 EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

4.4.1 During the performance of this contract, the contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The Contractor will take affirmative action to ensure the applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive

consideration for employment without regard to race, creed, color, sex or national origin."

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## 4.5 PREVAILING WAGE REQUIREMENT

4.5.1 Wage Provisions: In accordance with Delaware Code, Title 29, Section 6960, renovation projects whose total cost shall exceed \$15,000, and \$100,000 for new construction, the minimum wage rates for various classes of laborers and mechanics shall be as determined by the Department of Labor, Division of Industrial Affairs of the State of Delaware.

4.5.2 The prevailing wage shall be the wage paid to a majority of employees performing similar work as reported in the Department's annual prevailing wage survey or in the absence of a majority, the average paid to all employees reported.

4.5.3 The employer shall pay all mechanics and labors employed directly upon the site of work, unconditionally and not less often than once a week and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the specifications, regardless of any contractual relationship which may be alleged to exist between the employer and such laborers and mechanics.

4.5.4 The scale of the wages to be paid shall be posted by the employer in a prominent and easily accessible place at the site of the work.

4.5.5 Every contract based upon these specifications shall contain a stipulation that sworn payroll information, as required by the Department of Labor, be furnished weekly. The Department of Labor shall keep and maintain the sworn payroll information for a period of 6 months from the last day of the work week covered by the payroll.

## 4.6 SUBMISSION OF BIDS

4.6.1 Enclose the Bid, the Bid Security, and any other documents required to be submitted with the Bid in a sealed opaque envelope. Address the envelope to the party receiving the Bids. Identify with the project name, project number, and the Bidder's name and address. If the Bid is sent by mail, enclose the sealed envelope in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof. The State is not responsible for the opening of bids prior to bid opening date and time that are not properly marked.

4.6.2 Deposit Bids at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids. Bids received after the time and date for receipt of bids will be marked "LATE BID" and returned.

4.6.3 Bidder assumes full responsibility for timely delivery at location designated for receipt of bids.

4.6.4 Oral, telephonic or telegraphic bids are invalid and will not receive consideration.

4.6.5 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids, provided that they are then fully in compliance with these Instructions to Bidders.

## 4.7 MODIFICATION OR WITHDRAW OF BIDS

4.7.1 Prior to the closing date for receipt of Bids, a Bidder may withdraw a Bid by personal request and by showing proper identification to the Architect. A request for withdraw by letter or fax, if the Architect is notified in writing prior to receipt of fax, is acceptable. A fax directing a modification in the bid price will render the Bid informal, causing it to be ineligible for consideration of award. Telephone directives for modification of the bid price shall not be permitted and will have no bearing on the submitted proposal in any manner.

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4.7.2 Bidders submitting Bids that are late shall be notified as soon as practicable and the bid shall be returned.

4.7.3 A Bid may not be modified, withdrawn or canceled by the Bidder during a thirty (30) day period following the time and date designated for the receipt and opening of Bids, and Bidder so agrees in submitting their Bid. Bids shall be binding for 30 days after the date of the Bid opening.

**ARTICLE 5: CONSIDERATION OF BIDS****5.1 OPENING/REJECTION OF BIDS**

5.1.1 Unless otherwise stated, Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids will be made available to Bidders.

5.1.2 The Agency shall have the right to reject any and all Bids. A Bid not accompanied by a required Bid Security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

5.1.3 If the Bids are rejected, it will be done within thirty (30) calendar day of the Bid opening.

**5.2 COMPARISON OF BIDS**

5.2.1 After the Bids have been opened and read, the bid prices will be compared and the result of such comparisons will be made available to the public. Comparisons of the Bids may be based on the Base Bid plus desired Alternates. The Agency shall have the right to accept Alternates in any order or combination.

5.2.2 The Agency reserves the right to waive technicalities, to reject any or all Bids, or any portion thereof, to advertise for new Bids, to proceed to do the Work otherwise, or to abandon the Work, if in the judgment of the Agency or its agent(s), it is in the best interest of the State.

5.2.3 An increase or decrease in the quantity for any item is not sufficient grounds for an increase or decrease in the Unit Price.

5.2.4 The prices quoted are to be those for which the material will be furnished F.O.B. Job Site and include all charges that may be imposed during the period of the Contract.

5.2.5 No qualifying letter or statements in or attached to the Bid, or separate discounts will be considered in determining the low Bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into Unit Bid Price(s).

**5.3 DISQUALIFICATION OF BIDDERS**

5.3.1 An agency shall determine that each Bidder on any Public Works Contract is responsible before awarding the Contract. Factors to be considered in determining the responsibility of a Bidder include:

- A. The Bidder's financial, physical, personnel or other resources including Subcontracts;
- B. The Bidder's record of performance on past public or private construction projects, including, but not limited to, defaults and/or final adjudication or admission of violations of the Prevailing Wage Laws in Delaware or any other state;

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- C. The Bidder's written safety plan;
- D. Whether the Bidder is qualified legally to contract with the State;
- E. Whether the Bidder supplied all necessary information concerning its responsibility; and,
- F. Any other specific criteria for a particular procurement, which an agency may establish; provided however, that, the criteria be set forth in the Invitation to Bid and is otherwise in conformity with State and/or Federal law.

5.3.2 If an agency determines that a Bidder is nonresponsive and/or nonresponsible, the determination shall be in writing and set forth the basis for the determination. A copy of the determination shall be sent to the affected Bidder within five (5) working days of said determination.

5.3.3 In addition, any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and the rejection of their Bid or Bids.

5.3.3.1 More than one Bid for the same Contract from an individual, firm or corporation under the same or different names.

5.3.3.2 Evidence of collusion among Bidders.

5.3.3.3 Unsatisfactory performance record as evidenced by past experience.

5.3.3.4 If the Unit Prices are obviously unbalanced either in excess or below reasonable cost analysis values.

5.3.3.5 If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the Bid incomplete, indefinite or ambiguous as to its meaning.

5.3.3.6 If the Bid is not accompanied by the required Bid Security and other data required by the Bidding Documents.

5.3.3.7 If any exceptions or qualifications of the Bid are noted on the Bid Form.

#### 5.4 ACCEPTANCE OF BID AND AWARD OF CONTRACT

5.4.1 A formal Contract shall be executed with the successful Bidder within twenty (20) calendar days after the award of the Contract.

5.4.2 Per Section 6962(d)(13) a., Title 29, Delaware Code, "The contracting agency shall award any public works contract within thirty (30) days of the bid opening to the lowest responsive and responsible Bidder, unless the Agency elects to award on the basis of best value, in which case the election to award on the basis of best value shall be stated in the Invitation To Bid."

5.4.3 Each Bid on any Public Works Contract must be deemed responsive by the Agency to be considered for award. A responsive Bid shall conform in all material respects to the requirements and criteria set forth in the Contract Documents and specifications.

- 5.4.4 The Agency shall have the right to accept Alternates in any order or combination, and to determine the low Bidder on the basis of the sum of the Base Bid, plus accepted Alternates.

**INSTRUCTIONS TO BIDDERS**

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- 5.4.5 The successful Bidder shall execute a formal contract, submit the required Insurance Certificate, and furnish good and sufficient bonds, unless specifically waived in the General Requirements, in accordance with the General Requirement, within twenty (20) days of official notice of contract award. Bonds shall be for the benefit of the Agency with surety in the amount of 100% of the total contract award. Said Bonds shall be conditioned upon the faithful performance of the contract. Bonds shall remain in affect for period of one year after the date of substantial completion.
- 5.4.6 If the successful Bidder fails to execute the required Contract and Bond, as aforesaid, within twenty (20) calendar days after the date of official Notice of the Award of the Contract, their Bid guaranty shall immediately be taken and become the property of the State for the benefit of the Agency as liquidated damages, and not as a forfeiture or as a penalty. Award will then be made to the next lowest qualified Bidder of the Work or readvertised, as the Agency may decide.
- 5.4.7 Each bidder shall supply with its bid its taxpayer identification number (i.e., federal employer identification number or social security number) or a Delaware business license number, and should the vendor be awarded a contract, such vendor shall provide to the agency the taxpayer identification or Delaware business license numbers of such subcontractors. Such numbers shall be provided on the later of the date on which such subcontractor is required to be identified or the time the contract is executed. Prior to execution of the resulting contract, the successful Bidder shall be required to produce proof of its Delaware business license if not provided in its bid.
- 5.4.8 The Bid Security shall be returned to the successful Bidder upon the execution of the formal contract. The Bid Securities of unsuccessful bidders shall be returned within thirty (30) calendar days after the opening of the Bids.

**ARTICLE 6: POST-BID INFORMATION****6.1 CONTRACTOR'S QUALIFICATION STATEMENT**

- 6.1.1 Bidders to whom award of a Contract is under consideration shall, if requested by the Agency, submit a properly executed AIA Document A305, Contractor's Qualification Statement, unless such a statement has been previously required and submitted.

**6.2 BUSINESS DESIGNATION FORM**

- 6.2.1 Successful bidder shall be required to accurately complete an Office of Management and Budget Business Designation Form for Subcontractors.

**ARTICLE 7: PERFORMANCE BOND AND PAYMENT BOND****7.1 BOND REQUIREMENTS**

- 7.1.1 The cost of furnishing the required Bonds, that are stipulated in the Bidding Documents, shall be included in the Bid.
- 7.1.2 If the Bidder is required by the Agency to secure a bond from other than the Bidder's usual sources, changes in cost will be adjusted as provide in the Contract Documents.



7.1.3 The Performance and Payment Bond forms used shall be the standard OMB forms (attached).

7.2 TIME OF DELIVERY AND FORM OF BONDS

7.2.1 The bonds shall be dated on or after the date of the Contract.

INSTRUCTIONS TO BIDDERS

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7.2.2 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix a certified and current copy of the power of attorney.

**ARTICLE 8: FORM OF AGREEMENT BETWEEN AGENCY AND CONTRACTOR**

8.1 Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum.

END OF INSTRUCTIONS TO BIDDERS

**CANNOT BE USED FOR BIDDING**

INSTRUCTIONS TO BIDDERS

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**CANNOT BE USED FOR BIDDING**

## 1. Contract Documents

Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders, the bid form, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.

Addenda are written or graphic instruments, issued by the Architect prior to the execution of the Contract, which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

A Bid is a complete and properly signed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.

## 2. Bids

Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

In making copies of the Bidding Documents available on the above terms, the Owner and the Architect do so only for the purpose of obtaining Bids on the Work and do not confer a license or grant permission for any other use of the Bidding Documents.

Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely on them.

Bids (unless directed otherwise) must be prepared upon the letterhead of the firm or individual submitting the estimate in the exact form and sequence of the Proposal Form included in these specifications.

All blanks on the bid form shall be filled in by typewriter or manually in ink.

Where so indicated by the makeup of the bid form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.

The signer of the Bid must initial interlineations, alterations, and erasures.

All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."

## SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

Each copy of the Bid shall include the legal name of the Bidder and a statement that the Bidder is a sole proprietor, partnership, corporation or other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

Include a sufficient amount in the bid to cover the cost of any and/or all work called for in Addenda or other instructions issued during the bidding period. Such work shall automatically become a part of the contract.

In the event of a tie in the bids, the Owner will decide which bidder is to be awarded the contract by any criteria the Owner chooses.

Bidders may take exception to the terms and conditions of the bid documents and specifications. Exceptions shall be considered only if they are submitted in writing within five (5) calendar days prior to the bid opening date. Exceptions that create inequity in the treatment of bidders will be rejected. Bidders risk the acceptance of their bids by the Owner, when such exceptions are submitted that are deemed not in the best interest of the project.

Bidders acknowledge and accept that the Owner's Representative may, at the Owner's option, photograph and/or videotape construction work in progress including Contractor employees.

Bidders acknowledge and accept that the Owner's Representative may, at the Owner's option, record by audiotape construction progress meetings.

3. Addenda

Addenda will be mailed, faxed, emailed, or delivered to all who have purchased or have been given a complete set of Bidding Documents. All addenda conforming to an 8-1/2" x 11" format will be sent out via fax or email only.

Copies of Addenda will be made available for inspection locally wherever Bidding Documents are on file for that purpose.

Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt on the bid form.

4. Listing Subcontractors

As required by Chapter 69, Section 6912 of the Delaware Code, the Bidder shall submit with, and as a part of its Proposal, a complete list of Subcontractors as agreed upon at the Bidder's Meeting during the bidding period. No Proposal will be considered unless the names and addresses, city and state only, are included in the Proposal where called for. The General Contractor shall list the entity providing the specified system and labor to install it. The work must be awarded to the Subcontractor listed.

No General Contractor shall list itself in any Proposal as the Subcontractor of any part of the Project unless it, in addition to being licensed as a General Contractor of the state, shall also be recognized in the trades as a Subcontractor in and for any such part or parts of such work so listed in such Proposal. NO Subcontractors listed in the Proposal shall be substituted unless the substitution is made in compliance with Section 6912 of the Delaware Code. Refer to Paragraph 10 in this Section for further clarification.

In order to determine the various parts, or classifications of the work for which the names of Subcontractors shall be included in the Proposal, a discussion at the prebid meeting shall be held.

5. Notice of Waiver

In submitting these bids, it is understood that the right is reserved by the Owner to reject any and/or all bids and waive informalities therein, and it is further agreed that these bids may not be withdrawn for a period of sixty (60) days from the opening thereof.

6. Delivery of Bids

All copies of the Bid, the bid security, if any, and other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name and the Bidder's name and address. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.

The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.

7. Consideration of Bids

**Opening of Bids:** The properly identified Bids received on time will be opened publicly and will be read aloud.

**Rejection of Bids:** The Owner shall have the right to reject any or all Bids, reject a Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or reject a bid that is in any way incomplete or irregular.

8. Bid Bond (Bid Guarantee)

Bidders shall use the State form for the Bid Bond form. The Bid Bond shall be in the sum of ten percent (10%) of the Bid.

9. Performance Bond and Labor and Material Payment Bond (Contract Bond)

Bidders shall use the State forms for the Performance Bond and Labor and Material Payment Bond. The Performance Bond and Labor and Material Payment Bond shall be in the sum of one hundred percent (100%) of the contract.

**Bond Requirements:** The Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising hereunder. Bonds may be secured through the Bidder's usual sources.

Cost of bonds shall be included in the Bid.

If the Owner requires that bonds be secured from other than the Bidder's usual sources, changes in cost will be adjusted as provided in the Contract Documents.

## SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

**Time of Delivery and Form of Bonds:** The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered.

Both the Labor and Material Payment Bonds shall be written in the amount of the Contract Sum.

The bonds shall be dated on or after the date of the Contract.

The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

#### 10. Awards

It is the intent of the Owner to award the contract to the lowest responsible bidder. Accordingly, the following shall apply:

The Owner reserves the right to award the contract on the Base Bid or on the Base Bid plus any combination of Alternate Estimate as listed in the Proposal Form. The amount of each Alternate Estimate shall include any and all costs of modifications made necessary by the use of such Alternate. An amount shall be stated for each and every Unit Price and Alternate Estimate. The Owner reserves the right to reject any and/or all of the bids presented and waive informalities therein. In the event that the sums of the Base Bid plus the selected alternates of any two or more bidders' results in an identical low bid price, then the Unit Prices as listed in the Proposal may, at the option of the Owner, be used to determine the apparent low bidder.

After such a contract has been awarded, the successful bidder shall not substitute another Subcontractor for any Subcontractor whose name was set forth in the statement which accompanied its bid without the written consent of the agency awarding the contract. No agency shall consent to such substitution unless the agency is satisfied that the Subcontractor in question whose name is listed in the successful bidder's accompanying statement, (1) is unqualified to perform the work required, or (2) has failed to execute a timely reasonable subcontract, or (3) has defaulted in the performance of the part of the work covered by the subcontract, or (4) is no longer engaged in such business.

The Agreement for the Work will be written on AIA Document A101-2007, *Standard Form of Agreement Between Owner and Contractor - Where the Basis of Payment Is a Stipulated Sum*.

#### 11. Plans and Specifications (For Construction Purposes)

Upon the signing of the contract, the successful bidder (Contractor) shall upon request to the Architect, be provided free of charge, **six** sets of these plans and specifications, or one set of electronic plot files (\*.pdf) of the drawings to be utilized by the Contractors reproduction service of choice.

In the event that the Contractor requires plans and specifications in excess of the number produced by the Architect for bidding purposes, these additional required sets may be obtained by the Contractor at the cost of reproduction.

#### 12. Submission of Post-Bid Information

The selected Bidder, within fifteen days following signing of the contract, shall submit a list of manufacturers it intends to use on the project.

### 13. Substitution

It is distinctly understood that were the term “or equal” is used that the Proposal shall be submitted on the commodity specified. If the Contractor wishes to submit to the Architect a commodity or commodities which it considers equal to that specified, and desires to make a substitution, it shall furnish to the Architect all necessary data, catalogs, samples, etc., in reference to same for the Architect’s decision as to whether the item is considered “or equal,” not later than ten days prior to the bid opening date. The information provided must clearly point out by comparison how the requested products meets or exceeds the specifications of the listed product. Submitting only catalog cuts is not enough, and will most likely result in a “rejection”. If the Architect decides that such commodity or commodities meet the standard required, an Addendum shall be issued including the item under list of acceptable items.

Any request for the use of a substitute material, apparatus, etc. shall state where an installation is readily available for inspection; complete fabrication details and operating and maintenance performance.

Failure to comply with the requirements of the above paragraphs may be considered sufficient reason for rejection of the entire Proposal.

Manufacturers and/or Material Suppliers not listed in the Specifications desiring approval of their products by the Architect, as acceptable substitutions for those specified shall apply for consideration of their products through one of the Contractors bidding upon the project. The Contractor receiving the request for product approval shall forward a letter (using its letterhead) regarding the request, including any comments it may have concerning the request to the Architect for consideration. In addition, the Contractor shall attach the manufacturer’s original letter of request or a copy of same, plus any literature, etc., received, to its letter, to the Architect.

### 14. Contract Documents

The contract documents are complementary and what is called for by any one shall be as binding as if called for by all.

**The Contractor shall own all entities (products, materials, equipment and systems) identified in the Project Manual (Specifications) and drawings, regardless of whether said entities are only referenced in either the Project Manual or the drawings. Failure of the successful low bidder to identify all required quantities and locations of all project entities in the bidding period will not exempt the low bidder from the contractual responsibility for these items. In the event of a conflict between the Project Manual and the drawings, the Contractor shall own the more costly of the conflicting scenarios. The conflict once identified and reported by the Contractor, will be resolved by the Architect.**

For convenience, the specifications have been separated into volumes under various headings with General Requirements listed first and the Technical Specifications following. A group of Divisions comprise the Technical Specifications. Various trades, providing materials or labor or both, whose work is closely related are grouped into these Divisions does not relieve the General Contractor from providing all labor and materials necessary to complete the work, irrespective of the Division in which such labor and material is specified.

## SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

15. Examination of Bidding Documents, Site, Etc.

Before submitting bids, bidders shall fully inform themselves of the nature of the work by personal examination of the site, the existing building, the drawings, and specifications and by such other means as they may consider necessary, as to matters, conditions and considerations bearing on or in any way affecting the preparation of their Proposal and the Contract. They shall not at any time after submission of the Proposal dispute or complain of such drawings or specifications and the General Conditions, nor assert that there is any misunderstanding in regard to the location, extent or nature of the work to be performed.

Each Bidder shall examine the Bidding Documents carefully and, not later than five (5) days prior to the date for receipt of bids, shall make written request to the Architect for interpretation or correction of any ambiguity, inconsistency or error therein which it may discover.

16. Access to Site

Before commencing any work of construction, the General Contractor is to consult with the Owner and Architect as to matters in connection with access to the site and the allocation of Ground Areas for the various features of hauling, storage, etc.

17. Protection and Replacement of Roadways, Curbs, Etc.

Before starting any work, the Contractor shall file with the Architect, for approval, a list of all defective areas related to the existing site, including roadways, etc. At the close of the project, the Contractor shall repair any damaged areas to the satisfaction of the Owner and Architect.

18. Repair of Grounds

Toward the completion of the job, go over the grounds, fill any ruts and repair any damage caused by hauling, the storage of materials, and other operations, and leave the whole property in as good condition as at the start of the work. Any damage to the Owner's property shall be repaired either at the cost of the Contractor or by the Contractor.

19. Contractors Responsibilities under OSHA Requirements

It shall be the General Contractor's and its subcontractors' responsibility to meet the necessary safety requirements, established by the Federal "Occupational Safety and Health Administration" (OSHA) required and applicable while performing work on this project.

## A. Project Labor/Staffing:

It shall be **MANDATORY** that the project is staffed by the Prime Contractor.

This staffing requirement shall be required until substantial completion is achieved or as directed and approved by the Architect.

## B. Work Hours:

No restrictions however the owner must be notified if the times are after 8 am - 3 pm.

20. Time of Completion

Work shall be commenced by the Prime Contractor upon receipt of the State of Delaware Purchase Order. THE WORK MUST BE SUBSTANTIALLY COMPLETE BY AUGUST 9TH, 2013.

Note 1: Substantial completion is defined as the owner having "beneficial occupancy of the building AND/OR spaces affected by the project." This shall be further clarified for this project as the following items are 100% complete:



- All toilet rooms and their equipment/fixtures are fully operational with furnishings and finishes complete per the contract documents.
- All new electrical, mechanical, and plumbing components are installed as specified on the contract documents.

Actual on site construction may begin as early as June 16, 2013 as long as it does not interfere with the school's operations. All work shall be 100 percent (100%) complete on or before August 16th, 2013. Work not 100 percent complete by that date may be completed by the Owner's forces with the costs back charged to the Contractor.

- A. Work can be completed on Saturdays and Sundays and at extended hours during the week with advanced notice to the owner. The Owner shall not be responsible for additional costs for overtime.
- B. Weather Delays — The project substantial completion date, shall only be adjusted due to weather conditions if there are delays above and beyond the following "Adverse Day" allowances based on a seven day work week:
  1. January (12 days), February (10 days), March (5 days), April (5 days), May (4 days), June (2 days), July (4 days), August (3 days), September (4 days), October (3 days), November (2 days), and December (6 days). These "Adverse Days" are based on the following reference: State of Delaware Department of Transportation's Standard: "763508 Project Control System."
  2. Delays requested due to weather must relate to the critical path activity as indicated on the Contractor's Project Schedule only.
  3. If work is not scheduled to occur on a day when foul weather occurs, then that day shall not be considered for a "weather delay day".
  4. Delays shall only apply to project scope on the exterior work critical path affected by the adverse weather. All other interior project scope must be completed by the original Substantial Completion date.

#### 21. Owner's Inspections

The Owner may have a full- or part-time inspector for this Work in addition to the inspections completed by the Architect.

- A. The site may be videotaped daily and progress meetings may be audio taped.
- B. The site shall have a daily sign-in log recording the name and trades of all personnel on the site that day.

#### 22. Secure Storage

Secure Storage shall be the responsibility of the Contractor. The Owner shall allow the Contractor to store items on site in designated areas, or off site.

END OF INSTRUCTIONS TO BIDDERS

**CHRISTINA SCHOOL DISTRICT  
ELBERT PALMER ELEMENTARY SCHOOL &  
BAYARD MIDDLE SCHOOL  
TOILET ROOM RENOVATIONS  
WILMINGTON, DE 19801  
BID NO. 2013-05  
BID FORM**

**For Bids Due: Tuesday March 12th, 2013 @ 2:00 p.m.** **To: Christina School District**  
Eden Support Center  
925 Bear-Corbitt Road  
Bear, DE 19701

Name of Bidder: \_\_\_\_\_

Delaware Business License No.: \_\_\_\_\_ Taxpayer ID No.: \_\_\_\_\_

(Other License Nos.): \_\_\_\_\_

Phone No.: (     ) \_\_\_\_\_ - \_\_\_\_\_ Fax No.: (     ) \_\_\_\_\_ - \_\_\_\_\_

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

\$ \_\_\_\_\_  
       (\$ \_\_\_\_\_ )

**ALTERNATES**

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed out part that does not apply.

**ALTERNATE No. 1: N/A** \_\_\_\_\_

Add/Deduct: \_\_\_\_\_  
                   (\$ \_\_\_\_\_ )

**ALTERNATE No. 2: \_\_\_\_\_ (BRIEF DESCRIPTION)**

Add/Deduct: \_\_\_\_\_  
                   (\$ \_\_\_\_\_ )

**CHRISTINA SCHOOL DISTRICT  
ELBERT PALMER ELEMENTARY SCHOOL &  
BAYARD MIDDLE SCHOOL  
TOILET ROOM RENOVATIONS  
WILMINGTON, DE 19801  
BID NO. 2013-05  
BID FORM**

**UNIT PRICES**

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

	<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1: _____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____
UNIT PRICE No. 2: _____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____
UNIT PRICE No. 3: _____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____

**CANNOT BE USED FOR BIDDING**

**CHRISTINA SCHOOL DISTRICT  
ELBERT PALMER ELEMENTARY SCHOOL &  
BAYARD MIDDLE SCHOOL  
TOILET ROOM RENOVATIONS  
WILMINGTON, DE 19801  
BID NO. 2013-05  
BID FORM**

I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for sixty (60) days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within \_\_\_\_\_ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)  
\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness:** \_\_\_\_\_ **By:** \_\_\_\_\_  
(SEAL) ( Authorized Signature )  
\_\_\_\_\_  
( Title )  
**Date:** \_\_\_\_\_

**ATTACHMENTS**

- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- (Others as Required by Project Manuals)

**CHRISTINA SCHOOL DISTRICT  
ELBERT PALMER ELEMENTARY SCHOOL &  
BAYARD MIDDLE SCHOOL  
TOILET ROOM RENOVATIONS  
WILMINGTON, DE 19801  
BID NO. 2013-05  
BID FORM**

**SUBCONTRACTOR LIST**

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, it is **required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City &amp; State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1.Plumbing	_____	_____	_____
2. Electrical	_____	_____	_____
3.Tile Installer	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

**CANNOT BE USED FOR BIDDING**

**CHRISTINA SCHOOL DISTRICT  
ELBERT PALMER ELEMENTARY SCHOOL &  
BAYARD MIDDLE SCHOOL  
TOILET ROOM RENOVATIONS  
WILMINGTON, DE 19801  
BID NO. 2013-05  
BID FORM**

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date (*to the Office of Management and Budget, Division of Facilities Management*).

All the terms and conditions of (*Project or Contract Number*) have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE (TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE (SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_.

CANNOT BE USED FOR BIDDING

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.**

STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET

**BID BOND**

TO ACCOMPANY PROPOSAL  
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_  
\_\_\_\_\_ and State of \_\_\_\_\_ as **Principal**, and \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_  
and State of \_\_\_\_\_ as **Surety**, legally authorized to do business in the State of Delaware  
("State"), are held and firmly unto the **State** in the sum of \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), or \_\_\_\_\_ percent not to exceed \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
of amount of bid on Contract No. \_\_\_\_\_, to be paid to the **State** for the use and  
benefit of \_\_\_\_\_ (*insert State agency name*) for which payment  
well and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, and  
successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bonded **Principal**  
who has submitted to the \_\_\_\_\_ (*insert State agency name*) a  
certain proposal to enter into this contract for the furnishing of certain material and/or services within the  
**State**, shall be awarded this Contract, and if said **Principal** shall well and truly enter into and execute this  
Contract as may be required by the terms of this Contract and approved by the \_\_\_\_\_  
\_\_\_\_\_ (*insert State agency name*) this Contract to be entered into within twenty days after  
the date of official notice of the award thereof in accordance with the terms of said proposal, then this  
obligation shall be void or else to be and remain in full force and virtue.

Sealed with \_\_\_\_\_ seal and dated this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two  
thousand and \_\_\_\_\_ (20\_\_\_\_).

SEALED, AND DELIVERED IN THE  
Presence of

\_\_\_\_\_ Name of Bidder (Organization)  
By: \_\_\_\_\_ Authorized Signature  
\_\_\_\_\_ Title  
Corporate Seal

Attest \_\_\_\_\_

Witness: \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ Title

**STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR A101-2007**

The contract to be utilized on this project shall be the "Standard Form of Agreement Between Owner and Contractor" AIA Document A101-2007.

**CANNOT BE USED FOR BIDDING**



**SUPPLEMENT TO AGREEMENT BETWEEN OWNER AND CONTRACTOR A101-2007**

The following supplements modify the "Standard Form of Agreement Between Owner and Contractor," AIA Document A101-2007. Where a portion of the Standard Form of Agreement is modified or deleted by the following, the unaltered portions of the Standard Form of Agreement shall remain in effect.

**ARTICLE 5: PAYMENTS**

## 5.1 PROGRESS PAYMENTS

## 5.1.3 Delete paragraph 5.1.3 in its entirety and replace with the following:

"Provided that a valid Application for Payment is received by the Architect that meets all requirements of the Contract, payment shall be made by the Owner not later than 30 days after the Owner receives the valid Application for Payment."

**ARTICLE 6: DISPUTE RESOLUTION**

## 6.2 BINDING DISPUTE RESOLUTION

Check Other – and add the following sentence:

"Any remedies available in law or in equity."

**ARTICLE 8: MISCELLANEOUS PROVISIONS**

## 8.2 Insert the following:

"Payments are due 30 days after receipt of a valid Application for Payment. After that 30 day period, interest may be charged at the rate of 1% per month not to exceed 12% per annum."

## 8.5 Delete paragraph 8.5 in its entirety and replace with the following:

"The Contractor's representative shall not be changed without ten days written notice to the Owner."

END OF SUPPLEMENT TO AGREEMENT BETWEEN OWNER AND CONTRACTOR

STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET

**PERFORMANCE BOND**

Bond Number: \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that we, \_\_\_\_\_, as principal (“**Principal**”), and \_\_\_\_\_, a \_\_\_\_\_ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the \_\_\_\_\_ (“**Owner**”) (*insert State agency name*), in the amount of \_\_\_\_\_ (\$\_\_\_\_\_), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Contract”), which Contract is incorporated herein by reference, shall well and truly provide and furnish all materials, appliances and tools and perform all the work required under and pursuant to the terms and conditions of the Contract and the Contract Documents (as defined in the Contract) or any changes or modifications thereto made as therein provided, shall make good and reimburse **Owner** sufficient funds to pay the costs of completing the Contract that **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

**Surety**, for value received, hereby stipulates and agrees, if requested to do so by **Owner**, to fully perform and complete the work to be performed under the Contract pursuant to the terms, conditions and covenants thereof, if for any cause **Principal** fails or neglects to so fully perform and complete such work.

**Surety**, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other

transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

**Surety** hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: \_\_\_\_\_

Witness or Attest: Address: \_\_\_\_\_

\_\_\_\_\_  
Name:

(Corporate Seal)

By: \_\_\_\_\_ (SEAL)

Name:

Title:

SURETY

Name: \_\_\_\_\_

Witness or Attest: Address: \_\_\_\_\_

\_\_\_\_\_  
Name:

(Corporate Seal)

By: \_\_\_\_\_ (SEAL)

Name:

Title:

CANNOT BE USED FOR BIDDING

STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET

**PAYMENT BOND**

Bond Number: \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that we, \_\_\_\_\_, as principal (“**Principal**”), and \_\_\_\_\_, a \_\_\_\_\_ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the \_\_\_\_\_ (“**Owner**”) (*insert State agency name*), in the amount of \_\_\_\_\_ (\$\_\_\_\_\_), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Contract”), which Contract is incorporated herein by reference, shall well and truly pay all and every person furnishing materials or performing labor or service in and about the performance of the work under the Contract, all and every sums of money due him, her, them or any of them, for all such materials, labor and service for which **Principal** is liable, shall make good and reimburse **Owner** sufficient funds to pay such costs in the completion of the Contract as **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

**Surety**, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

**Surety** hereby stipulates and agrees that no modifications, omission or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: \_\_\_\_\_

Witness or Attest: Address: \_\_\_\_\_

\_\_\_\_\_  
Name:

(Corporate Seal)

By: \_\_\_\_\_ (SEAL)

Name:

Title:

SURETY

Name: \_\_\_\_\_

Witness or Attest: Address: \_\_\_\_\_

\_\_\_\_\_  
Name:

(Corporate Seal)

By: \_\_\_\_\_ (SEAL)

Name:

Title:

CANNOT BE USED FOR BIDDING



# AIA<sup>®</sup> Document G715<sup>™</sup> – 1991

## Supplemental Attachment for ACORD Certificate of Insurance 25-S

(This document replaces AIA Document G705, Certificate of Insurance.)

PROJECT (Name and address): \_\_\_\_\_

### INSURED \_\_\_\_\_

#### A. General Liability

1. Does the General Aggregate apply to this Project only?
2. Does this policy include coverage for:
  - a. Premises - Operations?
  - b. Explosion, Collapse and Underground Hazards?
  - c. Personal Injury Coverage?
  - d. Products Coverage?
  - e. Completed Operations?
  - f. Contractual Coverage for the Insured's obligations in A201?
3. If coverage is written on a claims-made basis, what is the:
  - a. Retroactive Date?
  - b. Extended Reporting Date?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### B. Worker's Compensation

1. If the Insured is exempt from Worker's Compensation statutes, does the Insured carry the equivalent Voluntary Compensation coverage?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

#### C. Final Payment Information

1. Is this certificate being furnished in connection with the Contractor's request for final payment in accordance with the requirements of Sections 9.10.2 and 11.1.3 of AIA Document A201, General Conditions of the Contract for Construction?
2. If so, and if the policy period extends beyond termination of the Contract for Construction, is Completed Operations coverage for this Project continued for the balance of the policy period?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### D. Termination Provisions

1. Has each policy shown on the certificate and this Supplement been endorsed to provide the holder with 30 days notice of cancellation and/or expiration? List below any policies which do not contain this notice.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

#### E. Other Provisions

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date of Issue



# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: <input type="checkbox"/>
	DATE:	ARCHITECT: <input type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
	CONTRACT DATE:	FIELD: <input type="checkbox"/>
	CONTRACT FOR:	OTHER: <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

The original Contract Sum was	\$	0.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	0.00
The Contract Sum will be increased by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	0.00
The Contract Time will be increased by Zero ( 0 ) days.		
The date of Substantial Completion as of the date of this Change Order therefore is		

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
ADDRESS	ADDRESS	ADDRESS
BY (Signature)	BY (Signature)	BY (Signature)
(Typed name)	(Typed name)	(Typed name)
DATE	DATE	DATE



Application and Certificate for Payment

TO OWNER: PROJECT: APPLICATION NO: 001 PERIOD TO: DISTRIBUTION TO: OWNER: ARCHITECT: CONTRACTOR: FIELD: OTHER: FROM CONTRACTOR: VIA ARCHITECT: CONTRACT FOR: General Construction CONTRACT DATE: PROJECT NOS: / /

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$ 0.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 0.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 0.00

5. RETAINAGE:

- a. 0 % of Completed Work (Column D + E on G703) \$ 0.00
b. 0 % of Stored Material (Column F on G703) \$ 0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE

(Line 4 Less Line 5 Total) \$ 0.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 0.00

8. CURRENT PAYMENT DUE

\$ 0.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 0.00

Table with columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS, NET CHANGES by Change Order. Rows include Total changes approved in previous months by Owner, Total approved this Month, and TOTALS.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Date:

State of:

County of:

Subscribed and sworn to before me this day of

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 0.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract



# AIA Document G703™ - 1992

## Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 001

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
		\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	0.00 %	\$ 0.00	\$ 0.00
	<b>GRAND TOTAL</b>								

NOT TO BE USED FOR BIDDING

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 User Notes: (2756046741)



# AIA<sup>®</sup> Document G704<sup>™</sup> – 2000

## Certificate of Substantial Completion

PROJECT:  
*(Name and address):*

PROJECT NUMBER: /  
CONTRACT FOR: General Construction  
CONTRACT DATE:

OWNER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

TO OWNER:  
*(Name and address):*

TO CONTRACTOR:  
*(Name and address):*

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

\_\_\_\_\_  
ARCHITECT BY

\_\_\_\_\_  
DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$ 0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Zero ( 0 ) days from the above date of Substantial Completion.

\_\_\_\_\_  
CONTRACTOR BY

\_\_\_\_\_  
DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

\_\_\_\_\_  
OWNER BY

\_\_\_\_\_  
DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*



# AIA<sup>®</sup> Document G706<sup>™</sup> – 1994

## Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*

ARCHITECT'S PROJECT NUMBER:

OWNER:

ARCHITECT:

CONTRACTOR:

SURETY:

OTHER:

TO OWNER: *(Name and address)*

CONTRACT FOR: General Construction

CONTRACT DATED:

STATE OF:

COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment  Yes  No

CONTRACTOR: *(Name and address)*

BY: \_\_\_\_\_

*(Signature of authorized representative)*

\_\_\_\_\_  
*(Printed name and title)*

*The following supporting documents should be attached hereto if required by the Owner:*

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

Notary Public:

My Commission Expires:



**AIA**<sup>®</sup>

# Document G706A™ – 1994

## Contractor's Affidavit of Release of Liens

PROJECT: *(Name and address)*

ARCHITECT'S PROJECT NUMBER:

OWNER:

TO OWNER: *(Name and address)*

CONTRACT FOR: General  
Construction  
CONTRACT DATED:

ARCHITECT:   
CONTRACTOR:   
SURETY:   
OTHER:

STATE OF:  
COUNTY OF:

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*

BY:

\_\_\_\_\_  
*(Signature of authorized representative)*

\_\_\_\_\_  
*(Printed name and title)*

Subscribed and sworn to before me on this date:

Notary Public:  
My Commission Expires:



# AIA<sup>®</sup> Document G707<sup>™</sup> – 1994

## Consent Of Surety to Final Payment

PROJECT: *(Name and address)*

ARCHITECT'S PROJECT NUMBER:

OWNER:

CONTRACT FOR: General Construction

ARCHITECT:

TO OWNER: *(Name and address)*

CONTRACT DATED:

CONTRACTOR:

SURETY:

OTHER:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
*(Insert name and address of Surety)*

on bond of  
*(Insert name and address of Contractor)*

, SURETY,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the  
Surety of any of its obligations to  
*(Insert name and address of Owner)*

, CONTRACTOR,

as set forth in said Surety's bond.

, OWNER,

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:  
*(Insert in writing the month followed by the numeric date and year.)*

\_\_\_\_\_  
*(Surety)*

\_\_\_\_\_  
*(Signature of authorized representative)*

Attest:  
(Seal):

\_\_\_\_\_  
*(Printed name and title)*



# AIA<sup>®</sup> Document G710<sup>™</sup> – 1992

## Architect's Supplemental Instructions

PROJECT (Name and address):

ARCHITECT'S SUPPLEMENTAL  
INSTRUCTION NO: 001

OWNER:

ARCHITECT:

CONSULTANT:

CONTRACTOR:

FIELD:

OTHER:

OWNER (Name and address):

DATE OF ISSUANCE:

CONTRACT FOR: General Construction

CONTRACT DATE:

FROM ARCHITECT (Name and  
address):

TO CONTRACTOR (Name and  
address):

ARCHITECT'S PROJECT NUMBER:

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time.

DESCRIPTION:

ATTACHMENTS:

(Here insert listing of documents that support description.)

ISSUED BY THE ARCHITECT:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)



# AIA<sup>®</sup> Document G714<sup>™</sup> – 2001

## Construction Change Directive

PROJECT: *(Name and address)*

DIRECTIVE NUMBER: 001

OWNER:

DATE:

ARCHITECT:

CONTRACT FOR: General Construction

CONSULTANT:

TO CONTRACTOR: *(Name and address)*

CONTRACT DATED:

CONTRACTOR:

ARCHITECT'S PROJECT NUMBER:

FIELD:

OTHER:

You are hereby directed to make the following change(s) in this Contract:  
*(Describe briefly any proposed changes or list any attached information in the alternative)*

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

• Lump Sum increased of \$ 0.00

• Unit Price of \$            per

• As provided in Section 7.3.3 of AIA Document A201-1997

• As follows:

2. The Contract Time is proposed to (be adjusted). The proposed adjustment, if any, is (an increase of 0 days).

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

ARCHITECT *(Firm name)*

OWNER *(Firm name)*

CONTRACTOR *(Firm name)*

ADDRESS

ADDRESS

ADDRESS

BY *(Signature)*

BY *(Signature)*

BY *(Signature)*

*(Typed name)*

*(Typed name)*

*(Typed name)*

DATE

DATE

DATE

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User Notes:

(2362828750)

GENERAL CONDITIONS

TO THE

CONTRACT

The General Conditions of this Contract are as stated in the American Institute of Architects Document AIA A201 (2007 Edition) entitled General Conditions of the Contract for Construction and is part of this project manual as if herein written in full.

**CANNOT BE USED FOR BIDDING**



**SUPPLEMENTARY GENERAL CONDITIONS A201-2007**

The following supplements modify the "General Conditions of the Contract for Construction," AIA Document A201-2007. Where a portion of the General Conditions is modified or deleted by the Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

## TABLE OF ARTICLES

1. GENERAL PROVISIONS
2. OWNER
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5. SUBCONTRACTORS
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13. MISCELLANEOUS PROVISIONS
14. TERMINATION OR SUSPENSION OF THE CONTRACT

**ARTICLE 1: GENERAL PROVISIONS**

## 1.1 BASIC DEFINITIONS

## 1.1.1 THE CONTRACT DOCUMENTS

Delete the last sentence in its entirety and replace with the following:

"The Contract Documents also include Advertisement for Bid, Instructions to Bidder, sample forms, the Bid Form, the Contractor's completed Bid and the Award Letter."

Add the following Paragraph:

1.1.1.1 In the event of conflict or discrepancies among the Contract Documents, the Documents prepared by the State of Delaware, Division of Facilities Management shall take precedence over all other documents.

## 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following Paragraphs:

1.2.4 In the case of an inconsistency between the Drawings and the Specifications, or within either document not clarified by addendum, the better quality or greater quantity of work shall be provided in accordance with the Architect's interpretation.

1.2.5 The word "PROVIDE" as used in the Contract Documents shall mean "FURNISH AND INSTALL" and shall include, without limitation, all labor, materials, equipment, transportation, services and other items required to complete the Work.

1.2.6 The word "PRODUCT" as used in the Contract Documents means all materials, systems and equipment.

## 1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

Delete Paragraph 1.5.1 in its entirety and replace with the following:

"All pre-design studies, drawings, specifications and other documents, including those in electronic form, prepared by the Architect under this Agreement are, and shall remain, the property of the Owner whether the Project for which they are made is executed or not. Such documents may be used by the Owner to construct one or more like Projects without the approval of, or additional compensation to, the Architect. The Contractor, Subcontractors, Sub-subcontractors and Material or Equipment Suppliers are authorized to use and reproduce applicable portions of the Drawings, Specifications and other documents prepared by the Architect and the Architect's consultants appropriate to and for use in the execution of their Work under the Contract Documents. They are not to be used by the Contractor or any Subcontractor, Sub-subcontractor or Material and Equipment Supplier on other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and Architect's consultants.

The Architect shall not be liable for injury or damage resulting from the re-use of drawings and specifications if the Architect is not involved in the re-use Project. Prior to re-use of construction documents for a Project in which the Architect is not also involved, the Owner will remove from such documents all identification of the original Architect, including name, address and professional seal or stamp.”

Delete Paragraph 1.5.2 in its entirety.

## **ARTICLE 2: OWNER**

### **2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER**

To Subparagraph 2.2.3 – Add the following sentence:

“The Contractor, at their expense shall bear the costs to accurately identify the location of all underground utilities in the area of their excavation and shall bear all cost for any repairs required, out of failure to accurately identify said utilities.”

Delete Subparagraph 2.2.5 in its entirety and substitute the following:

2.2.5 The Contractor shall be furnished free of charge up to five (5) sets of the Drawings and Project Manuals. Additional sets will be furnished at the cost of reproduction, postage and handling.

## **ARTICLE 3: CONTRACTOR**

### **3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR**

Amend Paragraph 3.2.2 to state that any errors, inconsistencies or omissions discovered shall be reported to the Architect and Owner immediately.

Delete the third sentence in Paragraph 3.2.3.

### **3.3 SUPERVISION AND CONSTRUCTION PROCEDURES**

Add the following Paragraphs:

3.3.2.1 The Contractor shall immediately remove from the Work, whenever requested to do so by the Owner, any person who is considered by the Owner or Architect to be incompetent or disposed to be so disorderly, or who for any reason is not satisfactory to the Owner, and that person shall not again be employed on the Work without the consent of the Owner or the Architect.

3.3.4 The Contractor must provide suitable storage facilities at the Site for the proper protection and safe storage of their materials. Consult the Owner and the Architect before storing any materials.

3.3.5 When any room is used as a shop, storeroom, office, etc., by the Contractor or Subcontractor(s) during the construction of the Work, the Contractor making use of these areas will be held responsible for any repairs, patching or cleaning arising from such use.

## 3.4 LABOR AND MATERIALS

Add the Following Paragraphs:

3.4.4 Before starting the Work, each Contractor shall carefully examine all preparatory Work that has been executed to receive their Work. Check carefully, by whatever means are required, to insure that its Work and adjacent, related Work, will finish to proper contours, planes and levels. Promptly notify the General Contractor/Construction Manager of any defects or imperfections in preparatory Work which will in any way affect satisfactory completion of its Work. Absence of such notification will be construed as an acceptance of preparatory Work and later claims of defects will not be recognized.

3.4.5 Under no circumstances shall the Contractor's Work proceed prior to preparatory Work proceeding prior to preparatory Work having been completely cured, dried and/or otherwise made satisfactory to receive this Work. Responsibility for timely installation of all materials rests solely with the Contractor responsible for that Work, who shall maintain coordination at all times.

## 3.5 WARRANTY

Add the following Paragraphs:

3.5.1 The Contractor will guarantee all materials and workmanship against original defects, except injury from proper and usual wear when used for the purpose intended, for two years after Acceptance by the Owner, and will maintain all items in perfect condition during the period of guarantee.

3.5.2 Defects appearing during the period of guarantee will be made good by the Contractor at his expense upon demand of the Owner, it being required that all work will be in perfect condition when the period of guarantee will have elapsed.

3.5.3 In addition to the General Guarantee there are other guarantees required for certain items for different periods of time than the two years as above, and are particularly so stated in that part of the specifications referring to same. The said guarantees will commence at the same time as the General Guarantee.

3.5.4 If the Contractor fails to remedy any failure, defect or damage within a reasonable time after receipt of notice, the Owner will have the right to replace, repair, or otherwise remedy the failure, defect or damage at the Contractor's expense.

## 3.11 DOCUMENTS AND SAMPLES AT THE SITE

Add the following Paragraphs:

3.11.1 During the course of the Work, the Contractor shall maintain a record set of drawings on which the Contractor shall mark the actual physical location of all piping, valves, equipment, conduit, outlets, access panels, controls, actuators, including all appurtenances that will be concealed once construction is complete, etc., including all invert elevations.

3.11.2 At the completion of the project, the Contractor shall obtain a set of reproducible drawings from the Architect, and neatly transfer all information outlined in 3.11.1 to provide a complete record of the as-built conditions.

3.11.3 The Contractor shall provide two (2) prints of the as-built conditions, along with the reproducible drawings themselves, to the Owner and one (1) set to the Architect. In addition, attach one complete set to each of the Operating and Maintenance Instructions/Manuals.

3.17 In the second sentence of the paragraph, insert "indemnify" between "shall" and "hold".

#### **ARTICLE 4: ADMINISTRATION OF THE CONTRACT**

##### **4.2 ADMINISTRATION OF THE CONTRACT**

Delete the first sentence of Paragraph 4.2.7 and replace with the following:

The Architect will review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples for the purpose of checking for conformance with the Contract Documents.

Delete the second sentence of Paragraph 4.2.7 and replace with the following:

The Architect's action will be taken with such reasonable promptness as to cause no delay in the Work in the activities of the Owner, Contractor or separate Contractors, while allowing sufficient time in the Owner's professional judgment to permit adequate review.

Add the following Paragraph:

4.2.10.1 There will be no full-time project representative provided by the Owner or Architect on this project.

Add to Paragraph 4.2.13 "and in compliance with all local requirements." to the end of the sentence

#### **ARTICLE 5: SUBCONTRACTORS**

##### **5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK**

Delete Paragraph 5.2.3 in its entirety and replace with the following:

5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection, subject to the statutory requirements of 29 Delaware Code § 6962(d)(10)b.3 and 4.

#### **ARTICLE 6: CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

##### **6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS**

Delete Paragraph 6.1.4 in its entirety.

##### **6.2 MUTUAL RESPONSIBILITY**

6.2.3 In the second sentence, strike the word "shall" and insert the word "may".

**ARTICLE 7: CHANGES IN THE WORK**

(SEE ARTICLE 7: CHANGES IN WORK IN THE GENERAL REQUIREMENTS)

**ARTICLE 8: TIME**

## 8.2 PROGRESS AND COMPLETION

Add the following Paragraphs:

8.2.1.1 Refer to Specification Section SUMMARY OF WORK for Contract time requirements.

8.2.4 If the Work falls behind the Progress Schedule as submitted by the Contractor, the Contractor shall employ additional labor and/or equipment necessary to bring the Work into compliance with the Progress Schedule at no additional cost to the Owner.

## 8.3 DELAYS AND EXTENSION OF TIME

8.3.1 Strike "arbitration" and insert "remedies at law or in equity".

Add the following Paragraph:

8.3.2.1 The Contractor shall update the status of the suspension, delay, or interruption of the Work with each Application for Payment. (The Contractor shall report the termination of such cause immediately upon the termination thereof.) Failure to comply with this procedure shall constitute a waiver for any claim for adjustment of time or price based upon said cause.

Delete Paragraph 8.3.3 in its entirety and replace with the following:

8.3.3 Except in the case of a suspension of the Work directed by the Owner, an extension of time under the provisions of Paragraph 8.3.1 shall be the Contractor's sole remedy in the progress of the Work and there shall be no payment or compensation to the Contractor for any expense or damage resulting from the delay.

Add the following Paragraph:

8.3.4 By permitting the Contractor to work after the expired time for completion of the project, the Owner does not waive their rights under the Contract.

**ARTICLE 9: PAYMENTS AND COMPLETION**

## 9.2 SCHEDULE OF VALUES

Add the following Paragraphs:

9.2.1 The Schedule of Values shall be submitted using AIA Document G702, Continuation Sheet to G703.

9.2.2 The Schedule of Values is to include a line item for Project Closeout Document Submittal. The value of this item is to be no less than 1% of the initial contract amount.

## 9.3 APPLICATIONS FOR PAYMENT

Add the following Paragraph:

- 9.3.1.3 Application for Payment shall be submitted on AIA Document G702 "Application and Certificate for Payment", supported by AIA Document G703 "Continuation Sheet". Said Applications shall be fully executed and notarized.

Add the following Paragraphs:

- 9.3.4 Until Closeout Documents have been received and outstanding items completed the Owner will pay 95% (ninety-five percent) of the amount due the Contractor on account of progress payments.
- 9.3.5 The Contractor shall provide a current and updated Progress Schedule to the Architect with each Application for Payment. Failure to provide Schedule will be just cause for rejection of Application for Payment.

## 9.5 DECISIONS TO WITHHOLD CERTIFICATION

Add the following to 9.5.1:

- .8 failure to provide a current Progress Schedule;  
.9 a lien or attachment is filed;  
.10 failure to comply with mandatory requirements for maintaining Record Documents.

## 9.6 PROGRESS PAYMENTS

Delete Paragraph 9.6.1 in its entirety and replace with the following:

- 9.6.1 After the Architect has approved and issued a Certificate for Payment, payment shall be made by the Owner within 30 days after Owner's receipt of the Certificate for Payment.

## 9.7 FAILURE OF PAYMENT

In first sentence, strike "seven" and insert "thirty (30)". Also strike "binding dispute resolution" and insert "remedies at law or in equity".

## 9.8 SUBSTANTIAL COMPLETION

To Subparagraph 9.8.3 - Add the following sentence:

"If the Architect is required to make more than 2 inspections of the same portion of work, the Contractor shall be responsible for all costs associated with subsequent inspections including but not limited to any Architect's fees."

- 9.8.5 In the second sentence, strike "shall" and insert "may".

**ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY**

## 10.1 SAFETY PRECAUTIONS AND PROGRAMS

Add the following Paragraphs:

10.1.1.1.1 Each Contractor shall develop a safety program in accordance with the Occupational Safety and Health Act of 1970. A copy of said plan shall be furnished to the Owner and Architect prior to the commencement of that Contractor's Work.

10.1.2 Each Contractor shall appoint a Safety Representative. Safety Representatives shall be someone who is on site on a full time basis. If deemed necessary by the Owner or Architect, Contractor Safety meetings will be scheduled. The attendance of all Safety Representatives will be required. Minutes will be recorded of said meetings by the Contractor and will be distributed to all parties as well as posted in all job offices/trailers etc.

## 10.2 SAFETY OF PERSONS AND PROPERTY

Add the following Paragraph:

10.2.4.1 As required in the Hazardous Chemical Act of June 1984, all vendors supplying any material that may be defined as hazardous must provide Material Safety Data Sheets for those products. Any chemical product should be considered hazardous if it has a caution warning on the label relating to a potential physical or health hazard, if it is known to be present in the work place, and if employees may be exposed under normal conditions or in foreseeable emergency situations. Material Safety Data Sheets shall be provided directly to the Owner, along with the shipping slips that include those products.

## 10.3 HAZARDOUS MATERIALS

Delete Paragraph 10.3.3 in its entirety.

Delete Paragraph 10.3.6 in its entirety.

**ARTICLE 11: INSURANCE AND BONDS**

## 11.1 CONTRACTOR'S LIABILITY INSURANCE

11.1.4 Strike "the Owner" immediately following "(1)" and strike "and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's completed operations."

## 11.2 OWNER'S LIABILITY INSURANCE

Delete Paragraph 11.2 in its entirety.

## 11.3 PROPERTY INSURANCE

Delete Paragraph 11.3 in its entirety and replace with the following:

11.3 The State will not provide Builder's All Risk Insurance for the Project. The Contractor and all Subcontractors shall provide property coverage for their tools and equipment, as necessary. Any mandatory deductible required by the Contractor's Insurance shall be the responsibility of the Contractor.



## 11.4 PERFORMANCE BOND AND PAYMENT BOND

- 11.4.1 Add the following sentence: "The bonds will conform to those forms approved by the Office of Management and Budget."

**ARTICLE 12: UNCOVERING AND CORRECTION OF WORK**

## 12.2.2 AFTER SUBSTANTIAL COMPLETION

Add the following Paragraph:

- 12.2.2.1.1 At any time during the progress of the Work, or in any case where the nature of the defects will be such that it is not expedient to have corrected, the Owner, at its option, will have the right to deduct such sum, or sums, of money from the amount of the Contract as it considers justified to adjust the difference in value between the defective work and that required under contract including any damage to the structure.
- 12.2.2.1 Strike "one" and insert "two".
- 12.2.2.2 Strike "one" and insert "two".
- 12.2.2.3 Strike "one" and insert "two".
- 12.2.5 In second sentence, strike "one" and insert "two".

**ARTICLE 13: MISCELLANEOUS PROVISIONS**

## 13.1 GOVERNING LAW

Strike "except that, if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4."

## 13.6 INTEREST

Strike "the date payment is due at such rate as the parties may agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located." Insert "30 days of presentment of the authorized Certificate of Payment at the annual rate of 12% or 1% per month."

## 13.7 TIME LIMITS ON CLAIMS

Strike the last sentence.

Add the following Paragraph:

## 13.8 CONFLICTS WITH FEDERAL STATUTES OR REGULATIONS

- 13.8.1 If any provision, specifications or requirement of the Contract Documents conflict or is inconsistent with any statute, law or regulation of the government of the United State of America, the Contractor shall notify the Architect and Owner immediately upon discovery.

**ARTICLE 14: TERMINATION OR SUSPENSION OF THE CONTRACT**

14.4 TERMINATION BY THE OWNER FOR CONVENIENCE

Delete Paragraph 14.4.3 in its entirety and replace with the following:

14.4.3 In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed, and cost incurred by reason of such termination along with reasonable overhead.

**ARTICLE 15: CLAIMS AND DISPUTES**

15.1.2 Throughout the Paragraph strike "21" and insert "45".

15.1.6 CLAIMS FOR CONSEQUENTIAL DAMAGES

Delete Paragraph 15.1.6 in its entirety.

15.2 INITIAL DECISION

Delete Paragraph 15.2.5 in its entirety and replace with the following:

15.2.5 The Architect will approve or reject Claims by written decision, which shall state the reasons therefore and shall notify the parties of any change in the Contract Sum or Contract Time or both. The approval or rejection of a Claim by the Architect shall be subject to mediation and other remedies at law or in equity.

Delete Paragraph 15.2.6 and its subparagraphs in their entirety.

15.3 MEDIATION

15.3.1 Strike "binding dispute resolution" and insert "any or all remedies at law or in equity".

15.3.2 In the first sentence, delete "administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedure in effect on the date of the Agreement," Strike "binding dispute resolution" and insert "remedies at law and in equity".

15.4 ARBITRATION

Delete Paragraph 15.4 and its sub-sections in its entirety.

END OF SUPPLEMENTARY GENERAL CONDITIONS

**GENERAL REQUIREMENTS**

**TABLE OF ARTICLES**

1. GENERAL PROVISIONS
2. OWNER
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12. UNCOVERING AND CORRECTION OF WORK
13. MISCELLANEOUS PROVISIONS
14. TERMINATION OR SUSPENSION OF THE CONTRACT

**ARTICLE 1: GENERAL****1.1 CONTRACT DOCUMENTS**

1.1.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary and what is required by one shall be as binding as if required by all. Performance by the Contractor shall be required to an extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the intended results.

1.1.2 Work including material purchases shall not begin until the Contractor is in receipt of a bonafide State of Delaware Purchase Order. Any work performed or material purchases prior to the issuance of the Purchase Order is done at the Contractor's own risk and cost.

**1.2 EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS**

1.2.1 For Public Works Projects financed in whole or in part by state appropriation the Contractor agrees that during the performance of this contract:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The Contractor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin."

**ARTICLE 2: OWNER**

(NO ADDITIONAL GENERAL REQUIREMENTS – SEE SUPPLEMENTARY GENERAL CONDITIONS)

**ARTICLE 3: CONTRACTOR**

3.1 Schedule of Values: The successful Bidder shall within twenty (20) days after receiving notice to proceed with the work, furnish to the Owner a complete schedule of values on the various items comprising the work.

3.2 Subcontracts: Upon approval of Subcontractors, the Contractor shall award their Subcontracts as soon as possible after the signing of their own contract and see that all material, their own and those of their Subcontractors, are promptly ordered so that the work will not be delayed by failure of materials to arrive on time.

3.3 Before commencing any work or construction, the General Contractor is to consult with the Owner as to matters in connection with access to the site and the allocation of Ground Areas for the various features of hauling, storage, etc.

- 3.4 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions.
- 3.5 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.
- 3.6 The Contractor warrants to the Owner that materials and equipment furnished will be new and of good quality, unless otherwise permitted, and that the work will be free from defects and in conformance with the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved, may be considered defective. If required by the Owner, the Contractor shall furnish evidence as to the kind and quality of materials and equipment provided.
- 3.7 Unless otherwise provided, the Contractor shall pay all sales, consumer, use and other similar taxes, and shall secure and pay for required permits, fees, licenses, and inspections necessary for proper execution of the Work.
- 3.8 The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Work. The Contractor shall promptly notify the Owner if the Drawings and Specifications are observed to be at variance therewith.
- 3.9 The Contractor shall be responsible to the Owner for the acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons performing portions of the Work under contract with the Contractor.
- 3.10 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work the Contractor shall remove from and about the Project all waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials. The Contractor shall be responsible for returning all damaged areas to their original conditions.
- 3.11 STATE LICENSE AND TAX REQUIREMENTS
- 3.11.1 Each Contractor and Subcontractor shall be licensed to do business in the State of Delaware and shall pay all fees and taxes due under State laws. In conformance with Section 2503, Chapter 25, Title 30, Delaware Code, "the Contractor shall furnish the Delaware Department of Finance within ten (10) days after entering into any contract with a contractor or subcontractor not a resident of this State, a statement of total value of such contract or contracts together with the names and addresses of the contracting parties."
- 3.12. The Contractor shall comply with all requirements set forth in Section 6962, Chapter 69, Title 29 of the Delaware Code.

**ARTICLE 4: ADMINISTRATION OF THE CONTRACT**

- 4.1 CONTRACT SURETY
- 4.1.1 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- 4.1.2 All bonds will be required as follows unless specifically waived elsewhere in the Bidding Documents.
- 4.1.3 Contents of Performance Bonds – The bond shall be in the form approved by the Office of Management and Budget. The bond shall be conditioned upon the faithful compliance and performance by the successful bidder of each and every term and condition of the contract and the proposal, plans, specifications, and bid documents thereof. Each term and condition shall be met at the time and in the manner prescribed by the Contract, Bid documents and the specifications, including the payment in full to every person furnishing materiel or performing labor in the performance of the Contract, of all sums of money due the person for such labor and materiel. (The bond shall also contain the successful bidder's guarantee to indemnify and save harmless the State and the agency from all costs, damages and expenses growing out of or by reason of the Contract in accordance with the Contract.)
- 4.1.4 Invoking a Performance Bond – The agency may, when it considers that the interest of the State so require, cause judgement to be confessed upon the bond.
- 4.1.5 Within twenty (20) days after the date of notice of award of contract, the Bidder to whom the award is made shall furnish a Performance Bond and Labor and Material Payment Bond, each equal to the full amount of the Contract price to guarantee the faithful performance of all terms, covenants and conditions of the same. The bonds are to be issued by an acceptable Bonding Company licensed to do business in the State of Delaware and shall be issued in duplicate.
- 4.1.6 Performance and Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment. The Performance Bond shall guarantee the satisfactory completion of the Project and that the Contractor will make good any faults or defects in his work which may develop during the period of said guarantees as a result of improper or defective workmanship, material or apparatus, whether furnished by themselves or their Sub-Contractors. The Payment Bond shall guarantee that the Contractor shall pay in full all persons, firms or corporations who furnish labor or material or both labor and material for, or on account of, the work included herein. The bonds shall be paid for by this Contractor. The Owner shall have the right to demand that the proof parties signing the bonds are duly authorized to do so.
- 4.2 FAILURE TO COMPLY WITH CONTRACT
- 4.2.1 If any firm entering into a contract with the State, or Agency that neglects or refuses to perform or fails to comply with the terms thereof, the Agency which signed the Contract may terminate the Contract and proceed to award a new contract in accordance with this Chapter 69, Title 29 of the Delaware Code or may require the Surety on the Performance Bond to complete the Contract in accordance with the terms of the Performance Bond. Nothing herein shall preclude the Agency from pursuing additional remedies as otherwise provided by law.
- 4.3 CONTRACT INSURANCE AND CONTRACT LIABILITY
- 4.3.1 In addition to the bond requirements stated in the Bid Documents, each successful Bidder shall purchase adequate insurance for the performance of the Contract and, by submission of a Bid, agrees to indemnify and save harmless and to defend all legal or equitable actions brought against the State, any Agency, officer and/or employee of the State, for and from all claims of liability which is or may be the result of the successful Bidder's actions during the performance of the Contract.

4.3.2 The purchase or nonpurchase of such insurance or the involvement of the successful Bidder in any legal or equitable defense of any action brought against the successful Bidder based upon work performed pursuant to the Contract will not waive any defense which the State, its agencies and their respective officers, employees and agents might otherwise have against such claims, specifically including the defense of sovereign immunity, where applicable, and by the terms of this section, the State and all agencies, officers and employees thereof shall not be financially responsible for the consequences of work performed, pursuant to said contract.

#### 4.4 RIGHT TO AUDIT RECORDS

4.4.1 The Owner shall have the right to audit the books and records of a Contractor or any Subcontractor under any Contract or Subcontract to the extent that the books and records relate to the performance of the Contract or Subcontract.

4.4.2 Said books and records shall be maintained by the Contractor for a period of seven (7) years from the date of final payment under the Prime Contract and by the Subcontractor for a period of seven (7) years from the date of final payment under the Subcontract.

### ARTICLE 5: SUBCONTRACTORS

#### 5.1 SUBCONTRACTING REQUIREMENTS

5.1.1 All contracts for the construction, reconstruction, alteration or repair of any public building (not a road, street or highway) shall be subject to the following provisions:

1. A contract shall be awarded only to a Bidder whose Bid is accompanied by a statement containing, for each Subcontractor category, the name and address (city or town and State only – street number and P.O. Box addresses not required) of the subcontractor whose services the Bidder intends to use in performing the Work and providing the material for such Subcontractor category.
2. A Bid will not be accepted nor will an award of any Contract be made to any Bidder which, as the Prime Contractor, has listed itself as the Subcontractor for any Subcontractor unless:
  - A. It has been established to the satisfaction of the awarding Agency that the Bidder has customarily performed the specialty work of such Subcontractor category by artisans regularly employed by the Bidder's firm;
  - B. That the Bidder is duly licensed by the State to engage in such specialty work, if the State requires licenses; and
  - C. That the Bidder is recognized in the industry as a bona fide Subcontractor or Contractor in such specialty work and Subcontractor category.

5.1.2 The decision of the awarding Agency as to whether a Bidder who list itself as the Subcontractor for a Subcontractor category shall be final and binding upon all Bidders, and no action of any nature shall lie against any awarding agency or its employees or officers because of its decision in this regard.

5.1.3 After such a Contract has been awarded, the successful Bidder shall not substitute another Subcontractor for any Subcontractor whose name was set forth in the statement which accompanied the Bid without the written consent of the awarding Agency.

**CANNOT BE USED FOR BIDDING**



- 5.1.4 No Agency shall consent to any substitution of Subcontractors unless the Agency is satisfied that the Subcontractor whose name is on the Bidders accompanying statement:
- A. Is unqualified to perform the work required;
  - B. Has failed to execute a timely reasonable Subcontract;
  - C. Has defaulted in the performance on the portion of the work covered by the Subcontract; or
  - D. Is no longer engaged in such business.

## 5.2 PENALTY FOR SUBSTITUTION OF SUBCONTRACTORS

- 5.2.1 Should the Contractor fail to utilize any or all of the Subcontractors in the Contractor's Bid statement in the performance of the Work on the public bidding, the Contractor shall be penalized in the amount of (project specific amount\*). The Agency may determine to deduct payments of the penalty from the Contractor or have the amount paid directly to the Agency. Any penalty amount assessed against the Contractor may be remitted or refunded, in whole or in part, by the Agency awarding the Contract, only if it is established to the satisfaction of the Agency that the Subcontractor in question has defaulted or is no longer engaged in such business. No claim for the remission or refund of any penalty shall be granted unless an application is filed within one year after the liability of the successful Bidder accrues. All penalty amounts assessed and not refunded or remitted to the contractor shall be reverted to the State.

\*one (1) percent of contract amount not to exceed \$10,000

## 5.3 ASBESTOS ABATEMENT

- 5.3.1 The selection of any Contractor to perform asbestos abatement for State-funded projects shall be approved by the Office of Management and Budget, Division of Facilities Management pursuant to Chapter 78 of Title 16.

## 5.4 STANDARDS OF CONSTRUCTION FOR THE PROTECTION OF THE PHYSICALLY HANDICAPPED

- 5.4.1 All Contracts shall conform with the standard established by the Delaware Architectural Accessibility Board unless otherwise exempted by the Board.

## 5.5 CONTRACT PERFORMANCE

- 5.5.1 Any firm entering into a Public Works Contract that neglects or refuses to perform or fails to comply with its terms, the Agency may terminate the Contract and proceed to award a new Contract or may require the Surety on the Performance Bond to complete the Contract in accordance with the terms of the Performance Bond.

## ARTICLE 6: CONSTRUCTION BY OWNER OR SEPARATE CONTRACTORS

- 6.1 The Owner reserves the right to simultaneously perform other construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other Projects at the same site.

- 6.2 The Contractor shall afford the Owner and other Contractors reasonable opportunity for access and storage of materials and equipment, and for the performance of their activities, and shall connect and coordinate their activities with other forces as required by the Contract Documents.

**ARTICLE 7: CHANGES IN THE WORK**

- 7.1 The Owner, without invalidating the Contract, may order changes in the Work consisting of Additions, Deletions, Modifications or Substitutions, with the Contract Sum and Contract completion date being adjusted accordingly. Such changes in the Work shall be authorized by written Change Order signed by the Professional, as the duly authorized agent, the Contractor and the Owner.
- 7.2 The Contract Sum and Contract Completion Date shall be adjusted only by a fully executed Change Order.
- 7.3 The additional cost, or credit to the Owner resulting from a change in the Work shall be by mutual agreement of the Owner, Contractor and the Architect. In all cases, this cost or credit shall be based on the 'DPE' wages required and the "invoice price" of the materials/equipment needed.
- 7.3.1 "DPE" shall be defined to mean "direct personnel expense". Direct payroll expense includes direct salary plus customary fringe benefits (prevailing wage rates) and documented statutory costs such as workman's compensation insurance, Social Security/Medicare, and unemployment insurance (a maximum multiplier of 1.35 times DPE).
- 7.3.2 "Invoice price" of materials/equipment shall be defined to mean the actual cost of materials and/or equipment that is paid by the Contractor, (or subcontractor), to a material distributor, direct factory vendor, store, material provider, or equipment leasing entity. Rates for equipment that is leased and/or owned by the Contractor or subcontractor(s) shall not exceed those listed in the latest version of the "Means Building Construction Cost Data" publication.
- 7.3.3 In addition to the above, the General Contractor is allowed a fifteen percent (15%) markup for overhead and profit for additional work performed by the General Contractor's own forces. For additional subcontractor work, the Subcontractor is allowed a fifteen (15) percent overhead and profit on change order work above and beyond the direct costs stated previously. To this amount, the General Contractor will be allowed a mark-up not exceeding seven and one half percent (7.5%) on the subcontractors work. These mark-ups shall include all costs including, but not limited to: overhead, profit, bonds, insurance, supervision, etc. No markup is permitted on the work of the subcontractors subcontractor. No additional costs shall be allowed for changes related to the Contractor's onsite superintendent/staff, or project manager, unless a change in the work changes the project duration and is identified by the CPM schedule. There will be no other costs associated with the change order.

**ARTICLE 8: TIME**

- 8.1 Time limits, if any, are as stated in the Project Manual. By executing the Agreement, the Contractor confirms that the stipulated limits are reasonable, and that the Work will be completed within the anticipated time frame.
- 8.2 If progress of the Work is delayed at any time by changes ordered by the Owner, by labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions, unavoidable casualties or other causes beyond the Contractor's control, the Contract Time shall be extended for such reasonable time as the Owner may determine.

8.3 Any extension of time beyond the date fixed for completion of the construction and acceptance of any part of the Work called for by the Contract, or the occupancy of the building by the Owner, in whole or in part, previous to the completion shall not be deemed a waiver by the Owner of his right to annul or terminate the Contract for abandonment or delay in the matter provided for, nor relieve the Contractor of full responsibility.

#### 8.4 SUSPENSION AND DEBARMENT

8.4.1 Per Section 6962(d)(14), Title 29, Delaware Code, "Any Contractor who fails to perform a public works contract or complete a public works project within the time schedule established by the Agency in the Invitation To Bid, may be subject to Suspension or Debarment for one or more of the following reasons: a) failure to supply the adequate labor supply ratio for the project; b) inadequate financial resources; or, c) poor performance on the Project."

8.4.2 "Upon such failure for any of the above stated reasons, the Agency that contracted for the public works project may petition the Director of the Office of Management and Budget for Suspension or Debarment of the Contractor. The Agency shall send a copy of the petition to the Contractor within three (3) working days of filing with the Director. If the Director concludes that the petition has merit, the Director shall schedule and hold a hearing to determine whether to suspend the Contractor, debar the Contractor or deny the petition. The Agency shall have the burden of proving, by a preponderance of the evidence, that the Contractor failed to perform or complete the public works project within the time schedule established by the Agency and failed to do so for one or more of the following reasons: a) failure to supply the adequate labor supply ratio for the project; b) inadequate financial resources; or, c) poor performance on the project. Upon a finding in favor of the Agency, the Director may suspend a Contractor from Bidding on any project funded, in whole or in part, with public funds for up to 1 year for a first offense, up to 3 years for a second offense and permanently debar the Contractor for a third offense. The Director shall issue a written decision and shall send a copy to the Contractor and the Agency. Such decision may be appealed to the Superior Court within thirty (30) days for a review on the record."

#### 8.5 RETAINAGE

8.5.1 Per Section 6962(d)(5) a.3, Title 29, Delaware Code: The Agency may at the beginning of each public works project establish a time schedule for the completion of the project. If the project is delayed beyond the completion date due to the Contractor's failure to meet their responsibilities, the Agency may forfeit, at its discretion, all or part of the Contractor's retainage.

8.5.2 This forfeiture of retainage also applies to the timely completion of the punchlist. A punchlist will only be prepared upon the mutual agreement of the Owner, Architect and Contractor. Once the punchlist is prepared, all three parties will by mutual agreement, establish a schedule for its completion. Should completion of the punchlist be delayed beyond the established date due to the Contractor's failure to meet their responsibilities, the Agency may hold permanently, at its discretion, all or part of the Contractor's retainage.

**ARTICLE 9: PAYMENTS AND COMPLETION****9.1 APPLICATION FOR PAYMENT**

9.1.1 Applications for payment shall be made upon AIA Document G702. There will be a five percent (5%) retainage on all Contractor's monthly invoices until completion of the project. This retainage may become payable upon receipt of all required closeout documentation, provided all other requirements of the Contract Documents have been met.

9.1.2 A date will be fixed for the taking of the monthly account of work done. Upon receipt of Contractor's itemized application for payment, such application will be audited, modified, if found necessary, and approved for the amount. Statement shall be submitted to the Owner.

9.1.3 Section 6516, Title 29 of the Delaware Code annualized interest is not to exceed 12% per annum beginning thirty (30) days after the "presentment" (as opposed to the date) of the invoice.

**9.2 PARTIAL PAYMENTS**

9.2.1 Any public works Contract executed by any Agency may provide for partial payments at the option of the Owner with respect to materials placed along or upon the sites or stored at secured locations, which are suitable for use in the performance of the contract.

9.2.2 When approved by the agency, partial payment may include the values of tested and acceptable materials of a nonperishable or noncontaminative nature which have been produced or furnished for incorporation as a permanent part of the work yet to be completed, provided acceptable provisions have been made for storage.

9.2.2.1 Any allowance made for materials on hand will not exceed the delivered cost of the materials as verified by invoices furnished by the Contractor, nor will it exceed the contract bid price for the material complete in place.

9.2.3 If requested by the Agency, receipted bills from all Contractors, Subcontractors, and material, men, etc., for the previous payment must accompany each application for payment. Following such a request, no payment will be made until these receipted bills have been received by the Owner.

**9.3 SUBSTANTIAL COMPLETION**

9.3.1 When the building has been made suitable for occupancy, but still requires small items of miscellaneous work, the Owner will determine the date when the project has been substantially completed.

9.3.2 If, after the Work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and without terminating the Contract, the Owner may make payment of the balance due for the portion of the Work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment that it shall not constitute a waiver of claims.

9.3.3 On projects where commissioning is included, the commissioning work as defined in the specifications must be complete prior to the issuance of substantial completion.

**9.4 FINAL PAYMENT**

- 9.4.1 Final payment, including the five percent (5%) retainage if determined appropriate, shall be made within thirty (30) days after the Work is fully completed and the Contract fully performed and provided that the Contractor has submitted the following closeout documentation (in addition to any other documentation required elsewhere in the Contract Documents):
- 9.4.1.1 Evidence satisfactory to the Owner that all payrolls, material bills, and other indebtedness connected with the work have been paid,
  - 9.4.1.2 An acceptable RELEASE OF LIENS,
  - 9.4.1.3 Copies of all applicable warranties,
  - 9.4.1.4 As-built drawings,
  - 9.4.1.5 Operations and Maintenance Manuals,
  - 9.4.1.6 Instruction Manuals,
  - 9.4.1.7 Consent of Surety to final payment.
  - 9.4.1.8 The Owner reserves the right to retain payments, or parts thereof, for its protection until the foregoing conditions have been complied with, defective work corrected and all unsatisfactory conditions remedied.

**ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY**

- 10.1 The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall take all reasonable precautions to prevent damage, injury or loss to: workers, persons nearby who may be affected, the Work, materials and equipment to be incorporated, and existing property at the site or adjacent thereto. The Contractor shall give notices and comply with applicable laws ordinances, rules regulations, and lawful orders of public authorities bearing on the safety of persons and property and their protection from injury, damage, or loss. The Contractor shall promptly remedy damage and loss to property at the site caused in whole or in part by the Contractor, a Subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.
- 10.2 The Contractor shall notify the Owner in the event any existing hazardous material such as lead, PCBs, asbestos, etc. is encountered on the project. The Owner will arrange with a qualified specialist for the identification, testing, removal, handling and protection against exposure or environmental pollution, to comply with applicable regulation laws and ordinances. The Contractor and Architect will not be required to participate in or to perform this operation. Upon completion of this work, the Owner will notify the Contractor and Architect in writing the area has been cleared and approved by the authorities in order for the work to proceed. The Contractor shall attach documentation from the authorities of said approval.
- 10.3 As required in the Hazardous Chemical Information Act of June 1984, all vendors supplying any materials that may be defined as hazardous, must provide Material Safety Data Sheets for those products. Any chemical product should be considered hazardous if it has a warning caution on the label relating to a potential physical or health hazard, if it is known to be present in the work place, and if employees may be exposed under normal conditions or in any foreseeable emergency situation. Material Safety Data Sheets must be provided directly to the Owner along with the shipping slips that include those products.

- 10.4 The Contractor shall certify to the Owner that materials incorporated into the Work are free of all asbestos. This certification may be in the form of Material Safety Data Sheet (MSDS) provided by the product manufacturer for the materials used in construction, as specified or as provided by the Contractor.

#### ARTICLE 11: INSURANCE AND BONDS

- 11.1 The Contractor shall carry all insurance required by law, such as Unemployment Insurance, etc. The Contractor shall carry such insurance coverage as they desire on their own property such as a field office, storage sheds or other structures erected upon the project site that belong to them and for their own use. The Subcontractors involved with this project shall carry whatever insurance protection they consider necessary to cover the loss of any of their personal property, etc.
- 11.2 Upon being awarded the Contract, the Contractor shall obtain a minimum of two (2) copies of all required insurance certificates called for herein, and submit one (1) copy of each certificate, to the Owner, within 20 days of contract award.
- 11.3 Bodily Injury Liability and Property Damage Liability Insurance shall, in addition to the coverage included herein, include coverage for injury to or destruction of any property arising out of the collapse of or structural injury to any building or structure due to demolition work and evidence of these coverages shall be filed with and approved by the Owner.
- 11.4 The Contractor's Property Damage Liability Insurance shall, in addition to the coverage noted herein, include coverage on all real and personal property in their care, custody and control damaged in any way by the Contractor or their Subcontractors during the entire construction period on this project.
- 11.5 Builders Risk (including Standard Extended Coverage Insurance) on the existing building during the entire construction period, shall not be provided by the Contractor under this contract. The Owner shall insure the existing building and all of its contents and all this new alteration work under this contract during entire construction period for the full insurable value of the entire work at the site. Note, however, that the Contractor and their Subcontractors shall be responsible for insuring building materials (installed and stored) and their tools and equipment whenever in use on the project, against fire damage, theft, vandalism, etc.
- 11.6 Certificates of the insurance company or companies stating the amount and type of coverage, terms of policies, etc., shall be furnished to the Owner, within 20 days of contract award.
- 11.7 The Contractor shall, at their own expense, (in addition to the above) carry the following forms of insurance:

11.7.1 Contractor's Contractual Liability Insurance

Minimum coverage to be:

Bodily Injury	\$500,000 \$1,000,000 \$1,000,000	for each person for each occurrence aggregate
Property Damage	\$500,000 \$1,000,000	for each occurrence aggregate

11.7.2 Contractor's Protective Liability Insurance

Minimum coverage to be:

Bodily Injury	\$500,000 \$1,000,000 \$1,000,000	for each person for each occurrence aggregate
Property Damage	\$500,000 \$500,000	for each occurrence aggregate

11.7.3 Automobile Liability Insurance

Minimum coverage to be:

Bodily Injury	\$1,000,000 \$1,000,000	for each person for each occurrence
Property Damage	\$500,000	per accident

11.7.4 Prime Contractor's and Subcontractors' policies shall include contingent and contractual liability coverage in the same minimum amounts as 11.7.1 above.

11.7.5 Workmen's Compensation (including Employer's Liability):

11.7.5.1 Minimum Limit on employer's liability to be as required by law.

11.7.5.2 Minimum Limit for all employees working at one site.

11.7.6 Certificates of Insurance must be filed with the Owner guaranteeing fifteen (15) days prior notice of cancellation, non-renewal, or any change in coverages and limits of liability shown as included on certificates.

11.7.7 Social Security Liability

11.7.7.1 With respect to all persons at any time employed by or on the payroll of the Contractor or performing any work for or on their behalf, or in connection with or arising out of the Contractor's business, the Contractor shall accept full and exclusive liability for the payment of any and all contributions or taxes or unemployment insurance, or old age retirement benefits, pensions or annuities now or hereafter imposed by the Government of the United States and the State or political subdivision thereof, whether the same be measured by wages, salaries or other remuneration paid to such persons or otherwise.

11.7.7.2 Upon request, the Contractor shall furnish Owner such information on payrolls or employment records as may be necessary to enable it to fully comply with the law imposing the aforesaid contributions or taxes.

11.7.7.3 If the Owner is required by law to and does pay any and/or all of the aforesaid contributions or taxes, the Contractor shall forthwith reimburse the Owner for the entire amount so paid by the Owner.

**ARTICLE 12: UNCOVERING AND CORRECTION OF WORK**

- 12.1 The Contractor shall promptly correct Work rejected by the Owner or failing to conform to the requirements of the Contract Documents, whether observed before or after Substantial Completion and whether or not fabricated, installed or completed, and shall correct any Work found to be not in accordance with the requirements of the Contract Documents within a period of two years from the date of Substantial Completion, or by terms of an applicable special warranty required by the Contract Documents. The provisions of this Article apply to work done by Subcontractors as well as to Work done by direct employees of the Contractor.
- 12.2 At any time during the progress of the work, or in any case where the nature of the defects shall be such that it is not expedient to have them corrected, the Owner, at their option, shall have the right to deduct such sum, or sums, of money from the amount of the contract as they consider justified to adjust the difference in value between the defective work and that required under contract including any damage to the structure.

**ARTICLE 13: MISCELLANEOUS PROVISIONS****13.1 CUTTING AND PATCHING**

- 13.1.1 The Contractor shall be responsible for all cutting and patching. The Contractor shall coordinate the work of the various trades involved.

**13.2 DIMENSIONS**

- 13.2.1 All dimensions shown shall be verified by the Contractor by actual measurements at the project site. Any discrepancies between the drawings and specifications and the existing conditions shall be referred to the Owner for adjustment before any work affected thereby has been performed.

**13.3 LABORATORY TESTS**

- 13.3.1 Any specified laboratory tests of material and finished articles to be incorporated in the work shall be made by bureaus, laboratories or agencies approved by the Owner and reports of such tests shall be submitted to the Owner. The cost of the testing shall be paid for by the Contractor.
- 13.3.2 The Contractor shall furnish all sample materials required for these tests and shall deliver same without charge to the testing laboratory or other designated agency when and where directed by the Owner.

**13.4 ARCHAEOLOGICAL EVIDENCE**

- 13.4.1 Whenever, in the course of construction, any archaeological evidence is encountered on the surface or below the surface of the ground, the Contractor shall notify the authorities of the Delaware Archaeological Board and suspend work in the immediate area for a reasonable time to permit those authorities, or persons designated by them, to examine the area and ensure the proper removal of the archaeological evidence for suitable preservation in the State Museum.

**13.5 GLASS REPLACEMENT AND CLEANING**

- 13.5.1 The General Contractor shall replace without expense to the Owner all glass broken during the construction of the project. If job conditions warrant, at completion of the job the General Contractor shall have all glass cleaned and polished.



## 13.6 WARRANTY

- 13.6.1 For a period of two (2) years from the date of substantial completion, as evidenced by the date of final acceptance of the work, the contractor warrants that work performed under this contract conforms to the contract requirements and is free of any defect of equipment, material or workmanship performed by the contractor or any of his subcontractors or suppliers. However, manufacturer's warranties and guarantees, if for a period longer than two (2) years, shall take precedence over the above warranties. The contractor shall remedy, at his own expense, any such failure to conform or any such defect. The protection of this warranty shall be included in the Contractor's Performance Bond.

**ARTICLE 14: TERMINATION OF CONTRACT**

- 14.1 If the Contractor defaults or persistently fails or neglects to carry out the Work in accordance with the Contract Documents or fails to perform a provision of the Contract, the Owner, after seven days written notice to the Contractor, may make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor. Alternatively, at the Owner's option, and the Owner may terminate the Contract and take possession of the site and of all materials, equipment, tools, and machinery thereon owned by the Contractor and may finish the Work by whatever method the Owner may deem expedient. If the costs of finishing the Work exceed any unpaid compensation due the Contractor, the Contractor shall pay the difference to the Owner.
- 14.2 "If the continuation of this Agreement is contingent upon the appropriation of adequate state, or federal funds, this Agreement may be terminated on the date beginning on the first fiscal year for which funds are not appropriated or at the exhaustion of the appropriation. The Owner may terminate this Agreement by providing written notice to the parties of such non-appropriation. All payment obligations of the Owner will cease upon the date of termination. Notwithstanding the foregoing, the Owner agrees that it will use its best efforts to obtain approval of necessary funds to continue the Agreement by taking appropriate action to request adequate funds to continue the Agreement."

END OF GENERAL REQUIREMENTS

**CANNOT BE USED FOR BIDDING**

STATE OF DELAWARE  
DEPARTMENT OF LABOR  
DIVISION OF INDUSTRIAL AFFAIRS  
OFFICE OF LABOR LAW ENFORCEMENT  
PHONE: (302) 451-3423

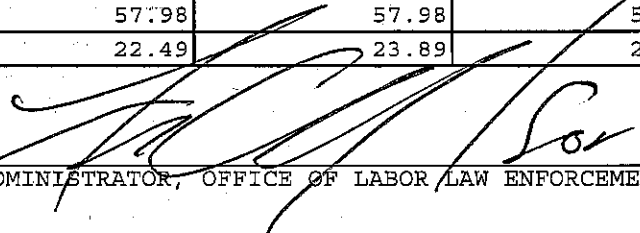
Mailing Address:  
225 CORPORATE BOULEVARD  
SUITE 104  
NEWARK, DE 19702

Located at:  
225 CORPORATE BOULEVARD  
SUITE 104  
NEWARK, DE 19702

PREVAILING WAGES FOR BUILDING CONSTRUCTION EFFECTIVE MARCH 15, 2012

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	23.22	29.83	39.20
BOILERMAKERS	65.47	33.22	48.83
BRICKLAYERS	45.63	45.63	45.63
CARPENTERS	49.06	49.06	39.22
CEMENT FINISHERS	40.38	29.11	21.20
ELECTRICAL LINE WORKERS	43.49	37.29	28.44
ELECTRICIANS	59.10	59.10	59.10
ELEVATOR CONSTRUCTORS	73.14	40.93	30.55
GLAZIERS	62.60	62.60	54.20
INSULATORS	50.38	50.38	50.38
IRON WORKERS	58.70	58.70	58.70
LABORERS	37.20	37.20	37.20
MILLWRIGHTS	60.85	60.85	47.42
PAINTERS	40.62	40.62	40.62
PILEDRIVERS	66.42	37.64	30.45
PLASTERERS	21.61	21.61	17.50
PLUMBERS/PIPEFITTERS/STEAMFITTERS	57.95	43.24	46.28
POWER EQUIPMENT OPERATORS	55.81	55.81	24.13
ROOFERS-COMPOSITION	21.01	20.71	17.02
ROOFERS-SHINGLE/SLATE/TILE	17.59	17.50	16.45
SHEET METAL WORKERS	64.39	62.18	62.18
SOFT FLOOR LAYERS	44.92	44.92	44.92
SPRINKLER FITTERS	50.65	50.65	50.65
TERRAZZO/MARBLE/TILE FNRS	50.50	50.50	45.45
TERRAZZO/MARBLE/TILE STRS	57.98	57.98	52.63
TRUCK DRIVERS	22.49	23.89	20.03

CERTIFIED: 1/9/13

BY:   
ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

**NOTE:** THESE RATES ARE PROMULGATED AND ENFORCED PURSUANT TO THE PREVAILING WAGE REGULATIONS ADOPTED BY THE DEPARTMENT OF LABOR ON APRIL 3, 1992.

CLASSIFICATIONS OF WORKERS ARE DETERMINED BY THE DEPARTMENT OF LABOR. FOR ASSISTANCE IN CLASSIFYING WORKERS, OR FOR A COPY OF THE REGULATIONS OR CLASSIFICATIONS, PHONE (302) 451-3423.

NON-REGISTERED APPRENTICES MUST BE PAID THE MECHANIC'S RATE.

PROJECT: Christina School District Toilet Room Renovations, New Castle County

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Locations:

1. Elbert-Palmer Elementary School, 1210 Lobdell Street, Wilmington, DE 19801.
2. Bayard Middle School, 200 South Dupont Street, Wilmington, DE 19809

- B. Owner: Christina School District, 925 Bear-Corbitt Rd., Bear, Delaware 19701.

- C. Architect Identification: The Contract Documents, dated February 8, 2013, were prepared for the Project by R G Architects, LLC, 3171 South DuPont Parkway, Odessa, Delaware 19730, 302-376-8100.

- D. The Work generally consists of, but is not limited to:

1. Demolition and replacement of Toilet Room Fixtures, Partitions, and Systems at Two Schools:

- a. Demolish existing toilet fixtures, partitions, and all supply and waste piping and vents as well as selected heating and ventilation systems.
- b. Selective demolition of walls, floors, floor finishes, wall finishes, doors and frames in selected areas.
- c. Install new toilet fixtures, sinks, and toilet partitions;
- d. Install new porcelain wall tile and backer board. Provide new masonry or metal stud walls where shown;
- e. Install new lighting, heating, and exhaust systems;
- f. Install new Epoxy Resin floor finish systems.

1.3 CONTRACT

- A. Project will be constructed under a general construction contract however the contract will be awarded to the Prime Contractor.

1.4 USE OF PREMISES

- A. General: Contractor shall have full use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

1.5 WORK UNDER OTHER CONTRACTS

- A. Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

1.6 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 16-division format and CSI/CSC's "MasterFormat" numbering system.
1. Section Identification: The Specifications use section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of sections in the Contract Documents.
- B. Specification Content: 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:
1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred, as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
    - a. 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1100

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Requests for substitution must be made ten days prior to bid. This specification section applies to extra-ordinary conditions that could not be requested during the bidding period.
- B. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for handling requests for substitutions made after award of the Contract, but no later than 60 days after commencement of the Work.
- B. Related Sections: The following Divisions contain requirements that relate to this Section:
  - 1. Division 1 specifies the applicability of industry standards to products specified.
  - 2. Division 1 specifies requirements for submitting the Contractor's Construction Schedule and the Submittal Schedule.
  - 3. Division 1 specifies requirements governing the Contractor's selection of products and product options.

## 1.3 DEFINITIONS

- A. Definitions in this Article do not change or modify the meaning of other terms used in the Contract Documents.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction required by the Contract Documents proposed by the Contractor after award of the Contract are considered to be requests for substitutions. The following are not considered to be requests for substitutions:
  - 1. Substitutions requested during the bidding period, and accepted by Addendum prior to award of the Contract, are included in the Contract Documents and are not subject to requirements specified in this Section for substitutions.
  - 2. Revisions to the Contract Documents requested by the Owner or Architect.
  - 3. Specified options of products and construction methods included in the Contract Documents.
  - 4. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

## 1.4 SUBMITTALS

- A. Substitution Request Submittal: The Architect will consider requests for substitution if received within 60 days after commencement of the Work (Item 1.1, A. above). Requests received more than 60 days after commencement of the Work may be considered or rejected at the discretion of the Architect.
  - 1. Submit three copies of each request for substitution for consideration. Submit requests in the form and according to procedures required for change-order proposals. The

- Contractor is solely responsible for obtaining the required forms to submit before the stated time period expires.
2. Identify the product or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers.
  3. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
    - a. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate contractors that will be necessary to accommodate the proposed substitution.
    - b. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements, such as performance, weight, size, durability, and visual effect.
    - c. Product Data, including Drawings and descriptions of products and fabrication and installation procedures.
    - d. Samples, where applicable or requested.
    - e. A statement indicating the substitution's effect 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. The Contractor's certification that the proposed substitution conforms to requirements in the Contract Documents in every respect and is appropriate for the applications indicated.
    - h. The 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.
  4. Architect's Action: If necessary, the Architect will request additional information or documentation for evaluation within one week of receipt of a request for substitution. The Architect will notify the Contractor of acceptance or rejection of the substitution within two weeks of receipt of the request, or one week of receipt of additional information or documentation, whichever is later.
    - a. Use the product specified if the Architect cannot make a decision on the use of a proposed substitute within the time allocated.

## PART 2 - PRODUCTS

### 2.1 SUBSTITUTIONS

- A. Conditions: The Architect will receive and consider the Contractor's request for substitution when the following conditions are satisfied, as determined by the Architect. If the following conditions are not satisfied, the Architect will return the requests without action except to record noncompliance with these requirements.
  1. Revisions to the Contract Documents are not required.
  2. Proposed changes are in keeping with the general intent of the Contract Documents.
  3. The request is timely, fully documented, and properly submitted.
  4. The specified product or method of construction cannot be provided within the Contract Time. The Architect will not consider the request if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.

5. The requested substitution offers the Owner a substantial advantage, in cost, time, energy conservation, or other considerations, after deducting additional responsibilities the Owner must assume. The Owner's additional responsibilities may include compensation to the Architect for redesign and evaluation services, increased cost of other construction by the Owner, and similar considerations.
  6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
  7. The specified product or method of construction cannot be provided in a manner that is compatible with other materials and where the Contractor certifies that the substitution will overcome the incompatibility.
  8. The specified product or method of construction cannot be coordinated with other materials and where the Contractor certifies that the proposed substitution can be coordinated.
- B. The Contractor's submittal and the Architect's acceptance of Shop Drawings, Product Data, or Samples for construction activities not complying with the Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01631



## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Requests for substitution must be made ten days prior to bid. This specification section applies to extra-ordinary conditions that could not be requested during the bidding period.
- B. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for handling requests for substitutions made after award of the Contract, but no later than 60 days after commencement of the Work.
- B. Related Sections: The following Divisions contain requirements that relate to this Section:
  - 1. Division 1 specifies the applicability of industry standards to products specified.
  - 2. Division 1 specifies requirements for submitting the Contractor's Construction Schedule and the Submittal Schedule.
  - 3. Division 1 specifies requirements governing the Contractor's selection of products and product options.

## 1.3 DEFINITIONS

- A. Definitions in this Article do not change or modify the meaning of other terms used in the Contract Documents.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction required by the Contract Documents proposed by the Contractor after award of the Contract are considered to be requests for substitutions. The following are not considered to be requests for substitutions:
  - 1. Substitutions requested during the bidding period, and accepted by Addendum prior to award of the Contract, are included in the Contract Documents and are not subject to requirements specified in this Section for substitutions.
  - 2. Revisions to the Contract Documents requested by the Owner or Architect.
  - 3. Specified options of products and construction methods included in the Contract Documents.
  - 4. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

## 1.4 SUBMITTALS

- A. Substitution Request Submittal: The Architect will consider requests for substitution if received within 60 days after commencement of the Work (Item 1.1, A. above). Requests received more than 60 days after commencement of the Work may be considered or rejected at the discretion of the Architect.
  - 1. Submit three copies of each request for substitution for consideration. Submit requests in the form and according to procedures required for change-order proposals. The

- Contractor is solely responsible for obtaining the required forms to submit before the stated time period expires.
2. Identify the product or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers.
  3. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
    - a. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate contractors that will be necessary to accommodate the proposed substitution.
    - b. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements, such as performance, weight, size, durability, and visual effect.
    - c. Product Data, including Drawings and descriptions of products and fabrication and installation procedures.
    - d. Samples, where applicable or requested.
    - e. A statement indicating the substitution's effect 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. The Contractor's certification that the proposed substitution conforms to requirements in the Contract Documents in every respect and is appropriate for the applications indicated.
    - h. The 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.
  4. Architect's Action: If necessary, the Architect will request additional information or documentation for evaluation within one week of receipt of a request for substitution. The Architect will notify the Contractor of acceptance or rejection of the substitution within two weeks of receipt of the request, or one week of receipt of additional information or documentation, whichever is later.
    - a. Use the product specified if the Architect cannot make a decision on the use of a proposed substitute within the time allocated.

## PART 2 - PRODUCTS

### 2.1 SUBSTITUTIONS

- A. Conditions: The Architect will receive and consider the Contractor's request for substitution when the following conditions are satisfied, as determined by the Architect. If the following conditions are not satisfied, the Architect will return the requests without action except to record noncompliance with these requirements.
  1. Revisions to the Contract Documents are not required.
  2. Proposed changes are in keeping with the general intent of the Contract Documents.
  3. The request is timely, fully documented, and properly submitted.
  4. The specified product or method of construction cannot be provided within the Contract Time. The Architect will not consider the request if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.

5. The requested substitution offers the Owner a substantial advantage, in cost, time, energy conservation, or other considerations, after deducting additional responsibilities the Owner must assume. The Owner's additional responsibilities may include compensation to the Architect for redesign and evaluation services, increased cost of other construction by the Owner, and similar considerations.
  6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
  7. The specified product or method of construction cannot be provided in a manner that is compatible with other materials and where the Contractor certifies that the substitution will overcome the incompatibility.
  8. The specified product or method of construction cannot be coordinated with other materials and where the Contractor certifies that the proposed substitution can be coordinated.
- B. The Contractor's submittal and the Architect's acceptance of Shop Drawings, Product Data, or Samples for construction activities not complying with the Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01631

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

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

## 1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
  - 1. Division 01 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

## 1.3 MINOR CHANGES IN THE WORK

- A. 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."

## 1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: **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.
  - 1. Proposal Requests issued by **Architect** are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - 2. Within **time specified in Proposal Request** after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a 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.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.

- d. 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: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to **Architect**.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
  2. Include a 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.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include costs of labor and supervision directly attributable to the change.
  5. 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.
  6. Comply with requirements in Division 01 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Use AIA Document G709 for Proposal Requests.

#### 1.5 CHANGE ORDER PROCEDURES

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

#### 1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: **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.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed 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.

1. 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 012600**

**CANNOT BE USED FOR BIDDING**

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

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

## 1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
1. **[Division 01 Section "Allowances" for procedural requirements governing handling and processing of allowances].**
  2. Division 01 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
  3. Division 01 Section "Unit Prices" for administrative requirements governing use of unit prices.
  4. Division 01 Section "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

## 1.3 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule. **[ Cost-loaded CPM Schedule may serve to satisfy requirements for the Schedule of Values.]**
1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with Continuation Sheets.
    - b. Submittals Schedule.
    - c. Contractor's Construction Schedule.
  2. Submit the Schedule of Values to Architect at earliest possible date but no later than **seven** days before the date scheduled for submittal of initial Applications for Payment.
  3. Subschedules: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.

- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
1. Identification: 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. Submit draft of AIA Document G703 Continuation Sheets.
  3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate. **Include separate line items under required principal subcontracts for operation and maintenance manuals, punch list activities, Project Record Documents, and demonstration and training in the amount of 5 percent of the Contract Sum.**
  4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
  5. Provide a 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. If specified, include evidence of insurance or bonded warehousing.
  6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
  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, at Contractor's option.
  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.



## 1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Forms: Use **AIA Document G702 and AIA Document G703 Continuation Sheets** as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. **Architect** will return incomplete applications without action.
1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit **3** signed and notarized original copies of each Application for Payment to **Architect** by a method ensuring receipt **within 24 hours**. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
  2. **Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.**
- F. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Schedule of Values.
  3. Contractor's Construction Schedule (preliminary if not final).
  4. Products list.
  5. Schedule of unit prices.
  6. Submittals Schedule (preliminary if not final).
  7. List of Contractor's staff assignments.
  8. List of Contractor's principal consultants.
  9. Copies of building permits.

10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  11. Initial progress report.
  12. Report of preconstruction conference.
  13. Certificates of insurance and insurance policies.
  14. Performance and payment bonds.
  15. Data needed to acquire Owner's insurance.
  16. Initial settlement survey and damage report if required.
- G. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- H. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
  5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
  6. AIA Document G707, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled.
  8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
  9. Final, liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**END OF SECTION 01 2900**

## 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 provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Coordination Drawings.
  - 2. Administrative and supervisory personnel.
  - 3. Project meetings.
  - 4. Requests for Interpretation (RFIs).
- B. Each contractor shall participate in coordination requirements.
- C. Related Sections include the following:
  - 1. Division 01 Section "Multiple Contract Summary" for a description of the division of Work among separate contracts and responsibility for coordination activities not in this Section.
  - 2. Division 01 Section "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.
  - 3. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 4. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.

## 1.3 COORDINATION

- A. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections, 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 with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.
4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical.

#### 1.4 SUBMITTALS

- A. Coordination Drawings: HVAC Contractor shall prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities. Each trade shall place their own work on the coordination drawings.
  1. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:
    - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
    - b. Indicate required installation sequences.
    - c. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

#### 1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.
  1. Include special personnel required for coordination of operations with other contractors.

#### 1.6 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
- B. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner, and Architect, but no later than **15** days after execution of the Agreement. Hold the conference at Project site or another

convenient location. Conduct the meeting to review responsibilities and personnel assignments.

1. Attendees: Authorized representatives of Owner, General Contractor, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Discuss items of significance that could affect progress, including the following:

- a. Tentative construction schedule.
- b. **[Phasing]**.
- c. Critical work sequencing and long-lead items.
- d. Designation of key personnel and their duties.
- e. Procedures for processing field decisions and Change Orders.
- f. Procedures for RFIs.
- g. Procedures for testing and inspecting.
- h. Procedures for processing Applications for Payment.
- i. Distribution of the Contract Documents.
- j. Submittal procedures.
- k. **[LEED requirements]**.
- l. Preparation of Record Documents.
- m. Use of the premises **[and existing building]**.
- n. Work restrictions.
- o. Owner's occupancy requirements.
- p. Responsibility for temporary facilities and controls.
- q. Construction waste management and recycling.
- r. Parking availability.
- s. Office, work, and storage areas.
- t. Equipment deliveries and priorities.
- u. First aid.
- v. Security.
- w. Progress cleaning.
- x. Working hours.

3. Minutes: Architect will record and distribute meeting minutes.

C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. 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 of scheduled meeting dates.

D. Progress Meetings: Conduct progress meetings at biweekly intervals.

1. Attendees: In addition to representatives of Owner, **General Contractor**, 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 conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: 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 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.
      - 1) Review schedule for next period.
    - b. Review present and future needs of each entity present, including the following:
      - 1) Interface requirements.
      - 2) Sequence of operations.
      - 3) Status of submittals.
      - 4) Deliveries.
      - 5) Off-site fabrication.
      - 6) Quality and work standards.
      - 7) Status of correction of deficient items.
      - 8) Field observations.
      - 9) Request for Interpretations (RFIs).
      - 10) Status of proposal requests.
  3. Minutes: Architect will record and distribute to Contractor the meeting minutes.
- E. Coordination Meetings: Conduct Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: 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 conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: 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 Project.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

#### 1.7 REQUESTS FOR INTERPRETATION (RFIs)

- A. Procedure: Upon discovery of the need for interpretation of the Contract Documents, prepare and submit an RFI form provided at the end of this Section. Oral RFIs will not be accepted.
  1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
  2. RFIs shall only be submitted to seek clarification or interpretation of ambiguities, conflicts, discrepancies, errors, inconsistencies, or omissions in the Contract Documents.
  3. RFIs shall not take the place of Contractor figuring out information available in the Contract Documents.
  4. Each RFI shall be limited to a single issue or very closely related issue.
  5. Coordinate and promptly submit
  6. RFIs to avoid delays in Contractor's work and work of subcontractors.
  7. Reviews/responses to RFIs shall not constitute an approval or direction related to Contractor's construction means, methods, procedures, sequences, or techniques.
  8. Reviews/Responses to RFIs shall not constitute an approval or direction related to construction site safety.
- B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
  1. Project name.
  2. Date.
  3. Name of Contractor.
  4. Name of Architect.
  5. RFI number, numbered sequentially.
  6. Specification Section number and title and related paragraphs, as appropriate.
  7. Drawing number and detail references, as appropriate.
  8. Field dimensions and conditions, as appropriate.
  9. Contractor's suggested solution(s). If Contractor's solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  10. Contractor's signature.
  11. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.

- a. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.
- C. RFI Form: Use the form at the end of this Section or a software-generated form with substantially the same content as indicated above.
1. Identify each page of attachment with the RFI number and sequential page number.
- D. Architect's Action: Architect will review each RFI, determine response required, and return it within **seven** working days. RFIs received 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 substitutions.
    - b. Requests for adjustments in the Contract Time or the Contract Sum.
    - c. Requests for approval of submittals.
    - d. Request for information already indicated on the Contract Documents.
    - e. Requests for interpretation of Architect's actions on submittals.
    - f. Incomplete RFIs or RFIs with numerous errors.
  2. RFI response may include a request for additional information, in which case Architect's time for response will start again.
  3. RFI response 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."
  4. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within **10** calendar days of receipt of the RFI response.
- 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 **seven** days if Contractor disagrees with response.
- F. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly to the Architect.
1. Project name.
  2. Name and address of Contractor.
  3. Name and address of Architect.
  4. RFI number including RFIs that were dropped and not submitted.
  5. RFI description.
  6. Date the RFI was submitted.
  7. Date Architect's response was received.



8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**END OF SECTION 01 3100**

**CANNOT BE USED FOR BIDDING**



Advancement  
of Construction  
Technology

**REQUEST FOR  
INTERPRETATION LOG**

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

A/E Project Number: \_\_\_\_\_

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

R.F.I. NO.	DATE REC'D	BRIEF DESCRIPTION OF INFORMATION REQUESTED	DATE OF RESPONSE	R.F.P. NO.

**CANNOT BE USED FOR BIDDING**

# REQUEST FOR INTERPRETATION

Project: \_\_\_\_\_ R.F.I. Number: \_\_\_\_\_  
 \_\_\_\_\_ From: \_\_\_\_\_  
 To: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ A/E Project Number: \_\_\_\_\_  
 Re: \_\_\_\_\_ Contract For: \_\_\_\_\_

Specification Section: \_\_\_\_\_ Paragraph: \_\_\_\_\_ Drawing Reference: \_\_\_\_\_ Detail: \_\_\_\_\_

Request:

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Response:

Attachments

Response From: \_\_\_\_\_ To: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Date Ret'd: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Copies:  Owner  Consultants  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  File

## 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 documenting the progress of construction during performance of the Work, including the following:

1. Preliminary Construction Schedule.
2. Contractor's Construction Schedule.
3. Submittals Schedule.
4. Daily construction reports.
5. Material location reports.
6. Field condition reports.
7. Special reports.

- B. Related Sections include the following:

1. Division 01 Section "Multiple Contract Summary" for preparing a combined Contractor's Construction Schedule.
2. Division 01 Section "Payment Procedures" for submitting the Schedule of Values.
3. Division 01 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
4. Division 01 Section "Photographic Documentation" for submitting construction photographs.
5. Division 01 Section "Submittal Procedures" for submitting schedules and reports.
6. Division 01 Section "Quality Requirements" for submitting a schedule of tests and inspections.

## 1.3 DEFINITIONS

- A. Activity: 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.

1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
2. Predecessor Activity: An activity that precedes another activity in the network.
3. 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 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. Event: The starting or ending point of an activity.
- F. Float: The measure of leeway in starting and completing an activity.
  - 1. 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.
  - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
  - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- G. Fagnets: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- H. Major Area: A story of construction, a separate building, or a similar significant construction element.
- I. Milestone: A key or critical point in time for reference or measurement.
- J. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.
- K. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

#### 1.4 SUBMITTALS

- A. Qualification Data: For scheduling consultant.
- B. Submittals Schedule: Submit **ONE** copies of schedule. Arrange the following information in a tabular format:
  - 1. Scheduled date for first submittal.

2. Specification Section number and title.
  3. Submittal category (action or informational).
  4. Name of subcontractor.
  5. Description of the Work covered.
  6. Scheduled date for Architect's final release or approval.
- C. Preliminary Construction Schedule: Submit **two** opaque copies.
1. Approval of cost-loaded preliminary construction schedule will not constitute approval of Schedule of Values for cost-loaded activities.
- D. Contractor's Construction Schedule: Submit three opaque copies of initial schedule, large enough to show entire schedule for entire construction period.
1. Submit an electronic copy of schedule, using software indicated, on CD-R, and labeled to comply with requirements for submittals. Include type of schedule (Initial or Updated) and date on label.
- E. CPM Reports: Concurrent with CPM schedule, submit **three** copies of each of the following computer-generated 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.
1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
  2. 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.
  3. Total Float Report: List of all activities sorted in ascending order of total float.
- 1.5 QUALITY ASSURANCE
- A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 24 hours of Architect's request.
- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to the Preliminary Construction Schedule and Contractor's Construction Schedule, including, but not limited to, the following:
1. Review software limitations and content and format for reports.
  2. Verify availability of qualified personnel needed to develop and update schedule.
  3. Review delivery dates for Owner-furnished products.
  4. Review schedule for work of Owner's separate contracts.
  5. Review time required for review of submittals and resubmittals.

6. Review requirements for tests and inspections by independent testing and inspecting agencies.
7. Review time required for completion and startup procedures.
8. Review and finalize list of construction activities to be included in schedule.
9. Review submittal requirements and procedures.
10. Review procedures for updating schedule.

#### 1.6 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
  1. Secure time commitments for performing critical elements of the Work from parties involved.
  2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

### PART 2 - PRODUCTS

#### 2.1 SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
  1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
  2. Initial Submittal: Submit concurrently with preliminary **bar-chart schedule**. Include submittals required during the first 60 days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
    - a. At Contractor's option, show submittals on the Preliminary Construction Schedule, instead of tabulating them separately.
  3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

## 2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Procedures: Comply with procedures contained in AGC's "Construction Planning & Scheduling."
- B. Time Frame: Extend schedule from date established for **the Notice of Award** to date of **Substantial** Completion.
1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
1. Activity Duration: Define activities so no activity is longer than **20** days, unless specifically allowed by Architect.
  2. Procurement Activities: Include procurement process activities for the following 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.
  3. Submittal Review Time: Include review and resubmittal times indicated in Division 01 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
  4. Startup and Testing Time: Include not less than **<Insert number>** days for startup and testing.
  5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Phasing: Arrange list of activities on schedule by phase.
  2. Work under More Than One Contract: Include a separate activity for each contract.
  3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
  4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
  5. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
  6. Work Restrictions: 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.
7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
- a. Subcontract awards.
  - b. Submittals.
  - c. Purchases.
  - d. Mockups.
  - e. Fabrication.
  - f. Sample testing.
  - g. Deliveries.
  - h. Installation.
  - i. Tests and inspections.
  - j. Adjusting.
  - k. Curing.
  - l. Startup and placement into final use and operation.
8. Area Separations: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
- a. Structural completion.
  - b. Permanent space enclosure.
  - c. Completion of mechanical installation.
  - d. Completion of electrical installation.
  - e. Substantial Completion.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
- F. Cost Correlation: At the head of schedule, provide a cost correlation line, indicating planned and actual costs. On the line, show dollar volume of the Work performed as of dates used for preparation of payment requests.

1. Refer to Division 01 Section "Payment Procedures" for cost reporting and payment procedures.
  2. Contractor shall assign cost to construction activities on the CPM schedule. Costs shall not be assigned to submittal activities unless specified otherwise but may, with Architect's approval, be assigned to fabrication and delivery activities. Costs shall be under required principal subcontracts for testing and commissioning activities, operation and maintenance manuals, punch list activities, Project Record Documents, and demonstration and training (if applicable), in the amount of 5 percent of the Contract Sum.
  3. Each activity cost shall reflect an accurate value subject to approval by Architect.
  4. Total cost assigned to activities shall equal the total Contract Sum.
- G. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragnets to demonstrate the effect of the proposed change on the overall project schedule.
- H. Computer Software: Prepare schedules using a program that has been developed specifically to manage construction schedules.
- 2.3 PRELIMINARY CONSTRUCTION SCHEDULE
- A. Bar-Chart Schedule: Submit preliminary horizontal bar-chart-type construction schedule within **seven** days of date established for **commencement of the Work**.
  - B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first **60** days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.
- 2.4 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)
- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within **30** days of date established for **the Notice of Award**. Base schedule on the Preliminary Construction Schedule and whatever updating and feedback was received since the start of Project.
  - B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
- 2.5 REPORTS
- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:

1. List of subcontractors at Project site.
2. List of separate contractors at Project site.
3. Approximate count of personnel at Project site.
4. Equipment at Project site.
5. Material deliveries.
6. High and low temperatures and general weather conditions.
7. Accidents.
8. Meetings and significant decisions.
9. Unusual events (refer to special reports).
10. Stoppages, delays, shortages, and losses.
11. Meter readings and similar recordings.
12. Emergency procedures.
13. Orders and requests of authorities having jurisdiction.
14. Change Orders received and implemented.
15. **Construction** Change Directives received and implemented.
16. Services connected and disconnected.
17. Equipment or system tests and startups.
18. Partial Completions and occupancies.
19. Substantial Completions authorized.

B. Material Location Reports: At **monthly** intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project 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 Project site.

C. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a request for interpretation [ **on CSI Form 13.2A**]. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

## 2.6 SPECIAL REPORTS

A. General: Submit special reports directly to Owner within **one** day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.

B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

## PART 3 - EXECUTION

## 3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Scheduling Consultant: Engage a consultant to provide planning, evaluation, and reporting using CPM scheduling.
1. In-House Option: Owner may waive the requirement to retain a consultant if Contractor employs skilled personnel with experience in CPM scheduling and reporting techniques. Submit qualifications.
  2. Meetings: Scheduling consultant shall attend all meetings related to Project progress, alleged delays, and time impact.
- B. Contractor's Construction Schedule Updating: At **bi-weekly** intervals, update schedule to reflect actual construction progress and activities. Issue schedule **one week** before each regularly scheduled progress meeting.
1. 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.
  2. 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.
  3. As the Work progresses, indicate Actual Completion percentage for each activity.
- C. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
1. Post copies in Project meeting rooms and temporary field offices.
  2. 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 013200**

## 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 the following:

1. Preconstruction photographs.
2. Periodic construction photographs.
3. Final Completion construction photographs.

- B. Related Sections include the following:

1. Division 01 Section "Unit Prices" for procedures for unit prices for extra photographs.
2. Division 01 Section "Submittal Procedures" for submitting photographic documentation.
3. Division 01 Section "Closeout Procedures" for submitting **digital media** as Project Record Documents at Project closeout.
4. Division 01 Section "Demonstration and Training" for submitting videotapes of demonstration of equipment and training of Owner's personnel.
5. Division 02 Section "Structure Demolition" for photographic documentation before building demolition operations commence.
6. Division 02 Section "Selective Structure Demolition" for photographic documentation before selective demolition operations commence.

## 1.3 SUBMITTALS

- A. Qualification Data: For photographer.
- B. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each **photograph**. Indicate elevation or story of construction. Include same label information as corresponding **set of photographs**.
- C. Construction Photographs: Submit **two** prints of each photographic view within **seven** days of taking photographs.

1. Format: 8-by-10-inch smooth-surface matte prints on single-weight commercial-grade photographic paper, **enclosed back to back in clear plastic sleeves that are punched for standard 3-ring binder.**
2. Identification: On back of each print, provide an applied label or rubber-stamped impression with the following information:
  - a. Name of Project.
  - b. Name and address of photographer.
  - c. Name of Architect **and Construction Manager.**
  - d. Name of Contractor.
  - e. Date photograph was taken if not date stamped by camera.
  - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
  - g. Unique sequential identifier.
3. Digital Images: Submit a complete set of digital image electronic files **with each submittal of prints as a Project Record Document** on CD-ROM. Files should be FULL size, high resolution, images (not reduced down). Identify electronic media with date photographs were taken. Submit images that have same aspect ratio as the sensor, uncropped.

#### 1.4 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.

#### 1.5 COORDINATION

- A. Auxiliary Services: Cooperate with photographer and provide auxiliary services requested, including access to Project site and use of temporary facilities, including temporary lighting required to produce clear, well-lit photographs without obscuring shadows.

#### 1.6 USAGE RIGHTS

- A. Obtain and transfer copyright usage rights from photographer to Owner for unlimited reproduction of photographic documentation.

#### 1.7 EXTRA PRINTS

- A. Extra Prints: If requested by Architect **or Construction Manger**, photographer shall prepare extra prints of photographs. Photographer shall distribute these prints directly to designated parties who will pay the costs for extra prints.

## PART 2 - PRODUCTS

## 2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in uncompressed TIFF format, produced by a digital camera with minimum sensor size of 10.0 megapixels, and at an image resolution of not less than **1600 by 1200** pixels.

## PART 3 - EXECUTION

## 3.1 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified commercial photographer to take construction photographs.
- B. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
1. Date and Time: Include date and time in filename for each image.
  2. Field Office Images: Maintain one set of images on CD-ROM in the field office at Project site, available at all times for reference. Identify images same as for those submitted to Architect **and Construction Manager**.
- D. Preconstruction Photographs: Before **commencement of excavation**, take **color**, **digital** photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by **Architect or Construction Manager**.
1. Flag **construction limits** before taking construction photographs.
  2. Take thirty-two photographs to show existing conditions adjacent to property before starting the Work.
  3. Take thirty-two photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
  4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.

- E. Periodic Construction Photographs: Take up to 32 **color, digital** photographs **monthly, coinciding with** the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- F. **Architect**-Directed Construction Photographs: From time to time, **Architect** will instruct photographer about number and frequency of **color, digital** photographs and general directions on vantage points. Select actual vantage points and take photographs to show the status of construction and progress since last photographs were taken.
- G. Final Completion Construction Photographs: Take up to 24 color photographs after date of Substantial Completion for submission as Project Record Documents. **Architect** will direct photographer for desired vantage points.
  - 1. Do not include date stamp.

**END OF SECTION 013233**



## 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 submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
  - 1. Division 01 Section "Payment Procedures" for submitting Applications for Payment and the Schedule of Values.
  - 2. Division 01 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes and for submitting Coordination Drawings.
  - 3. Division 01 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
  - 4. Division 01 Section "Photographic Documentation" for submitting **construction photographs**.
  - 5. Division 01 Section "Quality Requirements" for submitting test and inspection reports **and for mockup requirements**.
  - 6. Division 01 Section "Closeout Procedures" for submitting warranties.
  - 7. Division 01 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
  - 8. Division 01 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
  - 9. Division 01 Section "Demonstration and Training" for submitting videotapes of demonstration of equipment and training of Owner's personnel.
  - 10. Divisions 02 through 49 Sections for specific requirements for submittals in those Sections.

## 1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements.

#### 1.4 SUBMITTAL PROCEDURES

##### A. General:

1. Contractor shall submit electronic version of each individual submittal to the Architect in a printable PDF format. Format of PDF sheet should be of the same size as the hard copy submittal.
  - a. Submittals that are larger than 11x17 shall be submitted via one hard copy in addition to the electronic version.
  - b. Door hardware submittals shall be submitted with one hard copy in addition to the electronic version.
2. Contractor will be provided access to the Architect's secured project hosting site via a personalized password protected account. This site utilizes a web browser interface that requires internet access, and an individual email account.
3. Contractor shall be required to complete the Architect's Electronic Project Data Request Form.
4. Contractor will receive the necessary and applicable documentation for the purpose of providing submittals with the project hosting site when the account information is verified and configured by the Architect.
5. Architect will return submittals electronically in PDF format.
6. Contractor shall furnish one hard copy of each individual approved submittal as part of the final Operations and Maintenance Manuals.

B. Finish Submittals: Items requiring color, pattern, and similar selections shall be of sufficient size and quantity to clearly illustrate full range of color, texture, and pattern for Architects approval. Submit samples for selection of finishes within 60 days after Award of Contract, or earlier if requested at the Preconstruction Conference. Allow 60 days for Architects review of each submittal.

C. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
2. 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.

a. **Architect reserves** the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

D. Submittals Schedule: Comply with requirements in Division 01 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.

- E. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. 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.
1. 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.
  2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  3. Resubmittal Review: Allow **15** days for review of each resubmittal.
  4. 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.
  5. 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.
- F. Identification: Submittal Cover Sheet shall be completed and attached to each individual hard and electronic submittals. Include Contractor's stamp with completed information. Submittals without a cover sheet will not be reviewed and will be returned to the Contractor.
- G. Deviations: **Highlight, encircle**, or otherwise specifically identify deviations from the Contract Documents on submittals.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will **return submittals, without review**, received from sources other than Contractor.
1. Transmittal Form: Provide locations on form for the following information:
    - a. Project name.
    - b. Date.
    - c. Destination (To:).
    - d. Source (From:).
    - e. Names of subcontractor, manufacturer, and supplier.
    - f. Category and type of submittal.
    - g. Submittal purpose and description.
    - h. Specification Section number and title.
    - i. Drawing number and detail references, as appropriate.
    - j. Transmittal number, **numbered consecutively**.
    - k. Submittal and transmittal distribution record.

1. Remarks.
  - m. Signature of transmitter.
2. 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 label information as related submittal.
- I. Resubmittals: Make resubmittals in same form as initial submittal.
    1. Note date and content of previous submittal.
    2. Note date and content of revision in label or title block and clearly indicate extent of revision.
  - J. 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.
- 1.5 CONTRACTOR'S USE OF ARCHITECT'S CAD FILES
- A. General: At Contractor's written request, access to copies of Architect's CAD files will only be provided to Prime Contractors solely for the Contractor's use in connection with the Project. Access to these files will be via a web based project site hosted by the Architect, which is subject to the terms and conditions identified in the Architect's "Electronic Project Data Request Form". This form will be provided to all successful Prime Contractors after the award of contract. The files that will be made available and the format in which they will be made available is identified in the form.

## PART 2 - PRODUCTS

### 2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
  1. Submit electronic submittals directly to project hosting site specifically established for Project.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:

- a. Manufacturer's written recommendations.
  - b. Manufacturer's product specifications.
  - c. Manufacturer's installation instructions.
  - d. Standard color charts.
  - e. Manufacturer's catalog cuts.
  - f. Wiring diagrams showing factory-installed wiring.
  - g. Printed performance curves.
  - h. Operational range diagrams.
  - i. Mill reports.
  - j. Standard product operation and maintenance manuals.
  - k. Compliance with specified referenced standards.
  - l. Testing by recognized testing agency.
  - m. Application of testing agency labels and seals.
  - n. Notation of coordination requirements.
4. Submit Product Data before or concurrent with Samples.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, **unless use of Architect's CAD Drawings are otherwise permitted.**
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.
    - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
    - f. Shopwork manufacturing instructions.
    - g. Templates and patterns.
    - h. Schedules.
    - i. Design calculations.
    - j. Compliance with specified standards.
    - k. Notation of coordination requirements.
    - l. Notation of dimensions established by field measurement.
    - m. Relationship to adjoining construction clearly indicated.
    - n. Seal and signature of professional engineer if specified.
    - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 40 inches.

- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: 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 appropriate Specification Section.
  3. Disposition: Maintain sets of approved Samples at 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.
  4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples: Submit three full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
  5. Samples for Verification: 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: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    - a. Number of Samples: Submit **three** sets of Samples. Architect will retain **two** Sample sets; remainder will be returned. **Mark up and retain one returned Sample set as a Project Record Sample.**
      - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
      - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least **three** sets of paired units that show approximate limits of variations.

- E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product.
  2. Number and name of room or space.
  3. Location within room or space.
- F. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation" .
- G. Submittals Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
- H. Application for Payment: Comply with requirements specified in Division 01 Section "Payment Procedures."
- I. Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."
- J. Subcontract List: 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:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
  2. Number and title of related Specification Section(s) covered by subcontract.
  3. Drawing number and detail references, as appropriate, covered by subcontract.
- K. LEED Submittals: Comply with requirements specified in Division 01 Section "Sustainable Design Requirements."
- L. Material Safety Data Sheets (MSDSs) for LEED Certification: Submit information necessary to show compliance with LEED certification requirements, which will be the limit of the Architect's review.
1. Architect will not review non-LEED submittals that include MSDSs and will return the entire submittal for resubmittal.

## 2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by individual Specification Sections.
1. Certificates and Certifications: Provide a notarized 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.
2. Test and Inspection Reports: Comply with requirements specified in Division 01 Section "Quality Requirements."
- B. Coordination Drawings: Comply with requirements specified in Division 01 Section "Project Management and Coordination."
  - C. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
  - D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
  - E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
  - F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
  - G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
  - H. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
  - I. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
  - J. Material Test Reports: Prepare 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.
  - K. Product Test Reports: Prepare written reports indicating 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.
  - L. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:



1. Name of evaluation organization.
  2. Date of evaluation.
  3. Time period when report is in effect.
  4. Product and manufacturers' names.
  5. Description of product.
  6. Test procedures and results.
  7. Limitations of use.
- M. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."
- N. Preconstruction Test Reports: Prepare 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.
- O. Compatibility Test Reports: Prepare 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.
- P. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, 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.
- Q. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."
- R. Design Data: Prepare 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.
- S. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
1. Preparation of substrates.
  2. Required substrate tolerances.
  3. Sequence of installation or erection.
  4. Required installation tolerances.
  5. Required adjustments.
  6. Recommendations for cleaning and protection.

- T. **Manufacturer's Field Reports:** Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
1. Name, address, and telephone number of factory-authorized service representative making report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Statement that products at Project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.
- U. **Insurance Certificates and Bonds:** Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- V. **Construction Photographs:** Comply with requirements specified in Division 01 Section "Photographic Documentation."
- W. **Material Safety Data Sheets (MSDSs):** Submit information directly to Owner; do not submit to Architect, **except as required in "Action Submittals" Article.**
1. Architect will not review submittals that include MSDSs and will return or discard the entire submittal for resubmittal.

### 2.3 DELEGATED DESIGN

- A. **Performance and Design Criteria:** 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.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. **Delegated-Design Submittal:** In addition to Shop Drawings, Product Data, and other required submittals, submit statement, 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.
1. 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 CONSTRUCTION MANAGERS OR GENERAL CONTRACTOR'S REVIEW

- A. 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. General: Architect will not review submittals that do not bear Contractor's REVIEW & approval stamp and will return them without action.
- B. Action Submittals: Architect will review submittal, make marks to indicate corrections or modifications, if required, and return it. Architect will stamp submittal with an action stamp and will mark stamp appropriately to indicate action taken as indicated on the Submittal Cover Sheet.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

**END OF SECTION 013300**

Date: \_\_\_\_\_ Submission No. \_\_\_\_\_ No. of Copies \_\_\_\_\_

TO: FROM:

R G Architects, LLC  
PO Box 650  
3171 South DuPont Parkway  
Odessa, DE 19730

Project Name and No.: \_\_\_\_\_

Prime Contractor Name/Contract Number: \_\_\_\_\_

Subcontractor Name/Contract Number: \_\_\_\_\_

Product Specification Section Name/Number: \_\_\_\_\_

Drawing Number/Name: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Supplier: \_\_\_\_\_

NOTE: Use a separate Submittal Cover Sheet for each submittal Drawing or Catalog Cut.

Contractor/Subcontractor Comments: \_\_\_\_\_

Architect's Comments: \_\_\_\_\_

Contractor's Stamp:

Blank rectangular box for Contractor's Stamp.

Construction Manager's Stamp:

Blank rectangular box for Construction Manager's Stamp.

A/E Stamp:

- APPROVED  
Indicates submittal in design professional's opinion conforms to information given and design concept expressed in contract documents.
- APPROVED AS NOTED  
Same as above after submittal has been modified as noted by design professional. Resubmittal is not required and Contractor may proceed in accordance with submittal as modified.
- NOT APPROVED  
Indicates submittal in design professional's opinion does not conform with information given and design concept expressed in contract documents or that submittal does not meet procedural requirements of contract documents. Additional information may be provided by design professional.

R G ARCHITECT, LLC

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

## 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 quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specific quality-assurance and -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 -control procedures that facilitate compliance with the Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections include the following:
  - 1. Division 01 Section "Allowances" for testing and inspecting allowances.
  - 2. Division 01 Section "Construction Progress Documentation" for developing a schedule of required tests and inspections.
  - 3. Division 01 Section "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities.
  - 4. Divisions 02 through 49 Sections for specific test and inspection requirements.

## 1.3 DEFINITIONS

- A. 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.

- B. 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.
- C. Mockups: Full-size, physical assemblies that are constructed on-site. Mockups are used to verify selections made under sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. **Approved mockups establish the standard by which the Work will be judged.**
- D. Laboratory Mockups: Full-size, physical assemblies that are constructed at testing facility to verify performance characteristics.
- E. Preconstruction Testing: Tests and inspections that are 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 industry standards.
- G. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- H. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- I. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- J. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.
- K. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of **five** previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

## 1.4 CONFLICTING REQUIREMENTS

- A. General: If compliance with two 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 uncertainties and 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. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
  - 1. Specification Section number and title.
  - 2. Description of test and inspection.
  - 3. Identification of applicable standards.
  - 4. Identification of test and inspection methods.
  - 5. Number of tests and inspections required.
  - 6. Time schedule or time span for tests and inspections.
  - 7. Entity responsible for performing tests and inspections.
  - 8. Requirements for obtaining samples.
  - 9. Unique characteristics of each quality-control service.
- C. Reports: Prepare and submit certified written reports that include the following:
  - 1. Date of issue.
  - 2. Project title and number.
  - 3. Name, address, and telephone number of testing agency.
  - 4. Dates and locations of samples and tests or inspections.
  - 5. Names of individuals making tests and inspections.
  - 6. Description of the Work and test and inspection method.
  - 7. Identification of product and Specification Section.
  - 8. Complete test or inspection data.
  - 9. Test and inspection results and an interpretation of test results.
  - 10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.

11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting and reinspecting.

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.

#### 1.6 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. 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.
- C. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who 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 to those indicated for this Project in material, design, and extent.
- F. Specialists: Certain sections of the Specifications 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.
  1. Requirement for specialists shall not supersede building codes and regulations governing the Work.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 548; and with additional qualifications specified in



individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.

1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.

H. **Factory-Authorized Service Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

I. **Preconstruction Testing:** Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:

1. Contractor responsibilities include the following:
  - a. Provide test specimens representative of proposed products and construction.
  - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
  - c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
  - d. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
  - e. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
  - f. When testing is complete, remove test specimens, assemblies, mockups, and laboratory mockups; do not reuse products on Project.
2. **Testing Agency Responsibilities:** Submit a certified written report of each test, inspection, and similar quality-assurance service to the Architect, **through Construction Manager**, 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.

J. **Mockups:** 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:

1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
2. Notify Architect **seven** days in advance of dates and times when mockups will be constructed.
3. Demonstrate the proposed range of aesthetic effects and workmanship.

4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
    - a. Allow **seven** days for initial review and each re-review of each mockup.
  5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  6. Demolish and remove mockups when directed, unless otherwise indicated.
- K. Laboratory Mockups: Comply with requirements of preconstruction testing and those specified in individual Sections in Divisions 02 through 49.

### 1.7 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. 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.
  2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
  3. Costs for retesting and reinspecting 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. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. 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.
1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
    - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  2. Notify testing agencies at least **24** hours in advance of time when Work that requires testing or inspecting will be performed.
  3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

- 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 Division 01 Section "Submittal Procedures."
- D. **Retesting/Reinspecting:** Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- E. **Testing Agency Responsibilities:** Cooperate with Architect, **Construction Manager**, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect, **Construction Manager**, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
  3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
  4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
  5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  6. Do not perform any duties of Contractor.
- F. **Associated Services:** Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  4. Facilities for storage and field curing of test samples.
  5. Delivery of samples to testing agencies.
  6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. **Coordination:** Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- H. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within **30 days** of date established for **commencement of the Work**.
1. Distribution: Distribute schedule to Owner, Architect, **Construction Manager**, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

### 1.8 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified **testing agency** to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
  2. Notifying Architect, **Construction Manager**, and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
  3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect, **through Construction Manager**, with copy to Contractor and to authorities having jurisdiction.
  4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
  5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
  6. Retesting and reinspecting corrected work.

### PART 2 - PRODUCTS (Not Used)

### PART 3 - EXECUTION

#### 3.1 ACCEPTABLE TESTING AGENCIES

- A. <Insert list of firms acceptable to perform designated tests and inspections.>

#### 3.2 TEST AND INSPECTION LOG

- A. Prepare a record of tests and inspections. Include the following:

1. Date test or inspection was conducted.
  2. Description of the Work tested or inspected.
  3. Date test or inspection results were transmitted to Architect.
  4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and modifications as they occur. Provide access to test and inspection log for Architect's **and Construction Manager's** reference during normal working hours.

### 3.3 REPAIR AND PROTECTION

- A. General: 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. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
  2. Comply with the Contract Document requirements for Division 01 Section "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 014000**

## 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 DEFINITIONS

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

## 1.3 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.

- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.
- D. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

AA	Aluminum Association, Inc. (The) www.aluminum.org	(703) 358-2960
AAADM	American Association of Automatic Door Manufacturers www.aaadm.com	(216) 241-7333
AABC	Associated Air Balance Council www.aabchq.com	(202) 737-0202
AAMA	American Architectural Manufacturers Association www.aamanet.org	(847) 303-5664
AASHTO	American Association of State Highway and Transportation Officials www.transportation.org	(202) 624-5800
AATCC	American Association of Textile Chemists and Colorists www.aatcc.org	(919) 549-8141
ABAA	Air Barrier Association of America www.airbarrier.org	(866) 956-5888
ABMA	American Bearing Manufacturers Association www.abma-dc.org	(202) 367-1155
ACI	American Concrete Institute	(248) 848-3700

	www.concrete.org	
ACPA	American Concrete Pipe Association www.concrete-pipe.org	(972) 506-7216
AEIC	Association of Edison Illuminating Companies, Inc. (The) www.aeic.org	(205) 257-2530
AF&PA	American Forest & Paper Association www.afandpa.org	(800) 878-8878 (202) 463-2700
AGA	American Gas Association www.aga.org	(202) 824-7000
AGC	Associated General Contractors of America (The) www.agc.org	(703) 548-3118
AHA	American Hardboard Association (Now part of CPA)	
AHAM	Association of Home Appliance Manufacturers www.aham.org	(202) 872-5955
AI	Asphalt Institute www.asphaltinstitute.org	(859) 288-4960
AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300
AISC	American Institute of Steel Construction www.aisc.org	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute www.steel.org	(202) 452-7100
AITC	American Institute of Timber Construction www.aitc-glulam.org	(303) 792-9559
ALCA	Associated Landscape Contractors of America (Now PLANET - Professional Landcare Network)	
ALSC	American Lumber Standard Committee, Incorporated www.alsc.org	(301) 972-1700
AMCA	Air Movement and Control Association International, Inc.	(847) 394-0150



	<a href="http://www.amca.org">www.amca.org</a>	
ANSI	American National Standards Institute <a href="http://www.ansi.org">www.ansi.org</a>	(202) 293-8020
AOSA	Association of Official Seed Analysts, Inc. <a href="http://www.aosaseed.com">www.aosaseed.com</a>	(405) 780-7372
APA	Architectural Precast Association <a href="http://www.archprecast.org">www.archprecast.org</a>	(239) 454-6989
APA	APA - The Engineered Wood Association <a href="http://www.apawood.org">www.apawood.org</a>	(253) 565-6600
APA EWS	APA - The Engineered Wood Association; Engineered Wood Systems (See APA - The Engineered Wood Association)	
API	American Petroleum Institute <a href="http://www.api.org">www.api.org</a>	(202) 682-8000
ARI	Air-Conditioning & Refrigeration Institute <a href="http://www.ari.org">www.ari.org</a>	(703) 524-8800
ARMA	Asphalt Roofing Manufacturers Association <a href="http://www.asphaltroofing.org">www.asphaltroofing.org</a>	(202) 207-0917
ASCE	American Society of Civil Engineers <a href="http://www.asce.org">www.asce.org</a>	(800) 548-2723 (703) 295-6300
ASCE/SEI	American Society of Civil Engineers/Structural Engineering Institute (See ASCE)	
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers <a href="http://www.ashrae.org">www.ashrae.org</a>	(800) 527-4723 (404) 636-8400
ASME	ASME International (American Society of Mechanical Engineers International) <a href="http://www.asme.org">www.asme.org</a>	(800) 843-2763 (973) 882-1170
ASSE	American Society of Sanitary Engineering <a href="http://www.asse-plumbing.org">www.asse-plumbing.org</a>	(440) 835-3040

ASTM	ASTM International (American Society for Testing and Materials International) www.astm.org	(610) 832-9500
AWCI	Association of the Wall and Ceiling Industry www.awci.org	(703) 534-8300
AWCMA	American Window Covering Manufacturers Association (Now WCMA)	
AWI	Architectural Woodwork Institute www.awinet.org	(571) 323-3636
AWPA	American Wood Protection Association (Formerly: American Wood Preservers' Association) www.awpa.com	(205) 733-4077
AWS	American Welding Society www.aws.org	(800) 443-9353 (305) 443-9353
AWWA	American Water Works Association www.awwa.org	(800) 926-7337 (303) 794-7711
BHMA	Builders Hardware Manufacturers Association www.buildershardware.com	(212) 297-2122
BIA	Brick Industry Association (The) www.bia.org	(703) 620-0010
BICSI	BICSI, Inc. www.bicsi.org	(800) 242-7405 (813) 979-1991
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International) www.bifma.com	(616) 285-3963
BISSC	Baking Industry Sanitation Standards Committee www.bissc.org	(866) 342-4772
BWF	Badminton World Federation (Formerly: IBF - International Badminton Federation) www.internationalbadminton.org	6-03-9283 7155
CCC	Carpet Cushion Council	(610) 527-3880

	<a href="http://www.carpetcushion.org">www.carpetcushion.org</a>	
CDA	Copper Development Association <a href="http://www.copper.org">www.copper.org</a>	(800) 232-3282 (212) 251-7200
CEA	Canadian Electricity Association <a href="http://www.canelect.ca">www.canelect.ca</a>	(613) 230-9263
CEA	Consumer Electronics Association <a href="http://www.ce.org">www.ce.org</a>	(866) 858-1555 (703) 907-7600
CFFA	Chemical Fabrics & Film Association, Inc. <a href="http://www.chemicalfabricsandfilm.com">www.chemicalfabricsandfilm.com</a>	(216) 241-7333
CGA	Compressed Gas Association <a href="http://www.cganet.com">www.cganet.com</a>	(703) 788-2700
CIMA	Cellulose Insulation Manufacturers Association <a href="http://www.cellulose.org">www.cellulose.org</a>	(888) 881-2462 (937) 222-2462
CISCA	Ceilings & Interior Systems Construction Association <a href="http://www.cisca.org">www.cisca.org</a>	(630) 584-1919
CISPI	Cast Iron Soil Pipe Institute <a href="http://www.cispi.org">www.cispi.org</a>	(423) 892-0137
CLFMI	Chain Link Fence Manufacturers Institute <a href="http://www.chainlinkinfo.org">www.chainlinkinfo.org</a>	(301) 596-2583
CRRC	Cool Roof Rating Council <a href="http://www.coolroofs.org">www.coolroofs.org</a>	(866) 465-2523 (510) 485-7175
CPA	Composite Panel Association <a href="http://www.pbmdf.com">www.pbmdf.com</a>	(301) 670-0604
CPPA	Corrugated Polyethylene Pipe Association <a href="http://www.cppa-info.org">www.cppa-info.org</a>	(800) 510-2772 (202) 462-9607
CRI	Carpet and Rug Institute (The) <a href="http://www.carpet-rug.com">www.carpet-rug.com</a>	(800) 882-8846 (706) 278-3176
CRSI	Concrete Reinforcing Steel Institute <a href="http://www.crsi.org">www.crsi.org</a>	(847) 517-1200
CSA	Canadian Standards Association	(800) 463-6727

		(416) 747-4000
CSA	CSA International (Formerly: IAS - International Approval Services) www.csa-international.org	(866) 797-4272 (416) 747-4000
CSI	Cast Stone Institute www.caststone.org	(717) 272-3744
CSI	Construction Specifications Institute (The) www.csinet.org	(800) 689-2900 (703) 684-0300
CSSB	Cedar Shake & Shingle Bureau www.cedarbureau.org	(604) 820-7700
CTI	Cooling Technology Institute (Formerly: Cooling Tower Institute) www.cti.org	(281) 583-4087
DHI	Door and Hardware Institute www.dhi.org	(703) 222-2010
EIA	Electronic Industries Alliance www.eia.org	(703) 907-7500
EIMA	EIFS Industry Members Association www.eima.com	(800) 294-3462 (770) 968-7945
EJCDC	Engineers Joint Contract Documents Committee www.ejdc.org	(703) 295-5000
EJMA	Expansion Joint Manufacturers Association, Inc. www.ejma.org	(914) 332-0040
ESD	ESD Association (Electrostatic Discharge Association) www.esda.org	(315) 339-6937
ETL SEMCO	Intertek ETL SEMCO (Formerly: ITS - Intertek Testing Service NA) www.intertek.com	(800) 967-5352
FIBA	Federation Internationale de Basketball (The International Basketball Federation) www.fiba.com	41 22 545 00 00

FIVB	Federation Internationale de Volleyball (The International Volleyball Federation) www.fivb.ch	41 21 345 35 35
FM Approvals	FM Approvals LLC www.fmglobal.com	(781) 762-4300
FM Global	FM Global (Formerly: FMG - FM Global) www.fmglobal.com	(401) 275-3000
FMRC	Factory Mutual Research (Now FM Global)	
FRSA	Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc. www.floridarooft.com	(407) 671-3772
FSA	Fluid Sealing Association www.fluidsealing.com	(610) 971-4850
FSC	Forest Stewardship Council www.fsc.org	49 228 367 66 0
GA	Gypsum Association www.gypsum.org	(202) 289-5440
GANA	Glass Association of North America www.glasswebsite.com	(785) 271-0208
GRI	(Part of GSI)	
GS	Green Seal www.greenseal.org	(202) 872-6400
GSI	Geosynthetic Institute www.geosynthetic-institute.org	(610) 522-8440
HI	Hydraulic Institute www.pumps.org	(973) 267-9700
HI	Hydronics Institute www.gamanet.org	(908) 464-8200

HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)	
HPVA	Hardwood Plywood & Veneer Association www.hpva.org	(703) 435-2900
HPW	H. P. White Laboratory, Inc. www.hpwhite.com	(410) 838-6550
IAS	International Approval Services (Now CSA International)	
IBF	International Badminton Federation (Now BWF)	
ICEA	Insulated Cable Engineers Association, Inc. www.icea.net	(770) 830-0369
ICRI	International Concrete Repair Institute, Inc. www.icri.org	(847) 827-0830
IEC	International Electrotechnical Commission www.iec.ch	41 22 919 02 11
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The) www.ieee.org	(212) 419-7900
IESNA	Illuminating Engineering Society of North America www.iesna.org	(212) 248-5000
IEST	Institute of Environmental Sciences and Technology www.iest.org	(847) 255-1561
IGCC	Insulating Glass Certification Council www.igcc.org	(315) 646-2234
IGMA	Insulating Glass Manufacturers Alliance www.igmaonline.org	(613) 233-1510
ILI	Indiana Limestone Institute of America, Inc. www.iliai.com	(812) 275-4426
ISO	International Organization for Standardization www.iso.ch	41 22 749 01 11

	Available from ANSI <a href="http://www.ansi.org">www.ansi.org</a>	(202) 293-8020
ISSFA	International Solid Surface Fabricators Association <a href="http://www.issfa.net">www.issfa.net</a>	(877) 464-7732 (702) 567-8150
ITS	Intertek Testing Service NA (Now ETL SEMCO)	
ITU	International Telecommunication Union <a href="http://www.itu.int/home">www.itu.int/home</a>	41 22 730 51 11
KCMA	Kitchen Cabinet Manufacturers Association <a href="http://www.kcma.org">www.kcma.org</a>	(703) 264-1690
LMA	Laminating Materials Association (Now part of CPA)	
LPI	Lightning Protection Institute <a href="http://www.lightning.org">www.lightning.org</a>	(800) 488-6864
MBMA	Metal Building Manufacturers Association <a href="http://www.mbma.com">www.mbma.com</a>	(216) 241-7333
MFMA	Maple Flooring Manufacturers Association, Inc. <a href="http://www.maplefloor.org">www.maplefloor.org</a>	(888) 480-9138
MFMA	Metal Framing Manufacturers Association, Inc. <a href="http://www.metalframingmfg.org">www.metalframingmfg.org</a>	(312) 644-6610
MH	Material Handling (Now MHIA)	
MHIA	Material Handling Industry of America <a href="http://www.mhia.org">www.mhia.org</a>	(800) 345-1815 (704) 676-1190
MIA	Marble Institute of America <a href="http://www.marble-institute.com">www.marble-institute.com</a>	(440) 250-9222
MPI	Master Painters Institute <a href="http://www.paintinfo.com">www.paintinfo.com</a>	(888) 674-8937 (604) 298-7578
MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc. <a href="http://www.mss-hq.com">www.mss-hq.com</a>	(703) 281-6613

NAAMM	National Association of Architectural Metal Manufacturers www.naamm.org	(630) 942-6591
NACE	NACE International (National Association of Corrosion Engineers International) www.nace.org	(800) 797-6623 (281) 228-6200
NADCA	National Air Duct Cleaners Association www.nadca.com	(202) 737-2926
NAGWS	National Association for Girls and Women in Sport www.aahperd.org/nagws/	(800) 213-7193, ext. 453
NAIMA	North American Insulation Manufacturers Association www.naima.org	(703) 684-0084
NBGQA	National Building Granite Quarries Association, Inc. www.nbgqa.com	(800) 557-2848
NCAA	National Collegiate Athletic Association (The) www.ncaa.org	(317) 917-6222
NCMA	National Concrete Masonry Association www.ncma.org	(703) 713-1900
NCPI	National Clay Pipe Institute www.ncpi.org	(262) 248-9094
NCTA	National Cable & Telecommunications Association www.ncta.com	(202) 775-2300
NEBB	National Environmental Balancing Bureau www.nebb.org	(301) 977-3698
NECA	National Electrical Contractors Association www.necanet.org	(301) 657-3110
NeLMA	Northeastern Lumber Manufacturers' Association www.nelma.org	(207) 829-6901
NEMA	National Electrical Manufacturers Association www.nema.org	(703) 841-3200



NETA	InterNational Electrical Testing Association	(888) 300-6382
	www.netaworld.org	(269) 488-6382
NFHS	National Federation of State High School Associations	(317) 972-6900
	www.nfhs.org	
NFPA	NFPA	(800) 344-3555
	(National Fire Protection Association)	(617) 770-3000
	www.nfpa.org	
NFRC	National Fenestration Rating Council	(301) 589-1776
	www.nfrc.org	
NGA	National Glass Association	(866) 342-5642
	www.glass.org	(703) 442-4890
NHLA	National Hardwood Lumber Association	(800) 933-0318
	www.natlhardwood.org	(901) 377-1818
NLGA	National Lumber Grades Authority	(604) 524-2393
	www.nlga.org	
NOFMA	NOFMA: The Wood Flooring Manufacturers Association	(901) 526-5016
	(Formerly: National Oak Flooring Manufacturers Association)	
	www.nofma.com	
NOMMA	National Ornamental & Miscellaneous Metals Association	(888) 516-8585
	www.nomma.org	
NRCA	National Roofing Contractors Association	(800) 323-9545
	www.nrca.net	(847) 299-9070
NRMCA	National Ready Mixed Concrete Association	(888) 846-7622
	www.nrmca.org	(301) 587-1400
NSF	NSF International	(800) 673-6275
	(National Sanitation Foundation International)	(734) 769-8010
	www.nsf.org	
NSSGA	National Stone, Sand & Gravel Association	(800) 342-1415
	www.nssga.org	(703) 525-8788
NTMA	National Terrazzo & Mosaic Association, Inc. (The)	(800) 323-9736
	www.ntma.com	(540) 751-0930

NTRMA	National Tile Roofing Manufacturers Association (Now TRI)	
NWWDA	National Wood Window and Door Association (Now WDMA)	
OPL	Omega Point Laboratories, Inc. (Now ITS)	
PCI	Precast/Prestressed Concrete Institute www.pci.org	(312) 786-0300
PDCA	Painting & Decorating Contractors of America www.pdca.com	(800) 332-7322 (314) 514-7322
PDI	Plumbing & Drainage Institute www.pdionline.org	(800) 589-8956 (978) 557-0720
PGI	PVC Geomembrane Institute http://pgi-tp.ce.uiuc.edu	(217) 333-3929
PLANET	Professional Landcare Network (Formerly: ACLA - Associated Landscape Contractors of America) www.landcarenetwork.org	(800) 395-2522 (703) 736-9666
PTI	Post-Tensioning Institute www.post-tensioning.org	(602) 870-7540
RCSC	Research Council on Structural Connections www.boltcouncil.org	
RFCI	Resilient Floor Covering Institute www.rfci.com	(301) 340-8580
RIS	Redwood Inspection Service www.redwoodinspection.com	(888) 225-7339 (415) 382-0662
SAE	SAE International www.sae.org	(877) 606-7323 (724) 776-4841
SDI	Steel Deck Institute www.sdi.org	(847) 458-4647

SDI	Steel Door Institute www.steeldoor.org	(440) 899-0010
SEFA	Scientific Equipment and Furniture Association www.sefalabs.com	(877) 294-5424 (516) 294-5424
SEI/ASCE	Structural Engineering Institute/American Society of Civil Engineers (See ASCE)	
SGCC	Safety Glazing Certification Council www.sgcc.org	(315) 646-2234
SIA	Security Industry Association www.siaonline.org	(866) 817-8888 (703) 683-2075
SIGMA	Sealed Insulating Glass Manufacturers Association (Now IGMA)	
SJI	Steel Joist Institute www.steeljoist.org	(843) 626-1995
SMA	Screen Manufacturers Association www.smacentral.org	(561) 533-0991
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association www.smacna.org	(703) 803-2980
SMPTE	Society of Motion Picture and Television Engineers www.smpte.org	(914) 761-1100
SPFA	Spray Polyurethane Foam Alliance (Formerly: SPI/SPFD - The Society of the Plastics Industry, Inc.; Spray Polyurethane Foam Division) www.sprayfoam.org	(800) 523-6154
SPIB	Southern Pine Inspection Bureau (The) www.spib.org	(850) 434-2611
SPRI	Single Ply Roofing Industry www.spri.org	(781) 647-7026
SSINA	Specialty Steel Industry of North America www.ssina.com	(800) 982-0355 (202) 342-8630

SSPC	SSPC: The Society for Protective Coatings www.sspc.org	(877) 281-7772 (412) 281-2331
STI	Steel Tank Institute www.steeltank.com	(847) 438-8265
SWI	Steel Window Institute www.steelwindows.com	(216) 241-7333
SWRI	Sealant, Waterproofing, & Restoration Institute www.swrionline.org	(816) 472-7974
TCA	Tile Council of America, Inc. (Now TCNA)	
TCNA	Tile Council of North America, Inc. www.tileusa.com	(864) 646-8453
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance www.tiaonline.org	(703) 907-7700
TMS	The Masonry Society www.masonrysociety.org	(303) 939-9700
TPI	Truss Plate Institute, Inc. www.tpinst.org	(703) 683-1010
TPI	Turfgrass Producers International www.turfgrassod.org	(800) 405-8873 (847) 649-5555
TRI	Tile Roofing Institute www.tilerroofing.org	(312) 670-4177
UL	Underwriters Laboratories Inc. www.ul.com	(877) 854-3577 (847) 272-8800
UNI	Uni-Bell PVC Pipe Association www.uni-bell.org	(972) 243-3902
USAV	USA Volleyball www.usavolleyball.org	(888) 786-5539 (719) 228-6800
USGBC	U.S. Green Building Council	(800) 795-1747

	www.usgbc.org	
USITT	United States Institute for Theatre Technology, Inc.	(800) 938-7488
	www.usitt.org	(315) 463-6463
WASTEC	Waste Equipment Technology Association	(800) 424-2869
	www.wastec.org	(202) 244-4700
WCLIB	West Coast Lumber Inspection Bureau	(800) 283-1486
	www.wclib.org	(503) 639-0651
WCMA	Window Covering Manufacturers Association	(212) 297-2122
	www.wcmanet.org	
WCSC	Window Covering Safety Council	(800) 506-4636
	(Formerly: WCMA - Window Covering Manufacturers Association)	(212) 297-2109
	www.windowcoverings.org	
WDMA	Window & Door Manufacturers Association	(800) 223-2301
	(Formerly: NWWDA - National Wood Window and Door Association)	(847) 299-5200
	www.wdma.com	
WI	Woodwork Institute (Formerly: WIC - Woodwork Institute of California)	(916) 372-9943
	www.wicnet.org	
WIC	Woodwork Institute of California	
	(Now WI)	
WMMPA	Wood Moulding & Millwork Producers Association	(800) 550-7889
	www.wmmpa.com	(530) 661-9591
WSRCA	Western States Roofing Contractors Association	(800) 725-0333
	www.wsrca.com	(650) 570-5441
WWPA	Western Wood Products Association	(503) 224-3930
	www.wwpa.org	

- E. Code 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. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

IAPMO	International Association of Plumbing and Mechanical Officials <a href="http://www.iapmo.org">www.iapmo.org</a>	(909) 472-4100
ICC	International Code Council <a href="http://www.iccsafe.org">www.iccsafe.org</a>	(888) 422-7233
ICC-ES	ICC Evaluation Service, Inc. <a href="http://www.icc-es.org">www.icc-es.org</a>	(800) 423-6587 (562) 699-0543
UBC	Uniform Building Code (See ICC)	
F.	Federal 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. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.	
CE	Army Corps of Engineers <a href="http://www.usace.army.mil">www.usace.army.mil</a>	(202) 761-0011
CPSC	Consumer Product Safety Commission <a href="http://www.cpsc.gov">www.cpsc.gov</a>	(800) 638-2772 (301) 504-7923
DOC	Department of Commerce <a href="http://www.commerce.gov">www.commerce.gov</a>	(202) 482-2000
DOD	Department of Defense <a href="http://.dodssp.daps.dla.mil">http://.dodssp.daps.dla.mil</a>	(215) 697-6257
DOE	Department of Energy <a href="http://www.energy.gov">www.energy.gov</a>	(202) 586-9220
EPA	Environmental Protection Agency <a href="http://www.epa.gov">www.epa.gov</a>	(202) 272-0167
FAA	Federal Aviation Administration <a href="http://www.faa.gov">www.faa.gov</a>	(866) 835-5322
FCC	Federal Communications Commission <a href="http://www.fcc.gov">www.fcc.gov</a>	(888) 225-5322
FDA	Food and Drug Administration <a href="http://www.fda.gov">www.fda.gov</a>	(888) 463-6332

## REFERENCES

GSA	General Services Administration www.gsa.gov	(800) 488-3111
HUD	Department of Housing and Urban Development www.hud.gov	(202) 708-1112
LBL	Lawrence Berkeley National Laboratory www.lbl.gov	(510) 486-4000
NCHR P	National Cooperative Highway Research Program (See TRB)	
NIST	National Institute of Standards and Technology www.nist.gov	(301) 975-6478
OSHA	Occupational Safety & Health Administration www.osha.gov	(800) 321-6742 (202) 693-1999
PBS	Public Buildings Service (See GSA)	
PHS	Office of Public Health and Science www.osophs.dhhs.gov/ophs	(202) 690-7694
RUS	Rural Utilities Service (See USDA)	(202) 720-9540
SD	State Department www.state.gov	(202) 647-4000
TRB	Transportation Research Board <a href="http://gulliver.trb.org">http://gulliver.trb.org</a>	(202) 334-2934
USDA	Department of Agriculture www.usda.gov	(202) 720-2791
USPS	Postal Service www.usps.com	(202) 268-2000

- G. 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 in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG	Americans with Disabilities Act (ADA) Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities Available from U.S. Access Board <a href="http://www.access-board.gov">www.access-board.gov</a>	(800) 872-2253 (202) 272-0080
CFR	Code of Federal Regulations Available from Government Printing Office <a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	(866) 512-1800 (202) 512-1800
DOD	Department of Defense Military Specifications and Standards Available from Department of Defense Single Stock Point <a href="http://dodssp.daps.dla.mil">http://dodssp.daps.dla.mil</a>	(215) 697-2664
DSCC	Defense Supply Center Columbus (See FS)	
FED-STD	Federal Standard (See FS)	
FS	Federal Specification Available from Department of Defense Single Stock Point <a href="http://dodssp.daps.dla.mil">http://dodssp.daps.dla.mil</a>  Available from Defense Standardization Program <a href="http://www.dps.dla.mil">www.dps.dla.mil</a>  Available from General Services Administration <a href="http://www.gsa.gov">www.gsa.gov</a>  Available from National Institute of Building Sciences <a href="http://www.wbdg.org/ccb">www.wbdg.org/ccb</a>	(215) 697-2664      (202) 619-8925   (202) 289-7800
FTMS	Federal Test Method Standard (See FS)	
MIL	(See MILSPEC)	
MIL-STD	(See MILSPEC)	
MILSPEC	Military Specification and Standards Available from Department of Defense Single Stock Point <a href="http://dodssp.daps.dla.mil">http://dodssp.daps.dla.mil</a>	(215) 697-2664
UFAS	Uniform Federal Accessibility Standards Available from Access Board	(800) 872-2253 (202) 272-0080



[www.access-board.gov](http://www.access-board.gov)

H. 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. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CBH State of California, Department of Consumer Affairs Bureau of (800) 952-5210  
F Home Furnishings and Thermal Insulation  
[www.dca.ca.gov/bhfti](http://www.dca.ca.gov/bhfti) (916) 574-2041

CCR California Code of Regulations (916) 323-6815  
[www.calregs.com](http://www.calregs.com)

CPU California Public Utilities Commission (415) 703-2782  
C  
[www.cpuc.ca.gov](http://www.cpuc.ca.gov)

TFS Texas Forest Service (979) 458-6650  
Forest Resource Development  
<http://txforestservation.tamu.edu>

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**END OF SECTION 014200**

## 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 selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.
- B. Related Sections include the following:
  - 1. Division 01 Section "Alternates" for products selected under an alternate.
  - 2. Division 01 Section "References" for applicable industry standards for products specified.
  - 3. Division 01 Section "Closeout Procedures" for submitting warranties for Contract closeout.
  - 4. Divisions 02 through 49 Sections for specific requirements for warranties on products and installations specified to be warranted.

## 1.3 DEFINITIONS

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
  - 2. 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.
  - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, 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.

- B. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis-of-design," including make or 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 other named manufacturers.

#### 1.4 SUBMITTALS

- A. Product List: Submit a list, in tabular form, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.
  - 1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
  - 2. Form: Tabulate information for each product under the following column headings:
    - a. Specification Section number and title.
    - b. Generic name used in the Contract Documents.
    - c. Proprietary name, model number, and similar designations.
    - d. Manufacturer's name and address.
    - e. Supplier's name and address.
    - f. Installer's name and address.
    - g. Projected delivery date or time span of delivery period.
    - h. Identification of items that require early submittal approval for scheduled delivery date.
  - 3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 6 copies of initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.
  - 4. Architect's Action: Architect will respond in writing to Contractor within 15 days of receipt of completed product list. Architect's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Architect's response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.
- B. Substitution Requests: Submit three 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.
  - 1. Substitution Request Form: Use facsimile of form provided at end of Section.

2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
  - a. Statement indicating why specified material or product cannot be provided.
  - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
  - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
  - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
  - e. Samples, where applicable or requested.
  - f. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
  - g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
  - h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
  - i. 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 lack of availability or delays in delivery.
  - j. Cost information, including a proposal of change, if any, in the Contract Sum.
  - k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
  - l. 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.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 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 7 days of receipt of additional information or documentation, whichever is later.
  - a. Form of Acceptance: Change Order.
  - b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.

- C. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.

### 1.5 QUALITY ASSURANCE

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

### 1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
  - 1. Schedule delivery to minimize long-term storage at Project 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 ensure compliance with the Contract Documents and to ensure 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. Store cementitious products and materials on elevated platforms.
  - 5. Store foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
  - 6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.

7. Protect stored products from damage and liquids from freezing.
8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

## 1.7 PRODUCT WARRANTIES

- 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: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
  2. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.
  1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
  2. Specified Form: When specified forms are included with the Specifications, prepare a written document using appropriate form properly executed.
  3. Refer to Divisions 02 through 49 Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

## PART 2 - PRODUCTS

### 2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.
  1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
  2. 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.

3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.
5. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
7. Or Equal or Comparable Product: Where products are specified by name and accompanied by the term "or equal" or "comparable product" or "or approved equal" or "or approved," comply with provisions in Part 2 "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Product: Where Specifications name a single product and manufacturer, provide the named product that complies with requirements.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements.
3. Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.
4. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.
5. Available Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
6. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or an unnamed manufacturer, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
7. Product Options: Where Specifications indicate that sizes, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide the specified product or system. Comply with provisions in Part 2 "Product Substitutions" Article for consideration of an unnamed product or system.
8. Basis-of-Design Product: Where Specifications name a product and/or include a list of manufacturers, provide the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product by the other named manufacturers.
9. Visual Matching Specification: Where Specifications require matching an established Sample, select 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 other specified requirements, comply with provisions in Part 2 "Product Substitutions" Article for proposal of product.
10. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product that complies with other specified requirements.
- a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that does not include premium items.
  - b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

## 2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Architect will consider requests for substitution if received within 30 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Architect.
- B. Conditions: 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:
  1. 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.
  2. Requested substitution does not require extensive revisions to the Contract Documents.
  3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
  4. Substitution request is fully documented and properly submitted.
  5. Requested substitution will not adversely affect Contractor's Construction Schedule.
  6. Requested substitution has received necessary approvals of authorities having jurisdiction.
  7. Requested substitution is compatible with other portions of the Work.



8. Requested substitution has been coordinated with other portions of the Work.
9. Requested substitution provides specified warranty.
10. 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.

### 2.3 COMPARABLE PRODUCTS

- A. Conditions: Architect will consider Contractor's request for comparable product 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:
1. Evidence that the proposed product does not require extensive 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.
  2. 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.
  3. Evidence that proposed product provides specified warranty.
  4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
  5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

**END OF SECTION 016000**



**SUBSTITUTION  
REQUEST**  
(After the Bidding Phase)

Project: \_\_\_\_\_ Substitution Request Number: \_\_\_\_\_  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_ Date: \_\_\_\_\_  
 A/E Project Number: \_\_\_\_\_  
 Re: \_\_\_\_\_ Contact For: \_\_\_\_\_

Specification Title: \_\_\_\_\_ Description: \_\_\_\_\_  
 Section: \_\_\_\_\_ Page: \_\_\_\_\_ Article/Paragraph: \_\_\_\_\_  
 Drawing Number and Title: \_\_\_\_\_ Details Numbered: \_\_\_\_\_

Proposed Substitution: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Trade Name: \_\_\_\_\_ Model No.: \_\_\_\_\_  
 Installer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_

History:  New Product  2-5 years old  5-10 years old  More than 10 years old

Differences between proposed substitution and specified product: \_\_\_\_\_  
 \_\_\_\_\_

Point-by-point comparative data attached - REQUIRED BY A/E

Reason for not providing specified item: \_\_\_\_\_  
 \_\_\_\_\_

Similar Installation:  
 Project: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Architect: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Date Installed: \_\_\_\_\_

Proposed substitutions affects other parts of Work.  
 No  Yes; explain \_\_\_\_\_

Cost Savings to Owner for accepting substitution: \_\_\_\_\_ (\$ \_\_\_\_\_).

Proposed Substitution changes Contract Time:  
 No  Yes (Add) (Deduct) \_\_\_\_\_ days.

Supporting Data Attached:  Drawings  Product Data  Samples  Tests  Reports

**SUBSTITUTION  
REQUEST  
(Continued)**

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: \_\_\_\_\_  
Signed by: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Attachments: \_\_\_\_\_  
\_\_\_\_\_

A/E's Review and Action

- Substitution approved – Make submittals in accordance with Specification Section 01330.
- Substitution approved as noted – Make submittals in accordance with Specification Section 01330.
- Substitution rejected – Use specified materials.
- Substitution Request received too late – Use specified materials

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments:  Contractor  Subcontractor  Supplier  Manufacturer  A/E  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 general procedural requirements governing execution of the Work including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. General installation of products.
4. Coordination of Owner-installed products.
5. Progress cleaning.
6. Starting and adjusting.
7. Protection of installed construction.
8. Correction of the Work.

- B. Related Sections include the following:

1. Division 01 Section "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.
2. Division 01 Section "Submittal Procedures" for submitting surveys.
3. Division 01 Section "Cutting and Patching" for procedural requirements for cutting and patching necessary for the installation or performance of other components of the Work.
4. Division 01 Section "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

## 1.3 SUBMITTALS

- A. Qualification Data: For professional engineer.
- B. Certificates: Submit certificate signed by professional engineer certifying that location and elevation of improvements comply with requirements.
- C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

- D. Certified Surveys: Submit two copies signed by professional engineer.
- E. Final Property Survey: Submit [10] <Insert number> copies showing the Work performed and record survey data.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
  - 1. Before construction, verify the location and points of connection of utility services.
- B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
  - 1. Before construction, verify the location and points of connection of sanitary sewer, storm sewer, and water-service piping; and underground electrical services.
  - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- C. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  - 1. Written Report: 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.
  - 2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
5. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to **Owner** that is 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, submit a Request for Information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

### 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. General: Engage a 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 needed to locate each element of Project.
  2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
  3. Inform installers of lines and levels to which they must comply.
  4. Check the location, level and plumb, of every major element as the Work progresses.
  5. Notify Architect when deviations from required lines and levels exceed allowable tolerances.

6. 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 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 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: 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.
  1. 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.
  2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of **two** permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
  1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
  2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
  3. 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: Prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by professional engineer, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
1. 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.
  2. 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. General: 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 **8 feet** in spaces without a suspended ceiling.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure 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. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. 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.
- G. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  2. Allow for building movement, including thermal expansion and contraction.



3. 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.

H. 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.

I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### 3.6 OWNER-INSTALLED PRODUCTS

A. Site Access: Provide access to Project site for Owner's construction forces.

B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction forces.

1. 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.

2. Preinstallation Conferences: Include Owner's construction forces at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction forces if portions of the Work depend on Owner's construction.

### 3.7 PROGRESS CLEANING

A. General: **Each Contractor** shall clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. 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 materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.

3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

1. Remove liquid spills promptly.
  2. 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:** Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- 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. **Start equipment and operating components** to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. **Adjust operating components** for proper operation without binding. Adjust equipment for proper operation.
- C. **Test each piece of equipment** to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. **Manufacturer's Field Service:** If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 01 Section "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.

3.10 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 01 Section "Cutting and Patching."
  - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

**END OF SECTION 017300**

## 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 procedural requirements for cutting and patching.
- B. Related Sections include the following:
  - 1. Division 01 Section "Selective Structure Demolition" for demolition of selected portions of the building.
  - 2. Divisions 2 through 49 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
  - 3. Division 07 Section "Penetration Firestopping" for patching fire-rated 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 surfaces to original conditions after installation of other Work.

## 1.4 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures at least **10** days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
  - 1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
  - 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
  - 3. Products: List products to be used and firms or entities that will perform the Work.
  - 4. Dates: Indicate when cutting and patching will be performed.

5. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will be disrupted.
6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
7. **Architect's Approval:** Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

#### 1.5 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. **Operating elements include the following:**
  1. Primary operational systems and equipment.
  2. Air or smoke barriers.
  3. Fire-suppression systems.
  4. Mechanical systems piping and ducts.
  5. Control systems.
  6. Communication systems.
  7. Conveying systems.
  8. Electrical wiring systems.
  9. Detention or electronic security systems.
- C. Visual Requirements: Do not cut and patch construction in a manner that results 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.
- D. Cutting and Patching Conference: Before proceeding, meet at Project 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 cutting and patching operations, by methods and with materials so as not to void existing warranties.

## PART 2 - PRODUCTS

## 2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
  - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place 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 in-place 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 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.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

- D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to **prevent** interruption to occupied areas.

### 3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
1. 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. Cutting: Cut in-place 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.
1. In general, 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.
  2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  3. **Concrete and Masonry:** Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
  5. 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.
  6. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: 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.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will 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.
3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
- a. 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 in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

**END OF SECTION 017329**



## PART 1 - GENERAL

## RELATED DOCUMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

## SUMMARY

This 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.

Related Sections include the following:

4. Division 1 Section "Summary of Multiple Contracts" for coordination of responsibilities for waste management.
5. Division 1 Section "Temporary Facilities and Controls" for environmental-protection measures during construction, **and location of waste containers at Project site.**
6. Division 1 Section "Selective Demolition" for disposition of waste resulting from partial demolition of buildings, structures, and site improvements, **and for disposition of hazardous waste.**
7. Division 2 Section "Building Demolition" for disposition of waste resulting from demolition of buildings, structures, and site improvements, **and for disposition of hazardous waste.**
8. Division 2 Section "Site Clearing" for disposition of waste resulting from site clearing and removal of above- and below-grade improvements.
9. Division 4 Section "Unit Masonry Assemblies" for disposal requirements for masonry waste.
10. Division 4 Section "Stone Veneer Assemblies" for disposal requirements for excess stone and stone waste.

## DEFINITIONS

Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, paint, or the like.

Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.

Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.

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.

Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitability, corrosivity, toxicity or reactivity.

Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.

Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.

Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.

Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.

Toxic: Poisonous to humans either immediately or after a long period of exposure.

Trash: Any product or material unable to be reused, returned, recycled, or salvaged.

Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

## PERFORMANCE GOALS

The Owner has established that this Project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors shall be employed.

Of the waste that is generated, as many of the waste materials as economically feasible shall be reused, salvaged, or recycled. Waste disposal in landfills or incinerators shall be minimized, thereby reducing disposal costs.

Develop a construction waste management plan that results in end-of-Project rates for salvage/recycling of **50** percent by weight of construction, demolition, and land clearing

waste in accordance with the LEED 2.0 requirements for Materials & Resources Credits 2.1 and 2.2.

Salvage/Recycle **Goals:** Owner's goal is to salvage and recycle as much nonhazardous **demolition and construction** waste as possible including the following materials:

Salvage/Recycle **Goals:** Owner's goal is to salvage and recycle as much nonhazardous **demolition and construction** waste as possible. Owner has established minimum goals for the following materials:

11. Demolition Waste:

- a. Asphaltic concrete 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.

12. Construction Waste:

- a. Site-clearing waste.
- b. Masonry and CMU.
- c. Lumber.
- d. Wood sheet materials.
- e. Wood trim.
- f. Metals.
- g. Roofing.
- h. Insulation.
- i. Carpet and pad.
- j. Gypsum board.
- k. Piping.
- l. Electrical conduit.
- m. Packaging: Regardless of salvage/recycle goal indicated 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.

SUBMITTALS

Waste Management Plan: Submit **3** copies of plan within **30** days of date established for **commencement of the Work**.

Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit two copies of report. Include the following information:

- 13. Material category.
- 14. Generation point of waste.
- 15. Total quantity of waste in tons.
- 16. Quantity of waste salvaged, both estimated and actual in tons.
- 17. Quantity of waste recycled, both estimated and actual in tons.
- 18. Total quantity of waste recovered (salvaged plus recycled) in tons.

19. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.
20. Include up-to-date records of donations, sales, recycling and landfill/incinerator manifests, weight tickets, receipt, and invoices.

Waste Reduction Calculations: Before request for Substantial Completion, submit three copies of calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work. Complete the table below.

**MR Credit 2: Construction Waste Management**

**Instructions**

1. Complete the Landfill Table by estimating the total weight of all construction waste materials sent to the landfill.
2. Complete the Recycle/Salvage Table by identifying the material types and estimating the weights (in tons) that were recycled or salvaged. The table automatically sums the recycle and salvage weights and determines the total percentage of waste that is being diverted from the landfill.
3. Compare the percentage of recycle and salvage to the LEED requirements for MR Credits 2.1 and 2.2.

**Landfill Table**

Material	Weight
	[tons]
Construction and Demolition Waste	
<b>Subtotal</b>	<b>0.0</b>

**Recycle / Salvage Table**

Material	Weight
	[tons]
<b>Subtotal</b>	<b>0.0</b>

**Landfill Subtotal** **0.0**

<b>Recycle / Salvage Subtotal</b>	<b>0.0</b>
<b>Total Waste, Recycle, Salvage</b>	<b>0.0</b>

<b>Percentage of Recycle / Salvage</b>	<b>#DIV/0!</b>
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Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.

Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.

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.

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.

LEED Submittal: LEED letter template for Credit MR 2.1[ **and 2.2**], signed by Contractor, tabulating total waste material, quantities diverted and means by which it is diverted, and statement that requirements for the credit have been met.

Qualification Data: For [Waste Management Coordinator] [and] [refrigerant recovery technician].

Statement of Refrigerant Recovery: Signed by refrigerant recovery technician responsible for recovering refrigerant, stating that all 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.

#### QUALITY ASSURANCE

Waste Management Coordinator Qualifications: LEED Accredited Professional by U.S. Green Building Council.

Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.

Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.

Waste Management Meetings: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination." Contractor shall include discussions on construction waste management requirements in

the preconstruction meeting. Contractor shall include discussions on construction waste management requirements in the regular job meetings conducted during the course of the Project. Review methods and procedures related to waste management including, but not limited to, the following:

21. Review and discuss waste management plan including responsibilities of Waste Management Coordinator.
22. Review requirements for documenting quantities of each type of waste and its disposition.
23. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
24. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
25. Review waste management requirements for each trade.

#### WASTE MANAGEMENT PLAN

**General:** Develop plan consisting of waste identification, waste reduction work plan, and cost/revenue analysis. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.

**Draft Waste Management Plan:** Within 30 days after receipt of Notice to Proceed, or prior to any waste removal, whichever occurs sooner, the Contractor shall submit to the Owner and Architect a Draft Waste Management Plan.

**Final Waste Management Plan:** Once the Owner has determined which of the recycling options addressed in the draft Waste Management Plan are acceptable, the Contractor shall submit, within 10 calendar days a Final Waste Management Plan.

**Waste Identification:** Indicate anticipated types and quantities of **demolition and construction** waste generated by the Work. Include estimated quantities and assumptions for estimates.

**Landfill Options:** The name of the landfill(s) and/or incinerator(s) where trash will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all Project waste in the landfill(s).

**Waste Reduction Work Plan:** List each type of waste and whether it will be salvaged, reused, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.

26. **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.
27. **Salvaged Materials for Sale:** For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.

28. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
29. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
30. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
31. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on Project site where materials separation will be located.

Cost/Revenue Analysis: 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. Include the following:

32. Total quantity of waste.
33. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
34. Total cost of disposal (with no waste management).
35. Revenue from salvaged materials.
36. Revenue from recycled materials.
37. Savings in hauling and tipping fees by donating materials.
38. Savings in hauling and tipping fees that are avoided.
39. Handling and transportation costs. Include cost of collection containers for each type of waste.
40. Net additional cost or net savings from waste management plan.

Materials: The following list of materials, at a minimum, should be included for salvaging/recycling:

41. Cardboard.
42. Clean dimensional wood.
43. Beverage and food containers.
44. Paper.
45. Concrete.
46. Concrete Masonry Units (CMUs).
47. Asphalt: Include the approximate weight of the asphalt paving to be crushed and utilized as granulated fill from the existing parking lot as a component of waste material diverted from the landfill.
48. Ferrous and non-ferrous metals (banding, stud trim, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized sheet steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze).
49. Stretch and shrink wrap.
50. Gypsum wallboard.
51. Paint containers and other clean empty plastic containers.



Meetings: A description of the regular meetings to be held to address waste management.

Materials Handling Procedures: A description of the means by which any waste materials identified will be protected from contamination, and a description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.

Transportation: A description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site) and destination of materials.

Forms: Prepare waste management plan on sample forms included at end of Part 3.

### CONSTRUCTION WASTE MANAGEMENT RESOURCES

General information contacts regarding construction and demolition waste: To be developed by Contractor. **<INSERT CONTACT INFORMATION FOR LOCAL MUNICIPAL AND OTHER REGIONAL AND STATE RECYCLING AGENCIES AND COMPANIES>.**

Material Recyclers: To be developed by Contractor.

52. **<INSERT LIST OF LOCAL COMPANIES WHICH DO SALVAGE OR RECYCLING IN THE REGION. LIST MATERIALS SALVAGED/RECYCLED.>**

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

### PLAN IMPLEMENTATION

General: Implement waste management plan as approved by **Owner**. 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 Division 1 Section "Temporary Facilities and Controls" for operation, termination, and removal requirements.

Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan. Coordinator shall be present at Project site full time for duration of Project.

Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project site.

2. Distribute waste management plan to everyone concerned within **three** days of submittal return.
3. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.

Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

4. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
5. Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination of materials.
6. Comply with Division 1 Section "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

Hazardous wastes: Hazardous wastes shall be separated, stored, and disposed of according to local regulations.

#### SALVAGING DEMOLITION WASTE

Salvaged Items for Reuse in the Work:

7. Clean salvaged items.
8. Pack or crate items after cleaning. Identify contents of containers.
9. Store items in a secure area until installation.
10. Protect items from damage during transport and storage.
11. 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.

Salvaged Items for **Sale**: **Not permitted** on Project site.

Salvaged Items for Owner's Use:

12. Clean salvaged items.
13. Pack or crate items after cleaning. Identify contents of containers.
14. Store items in a secure area until delivery to Owner.
15. Transport items to Owner's storage area **designated by Owner**.
16. Protect items from damage during transport and storage.

Doors and Hardware: Brace open end of door frames. Except for removing door closers, leave door hardware attached to doors.

### RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

General: Recycle paper and beverage containers used by on-site workers.

Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall **accrue to Contractor**.

Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical.

17. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
  - a. Inspect containers and bins for contamination and remove contaminated materials if found.
18. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
19. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
20. Store components off the ground and protect from the weather.
21. Remove recyclable waste off Owner's property and transport to recycling receiver or processor.

### RECYCLING DEMOLITION WASTE

Asphaltic Concrete Paving: Grind asphalt to maximum **1-1/2-inch(38-mm)** size.

22. Crush asphaltic concrete paving and screen to comply with requirements in Division 2 Section "Earthwork" for use as general fill.

Asphaltic Concrete Paving: Break up and transport paving to asphalt-recycling facility.

Concrete: Remove reinforcement and other metals from concrete and sort with other metals.

23. Pulverize concrete to maximum **4-inch(100-mm)** size.
24. Crush concrete and screen to comply with requirements in Division 2 Section "Earthwork" for use as satisfactory soil for fill or subbase.

Masonry: Remove metal reinforcement, anchors, and ties from masonry and sort with other metals.

25. Pulverize masonry to maximum **4-inch(100-mm)]** size.

a. Clean and stack undamaged, whole masonry units on wood pallets.

Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.

Metals: Separate metals by type.

26. Structural Steel: Stack members according to size, type of member, and length.

27. Remove and dispose of bolts, nuts, washers, and other rough hardware.

Asphalt Shingle Roofing: Separate organic and glass-fiber asphalt shingles and felts. Remove and dispose of nails, staples, and accessories.

Gypsum Board: Stack large clean pieces on wood pallets and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.

Acoustical Ceiling Panels and Tile: Stack large clean pieces on wood pallets and store in a dry location.

28. Separate suspension system, trim, and other metals from panels and tile and sort with other metals.

Equipment: Drain tanks, piping, and fixtures. Seal openings with caps or plugs. Protect equipment from exposure to weather.

Plumbing Fixtures: Separate by type and size.

Piping: Reduce piping to straight lengths and store by type and size. Separate supports, hangers, valves, sprinklers, and other components by type and size.

Lighting Fixtures: Separate lamps by type and protect from breakage.

Electrical Devices: Separate switches, receptacles, switchgear, transformers, meters, panelboards, circuit breakers, and other devices by type.

Conduit: Reduce conduit to straight lengths and store by type and size.

## RECYCLING CONSTRUCTION WASTE

Packaging:

29. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.

30. Polystyrene Packaging: Separate and bag materials.

31. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
32. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

Site-Clearing Wastes: Chip brush, branches, and trees **on-site**.

33. Comply with requirements in Division 2 Section "Exterior Plants" for use of chipped organic waste as organic mulch.

Wood Materials:

34. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
35. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.
  - a. Comply with requirements in Division 2 Section "Exterior Plants" for use of clean sawdust as organic mulch.

Gypsum Board: Stack large clean pieces on wood pallets and store in a dry location.

36. Clean Gypsum Board: Grind scraps of clean gypsum board using small mobile chipper or hammer mill. Screen out paper after grinding.
  - a. Comply with requirements in Division 2 Section "Exterior Plants" for use of clean ground gypsum board as inorganic soil amendment.

## DISPOSAL OF WASTE

General: 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.

37. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
38. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

Burning: Do not burn waste materials.

Burning: 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.

Disposal: Transport waste materials and dispose of at designated spoil areas on Owner's property.

Disposal: Transport waste materials off Owner's property and legally dispose of them.

**END OF SECTION 017419**

**CANNOT BE USED FOR BIDDING**

## CONSTRUCTION WASTE MANAGEMENT

### PART 1 – GENERAL

#### 1.1 SUMMARY

- A. Section includes: Administrative and procedural requirements for construction waste management activities.

#### 1.2 DEFINITIONS

- A. Construction, Demolition, and Land clearing (CDL) Waste: Includes all non-hazardous solid wastes resulting from construction, remodeling, alterations, repair, demolition and land clearing. Includes material that is recycled, reused, salvaged or disposed as garbage.
- B. Salvage: Recovery of materials for on-site reuse, sale or donation to a third party.
- C. Reuse: Making use of a material without altering its form. Materials can be reused on-site or reused on other projects off-site. Examples include, but are not limited to the following: Crushing or grinding of concrete for use as sub-base material. Chipping of land clearing debris for use as mulch.
- D. Recycling: The process of sorting, cleaning, treating, and reconstituting materials for the purpose of using the material in the manufacture of a new product.
- E. Source-Separated CDL Recycling: The process of separating recyclable materials in separate containers as they are generated on the job-site. The separated materials are hauled directly to a recycling facility or transfer station.
- F. Co-mingled CDL Recycling: The process of collecting mixed recyclable materials in one container on-site. The container is taken to a material recovery facility where materials are separated for recycling.
- G. Approved Recycling Facility: Any of the following:
  - 1. A facility that can legally accept CDL waste materials for the purpose of processing the materials into an altered form for the manufacture of a new product.
  - 2. Material Recovery Facility: A general term used to describe a waste-sorting facility. Mechanical, hand-separation, or a combination of both procedures, are used to recover recyclable materials.

#### 1.3 SUBMITTALS

- A. Contractor shall develop a Waste Management Plan: Submit 3 copies of plan within 14 days of date established for the **Notice to Proceed**.
- B. Contractor shall provide Waste Management Report: Concurrent with each Application for Payment, submit **3** copies of report.

## 1.4 PERFORMANCE REQUIREMENTS

- A. General: Divert a minimum of **75%** CDL waste, by weight, from the landfill by one, or a combination of the following activities:
1. Salvage
  2. Reuse
  3. Source-Separated CDL Recycling
  4. Co-mingled CDL Recycling
- B. CDL waste materials that can be salvaged, reused or recycled include, but are not limited to, the following:
1. Acoustical ceiling tiles
  2. Asphalt
  3. Asphalt shingles
  4. Cardboard packaging
  5. Carpet and carpet pad
  6. Concrete
  7. Drywall
  8. Fluorescent lights and ballasts
  9. Land clearing debris (vegetation, stumpage, dirt)
  10. Metals
  11. Paint (through hazardous waste outlets)
  12. Wood
  13. Plastic film (sheeting, shrink wrap, packaging)
  14. Window glass
  15. Wood
  16. Field office waste, including office paper, aluminum cans, glass, plastic, and office cardboard.

## 1.4 QUALITY ASSURANCE

- A. Waste Management Coordinator Qualifications: Experienced firm, with a record of successful waste management coordination of projects with similar requirements, that employs a LEED Accredited Professional, certified by the USGBC as waste management coordinator.
- B. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.
- C. Regulatory Requirements: Conduct construction waste management activities in accordance with hauling and disposal regulations of all authorities having jurisdiction and all other applicable laws and ordinances.
- D. Preconstruction Conference: Schedule and conduct meeting at Project site prior to construction activities.
1. Attendees: Inform the following individuals, whose presence is required, of date and time of meeting.
    - a. Owner
    - b. Architect
    - c. Contractor's superintendent
    - d. Major subcontractors
    - e. Waste Management Coordinator
    - f. Other concerned parties



2. Agenda Items: 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.
3. Minutes: Record discussion. Distribute meeting minutes to all participants.  
Note: If there is a Project Architect, they will perform this role.

1.5 WASTE MANAGEMENT PLAN – Contactor shall develop and document the following:

- A. Develop a plan to meet the requirements listed in this section at a minimum. Plan shall consist of waste identification, waste reduction plan and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight throughout the plan.
- B. Indicate anticipated types and quantities of demolition, site-cleaning and construction waste generated by the project. List all assumptions made for the quantities estimates.
- C. List each type of waste and whether it will be salvaged, recycled, or disposed of in an landfill. The plan should included the following information:
  1. Types and estimated quantities, by weight, of CDL waste expected to be generated during demolition and construction.
  2. Proposed methods for CDL waste salvage, reuse, recycling and disposal during demolition including, but not limited to, one or more of the following:
    - a. Contracting with a deconstruction specialist to salvage materials generated,
    - b. Selective salvage as part of demolition contractor's work,
    - c. Reuse of materials on-site or sale or donation to a third party.
  3. Proposed methods for salvage, reuse, recycling and disposal during construction including, but not limited to, one or more of the following:
    - a. Requiring subcontractors to take their CDL waste to a recycling facility;
    - b. Contracting with a recycling hauler to haul recyclable CDL waste to an approved recycling or material recovery facility;
    - c. Processing and reusing materials on-site;
    - d. Self-hauling to a recycling or material recovery facility.
  4. Name of recycling or material recovery facility receiving the CDL wastes.
  5. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on project site where materials separation will be located.

- D. Cost/Revenue Analysis: 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. Include the following:
1. Total quantity of waste.
  2. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
  3. Total cost of disposal (with no waste management).
  4. Revenue from salvaged materials.
  5. Revenue from recycled materials.
  6. Savings in hauling and tipping fees by donating materials.
  7. Savings in hauling and tipping fees that are avoided.
  8. Handling and transportation costs. Including cost of collection containers for each type of waste.
  9. Net additional cost or net savings from waste management plan.

## PART 2 - PRODUCTS (Not Used)

## PART 3 – EXECUTION

### 3.1 CONSTRUCTION WASTE MANAGEMENT, GENERAL

- A. Provide containers for CDL waste that is to be recycled clearly labeled as such with a list of acceptable and unacceptable materials. The list of acceptable materials must be the same as the materials recycled at the receiving material recovery facility or recycling processor.
- B. The collection containers for recyclable CDL waste must contain no more than 10% non-recyclable material, by volume.
- C. Provide containers for CDL waste that is disposed in a landfill clearly labeled as such.
- D. Use detailed material estimates to reduce risk of unplanned and potentially wasteful cuts.
- E. To the greatest extent possible, include in material purchasing agreements a waste reduction provision requesting that materials and equipment be delivered in packaging made of recyclable material, that they reduce the amount of packaging, that packaging be taken back for reuse or recycling, and to take back all unused product. Insure that subcontractors require the same provisions in their purchase agreements.
- F. Conduct regular visual inspections of dumpsters and recycling bins to remove contaminants.

### 3.2 SOURCE SEPARATION

- A. General: Contractor shall separate recyclable materials from CDL waste to the maximum extent possible.

Separate recyclable materials by type.

1. Provide containers, clearly labeled, by type of separated materials or provide other storage method for managing recyclable materials until they are removed from Project site.
2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water and to minimize pest attraction. Cover to prevent windblown dust.

3. Stockpile materials away from demolition area. Do not store within drip line of remaining trees.
4. Store components off the ground and protect from weather.

3.3 CO-MINGLED RECYCLING

- A. General: Do not put CDL waste that will be disposed in a landfill into a co-mingled CDL waste recycling container.

REMOVAL OF CONSTRUCTION WASTE MATERIALS

- A. Remove CDL waste materials from project site on a regular basis. Do not allow CDL waste to accumulate on-site.
- B. Transport CDL waste materials off Owner's property and legally dispose of them.
- C. Burning of CDL waste is not permitted.

END OF SECTION

**CANNOT BE USED FOR BIDDING**

<b>WASTE MANAGEMENT PROGRESS REPORT</b>				
<b>MATERIAL CATEGORY</b>	<b>DISPOSED IN MUNICIPAL SOLID WASTE LANDFILL</b>	<b>DIVERTED FROM LANDFILL BY RECYCLING, SALVAGE OR REUSE</b>		
		Recycled	Salvaged	Reused
1. Acoustical Ceiling Tiles				
2. Asphalt				
3. Asphalt Shingles				
4. Cardboard Packaging				
5. Carpet and Carpet Pad				
6. Concrete				
7. Drywall				
8. Fluorescent Lights and Ballasts				
9. Land Clearing Debris (vegetation, stumpage, dirt)				
10. Metals				
11. Paint (through hazardous waste outlets)				
12. Wood				
13. Plastic Film (sheeting, shrink wrap, packaging)				
14. Window Glass				
15. Field Office Waste (office paper, aluminum cans, glass, plastic, and coffee cardboard)				
16. Other (insert description)				
17. Other (insert description)				
Total (In Weight)		(TOTAL OF ALL ABOVE VALUES – IN WEIGHT)		
		Percentage of Waste Diverted	(TOTAL WASTE DIVIDED BY TOTAL DIVERTED)	

## 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 contract closeout, including, but not limited to, the following:

1. Inspection procedures.
2. Warranties.
3. Final cleaning.

- B. Related Sections include the following:

1. Division 01 Section "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
2. Division 01 Section "Photographic Documentation" for submitting Final Completion construction photographs and negatives.
3. Division 01 Section "Execution" for progress cleaning of Project site.
4. Division 01 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
5. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
6. Division 01 Section "Demonstration and Training" for requirements for instructing Owner's personnel.
7. Divisions 02 through 49 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

## 1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.

1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
2. Advise Owner of pending insurance changeover requirements.
3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
8. Complete startup testing of systems.
9. Submit test/adjust/balance records.
10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
11. Advise Owner of changeover in heat and other utilities.
12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
13. Complete final cleaning requirements, including touchup painting.
14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

B. Inspection: Submit a written request for inspection for Substantial Completion. 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.

1. Reinspection: Reinspection will occur during final inspection.
2. Results of completed inspection will form the basis of requirements for Final Completion.

#### 1.4 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report and warranty.

5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  2. **Inspections by the Architect, requested by the Contractor after the second punch list inspection, shall be at the cost of the Contractor. Costs shall be on a time and material basis and back charged to the Contractor's contract with the Owner.**

#### 1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  3. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Page number.

#### 1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.

- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
  1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
  2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## PART 3 - EXECUTION

### 3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: 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.
  1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.



- b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
- c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
- d. Remove tools, construction equipment, machinery, and surplus material from Project site.
- e. Remove snow and ice to provide safe access to building.
- f. 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.
- g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- h. Sweep concrete floors broom clean in unoccupied spaces.
- i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
- j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
- k. Remove labels that are not permanent.
- l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
  - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
- m. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- n. Replace parts subject to unusual operating conditions.
- o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
- q. Clean ducts, blowers, and coils if units were operated without filters during construction.
- r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
- s. Leave Project clean and ready for occupancy.

- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.
- D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

**END OF SECTION 017700**

**CANNOT BE USED FOR BIDDING**

## 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 preparing operation and maintenance manuals, including the following:
  - 1. Operation and maintenance documentation directory.
  - 2. Emergency manuals.
  - 3. Operation manuals for systems, subsystems, and equipment.
  - 4. Maintenance manuals for the care and maintenance of **products, materials, and finishes systems and equipment**.
- B. Related Sections include the following:
  - 1. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
  - 2. Division 01 Section "Closeout Procedures" for submitting operation and maintenance manuals.
  - 3. Division 01 Section "Project Record Documents" for preparing Record Drawings for operation and maintenance manuals.
  - 4. Divisions 02 through 49 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

## 1.3 DEFINITIONS

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

## 1.4 SUBMITTALS

- A. Initial Submittal: Submit 1 draft copies of each manual at least **15** days before requesting inspection for Substantial Completion. Include a complete operation and maintenance directory. Architect will return **one copy** of draft and mark whether general scope and content of manual are acceptable.

- B. Final Submittal: Submit three **copies** of each manual in final form at least **15** days before final inspection. Architect will return copy with comments or approve within **15** days after final inspection.

## 1.5 COORDINATION

- A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

## PART 2 - PRODUCTS

### 2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Organization: Include a section in the directory for each of the following:
  - 1. List of documents.
  - 2. List of systems.
  - 3. List of equipment.
  - 4. Table of contents.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. 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.
- D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- 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."

### 2.2 MANUALS, GENERAL

- A. Organization: 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:
  - 1. Title page.
  - 2. Table of contents.

3. Manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
1. Subject matter included in manual.
  2. Name and address of Project.
  3. Name and address of Owner.
  4. Date of submittal.
  5. Name, address, and telephone number of Contractor.
  6. Name and address of Architect.
  7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: 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.
1. 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.
1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch 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 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. Indicate volume number for multiple-volume sets.
  2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. 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.
  3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
  4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
  5. Drawings: 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.

## 2.3 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for each of the following:
  1. Type of emergency.
  2. Emergency instructions.
  3. Emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
  1. Fire.
  2. Flood.
  3. Gas leak.
  4. Water leak.
  5. Power failure.
  6. Water outage.
  7. System, subsystem, or equipment failure.
  8. Chemical release or spill.
- C. 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.
- D. Emergency Procedures: Include the following, as applicable:
  1. Instructions on stopping.
  2. Shutdown instructions for each type of emergency.
  3. Operating instructions for conditions outside normal operating limits.
  4. Required sequences for electric or electronic systems.
  5. Special operating instructions and procedures.

## 2.4 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:

1. System, subsystem, and equipment descriptions.
2. Performance and design criteria if Contractor is delegated design responsibility.
3. Operating standards.
4. Operating procedures.
5. Operating logs.
6. Wiring diagrams.
7. Control diagrams.
8. Piped system diagrams.
9. Precautions against improper use.
10. License requirements including inspection and renewal dates.

B. Descriptions: Include the following:

1. Product name and model number.
2. Manufacturer's name.
3. Equipment identification with serial number of each component.
4. Equipment function.
5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include the following, as applicable:

1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Instructions on stopping.
6. Normal shutdown instructions.
7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

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

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

## 2.5 PRODUCT MAINTENANCE MANUAL

- A. 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.

- B. 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.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
  2. Manufacturer's name.
  3. Color, pattern, and texture.
  4. Material and chemical composition.
  5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
1. Inspection procedures.
  2. Types of cleaning agents to be used and methods of cleaning.
  3. List of cleaning agents and methods of cleaning detrimental to product.
  4. Schedule for routine cleaning and maintenance.
  5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

## 2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

- A. 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 warranty and bond information, as described below.
- B. 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.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:



1. Standard printed maintenance instructions and bulletins.
  2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
  3. Identification and nomenclature of parts and components.
  4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
  2. Troubleshooting guide.
  3. Precautions against improper maintenance.
  4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  5. Aligning, adjusting, and checking instructions.
  6. Demonstration and training videotape, if available.
- E. Maintenance and Service Schedules: 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.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
  2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. 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.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

## PART 3 - EXECUTION

### 3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.

- B. 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.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
  2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- E. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, 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 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.
1. 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.
- F. Drawings: 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.
1. Do not use original Project Record Documents as part of operation and maintenance manuals.
  2. Comply with requirements of newly prepared Record Drawings in Division 01 Section "Project Record Documents."
- G. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

**END OF SECTION 017823**

## 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 Project Record Documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.

- B. Related Sections include the following:

1. Division 01 Section "Multiple Contract Summary" for coordinating Project Record Documents covering the Work of multiple contracts.
2. Division 01 Section "Closeout Procedures" for general closeout procedures.
3. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
4. Divisions 02 through 49 Sections for specific requirements for Project Record Documents of the Work in those Sections.

## 1.3 SUBMITTALS

- A. Record Drawings: Comply with the following:

1. Number of Copies: Submit copies of Record Drawings as follows:

- a. Initial Submittal: Submit **one** set(s) of **plots from corrected Record CAD Drawings** and **one** set(s) of marked-up Record Prints. Architect will initial and date each **plot** and mark whether general scope of changes, additional information recorded, and quality of drafting are acceptable. Architect will return **plots** and prints for organizing into sets, printing, binding, and final submittal.
- b. Final Submittal: Submit **one** set(s) of marked-up Record Prints, **one** set(s) of Record Transparencies, Print each Drawing, whether or not changes and additional information were recorded.

- 1) Electronic Media: **CD-R**.

- B. Record Specifications: Submit **one copy** of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit **one copy** of each Product Data submittal.
  - 1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in manual instead of submittal as Record Product Data.

## PART 2 - PRODUCTS

### 2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.
  - 1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Accurately record information in an understandable drawing technique.
    - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
  - 2. Content: Types of items requiring marking include, but are not limited to, the following:
    - a. Dimensional changes to Drawings.
    - b. Revisions to details shown on Drawings.
    - c. Depths of foundations below first floor.
    - d. Locations and depths of underground utilities.
    - e. Revisions to routing of piping and conduits.
    - f. Revisions to electrical circuitry.
    - g. Actual equipment locations.
    - h. Duct size and routing.
    - i. Locations of concealed internal utilities.
    - j. Changes made by Change Order or Change Directive.
    - k. Changes made following Architect's written orders.
    - l. Details not on the original Contract Drawings.
    - m. Field records for variable and concealed conditions.
    - n. Record information on the Work that is shown only schematically.

3. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
  4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  5. Mark important additional information that was either shown schematically or omitted from original Drawings.
  6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Transparencies: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Architect. When authorized, prepare a full set of corrected transparencies of the Contract Drawings and Shop Drawings.
1. Incorporate changes and additional information previously marked on Record Prints. Erase, redraw, and add details and notations where applicable.
  2. Refer instances of uncertainty to Architect for resolution.
  3. Owner will furnish Contractor one set of transparencies of the Contract Drawings for use in recording information.
  4. Print the Contract Drawings and Shop Drawings for use as Record Transparencies. Architect will make the Contract Drawings available to Contractor's print shop.
- C. Record CAD Drawings: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Architect. When authorized, prepare a full set of corrected CAD Drawings of the Contract Drawings, as follows:
1. Format: Same CAD program, version, and operating system as the original Contract Drawings.
  2. Format: **DWG**, Version Autocad 2006, operating in **Microsoft Windows** operating system.
  3. Incorporate changes and additional information previously marked on Record Prints. Delete, redraw, and add details and notations where applicable.
  4. Refer instances of uncertainty to Architect for resolution.
  5. Architect will furnish Contractor one set of CAD Drawings of the Contract Drawings for use in recording information.
    - a. Architect makes no representations as to the accuracy or completeness of CAD Drawings as they relate to the Contract Drawings.
    - b. CAD Software Program: The Contract Drawings are available in Autocad 2004.
- D. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing Record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.

1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
  2. Consult Architect for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- E. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Record Transparencies: Organize into unbound sets matching Record Prints. Place transparencies in durable tube-type drawing containers with end caps. Mark end cap of each container with identification. If container does not include a complete set, identify Drawings included.
  3. Record CAD Drawings: Organize CAD information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each CAD file.
  4. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of Architect and General Contractor.
    - e. Name of Contractor.

## 2.2 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  3. Note related Change Orders, **Record Specifications**, and Record Drawings where applicable.

## 2.3 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of

the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

### PART 3 - EXECUTION

#### 3.1 RECORDING AND MAINTENANCE

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

**END OF SECTION 017839**

## 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 instructing Owner's personnel, including the following:
  - 1. Demonstration of operation of systems, subsystems, and equipment.
  - 2. Training in operation and maintenance of systems, subsystems, and equipment.
  - 3. Demonstration and training videotapes.
- B. Related Sections include the following:
  - 1. Division 01 Section "Project Management and Coordination" for requirements for preinstruction conferences.
  - 2. Divisions 02 through 49 Sections for specific requirements for demonstration and training for products in those Sections.

## 1.3 SUBMITTALS

- A. Instruction Program: Submit two copies of outline of instructional program for demonstration and training, including a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
  - 1. At completion of training, submit one complete training manual(s) for Owner's use.
- B. Attendance Record: For each training module, submit list of participants and length of instruction time.
- C. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.
- D. Demonstration and Training Videotapes: Submit two copies within seven days of end of each training module.



1. Identification: On each copy, provide an applied label with the following information:
  - a. Name of Project.
  - b. Name and address of photographer.
  - c. Name of Architect and General Contractor.
  - d. Name of Contractor.
  - e. Date videotape was recorded.
  - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.

#### 1.4 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Photographer Qualifications: A professional photographer who is experienced photographing construction projects.
- D. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
  1. Inspect and discuss locations and other facilities required for instruction.
  2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
  3. Review required content of instruction.
  4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

#### 1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.

- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

## PART 2 - PRODUCTS

### 2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections, and as follows:
  - 1. Heat generation, including boilers pumps steam distribution piping and water distribution piping.
  - 2. Refrigeration systems, including chillers cooling towers condensers pumps and distribution piping.
  - 3. HVAC systems, including air-handling equipment air distribution systems and terminal equipment and devices.
  - 4. HVAC instrumentation and controls.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following:
  - 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
    - a. System, subsystem, and equipment descriptions.
    - b. Performance and design criteria if Contractor is delegated design responsibility.
    - c. Operating standards.
    - d. Regulatory requirements.
    - e. Equipment function.
    - f. Operating characteristics.
    - g. Limiting conditions.
    - h. Performance curves.
  - 2. Documentation: Review the following items in detail:
    - a. Emergency manuals.
    - b. Operations manuals.
    - c. Maintenance manuals.
    - d. Project Record Documents.
    - e. Identification systems.
    - f. Warranties and bonds.

- g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
  - a. Instructions on meaning of warnings, trouble indications, and error messages.
  - b. Instructions on stopping.
  - c. Shutdown instructions for each type of emergency.
  - d. Operating instructions for conditions outside of normal operating limits.
  - e. Sequences for electric or electronic systems.
  - f. Special operating instructions and procedures.
4. Operations: 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. Control sequences.
  - f. Safety procedures.
  - g. Instructions on stopping.
  - h. Normal shutdown instructions.
  - i. Operating procedures for emergencies.
  - j. Operating procedures for system, subsystem, or equipment failure.
  - k. Seasonal and weekend operating instructions.
  - l. Required sequences for electric or electronic systems.
  - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
  - a. Alignments.
  - b. Checking adjustments.
  - c. Noise and vibration adjustments.
  - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
  - a. Diagnostic instructions.
  - b. Test and inspection procedures.
7. Maintenance: Include 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. Procedures for routine cleaning
  - e. Procedures for preventive maintenance.

- f. Procedures for routine maintenance.
  - g. Instruction on use of special tools.
8. Repairs: Include the following:
- a. Diagnosis instructions.
  - b. Repair instructions.
  - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  - d. Instructions for identifying parts and components.
  - e. Review of spare parts needed for operation and maintenance.

### PART 3 - EXECUTION

#### 3.1 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a combined training manual.
- B. Set up instructional equipment at instruction location.

#### 3.2 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
  - 1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
  - 2. Owner will furnish an instructor to describe Owner's operational philosophy.
  - 3. Owner will furnish Contractor with names and positions of participants.
- C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
  - 1. Schedule training with Owner, through Construction Manager, with at least seven days' advance notice.
- D. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral and a written performance-based test.

- E. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

### 3.3 DEMONSTRATION AND TRAINING VIDEOTAPES

- A. General: Engage a qualified commercial photographer to record demonstration and training videotapes. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
  - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Videotape Format: Provide high-quality VHS color videotape in full-size cassettes.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.

**END OF SECTION 017900**

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. This Section includes the following:

1. Demolition and removal of selected portions of a building or structure in order to allow the installation of new work, including, but not limited to, new ductwork, steel structures, utilities, etc.
2. Repair procedures for selective demolition operations.

- B. Related Sections include the following:

1. Division 1 Section "Summary" for use of the premises and phasing requirements.
2. Division 1 Section "Work Restrictions" for restrictions on use of the premises due to Owner or tenant occupancy.
3. Division 1 Section "Construction Progress Documentation" for preconstruction photographs taken before selective demolition.
4. Division 1 Section "Temporary Facilities and Controls" for temporary construction and environmental-protection measures for selective demolition operations.
5. Division 1 Section "Cutting and Patching" for cutting and patching procedures for selective demolition operations.
6. Division 15 Sections for demolishing, cutting, patching, or relocating mechanical items.
7. Division 16 Sections for demolishing, cutting, patching, or relocating electrical items.
8. Refer to mechanical drawings for locations of new ductwork and piping penetrations in bearing walls that will require new lintels.

## 1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Salvage: Detach items from existing construction and deliver them to Owner.
- C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- D. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

## 1.4 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.

#### 1.5 SUBMITTALS

- A. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Proposed Dust-Control and Noise-Control Measures: Submit statement or drawing that indicates the measures proposed for use, proposed locations, and proposed time frame for their operation. Identify options if proposed measures are later determined to be inadequate.
- C. Schedule of Selective Demolition Activities - indicate the following:
  - 1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity.
  - 2. Interruption of utility services.
  - 3. Coordination for shutoff, capping, and continuation of utility services.
  - 4. Use of elevator and stairs.
  - 5. Locations of temporary partitions and means of egress, including for other tenants affected by selective demolition operations.
  - 6. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- D. Inventory: After selective demolition is complete, submit a list of items that have been removed and salvaged.
- E. Predemolition Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including finish surfaces that might be misconstrued as damage caused by selective demolition operations. Submit before Work begins.

#### 1.6 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: An experienced firm that has specialized in demolition work similar in material and extent to that indicated for this Project.
- B. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- C. Standards: Comply with ANSI A10.6 and NFPA 241.

#### 1.7 PROJECT CONDITIONS

- A. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.

1. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from authorities having jurisdiction.
  - C. Owner assumes no responsibility for condition of areas to be selectively demolished.
    1. Conditions existing at the time of inspection for bidding purpose will be maintained by Owner as far as practical.
  - D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
    1. Hazardous materials will be removed by Owner before start of the Work.
    2. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.
  - E. Storage or sale of removed items or materials on-site will not be permitted.
  - F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
- 1.8 WARRANTY
- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.
    1. If possible, retain original Installer or fabricator to patch the exposed Work listed below that is damaged during selective demolition. If it is impossible to engage original Installer or fabricator, engage another recognized experienced and specialized firm.

## PART 2 - PRODUCTS

### 2.1 REPAIR MATERIALS

- A. Use repair materials identical to existing materials.
  1. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
  2. Use materials with an installed performance that equals or surpasses that of existing materials.
- B. Comply with material and installation requirements specified in individual Specification Sections.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped.



- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
  - 1. This project requires the installation of new ductwork through existing walls that extend from the floor to the underside of the roof deck. All cutting of existing walls to allow the installation of new services and ductwork shall be by the Contractors. Reinforcement of the wall by the construction of steel lintels above the new penetrations shall be provided by the Contractor.
- C. Inventory and record the condition of items to be removed and reinstalled and items to be removed and salvaged.
- D. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to the Architect.
- E. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective demolition operations.
- F. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

### 3.2 UTILITY SERVICES

- A. Existing Utilities: Maintain services indicated to remain and protect them against damage during selective demolition operations.
- B. Utility Requirements: Locate, identify, disconnect, and seal or cap off indicated utilities serving areas to be selectively demolished.
  - 1. Arrange to shut off indicated utilities with utility companies.
  - 2. If utility services are required to be removed, relocated, or abandoned, before proceeding with selective demolition provide temporary utilities that bypass area of selective demolition and that maintain continuity of service to other parts of building.
  - 3. Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit after bypassing.
  - 4. Refer to Division 15 and 16 Sections for shutting off, disconnecting, removing, and sealing or capping utilities. Do not start selective demolition work until utility disconnecting and sealing have been completed and verified in writing.

### 3.3 PREPARATION

- A. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
  - 1. Do not close or obstruct streets, walks, walkways, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.

2. Erect temporary protection, such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction.
  3. Protect existing site improvements, appurtenances, and landscaping to remain.
  4. Erect a plainly visible fence around drip line of individual trees or around perimeter drip line of groups of trees to remain.
- B. Temporary Enclosures: Provide temporary enclosures for protection of existing building and construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
1. Where heating or cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
- C. Temporary Partitions: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
- D. Temporary Shoring: Provide and maintain shoring, bracing, or structural support to preserve stability and prevent movement, settlement, or collapse of construction to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
1. Strengthen or add new supports when required during progress of selective demolition.

### 3.4 POLLUTION CONTROLS

- A. Dust Control: Use water mist, temporary enclosures, and other suitable methods to limit spread of dust and dirt. Comply with governing environmental-protection regulations.
1. Do not use water when it may damage existing construction or create hazardous or objectionable conditions, such as ice, flooding, and pollution.
  2. Wet mop floors to eliminate trackable dirt and wipe down walls and doors of demolition enclosure. Vacuum carpeted areas.
- B. Disposal: Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
1. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- C. Cleaning: Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

### 3.5 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:

1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
  2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, to minimize disturbance of adjacent surfaces. Temporarily cover openings to remain.
  3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
  4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.
  5. Maintain adequate ventilation when using cutting torches.
  6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
  7. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
  8. Dispose of demolished items and materials promptly.
  9. Return elements of construction and surfaces that are to remain to condition existing before selective demolition operations began.
- B. Existing Facilities: Comply with building manager's requirements for using and protecting elevators, stairs, walkways, loading docks, building entries, and other building facilities during selective demolition operations.
- C. Removed and Salvaged Items: Comply with the following:
1. Clean salvaged items.
  2. Pack or crate items after cleaning. Identify contents of containers.
  3. Store items in a secure area until delivery to Owner.
  4. Transport items to Owner's storage area designated by Owner.
  5. Protect items from damage during transport and storage.
- D. Removed and Reinstalled Items: Comply with the following:
1. Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.
  2. Pack or crate items after cleaning and repairing. Identify contents of containers.
  3. Protect items from damage during transport and storage.
  4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
- E. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.
- F. Concrete: Demolish in small sections. Cut concrete to a depth of at least 3/4 inch (19 mm) at junctures with construction to remain, using power-driven saw. Dislodge concrete from

reinforcement at perimeter of areas being demolished, cut reinforcement, and then remove remainder of concrete indicated for selective demolition. Neatly trim openings to dimensions indicated.

- G. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals, using power-driven saw, then remove concrete between saw cuts.
- H. Masonry: Demolish in small sections. Cut masonry at junctures with construction to remain, using power-driven saw, then remove masonry between saw cuts.
- I. Concrete Slabs-on-Grade: Saw-cut perimeter of area to be demolished, and then break up and remove.
- J. Resilient Floor Coverings: Remove floor coverings and adhesive according to recommendations in RFCI-WP and its Addendum.
  - 1. Remove residual adhesive and prepare substrate for new floor coverings by one of the methods recommended by RFCI.

### 3.6 PATCHING AND REPAIRS

- A. General: Promptly repair damage to adjacent construction caused by selective demolition operations.
- B. Patching: Comply with Division 1 Section "Cutting and Patching."
- C. Repairs: Where repairs to existing surfaces are required, patch to produce surfaces suitable for new materials.
  - 1. Completely fill holes and depressions in existing masonry walls that are to remain with an approved masonry patching material applied according to manufacturer's written recommendations.
- D. Finishes: Restore exposed finishes of patched areas and extend restoration into adjoining construction in a manner that eliminates evidence of patching and refinishing.
- E. Floors and Walls: Where walls or partitions that are demolished extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an 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.
  - 1. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
  - 2. Where patching occurs in a painted surface, apply primer and intermediate paint coats over patch and apply final paint coat over entire unbroken surface containing patch. Provide additional coats until patch blends with adjacent surfaces.
  - 3. Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.

- F. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.

3.7 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
- B. Burning: Do not burn demolished materials.
- C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

END OF SECTION 02 4120

**CANNOT BE USED FOR BIDDING**

## 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. This Section includes unit masonry assemblies consisting of the following:
  - 1. Concrete masonry units (CMUs).
  - 2. Concrete and masonry lintels.
  - 3. Reinforcing steel.
  - 4. Masonry joint reinforcement.
  - 5. Ties and anchors.
  - 6. Miscellaneous masonry accessories.
- B. Related Sections include the following:
  - 1. Division 01 Section "LEED Requirements".
  - 2. Division 07 Section "Bituminous Dampproofing" for dampproofing applied to cavity face of backup wythes of cavity walls.
  - 3. Division 07 Section "Penetration Firestopping" for firestopping at openings in masonry walls.
  - 4. Division 07 Section "Flexible Flashing System".
  - 5. Division 07 Section "Joint Sealants" for sealing control and expansion joints in unit masonry.
  - 6. Division 08 Section "Louvers and Vents".
- C. Products installed, but not furnished, under this Section include the following:
  - 1. Steel lintels and shelf angles for unit masonry, furnished under Division 05 Section "Metal Fabrications."
  - 2. Flexible flashing furnished under Division 07 Section "Flexible Flashing System".

## 1.3 DEFINITIONS

- A. Reinforced Masonry: Masonry containing reinforcing steel in grouted cells.

#### 1.4 PERFORMANCE REQUIREMENTS

- A. Provide structural unit masonry that develops net-area compressive strengths ( $f'_m$ ) equal to 1500 psi.
- B. Determine net-area compressive strength ( $f'_m$ ) of masonry from average net-area compressive strengths of masonry units and mortar types (unit-strength method) according to Tables 1 and 2 in ACI 530.1/ASCE 6/TMS 602.

#### 1.5 SUBMITTALS

- A. Product Data: For each type of product indicated.
  - 1. Precast Concrete U-Lintels - Provide manufacturers catalog engineering data which shall include load ratings for gravity, uplift, and lateral loads in units of pounds per linear foot.
- B. LEED Submittals:
  - 1. Product Certificates for Credit MR 5.1 and Credit MR 5.2: For products and materials required to comply with requirements for regional materials indicating location and distance from Project of material manufacturer and point of extraction, harvest, or recovery for each raw material. Include statement indicating cost for each regional material and the fraction by weight that is considered regional.
- C. Shop Drawings: For the following:
  - 1. Masonry Units: Show sizes, profiles, coursing, and locations of special shapes.
  - 2. Stone Trim Units: Show sizes, profiles, and locations of each stone trim unit required.
  - 3. Reinforcing Steel: Detail bending and placement of unit masonry reinforcing bars. Comply with ACI 315, "Details and Detailing of Concrete Reinforcement."
  - 4. Fabricated Flashing: Detail corner units, end-dam units, and other special applications.
- D. Samples for Initial Selection: For the following:
  - 1. Decorative concrete masonry units, in the form of small-scale units.
  - 2. Colored mortar.
  - 3. Weep holes/vents.
- E. Samples for Verification: For each type and color of the following:
  - 1. Exposed concrete masonry units.
  - 2. Pre-faced concrete masonry units.

3. Pigmented and colored-aggregate mortar. Make Samples using same sand and mortar ingredients to be used on Project. Label Samples to indicate types and amounts of pigments used.
  4. Stone trim.
  5. Weep holes/vents.
  6. Accessories embedded in masonry.
- F. List of Materials Used in Constructing Mockups: List generic product names together with manufacturers, manufacturers' product names, model numbers, lot numbers, batch numbers, source of supply, and other information as required to identify materials used. Include mix proportions for mortar and grout and source of aggregates.
1. Submittal is for information only. Neither receipt of list nor approval of mockup constitutes approval of deviations from the Contract Documents unless such deviations are specifically brought to the attention of Architect and approved in writing.
- G. Qualification Data: For testing agency.
- H. Certified Mill Test Reports: For the following, from a qualified testing agency, indicating compliance with requirements:
1. Reinforcing bars, for each shipment used to resist flexural, shear and axial forces in reinforced masonry shear walls.
- I. Material Certificates: Include statements of material properties indicating compliance with requirements including compliance with standards and type designations within standards. Provide for each type and size of the following:
1. Masonry units.
    - a. Include material test reports substantiating compliance with requirements.
    - b. For masonry units used in structural masonry, include data and calculations establishing average net-area compressive strength of units.
  2. Cementitious materials. Include brand, type, and name of manufacturer.
  3. Preblended, dry mortar mixes. Include description of type and proportions of ingredients.
  4. Grout mixes. Include description of type and proportions of ingredients.
  5. Reinforcing bars.
  6. Joint reinforcement.
  7. Anchors, ties, and metal accessories.
- J. Mix Designs: For each type of mortar and grout. Include description of type and proportions of ingredients.



1. Include test reports for mortar mixes required to comply with property specification. Test according to ASTM C 109 for compressive strength and ASTM C 91 for air content.
  2. Include test reports, per ASTM C 1019, for grout mixes required to comply with compressive strength requirement.
- K. **Statement of Compressive Strength of Masonry:** For each combination of masonry unit type and mortar type, provide statement of average net-area compressive strength of masonry units, mortar type, and resulting net-area compressive strength of masonry determined according to Tables 1 and 2 in ACI 530.1/ASCE 6/TMS 602.
- L. **Cold-Weather Procedures:** Detailed description of methods, materials, and equipment to be used to comply with cold-weather requirements.
- 1.6 **QUALITY ASSURANCE**
- A. **Testing Agency Qualifications:** An independent agency qualified according to ASTM C 1093 for testing indicated, as documented according to ASTM E 548.
- B. **Source Limitations for Masonry Units:** Obtain exposed masonry units of a uniform texture and color, or a uniform blend within the ranges accepted for these characteristics, through one source from a single manufacturer for each product required.
- C. Contractor shall coordinate with the masonry manufacturer the order to purchase and pallet blending of pigmented and colored masonry products to ensure uniformity of color in the masonry products.
- D. **Source Limitations for Mortar Materials:** Obtain mortar ingredients of a uniform quality, including color for exposed masonry, from a single manufacturer for each cementitious component and from one source or producer for each aggregate.
- E. **Preconstruction Testing Service:** Contractor shall engage a qualified independent testing agency to perform preconstruction testing indicated below. Retesting of materials that fail to meet specified requirements shall be done at Contractor's expense.
1. **Concrete Masonry Unit Test:** For each type of unit required, per ASTM C 140.
  2. **Mortar Test (Property Specification):** For each mix required, per ASTM C 109 for compressive strength and ASTM C 91 for air content.
  3. **Grout Test (Compressive Strength):** For each mix required, per ASTM C 1019.
- F. **Fire-Resistance Ratings:** Where indicated, provide materials and construction identical to those of assemblies with fire-resistance ratings determined per ASTM E 119 by a testing and inspecting agency, by equivalent concrete masonry thickness, or by other means, as acceptable to authorities having jurisdiction.

- G. Sample Panels: Build sample panels to verify selections made under sample submittals and to demonstrate aesthetic effects. Comply with requirements in Division 01 Section "Quality Requirements" for mockups.
1. Build sample panels for each type of exposed unit masonry construction, include masonry returns, corbelling or racking, and corners, in sizes approximately 60 inches long by 48 inches high by full thickness.
  2. Where masonry is to match existing, erect panels adjacent and parallel to existing surface.
  3. Clean one-half of exposed faces of panels with masonry cleaner indicated.
  4. Protect approved sample panels from the elements with weather-resistant membrane.
  5. Approval of sample panels is for color, texture, and blending of masonry units; relationship of mortar and sealant colors to masonry unit colors; tooling of joints; aesthetic qualities of workmanship; and other material and construction qualities specifically approved by Architect in writing.
    - a. Approval of sample panels does not constitute approval of deviations from the Contract Documents contained in sample panels unless such deviations are specifically approved by Architect in writing.
- H. Precast Concrete U-Lintels
1. Fabricators Qualifications: Units shall be fabricated by a firm engaged in the manufacturing of precast and prestressed concrete U-lintels for a minimum of 5 years. Fabricator shall have a quality assurance program that complies with the procedures of Manual 116 by the Precast/Prestressed Concrete Institute (PCI).
  2. Plant records of production and quality control shall be kept in accordance with PCI recommendations and made available upon request from the Architect.

#### 1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store masonry units on elevated platforms in a dry location. If units are not stored in an enclosed location, cover tops and sides of stacks with waterproof sheeting, securely tied. If units become wet, do not install until they are dry.
- B. Store cementitious materials on elevated platforms, under cover, and in a dry location. Do not use cementitious materials that have become damp.
- C. Store aggregates where grading and other required characteristics can be maintained and contamination avoided.
- D. Deliver preblended, dry mortar mix in moisture-resistant containers designed for lifting and emptying into dispensing silo. Store preblended, dry mortar mix in delivery containers on elevated platforms, under cover, and in a dry location or in a metal dispensing silo with weatherproof cover.

- E. Store masonry accessories, including metal items, to prevent corrosion and accumulation of dirt and oil.

## 1.8 PROJECT CONDITIONS

- A. Protection of Masonry: During construction, cover tops of walls, projections, and sills with waterproof sheeting at end of each day's work. Cover partially completed masonry when construction is not in progress.
  - 1. Extend cover a minimum of 24 inches down both sides and hold cover securely in place.
  - 2. Where 1 wythe of multiwythe masonry walls is completed in advance of other wythes, secure cover a minimum of 24 inches down face next to unconstructed wythe and hold cover in place.
- B. Do not apply uniform floor or roof loads for at least 12 hours and concentrated loads for at least 3 days after building masonry walls or columns.
- C. Stain Prevention: Prevent grout, mortar, and soil from staining the face of masonry to be left exposed or painted. Immediately remove grout, mortar, and soil that come in contact with such masonry.
  - 1. Protect base of walls from rain-splashed mud and from mortar splatter by spreading coverings on ground and over wall surface.
  - 2. Protect sills, ledges, and projections from mortar droppings.
  - 3. Protect surfaces of window and door frames, as well as similar products with painted and integral finishes, from mortar droppings.
  - 4. Turn scaffold boards near the wall on edge at the end of each day to prevent rain from splashing mortar and dirt onto completed masonry.
- D. Cold-Weather Requirements: Do not use frozen materials or materials mixed or coated with ice or frost. Do not build on frozen substrates. Remove and replace unit masonry damaged by frost or by freezing conditions. Comply with cold-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.
  - 1. Cold-Weather Cleaning: Use liquid cleaning methods only when air temperature is 40 deg F and above and will remain so until masonry has dried, but not less than 7 days after completing cleaning.
- E. Hot-Weather Requirements: Comply with hot-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.

## PART 2 - PRODUCTS

## 2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
1. Products: Subject to compliance with requirements, provide one of the products specified or equal as approved by Architect.
  2. Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified or equal as approved by Architect.
  3. Basis-of-design: Subject to compliance with the requirements, provide the named product or a comparable product, or if listed, a comparable product by one of the following manufacturers or equal as approved by Architect.

## 2.2 MASONRY UNITS, GENERAL

- A. Defective Units: Referenced masonry unit standards may allow a certain percentage of units to exceed tolerances and to contain chips, cracks, or other defects exceeding limits stated in the standard. Do not use units where such defects, including dimensions that vary from specified dimensions by more than stated tolerances, will be exposed in the completed Work or will impair the quality of completed masonry.

## 2.3 CONCRETE MASONRY UNITS (CMUs)

- A. Regional Materials: Provide CMUs that have been manufactured within 500 miles (800 km) of Project site from aggregates and cement that have been extracted, harvested, or recovered, as well as manufactured, within 500 miles (800 km) of Project site.
- B. Shapes: Provide shapes indicated and as follows:
1. Provide special shapes for lintels, corners, jambs, sashes, movement joints, headers, bonding, and other special conditions.
  2. Provide bullnose units for outside corners, unless otherwise indicated.
- C. Concrete Masonry Units: ASTM C 90.
1. Unit Compressive Strength: Provide units with minimum average net-area compressive strength of 1900 psi.
  2. Weight Classification: Normal weight.
  3. Size (Width): Manufactured to dimensions 3/8 inch less than nominal dimensions.
  4. Exposed Faces: Provide color and texture matching the range represented by Architect's sample.
  5. Faces to Receive Plaster: Where units are indicated to receive a direct application of plaster, provide textured-face units made with gap-graded aggregates.

6. Provide two core masonry units unless indicated otherwise.
7. Provide solid units with uniform exposed surfaces where corbels or racking would expose cores or unfinished surfaces.

## 2.4 LINTELS

A. General: Provide lintels as scheduled on contract documents.

B. Precast Concrete U-Lintels:

1. Basis-of-design: The design for precast concrete U-lintels is based on products manufactured by CAST-CRETE Corporation, PO Box 24567, Tampa, Florida, 33623. Subject to compliance with the requirements provide the named product or an equivalent approved by the engineer.
2. Concrete Materials:
  - a. Portland Cement: ASTM C150 Type I or III, gray color
  - b. Aggregates: ASTM C33
  - c. Water: potable
  - d. Admixtures: Shall not contain calcium chloride or chloride ions.
3. Reinforcing:
  - a. Deformed Reinforcement: ASTM A615 Grade 40 or 60
  - b. Prestressing Strand: ASTM A416 270 ksi LL
4. Fabrication:
  - a. Unless specified otherwise, conform to PCI MNL-116.
  - b. All U-lintel units that are not prestressed shall be made of concrete with a minimum compressive strength of 3500 psi at 28 days.
  - c. All U-lintel units that are prestressed shall be made of concrete with a minimum compressive strength of 6000 psi at 28 days.
  - d. All units shall have a sand block finish except prestressed, 6 inch wide, and 12 inch wide U-lintels may be smooth form finished.
  - e. Tolerances shall be per PCI MNL-116.
  - f. Minor patching in plant is acceptable provided structural adequacy of units is not impaired.
5. Furnishing: Furnish to the concrete masonry unit installer all units that will be installed as a part of the work of that section.
6. Protection:
  - a. If storage is required prior to erection, take all necessary precautions to provide protection to prevent damage prior to installation. Maintain units free of dirt and airborne pollutants until immediately prior to erection.
  - b. Protect all stored and installed units from jobsite debris and impact.

- c. Units damaged during storage shall be replaced if beyond repair to restore its structural adequacy. Replace all units that are damaged due to mishandling at the jobsite.
7. Length: Masonry opening plus minimum 8-inches bearing each end.
8. Provide lintels required to support loads indicated, or as scheduled.

C. Steel Lintels

1. Install steel lintels where indicated.
2. Provide minimum bearing of 8 inches at each jamb, unless otherwise indicated.
3. All lintels located in exterior walls are to be galvanized.

2.5 MORTAR AND GROUT MATERIALS

- A. Portland Cement: ASTM C 150, Type I or II, except Type III may be used for cold-weather construction. Provide natural color or white cement as required to produce mortar color indicated.
- B. Hydrated Lime: ASTM C 207, Type S.
- C. Portland Cement-Lime Mix: Packaged blend of portland cement complying with ASTM C 150, Type I or Type III, and hydrated lime complying with ASTM C 207, Type S.
- D. Mortar Pigments: Natural and synthetic iron oxides and chromium oxides, compounded for use in mortar mixes. Use only pigments with a record of satisfactory performance in masonry mortar.
  1. Products:
    - a. Bayer Corporation, Industrial Chemicals Div.; Bayferrox Iron Oxide Pigments.
    - b. Davis Colors; True Tone Mortar Colors.
    - c. Solomon Grind-Chem Services, Inc.; SGS Mortar Colors.
- E. Aggregate for Mortar: ASTM C 144.
  1. For mortar that is exposed to view, use washed aggregate consisting of natural sand or crushed stone.
  2. For joints less than 1/4 inch thick, use aggregate graded with 100 percent passing the No. 16 sieve.
  3. White-Mortar Aggregates: Natural white sand or crushed white stone.
  4. Colored-Mortar Aggregates: Natural sand or crushed stone of color necessary to produce required mortar color.
- F. Aggregate for Grout: ASTM C 404.

G. Cold-Weather Admixture: Nonchloride, noncorrosive, accelerating admixture complying with ASTM C 494/C 494M, Type C, and recommended by manufacturer for use in masonry mortar of composition indicated.

1. Products:

- a. Addiment Incorporated; Mortar Kick.
- b. Euclid Chemical Company (The); Accelguard 80.
- c. Grace Construction Products, a unit of W. R. Grace & Co. - Conn.; Morset.
- d. Sonneborn, Div. of ChemRex; Trimix-NCA.

H. Water: Potable.

## 2.6 REINFORCEMENT

A. Uncoated Steel Reinforcing Bars: ASTM A 615, Grade 60.

B. Masonry Joint Reinforcement, General: ASTM A 951.

1. Interior Walls: Mill- galvanized, carbon steel.
2. Exterior Walls, Wet or Humid Interior Area Walls, and Walls Containing Pressure Piping and Shower/Kitchen Area Walls: Hot-dip galvanized, carbon steel.
3. Wire Size for Side Rods: 9-gage.
4. Wire Size for Cross Rods: 9-gage.
5. Spacing of Cross Rods, Tabs, and Cross Ties: Not more than 16 inches o.c.
6. Provide in lengths of not less than 10 feet, with prefabricated corner and tee units at all block.

C. Masonry Joint Reinforcement for Single-Wythe Masonry: Provide truss type with single pair of side rods and cross rods spaced not more than 16-inches o.c.

1. Provide Dur-O-Wal No. D/A 310 truss reinforcing or comparable product.

D. Masonry Joint Reinforcement for Multiwythe Composite Masonry Below Grade: Provide truss type with 3 continuous side rods and cross rods spaced not more than 16-inches o.c. Width equal to 1 1/4 inches less than total wall thickness.

1. Provide Dur-O-Wal No. D/A 310 TR truss reinforcing or comparable product.

E. Masonry Joint Reinforcement for Cavity-Wall Masonry:

1. Adjustable (2 piece) type with single pair of side rods and cross tie not more than 16-inches on center. Provide separate adjustable bent wire veneer ties, eyes centered, engaging the cross tie eyes. Cross ties are rectangular. Space side rods for embedment within each face shell of backup wythe and size adjustable ties to extend at least 5/8-inch from outside face.

- a. Provide Dur-O-Wal, Inc. No. D/A 370, Dur-O-Eye Truss Reinforcing and Ties or a comparable product.
- F. Masonry Joint Reinforcement for Concrete Masonry Veneer: Provide truss type with single pair of side rods and cross rods. Width equal to 1 1/4 inches less than total wall thickness.
1. Provide Dur-O-Wal No. D/A 310 truss reinforcing or comparable product.
- G. Reinforce each course of block cut back for fire extinguisher cabinets, electrical boxes and toilet accessory type recessed items. Mortar 9 gage reinforcing wire in joints, that is 24-inches longer than recessed opening width on both sides.

## 2.7 TIES AND ANCHORS

- A. Materials: Provide ties, reinforcing and anchors, specified in subsequent articles, made from materials that comply with this article, unless otherwise indicate.
1. Carbon-Steel Wire: ASTM A 82.
  2. Hot-Dip Galvanized, Carbon-Steel Wire: ASTM A 82; with ASTM A 153, Class B-2 coating.
  3. Mill-galvanized, carbon steel.
  4. Anchors and ties shall be 16-inches on-center each way.
  5. Horizontal reinforcing shall be 16-inches on-center
- B. Adjustable Anchors for Connecting to Structure: Provide anchors that allow vertical or horizontal adjustment but resist tension and compression forces perpendicular to plane of wall.
1. Anchor Section for Welding to Steel Frame: Crimped 1/4-inch- diameter, hot-dip galvanized steel wire.
  2. Tie Section for Steel Frame: Triangular-shaped wire tie, sized to extend within 1 inch of masonry face, made from 0.188-inch-(4.8-mm-) diameter, hot-dip galvanized steel wire. Mill-galvanized wire may be used at interior walls, unless required otherwise.
    - a. Provide Dur-O-Wal D/A 709 Anchors with D/A 700 to 708 ties or a comparable product.
  3. Tie Section for single wythe masonry (4 inches or less) to Steel Column: Notched Column Anchor (corrugated type), length as required, 1 1/2 inch wide X 16 gauge thick, hot dipped galvanized, mill-galvanized may be used at interior walls, unless required otherwise..
    - a. Provide Dur-O-Wal D/A 604 Anchors or a comparable product.



- C. Fire Rated Wall Breakaway Anchors: Provide non-wire anchors manufactured from rolled strip zinc alloys (710), for masonry firewalls as indicated on the structural drawings. Anchors shall be 1/8" thick non-wire, designed to melt at temperatures over 800 degrees F.
1. Manufacturer: Heckman Building Products.
- D. Adjustable Masonry Anchors at Expansion and Control Joints:
1. Provide custom made hot-dipped galvanized steel rods and hooks.
  2. Provide 3/8-inch diameter vertical rod anchor welded top and bottom to steel column. Rod shall allow 8-inch vertical hook travel and be 2-3/8-inch away from steel.
  3. Hook shall be 1/4-inch diameter rod with 3-inch long legs at both ends. Block leg shall turn down into grouted block cell. Column leg shall be horizontal and be set in middle of 2-3/8-inch rod-to-column space to allow for wall movement.
- E. Control Joint Block Shear Connector: Provide sash block either side of control joint and insert Dur-O-Wal regular rubber D/A #2001 in joint full height.
- F. Control Joint Foam (Mortar Excluding) Filler: Provide Dur-O-Wal #D/A 2015 rapid expansion joint in veneer control joints held back for bond breaker and sealant. Apply sealant at cavity face of block prior to applying dampproofing to make building airtight.
1. Compressible Control Joint Foam Filler: Provide Dur-O-Wal #D/A 2010 rapid soft joint with adhesive backing under shelf angles to allow for vertical veneer movement. Hold back for sealant and bond breaker.
- G. Joint Stabilizing Anchors: Provide Dur-O-Wal #DA 2200 joint stabilizing anchors at veneer control joints and block interior wall, running wall, corner, "Tee", and "Ell" joints.
1. Provide joint stabilizing anchors at connection of new masonry to existing masonry or concrete walls.
- H. Strap Anchors: Z-Type bent steel shape, 1 1/2-inch x 1/4-inch thick, by length required; hot dip galvanized to ASTM A153 B2 finish.
- I. Rigid Anchors: Fabricate from steel bars 1-1/2 inches wide by 1/4 inch thick by 24 inches long, with ends turned up 2 inches or with cross pins.
1. Corrosion Protection: Hot-dip galvanized to comply with ASTM A 153.
- J. Partition Top Anchors: 12-gage steel channel with slot to allow movement and 12 gage strap designed for channel. Fabricate from steel, hot-dip galvanized after fabrication. Provide products by one of the following;
1. Dur-O-Wall; DA901 and DA931.

2. Hohmann & Barnard, Inc.; #360 and PTA-364.

K. Adjustable Anchors for Connecting Veneer to studs:

1. General: Provide anchors that allow vertical adjustment but resist tension and compression forces perpendicular to plane of wall, for attachment over sheathing to wood or metal studs, and as follows:
  - a. Structural Performance Characteristics: Capable of withstanding a 100-lbf load in both tension and compression without deforming or developing play in excess of 0.05 inch.
2. Screw-Attached, Masonry-Veneer Anchors: Units consisting of a wire tie and a metal anchor section.
  - a. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - 1) Dayton Superior Corporation, Dur-O-Wal Division; D/A 210 with D/A 700-708.
    - 2) Heckmann Building Products Inc.; 315-D with 316.
    - 3) Hohmann & Barnard, Inc.; DW-10.
  - b. Anchor Section: Sheet metal plate with screw holes top and bottom and with raised rib-stiffened strap stamped into center to provide a slot between strap and plate for inserting wire tie.
  - c. Fabricate sheet metal anchor sections and other sheet metal parts from 0.105-inch thick, steel sheet, galvanized after fabrication.
  - d. Wire Ties: Triangular wire ties fabricated from 0.187-inch diameter, hot-dip galvanized steel wire sized to extend within 1-inch of masonry veneer face.
3. Polymer-Coated, Steel Drill Screws for Steel Studs: ASTM C 954 except manufactured with hex washer head and neoprene or EPDM washer, No. 10 diameter by length required to penetrate steel stud flange with not less than three exposed threads, and with organic polymer coating with salt-spray resistance to red rust of more than 800 hours per ASTM B 117.
  - a. Products: Subject to compliance with requirements, provide one of the following available products that may be incorporated into the Work include, but are not limited to, the following:
    - 1) ITW Buildex; Teks Maxiseal with Climaseal finish.
    - 2) Textron Inc., Textron Fastening Systems; Elco Dril-Flex with Stalgard finish.

## 2.8 MISCELLANEOUS ANCHORS

- A. Unit Type Inserts in Concrete: Cast-iron or malleable-iron wedge-type inserts.
- B. Dovetail Slots in Concrete: Furnish dovetail slots with filler strips, of slot size indicated, fabricated from 0.034-inch, galvanized steel sheet.
- C. Anchor Bolts: Headed or L-shaped steel bolts complying with ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers; hot-dip galvanized to comply with ASTM A 153/A 153M, Class C; of dimensions indicated.
- D. Postinstalled Anchors: Provide chemical anchors, with capability to sustain, without failure, a load equal to six times the load imposed when installed in solid or grouted unit masonry and equal to four times the load imposed when installed in concrete, as determined by testing per ASTM E 488 conducted by a qualified independent testing agency.
  1. Corrosion Protection: Stainless-steel components complying with ASTM F 593 and ASTM F 594, Alloy Group 1 or 2 for bolts and nuts; ASTM A 666 or ASTM A 276, Type 304 or 316, for anchors.

## 2.9 EMBEDDED FLASHING MATERIALS

- A. Provide embedded flashing systems as covered in Division 07 Section "Flexible Flashing System".
- B. Metal Flashing: Provide metal flashing complying with SMACNA's "Architectural Sheet Metal Manual" and as follows:
  1. Stainless Steel: ASTM A 240, Type 304, 0.016 inch thick.
  2. Fabricate continuous flashings in sections 96 inches long minimum, but not exceeding 12 feet. Provide splice plates at joints of formed, smooth metal flashing.
  3. Fabricate through-wall metal flashing embedded in masonry from stainless steel, with ribs at 3-inch (76-mm) intervals along length of flashing to provide an integral mortar bond.
  4. Fabricate through-wall flashing with snaplock receiver on exterior face where indicated to receive counterflashing.
- C. Application: Unless otherwise indicated, use the following:
  1. Where flashing is indicated to receive counterflashing, use metal flashing.
  2. Where flashing is indicated to be turned down at or beyond the wall face, and below finish grade, use metal flashing.
  3. Where flashing is partly exposed and is indicated to terminate at the wall face, use flexible flashing.
  4. Where flashing is fully concealed, use flexible flashing.

- D. Single-Wythe CMU Flashing System: System of CMU cell flashing pans and interlocking CMU web covers made from high-density polyethylene incorporating chemical stabilizers that prevent UV degradation. Cell flashing pans have integral weep spouts that are designed to be built into mortar bed joints and weep collected moisture to the exterior of CMU walls and that extend into the cell to prevent clogging with mortar.
- E. Elastomeric Sealants for Sheet Metal Flashings: ASTM C 920, chemically curing urethane, polysulfide or silicone sealant; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.
- F. Adhesives, Primers, and Seam Tapes for Flashings: Flashing manufacturer's standard products or products recommended by flashing manufacturer for bonding flashing sheets to each other and to substrates.

#### 2.10 MISCELLANEOUS MASONRY ACCESSORIES

- A. Compressible Filler: Premolded filler strips complying with ASTM D 1056, Grade 2A1; compressible up to 35 percent; of width and thickness indicated; formulated from neoprene or PVC.
- B. Preformed Control-Joint Gaskets: Made from styrene-butadiene-rubber compound, complying with ASTM D 2000, Designation M2AA-805 or PVC, complying with ASTM D 2287, Type PVC-65406 and designed to fit standard sash block and to maintain lateral stability in masonry wall; size and configuration as indicated.
- C. Bond-Breaker Strips: Asphalt-saturated, organic roofing felt complying with ASTM D 226, Type I (No. 15 asphalt felt).
- D. Weep/Vent Products: Use one of the following, unless otherwise indicated:
  - 1. Mesh Weep/Vent: Free-draining mesh; made from polyethylene strands, full height and width of head joint and depth 1/8 inch less than depth of outer wythe; in color selected from manufacturer's standard.
    - a. Products:
      - 1) Mortar Net USA, Ltd.; Mortar Net Weep Vents.
      - 2) CavClear Weep Vents; Archovations, Inc.
        - a) Color to match mortar or as selected by Architect.
- E. Cavity Drainage Material: Free-draining mesh, made from polymer strands that will not degrade within the wall cavity.
  - 1. Provide the following configuration:

- a. Strips, full-depth of cavity and 10 inches wide, with dovetail shaped notches 7 inches deep that prevent mesh from being clogged with mortar droppings.
2. Products:
  - a. Mortar Net USA, Ltd.; Mortar Net.
  - b. CavClear Masonry Mat: Archovations, Inc.
- F. Reinforcing Bar Positioners: Wire units designed to fit into mortar bed joints spanning masonry unit cells with loops for holding reinforcing bars in center of cells. Units are formed from 0.142-inch steel wire, hot-dip galvanized after fabrication. Provide units with either two loops or four loops as needed for number of bars indicated.
  1. Products:
    - a. Dayton Superior Corporation, Dur-O-Wal Division; D/A 810, D/A 812 or D/A 817.
    - b. Heckmann Building Products Inc.; No. 376 Rebar Positioner.
    - c. Hohmann & Barnard, Inc.; #RB or #RB-Twin Rebar Positioner.
    - d. Wire-Bond; O-Ring or Double O-Ring Rebar Positioner.

#### 2.11 MASONRY CLEANERS

- A. Job Mixed Detergent Solution:
  1. Proprietary Cleaner: Manufacturer's phosphate free cleaner designed for removing mortar/grout stains, efflorescence, and other stains from masonry without discoloring or damaging masonry surfaces. Use product expressly approved for intended use by cleaner manufacturer.
    - a. Available Manufacturers:
    - b. Savogran.
    - c. Hillyard.

#### 2.12 MORTAR AND GROUT MIXES

- A. General: Do not use admixtures, including pigments, air-entraining agents, accelerators, retarders, water-repellent agents, antifreeze compounds, or other admixtures, unless otherwise indicated.
  1. Do not use calcium chloride in mortar or grout.
  2. Limit cementitious materials in mortar to portland cement and lime.
  3. Limit cementitious materials in mortar for exterior and reinforced masonry to portland cement and lime.

4. Add cold-weather admixture (if used) at same rate for all mortar that will be exposed to view, regardless of weather conditions, to ensure that mortar color is consistent.
- B. Preblended, Dry Mortar Mix: Furnish dry mortar ingredients in form of a preblended mix. Measure quantities by weight to ensure accurate proportions, and thoroughly blend ingredients before delivering to Project site.
- C. Mortar for Unit Masonry: Comply with ASTM C 270, Property Specification. Provide the following types of mortar for applications stated unless another type is indicated or needed to provide required compressive strength of masonry.
  1. For masonry below grade or in contact with earth, use Type M.
  2. For reinforced masonry and interior non-load-bearing partitions, use Type S.
  3. For masonry veneer, use Type N.
- D. Pigmented Mortar: Use colored cement product or select and proportion pigments with other ingredients to produce color required. Do not add pigments to colored cement products.
  1. Pigments shall not exceed 10 percent of portland cement by weight.
  2. Pigments shall not exceed 5 percent of by weight.
  3. Mix to match Architect's sample.
- E. Colored-Aggregate Mortar: Produce required mortar color by using colored aggregates and natural color or white cement as necessary to produce required mortar color.
  1. Mix to match Architect's sample.
- F. Grout for Unit Masonry: Comply with ASTM C 476.
  1. Use grout of type indicated or, if not otherwise indicated, of type (fine or coarse) that will comply with Table 1.15.1 in ACI 530.1/ASCE 6/TMS 602 for dimensions of grout spaces and pour height.
  2. Provide grout with a slump of 8 to 11 inches as measured according to ASTM C 143/C 143M.
- G. Epoxy Pointing Mortar: Mix epoxy pointing mortar to comply with mortar manufacturer's written instructions.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.

1. For the record, prepare written report, endorsed by Installer, listing conditions detrimental to performance of work.
  2. Verify that foundations are within tolerances specified.
  3. Verify that reinforcing dowels are properly placed.
- B. Before installation, examine rough-in and built-in construction for piping systems to verify actual locations of piping connections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 INSTALLATION, GENERAL

- A. Thickness: Build cavity and composite walls and other masonry construction to full thickness shown. Build single-wythe walls to actual widths of masonry units, using units of widths indicated.
- B. Build chases and recesses to accommodate items specified in this and other Sections.
- C. Leave openings for equipment to be installed before completing masonry. After installing equipment, complete masonry to match the construction immediately adjacent to opening.
- D. Use full-size units without cutting if possible. If cutting is required to provide a continuous pattern or to fit adjoining construction, cut units with motor-driven saws; provide clean, sharp, unchipped edges. Allow units to dry before laying unless wetting of units is specified. Install cut units with cut surfaces and, where possible, cut edges concealed.
- E. Select and arrange units for exposed unit masonry to produce a uniform blend of colors and textures.
1. Mix units from several pallets or cubes as they are placed.
- F. Comply with construction tolerances in ACI 530.1/ASCE 6/TMS 602 and with the following:
1. For conspicuous vertical lines, such as external corners, door jambs, reveals, and expansion and control joints, do not vary from plumb by more than 1/8 inch in 10 feet, 1/4 inch in 20 feet, or 1/2 inch maximum.
  2. For vertical alignment of exposed head joints, do not vary from plumb by more than 1/4 inch in 10 feet, or 1/2 inch maximum.
  3. For conspicuous horizontal lines, such as lintels, sills, parapets, and reveals, do not vary from level by more than 1/8 inch in 10 feet, 1/4 inch in 20 feet, or 1/2 inch maximum.
  4. For exposed bed joints, do not vary from thickness indicated by more than plus or minus 1/8 inch, with a maximum thickness limited to 1/2 inch. Do not vary from bed-joint thickness of adjacent courses by more than 1/8 inch.

5. For exposed head joints, do not vary from thickness indicated by more than plus or minus 1/8 inch. Do not vary from adjacent bed-joint and head-joint thicknesses by more than 1/8 inch.
6. For faces of adjacent exposed masonry units, do not vary from flush alignment by more than 1/16 inch except due to warpage of masonry units within tolerances specified for warpage of units.
7. For exposed bed joints and head joints of stacked bond, do not vary from a straight line by more than 1/16 inch from one masonry unit to the next.

### 3.3 LAYING MASONRY WALLS

- A. Lay out walls in advance for accurate spacing of surface bond patterns with uniform joint thicknesses and for accurate location of openings, movement-type joints, returns, and offsets. Avoid using less-than-half-size units, particularly at corners, jambs, and, where possible, at other locations.
- B. Bond Pattern for Exposed Masonry: Unless otherwise indicated, lay exposed masonry in running bond unless another bond pattern is indicated on Drawings; do not use units with less than nominal 4-inch horizontal face dimensions at corners or jambs.
- C. Lay concealed masonry with all units in a wythe in running bond or bonded by lapping not less than 4-inches. Bond and interlock each course of each wythe at corners. Do not use units with less than nominal 4-inch horizontal face dimensions at corners or jambs.
- D. Stopping and Resuming Work: Stop work by racking back units in each course from those in course below; do not tooth. When resuming work, clean masonry surfaces that are to receive mortar, remove loose masonry units and mortar, and wet brick if required before laying fresh masonry.
- E. Built-in Work: As construction progresses, build in items specified in this and other Sections. Fill in solidly with masonry around built-in items.
- F. Fill space between steel frames and masonry solidly with mortar, unless otherwise indicated.
- G. Where built-in items are to be embedded in cores of hollow masonry units, place a layer of metal lath, wire mesh, or plastic mesh in the joint below and rod mortar or grout into core.
- H. Fill cores in hollow concrete masonry units with grout 24 inches under bearing plates, beams, lintels, posts, and similar items, unless otherwise indicated.
- I. Build non-load-bearing interior partitions full height of story to underside of solid floor or roof structure above, unless otherwise indicated.



1. Install compressible filler in joint between top of partition and underside of structure above.
2. Fasten partition top anchors to structure above and build into top of partition. Grout cells of CMUs solidly around anchors. Space anchors 48 inches o.c., unless otherwise indicated.
3. Wedge non-load-bearing partitions against structure above with small pieces of tile, slate, or metal. Fill joint with mortar after dead-load deflection of structure above approaches final position.
4. At fire-rated partitions, treat joint between top of partition and underside of structure above to comply with Division 07 Sections.

### 3.4 MORTAR BEDDING AND JOINTING

#### A. Lay hollow brick and concrete masonry units as follows:

1. With face shells fully bedded in mortar and with head joints of depth equal to bed joints.
2. With webs fully bedded in mortar in all courses of piers, columns, and pilasters.
3. With webs fully bedded in mortar in grouted masonry, including starting course on footings.
4. With entire units, including areas under cells, fully bedded in mortar at starting course on footings where cells are not grouted.

#### B. Lay solid masonry units with completely filled bed and head joints; butter ends with sufficient mortar to fill head joints and shove into place. Do not deeply furrow bed joints or slush head joints.

#### C. Set cast-stone trim units in full bed of mortar with full vertical joints. Fill dowel, anchor, and similar holes.

1. Clean soiled surfaces with fiber brush and soap powder and rinse thoroughly with clear water.
2. Allow cleaned surfaces to dry before setting.
3. Wet joint surfaces thoroughly before applying mortar.

#### D. Tool exposed joints slightly concave when thumbprint hard, using a jointer larger than joint thickness, unless otherwise indicated.

1. For glazed masonry units, use a nonmetallic jointer 3/4 inch or more in width.

#### E. Cut joints flush for masonry walls to receive plaster or other direct-applied finishes (other than paint), unless otherwise indicated.

### 3.5 COMPOSITE MASONRY

#### A. Bond wythes of composite masonry together using one of the following methods:

1. Individual Metal Ties: Provide ties as shown installed in horizontal joints, but not less than one metal tie for 2.67 sq. ft. of wall area spaced not to exceed 24 inches o.c. horizontally and 16 inches o.c. vertically. Stagger ties in alternate courses. Provide additional ties within 12 inches of openings and space not more than 36 inches apart around perimeter of openings. At intersecting and abutting walls, provide ties at no more than 24 inches o.c. vertically.
    - a. Where bed joints of wythes do not align, use adjustable (two-piece) type ties.
  2. Masonry Joint Reinforcement: Installed in horizontal mortar joints.
    - a. Where bed joints of both wythes align, use ladder-type reinforcement extending across both wythes.
    - b. Where bed joints of wythes do not align, use adjustable (two-piece) type reinforcement with continuous horizontal wire in facing wythe attached to ties.
  - B. Collar Joints: Solidly fill collar joints by parging face of first wythe that is laid and shoving units of other wythe into place.
  - C. Corners: Provide interlocking masonry unit bond in each wythe and course at corners, unless otherwise indicated.
    1. Provide continuity with masonry joint reinforcement at corners by using prefabricated L-shaped units as well as masonry bonding.
  - D. Intersecting and Abutting Walls: Unless vertical expansion or control joints are shown at juncture, bond walls together as follows:
    1. Provide individual metal ties not more than 16 inches o.c.
    2. Provide continuity with masonry joint reinforcement by using prefabricated T-shaped units.
    3. Provide rigid metal anchors not more than 48 inches o.c. If used with hollow masonry units, embed ends in mortar-filled cores.
- 3.6 CAVITY WALLS
- A. Bond wythes of cavity walls together using the following method:
    1. Masonry Joint Reinforcement: Installed in horizontal mortar joints.
      - a. Adjustable (two-piece) type reinforcement to allow for differential movement regardless of whether bed joints align.
    2. Masonry Veneer Anchors: Comply with requirements for anchoring masonry veneers.

- B. Keep cavities clean of mortar droppings and other materials during construction. Bevel beds away from cavity, to minimize mortar protrusions into cavity. Do not attempt to trowel or remove mortar fins protruding into cavity.
- C. Coat cavity face of backup wythe to comply with Division 07 Section "Bituminous Dampproofing."
- D. Installing Cavity-Wall Insulation: Place small dabs of adhesive, spaced approximately 12 inches o.c. both ways, on inside face of insulation boards, or attach with plastic fasteners designed for this purpose. Fit courses of insulation between wall ties and other confining obstructions in cavity, with edges butted tightly both ways. Press units firmly against inside wythe of masonry or other construction as shown.
  - 1. Fill cracks and open gaps in insulation with crack sealer compatible with insulation and masonry.

### 3.7 MASONRY JOINT REINFORCEMENT

- A. General: Install entire length of longitudinal side rods in mortar with a minimum cover of 5/8 inch on exterior side of walls, 1/2 inch elsewhere. Lap reinforcement a minimum of 6 inches.
  - 1. Space reinforcement not more than 16 inches o.c.
  - 2. Space reinforcement not more than 8 inches o.c. in foundation walls and parapet walls.
  - 3. Provide reinforcement not more than 8 inches above and below wall openings and extending 12 inches beyond openings.
    - a. Reinforcement above is in addition to continuous reinforcement.
- B. Masonry Joint Reinforcement for Concrete Masonry Veneer: Provide reinforcement spaced vertically at 16 inches o.c. at joints that do not contain veneer anchors.
- C. Interrupt joint reinforcement at control and expansion joints, unless otherwise indicated.
- D. Provide continuity at wall intersections by using prefabricated T-shaped units.
- E. Provide continuity at corners by using prefabricated L-shaped units.
- F. Cut and bend reinforcing units as directed by manufacturer for continuity at corners, returns, offsets, column fireproofing, pipe enclosures, and other special conditions.

### 3.8 ANCHORING MASONRY TO STRUCTURAL MEMBERS

- A. Anchor masonry to structural members where masonry abuts or faces structural members to comply with the following:

1. Provide an open space not less than 1/2 inch in width between masonry and structural member, unless otherwise indicated. Keep open space free of mortar and other rigid materials.
2. Anchor masonry to structural members with anchors embedded in masonry joints and attached to structure.
3. Space anchors as indicated, but not more than 24 inches o.c. vertically and 36 inches o.c. horizontally.

### 3.9 ANCHORING MASONRY VENEERS

- A. Anchor masonry veneers to wall framing, concrete and masonry backup with masonry-veneer anchors to comply with the following requirements:
  1. Fasten screw-attached anchors through sheathing to wall framing with metal fasteners of type indicated. Use two fasteners unless anchor design only uses one fastener.
  2. Locate anchor sections to allow maximum vertical differential movement of ties up and down.
  3. Space anchors as indicated, but not more than 16 inches o.c. vertically and 24 inches o.c. horizontally with not less than 1 anchor for each 2.67 sq. ft. of wall area. Install additional anchors within 12 inches of openings and at intervals, not exceeding 36 inches, around perimeter.

### 3.10 CONTROL AND EXPANSION JOINTS

- A. General: Install control and expansion joint materials in unit masonry as masonry progresses. Do not allow materials to span control and expansion joints without provision to allow for in-plane wall or partition movement.
- B. Form joints in concrete masonry using one of the following methods:
  1. Install preformed control-joint gaskets designed to fit standard sash block.
  2. Install interlocking units designed for control joints. Install bond-breaker strips at joint. Keep head joints free and clear of mortar or rake out joint for application of sealant.
  3. Install temporary foam-plastic filler in head joints and remove filler when unit masonry is complete for application of sealant.

### 3.11 LINTELS

- A. General: Provide lintels as scheduled on contract documents.
- B. Provide minimum bearing of 8 inches at each jamb, unless otherwise indicated.

3.12 FLASHING, WEEP HOLES, CAVITY DRAINAGE, AND VENTS

- A. General: Install embedded flashing and weep holes in masonry at shelf angles, lintels, ledges, other obstructions to downward flow of water in wall, and where indicated. Install vents at shelf angles, ledges, and other obstructions to upward flow of air in cavities, and where indicated.
- B. Install flashing as follows, unless otherwise indicated:
1. Prepare masonry surfaces so they are smooth and free from projections that could puncture flashing. Where flashing is within mortar joint, place through-wall flashing on sloping bed of mortar and cover with mortar. Before covering with mortar, seal penetrations in flashing with adhesive, sealant, or tape as recommended by flashing manufacturer.
  2. At multiwythe masonry walls, including cavity walls, extend flashing through outer wythe, turned up a minimum of 8 inches, and through inner wythe to within 1/2 inch of the interior face of wall in exposed masonry. Where interior face of wall is to receive furring or framing, carry flashing completely through inner wythe and turn flashing up approximately 2 inches on interior face.
  3. At masonry-veneer walls with stud backup, extend flashing through veneer, across air space and insulation behind veneer, and up face of sheathing at least 8 inches; with upper edge terminating behind air/vapor barrier. Secure top edge of flashing with termination bar attached through sheathing to stud backup.
  4. At lintels and shelf angles, extend flashing a minimum of 6 inches into masonry at each end. At heads and sills, extend flashing 6 inches at ends and turn up not less than 2 inches to form end dams.
  5. Cut flexible flashing off flush with face of wall after masonry wall construction is completed.
- C. Install single-wythe CMU flashing system in bed joints of CMU walls where indicated to comply with manufacturer's written instructions. Install CMU cell pans with upturned edges located below face shells and webs of CMUs above and with weep spouts aligned with face of wall. Install CMU web covers so that they cover upturned edges of CMU cell pans at CMU webs and extend from face shell to face shell.
- D. Install reglets and nailers for flashing and other related construction where they are shown to be built into masonry.
- E. Install weep holes in head joints in exterior wythes of first course of masonry immediately above embedded flashing and as follows:
1. Use specified weep/vent products to form weep holes.
  2. Space weeps 24 inches o.c., unless otherwise indicated.
- F. Place cavity drainage material in cavities to comply with configuration requirements for cavity drainage material in Part 2 "Miscellaneous Masonry Accessories" Article.

## 3.13 REINFORCED UNIT MASONRY INSTALLATION

- A. Temporary Formwork and Shores: Construct formwork and shores as needed to support reinforced masonry elements during construction.
1. Construct formwork to provide shape, line, and dimensions of completed masonry as indicated. Make forms sufficiently tight to prevent leakage of mortar and grout. Brace, tie, and support forms to maintain position and shape during construction and curing of reinforced masonry.
  2. Do not remove forms and shores until reinforced masonry members have hardened sufficiently to carry their own weight and other temporary loads that may be placed on them during construction.
- B. Placing Reinforcement: Comply with requirements in ACI 530.1/ASCE 6/TMS 602.
- C. Grouting: Do not place grout until entire height of masonry to be grouted has attained enough strength to resist grout pressure.
1. Comply with requirements in ACI 530.1/ASCE 6/TMS 602 for cleanouts and for grout placement, including minimum grout space and maximum pour height.
  2. Limit height of vertical grout pours to not more than 60 inches.

## 3.14 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified independent testing and inspecting agency to perform testing and inspection items as defined in Section 014010 - Structural Tests and Special Inspections. Contractor is required to cooperate with the Independent Agency for the tests and inspections listed in Section 014010 - Structural Tests and Special Inspections and not for completing those requirements. Allow inspectors access to scaffolding and work areas, as needed to perform inspections.

## 3.15 REPAIRING, POINTING, AND CLEANING

- A. Remove and replace masonry units that are loose, chipped, broken, stained, or otherwise damaged or that do not match adjoining units. Install new units to match adjoining units; install in fresh mortar, pointed to eliminate evidence of replacement.
- B. Pointing: During the tooling of joints, enlarge voids and holes, except weep holes, and completely fill with mortar. Point up joints, including corners, openings, and adjacent construction, to provide a neat, uniform appearance. Prepare joints for sealant application, where indicated.
- C. In-Progress Cleaning: Clean unit masonry as work progresses by dry brushing to remove mortar fins and smears before tooling joints.

- D. Final Cleaning: After mortar is thoroughly set and cured, clean exposed masonry as follows:
1. Remove large mortar particles by hand with wooden paddles and nonmetallic scrape hoes or chisels.
  2. Test cleaning methods on sample wall panel; leave one-half of panel uncleaned for comparison purposes. Obtain Architect's approval of sample cleaning before proceeding with cleaning of masonry.
  3. Protect adjacent stone and nonmasonry surfaces from contact with cleaner by covering them with liquid strippable masking agent or polyethylene film and waterproof masking tape.
  4. Wet wall surfaces with water before applying cleaners; remove cleaners promptly by rinsing surfaces thoroughly with clear water.
  5. Clean masonry with a proprietary acidic cleaner applied according to manufacturer's written instructions.
  6. Clean concrete masonry by cleaning method indicated in NCMA TEK 8-2A applicable to type of stain on exposed surfaces.
  7. Clean stone trim to comply with stone supplier's written instructions.
  8. Clean limestone units to comply with recommendations in ILI's "Indiana Limestone Handbook."

### 3.16 MASONRY WASTE DISPOSAL

- A. Salvageable Materials: Unless otherwise indicated, excess masonry materials are Contractor's property. At completion of unit masonry work, remove from Project site.

**END OF SECTION 042000**

## 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. This Section includes the following:

1. Plywood backing panels.
2. Rooftop equipment bases and support curbs.
3. Wood blocking and nailers.
4. Countertop support brackets.

- B. Related Sections include the following:

1. Division 06 Section "Interior Architectural Woodwork" for interior woodwork not specified in this Section.
2. Division 07 Roofing Sections.

## 1.3 SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.

1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used, net amount of preservative retained, and chemical treatment manufacturer's written instructions for handling, storing, installing, and finishing treated material.
2. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Include physical properties of treated materials, both before and after exposure to elevated temperatures when tested according to ASTM D 5516 and ASTM D 5664.
3. For products receiving a waterborne treatment, include statement that moisture content of treated materials was reduced to levels specified before shipment to Project site.
4. Include copies of warranties from chemical treatment manufacturers for each type of treatment.



1.4 DELIVERY, STORAGE AND HANDLING

- A. Stack lumber, plywood, and other panels; place spacers between each bundle to provide air circulation. Provide for air circulation around stacks and under coverings.
- B. Deliver interior wood materials that are to be exposed to view only after building is enclosed and weatherproof, wet work other than painting is dry, and HVAC system is operating and maintaining temperature and humidity at occupancy levels.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of lumber grading agencies certified by the American Lumber Standards Committee Board of Review.
  - 1. Factory mark each piece of lumber with grade stamp of grading agency.
  - 2. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
  - 3. Provide dressed lumber, S4S, unless otherwise indicated.
- B. Wood Blocking
  - 1. Plywood: Either DOC PS 1 or DOC PS 2, unless otherwise indicated.
  - 2. Thickness: Not less than 3/4-inch.
  - 3. Comply with "Code Plus" provisions in APA Form No. E30K, "APA Design/Construction Guide: Residential & Commercial".
  - 4. Factory mark panels according to indicated standard.

2.2 WOOD-PRESERVATIVE-TREATED MATERIALS

- A. Preservative Treatment by Pressure Process: AWPA.
  - 1. Preservative Chemical: Acceptable to authorities having jurisdiction.
- B. Kiln-dry material after treatment to a maximum moisture content of 19 percent for lumber and 15 percent for plywood. Do not use material that is warped, wet, has been stored uncovered, or does not comply with requirements for untreated material.
- C. Mark each treated item with the treatment quality mark of an inspection agency approved by the American Lumber Standards Committee Board of Review.
- D. Application: Treat all roofing and exterior wall blocking.

### 2.3 FIRE-RETARDANT-TREATED MATERIALS

- A. General: Provide interior construction blocking and backing materials that comply with performance requirements in AWWA. Identify fire-retardant-treated wood with appropriate classification marking of UL, U.S. Testing, Timber products Inspection, or another testing and inspecting agency acceptable to authorities having jurisdiction.
1. Use treatment for which chemical manufacturer publishes physical properties of treated wood after exposure to elevated temperatures, when tested by a qualified independent testing agency according to ASTM D5664 for lumber and ASTM D 5516 for plywood.
  2. Use treatment that does not promote corrosion of metal fasteners.

### 2.4 MISCELLANEOUS LUMBER

- A. General: Provide lumber for support or attachment of other construction.
- B. For items of dimension lumber size, provide Construction, Stud, or No. 2 grade lumber with 19 percent maximum moisture content and any of the following species:
1. Mixed southern pine; SPIB.
  2. Hem-fir or Hem-fir (north); NLGA, WCLIB, or WWPA.
  3. Spruce-pine-fir (south) or Spruce-pine-fir; NELMA, NLGA, WCLIB, or WWPA.
  4. Eastern softwoods; NELMA.
  5. Northern species; NLGA.
  6. Western woods; WCLIB or WWPA.

### 2.5 BACK BOARD PANEL PRODUCTS

- A. Telephone and Electrical Equipment Backing Panels: DOC PS 1, Exposure 1, C-D Plugged, fire-retardant treated, plywood 3/4-inch thick.

### 2.6 COUNTERTOP SUPPORT BRACKETS

- A. Basis-of-Design: Provide brackets as manufactured by A & M Hardware Inc., Manheim, PA; Telephone: 888-647-0200, or equal as approved by Professional.
1. ADA compliant, powder coated steel brackets.
  2. Install brackets 4 feet o.c. and at 45 degree angle in corners.
  3. Brackets shall be 1/8 inch thick and fastened to wall substrate in manner capable of supporting in excess of 200 lbs. each.
  4. Provide tallest and deepest size that will fit within the clearances required by ADA.
  5. Color: As selected by Architect from manufacturers full range of color options.

## 2.7 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacture.
  - 1. Provide fasteners with hot-dip zinc coating complying with ASTM A 153.
- B. Nails, Wire, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: NES NER-272.
- D. Wood Screws: ASME B18.6.1.
- E. Screws for Fastening to Cold-Formed Metal Framing ASTM C 954, except with wafer heads and reamer wings, length as recommended by screw manufacturer for material being fastened.
- F. Lag Bolts: ASME B18.2.1.
- G. Bolts: Steel bolts complying with ASTM C 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.
- H. Expansion Anchors: Anchor bolt and sleeve assembly of material indicated below with capability to sustain, without failure, a load equal to six times the load imposed when installed in unit masonry assemblies and equal to four times the load imposed when installed in concrete as determined by testing per ASTM E488 conducted by a qualified independent testing and inspecting agency.
  - 1. Material: Carbon-steel components, zinc plated to comply with ASTM B 633, Class Fe/Zn 5.

## 2.8 CONSTRUCTION ADHESIVE

- A. Adhesives for Field Gluing Panels to Framing: Formulation complying with ASTM D 3498 that is approved for use with type of construction panel indicated by both adhesive and panel manufacturers.

## PART 3 - EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Set carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit carpentry to other construction; scribe and cope as needed for accurate fit. Locate nailers, blocking, and similar supports to comply with requirements for attaching other construction.

- B. Apply field treatment complying with AWP A M4 to cut surfaces of preservative-treated lumber and plywood.
- C. Securely attach carpentry work as indicated and according to applicable codes and recognized standards.
- D. Use fasteners of appropriate type and length. Pre-drill members when necessary to avoid splitting wood.

### 3.2 ROOF BLOCKING

- A. Install where indicated and where required for attaching to other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces, unless otherwise indicated.

**END OF SECTION 061053**

## 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. This Section includes joint sealants for the following applications, including those specified by reference to this Section:

1. Exterior joints in the following vertical surfaces and horizontal nontraffic surfaces:
  - a. Control and expansion joints in cast-in-place concrete.
  - b. Control and expansion joints in unit masonry.
  - c. Joints between different materials listed above.
  - d. Perimeter joints between materials and frames of doors and windows.
  - e. Control and expansion joints in ceilings and other overhead surfaces.
  - f. Other joints as indicated.
2. Exterior joints in the following horizontal traffic surfaces:
  - a. Control, expansion, and isolation joints in cast-in-place concrete slabs, paving, sidewalks, or curbing.
  - b. Other joints as indicated.
3. Interior joints in the following vertical surfaces and horizontal nontraffic surfaces:
  - a. Perimeter joints of exterior openings where indicated.
  - b. Tile control and expansion joints at floor, base, and wall joints.
  - c. Vertical joints on exposed surfaces of interior unit masonry walls and partitions.
  - d. Perimeter joints between interior wall surfaces and frames of interior doors, windows, and elevator entrances.
  - e. Joints between plumbing fixtures and adjoining walls, floors, and counters.
  - f. Other joints as indicated.
4. Interior joints in the following horizontal traffic surfaces:
  - a. Control and expansion joints in cast-in-place concrete slabs.
  - b. Control and expansion joints in tile flooring.
  - c. Other joints as indicated.

### 1.3 PERFORMANCE REQUIREMENTS

- A. Provide joint sealants that establish and maintain watertight and airtight continuous joint seals without staining or deteriorating joint substrates.

### 1.4 SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.
- B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Samples for Verification: For each type and color of joint sealant required, provide Samples with joint sealants in 1/2-inch- wide joints formed between two 6-inch-long strips of material matching the appearance of exposed surfaces adjacent to joint sealants.
- D. Product Certificates: For each type of joint sealant and accessory, signed by product manufacturer.
- E. Qualification Data: For Installer and testing agency.
- F. Compatibility and Adhesion Test Reports: From sealant manufacturer, indicating the following:
  - 1. Materials forming joint substrates and joint-sealant backings have been tested for compatibility and adhesion with joint sealants.
  - 2. Interpretation of test results and written recommendations for primers and substrate preparation needed for adhesion.
  - 3. Required primers and masking of all adjacent surfaces are included.
- G. Warranties: Special warranties specified in this Section.

### 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Manufacturer's authorized Installer who is approved or licensed for installation of elastomeric sealants required for this Project.
- B. Source Limitations: Obtain each type of joint sealant through one source from a single manufacturer.
- C. Preconstruction Compatibility and Adhesion Testing: Submit to joint-sealant manufacturers, for testing indicated below, samples of materials that will contact or affect joint sealants.

1. Use manufacturer's standard test method to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates. Perform tests under environmental conditions replicating those that will exist during installation.
  2. Submit not fewer than nine pieces of each type of material, including joint substrates, shims, joint-sealant backings, secondary seals, and miscellaneous materials.
  3. Schedule sufficient time for testing and analyzing results to prevent delaying the Work.
  4. For materials failing tests, obtain joint-sealant manufacturer's written instructions for corrective measures including use of specially formulated primers.
  5. Testing will not be required if joint-sealant manufacturers submit joint preparation data that are based on previous testing of current sealant products for adhesion to, and compatibility with, joint substrates and other materials matching those submitted.
- D. Mockups: Before installing joint sealants, apply elastomeric sealants as follows to verify selections made under sample Submittals and to demonstrate aesthetic effects and qualities of materials and execution:
1. Joints in mockups of assemblies specified in other Sections that are indicated to receive elastomeric joint sealants, which are specified by reference to this Section.
- E. Preconstruction Field-Adhesion Testing: Before installing elastomeric sealants, field test their adhesion to Project joint substrates as follows:
1. Locate test joints where indicated on Project or, if not indicated, as directed by Architect.
  2. Conduct field tests for each application indicated below:
    - a. Each type of elastomeric sealant and joint substrate indicated.
    - b. Each type of nonelastomeric sealant and joint substrate indicated.
  3. Notify Architect seven days in advance of dates and times when test joints will be erected.
  4. For sealants that fail adhesively, retest until satisfactory adhesion is obtained.
- F. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 01.

## 1.6 PROJECT CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F.
  2. When joint substrates are wet.

3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
4. Contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

## 1.7 WARRANTY

- A. Installer's Warranty: Installer's standard form in which Installer agrees to repair or replace elastomeric joint sealants that do not comply with performance or other requirements specified in this Section within specified warranty period.
  1. Warranty Period: Two years from date of Substantial Completion, except for acrylic latex sealants - 1 year.
- B. Special Manufacturer's Warranty: Manufacturer's standard form in which elastomeric sealant manufacturer agrees to furnish elastomeric joint sealants to repair or replace those that do not comply with performance or other requirements specified in this Section within specified warranty period.
  1. Warranty Period: Beginning from date of Substantial Completion as follows:
    - a. 1 Year: Acrylic Latex Sealants.
    - b. 5 Years: Polyurethane and all traffic grade sealants and silicones.
    - c. 20 Years: Exterior vertical grade silicone sealants.
- C. Special warranties specified in this Article exclude deterioration or failure of elastomeric joint sealants from the following:
  1. Movement of the structure resulting in stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression caused by structural settlement or errors attributable to design or construction.
  2. Disintegration of joint substrates from natural causes exceeding design specifications.
  3. Mechanical damage caused by individuals, tools, or other outside agents.
  4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, products listed in other Part 2 articles.



- B. Products: Subject to compliance with requirements, provide one of the products listed in other Part 2 articles.

## 2.2 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.
- B. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range.

## 2.3 ELASTOMERIC JOINT SEALANTS

- A. Elastomeric Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied chemically curing sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
- B. Suitability for Immersion in Liquids. Where elastomeric sealants are indicated for Use I for joints that will be continuously immersed in liquids, provide products that have undergone testing according to ASTM C 1247 and qualify for the length of exposure indicated by reference to ASTM C 920 for Class 1 or 2. Liquid used for testing sealants is deionized water, unless otherwise indicated.
- C. Suitability for Contact with Food: Where elastomeric sealants are indicated for joints that will come in repeated contact with food, provide products that comply with 21 CFR 177.2600.

## 2.4 LATEX JOINT SEALANTS

- A. Latex Sealant Standard: Comply with ASTM C 834, and other requirements indicated for each sealant specified.

## 2.5 PREFORMED JOINT SEALANTS

- A. Preformed Foam Sealants: Manufacturer's standard preformed, precompressed, open-cell foam sealant that is manufactured from high-density urethane foam impregnated with a nondrying, water-repellent agent; is factory produced in precompressed sizes in roll or stick form to fit joint widths indicated; is coated on one side with a pressure-sensitive adhesive and covered with protective wrapping; develops a watertight and airtight seal when compressed to the degree specified by manufacturer; and complies with the following:

1. Properties: Permanently elastic, mildew resistant, nonmigratory, nonstaining, and compatible with joint substrates and other joint sealants.
  - a. Density: Manufacturer's standard.

## 2.6 JOINT-SEALANT BACKING

- A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Elastomeric Tubing Sealant Backings: Neoprene, butyl, EPDM, or silicone tubing complying with ASTM D 1056, nonabsorbent to water and gas, and capable of remaining resilient at temperatures down to minus 26 deg F. Provide products with low compression set and of size and shape to provide a secondary seal, to control sealant depth, and to otherwise contribute to optimum sealant performance.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

## 2.7 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.

- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
  2. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
    - a. Concrete.
    - b. Masonry.
    - c. Unglazed surfaces of ceramic tile.
  3. Remove laitance and form-release agents from concrete.
  4. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
    - a. Metal.
    - b. Glass.
    - c. Porcelain enamel.
    - d. Glazed surfaces of ceramic tile.
- B. Joint Priming: Prime joint substrates, where recommended in writing by joint-sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

### 3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Acoustical Sealant Application Standard: Comply with recommendations in ASTM C 919 for use of joint sealants in acoustical applications as applicable to materials, applications, and conditions indicated.
- D. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
  - 1. Do not leave gaps between ends of sealant backings.
  - 2. Do not stretch, twist, puncture, or tear sealant backings.
  - 3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- E. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
  - 1. Place sealants so they directly contact and fully wet joint substrates.
  - 2. Completely fill recesses in each joint configuration.
  - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
  - 1. Remove excess sealant from surfaces adjacent to joints.
  - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
  - 3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.
  - 4. Provide flush joint configuration where indicated per Figure 5B in ASTM C 1193.
  - 5. Provide recessed joint configuration of recess depth and at locations indicated per Figure 5C in ASTM C 1193.
    - a. Use masking tape to protect surfaces adjacent to recessed tooled joints.
- G. Installation of Preformed Foam Sealants: Install each length of sealant immediately after removing protective wrapping, taking care not to pull or stretch material, producing seal continuity at ends, turns, and intersections of joints. For applications at

low ambient temperatures where expansion of sealant requires acceleration to produce seal, apply heat to sealant in compliance with sealant manufacturer's written instructions.

### 3.4 FIELD QUALITY CONTROL

#### A. Field-Adhesion Testing: Field test joint-sealant adhesion to joint substrates as follows:

1. Extent of Testing: Test completed elastomeric sealant joints as follows:
  - a. Perform 10 tests for the first 1000 feet of joint length for each type of elastomeric sealant and joint substrate.
  - b. Perform 1 test for each 1000 feet of joint length thereafter or 1 test per each floor per elevation.
2. Test Method: Test joint sealants according to in Appendix X1 in ASTM C 1193, as appropriate for type of joint-sealant application indicated.
  - a. For joints with dissimilar substrates, verify adhesion to each substrate separately; do this by extending cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.
3. Inspect joints for complete fill, for absence of voids, and for joint configuration complying with specified requirements. Record results in a field-adhesion-test log.
4. Inspect tested joints and report on the following:
  - a. Whether sealants in joints connected to pulled-out portion failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each type of product and joint substrate. Compare these results to determine if adhesion passes sealant manufacturer's field-adhesion hand-pull test criteria.
  - b. Whether sealants filled joint cavities and are free of voids.
  - c. Whether sealant dimensions and configurations comply with specified requirements.
5. Record test results in a field-adhesion-test log. Include dates when sealants were installed, names of persons who installed sealants, test dates, test locations, whether joints were primed, adhesion results and percent elongations, sealant fill, sealant configuration, and sealant dimensions.
6. Repair sealants pulled from test area by applying new sealants following same procedures used originally to seal joints. Ensure that original sealant surfaces are clean and that new sealant contacts original sealant.

#### B. Evaluation of Field Test Results: Sealants not evidencing adhesive failure from testing or noncompliance with other indicated requirements will be considered satisfactory. Remove sealants that fail to adhere to joint substrates during testing or to comply with

other requirements. Retest failed applications until test results prove sealants comply with indicated requirements.

### 3.5 CLEANING

- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

### 3.6 PROTECTION

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

### 3.7 ELASTOMERIC JOINT-SEALANT SCHEDULE

- A. Interior Mildew-Resistant Silicone Sealant - Interior sealants at all toilet, shower and food prep areas: Provide products formulated with fungicide that are intended for sealing interior ceramic tile joints and other nonporous substrates that are subject to in-service exposures of high humidity and temperature extremes, and that comply with the following:
  - 1. Products:
    - a. 786 Mildew Resistant; Dow Corning.
    - b. Sanitary 1700; GE Silicones.
    - c. NuFlex 302; NUCO Industries, Inc.
    - d. 898 Silicone Sanitary Sealant; Pecora Corporation.
    - e. PSI-611; Polymeric Systems, Inc.
    - f. Tremsil 600 White; Tremco.
  - 2. Type and Grade: S (single component) and NS (nonsag).
  - 3. Class: 25.
  - 4. Use Related to Exposure: NT (nontraffic).
  - 5. Uses Related to Joint Substrates: G, A, and, as applicable to joint substrates indicated, O.
    - a. Use O Joint Substrates: Coated glass, color anodic aluminum, aluminum coated with a high-performance coating, galvanized steel, and ceramic tile.
  - 6. Applications: Interior non-secure (non inmate or inmate staff) areas.

7. Contractor shall seal all plumbing fixtures to walls.
- B. Security Sealant: For all inmate and secure areas, provide product formulated with pick and pull resistant properties.
1. Product:
- a. Basis-of-Design Product: The design for security sealant is based on Pecora Corporation Dynaflex SC one part, paintable, urethane security sealant. Subject to compliance with requirements provide the named product or a comparable product by one of the following:
- 1) GE.
  - 2) Tremco.
  - 3) Dow.
  - 4) Sonneborn.
- b. Type and Grade: ASTM C-920, Type M, Grade NS, Class 12.5.
- c. ASTM C661 Shore A Hardness: 5 Years: 55.
- d. ASTM D412 Tensile Strength: 350 PSI.
2. Applications: Seal interior or exterior control joints and all joints in secure areas as follows:
- a. Precast joints with adjacent materials (including floors).
  - b. Gaps at fittings, fixtures, or penetrations.
  - c. Masonry joints, corners, control joints and joints with adjacent materials including floors.
  - d. Seal all fittings and fixtures such as lights, sprinkler heads and HVAC devices to walls.
  - e. Seal all door opening gaps and window opening gaps.
  - f. Seal all detention equipment and furnishings to walls and ceilings.
  - g. Where interior or exterior joint sealants are in inmate areas or in staff and inmate areas.
- C. Interior Horizontal Slab Sawed Control Joint Sealant:
1. Product:
- a. Basis-of-Design Product: The design for flexible epoxy sealant: Sikadur 51 NS/SL by Sika Corp. Subject to compliance with requirements provide the named product or a comparable product by one of the following:
- 1) GE.
  - 2) Tremco.
  - 3) Dow.
  - 4) Sonneborn.

- b. Type and Grade: M (two component) and NS (nonsag) and P (Self-Leveling).
  - c. Use Related to Exposure: T (Traffic).
  - d. Applications: Interior.
  - e. ASTM D 2240 Shore A Hardness at 28 days: 80.
  - f. ASTM C 822 Bond Strength at 2 days: 800 PSI.
  - g. Modulus of Elasticity 1,800 PSI.
  - h. ASTM D 638 Tensile Strength at 14 days: 650 PSI.
- D. Interior Block And Block-To-Concrete Or Metal Joint Sealant Under Resinous Flooring Or High Performance Coating:
1. Multicomponent Nonsag Urethane Waterproof Sealant:
    - a. Products:
      - 1) Bostik Findley; Chem-Calk 500.
      - 2) Pacific Polymers, Inc.; Elasto-Thane 227 R Type II (Gun Grade).
      - 3) Polymeric Systems Inc.; PSI-270.
      - 4) Tremco; Dymeric.
    2. Type and Grade: M (multicomponent) and NS (nonsag).
    3. Class: 25.
    4. Additional Movement Capability: 40 percent movement in extension and 25 percent in compression for a total of 65 percent movement.
    5. Use Related to Exposure: NT (nontraffic).
    6. Uses Related to Joint Substrates: M, A, and, as applicable to joint substrates indicated, O.
      - a. Use O Joint Substrates: Steel, concrete, masonry and ceramic tile.
    7. Strike sealant flush for smooth coating application.
- E. Building Façade Weather Sealant (in non-inmate areas):
1. Basis-of-Design Product: The design for building façade weather sealant is based on Sonolastic 150 silyl-terminated polyether of high molecular weight polypropylene oxide base sealant as manufactured by Sonneborn. Subject to compliance with requirements, provide the named product or a comparable product by one of the following:
    - a. Pecora.
    - b. GE.
    - c. Dow.
    - d. Tremco.
    - e. Sika.
  2. Type and Grade: S (single component) and NS (nonsag).



3. Class: 25.
4. Use Related to Exposure: NT (nontraffic).
5. Applications: Exterior weather joints on all vertical and horizontal masonry building material surfaces (including sealing of all roofing flashing joints and gaps).
6. Extreme joint movement capability: +100 percent to -50 percent.
7. Sealant shall be paintable.
8. Sealant shall be non-staining.
9. Sealant shall have ASTM D412 tensile strength of 290 psi.
10. Sealant shall have ultimate elongation at break of 865 percent.

F. Exterior Glazed Aluminum Assembly Single-Component Neutral and Basic Curing Silicone Sealant:

1. Basis-of-Design Product: The design for exterior glazed aluminum assemblies is based on Dow Corning Corporation, 790. Subject to compliance with requirements, provide the named product or a comparable product by one of the following:
  - a. GE Silicones; SilPruf LM SCS2700.
  - b. Tremco; Spectrum 1 (Basic).

G. Exterior Horizontal Expansion and Paving Control Joint Sealant:

1. Products:
  - a. NR-200 Urexpam; Pecora Corporation.
  - b. Sikaflex 2c SL; Sika Corporation.
  - c. THC 900; Tremco, Inc.
2. Type and Grade: M (two component) and NS (nonsag) and P (Self-Leveling).
3. Use Related to Exposure: T (Traffic).

### 3.8 LATEX JOINT-SEALANT SCHEDULE

A. Latex Sealant: Wall and ceiling joints to be painted; provide products complying with the following:

1. Products:
  - a. Chem-Calk 600; Bostik Inc.
  - b. NuFlex 330; NUCO Industries, Inc.
  - c. LC 160 All Purpose Acrylic Caulk; Ohio Sealants, Inc.
  - d. AC-20; Pecora Corporation.
  - e. PSI-701; Polymeric Systems, Inc.
  - f. Sonolac; Sonneborn Building Products Div., ChemRex, Inc.
  - g. Tremflex 834; Tremco.

2. Type: OP.
3. Grade: NF.
4. Applications: Interior masonry, gypsum board and concrete non-inmate or inmate/staff joints to be painted.

### 3.9 PREFORMED JOINT-SEALANT SCHEDULE

- A. Preformed Foam Sealant: Where joint sealants of this type are indicated, provide products complying with the following:
- B. Basis-of-Design: The design for preformed joint sealant is based on Colorseal as manufactured by Emseal Joint Systems, Ltd. Subject to compliance with requirements, provide the named product or a comparable product by one of the following:
  - a. Schul International.
  - b. Dayton Superior.
  - c. Fox Industries.
  - d. Sandell.
  - e. Tremco.
2. Applications: Fill all building exterior wall expansion joints at just-below-the-face interior and exterior faces.
3. Color: As selected by Architect.

### 3.10 EXPANDING FOAMED-IN-PLACE JOINT SEALANT

- A. Foam Sealant:
  1. Insta-Seal (a one-component product) by Insta-Foam Products, Inc.
  2. Froth-Pack (a two-component) by Insta-Foam Products, Inc.
  3. Corbond (a two-component) by Corbond Corporation, Bozeman, Montana.
- B. Applications: Install at all voids around perimeter of door frames, louver frames, window frames and curtain wall/storefront frames in exterior walls; voids around penetrations in roof deck construction; and where necessary to insulate dead air spaces at thermal envelope of building.

**END OF SECTION 079200**

**SECTION 081113 – STEEL DOORS AND FRAMES**

**1. GENERAL**

**1.1. SECTION INCLUDES**

- A. Comply with the requirements of Division 1.
- B. Provide the following products as listed on the door schedule and shown on the drawings, including but not limited to the following:
  - 1. Hollow metal doors
  - 2. Hollow metal frames
  - 3. Side lights, transom frames and borrowed lights
  - 4. Hollow metal panels
  - 5. Preparation of hollow metal doors and frames for finish hardware.

**1.2. RELATED SECTIONS**

- A. The following description of work is included for reference only and shall not be presumed complete:
  - 1. Finish carpentry: 06 20 00
  - 2. Wood doors: 08 14 00
  - 3. Stainless steel doors: 08 11 19
  - 4. Sound control door assemblies: 08 34 73
  - 5. Door hardware: 08 71 00
  - 6. Glazing: 08 80 00
  - 7. Painting and coating: 09 90 00
  - 8. Electrical: 26 00 00

**1.3. REFERENCES**

- A. ANSI A250.3-2007: Test Procedure and Acceptance Criteria for Factory Applied Finish Painted Steel Surfaces for Steel Doors and Frames
- B. ANSI A250.4-2001: Test Procedure and Acceptance Criteria for Physical Endurance for Steel Door and Hardware Reinforcing
- C. ANSI A250.10-1998 (R2004): Test Procedure and Acceptance Criteria for Prime Painted Steel Surfaces for Steel Doors and Frames
- D. ANSI A250.13-2008: Testing and Rating of Severe Windstorm Resistant Components for Swinging Door Assemblies
- E. ANSI/UL 1784-2004: Air Leakage Tests of Door Assemblies, 3<sup>rd</sup> edition
- F. ASTM A653/A653M-10: Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process
- G. ASTM E90-09: Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements
- H. ASTM C518 – 04: Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus
- I. ASTM E413-04: Classification for Rating Sound Insulation
- J. NAAMM-HMMA 803-08: Steel Tables
- K. NAAMM-HMMA 810-09: Hollow Metal Doors
- L. NAAMM-HMMA 820-08: Hollow Metal Frames
- M. NAAMM-HMMA 831-11: Recommended Hardware Locations for Hollow Metal Doors and Frames
- N. NAAMM-HMMA 840-07: Guide Specification for Installation of Hollow Metal Doors and Frames
- O. NAAMM-HMMA 850-00: Fire Rated Hollow Metal Doors and Frames

- P. NFPA 80-10: Standard for Fire Door and Other Opening Protectives
- Q. NFPA 101: Life Safety Code
- R. NFPA 105-10: Standard for the Installation of Smoke Door Assemblies
- S. NFPA 252-08: Standard Methods of Fire Tests of Door Assemblies
- T. NFPA 257-07: Standard on Fire Tests for Window and Glass Block Assemblies
- U. CAN/ULCS770-09: Standard Test Method for Determination of Long-term Thermal Resistance of Closed-Cell Thermal Insulating Foams
- V. UL 10C: Standard for Safety Positive Pressure Fire Tests of Door Assemblies

#### 1.4. PRE-INSTALLATION MEETING

- A. Plan and manage a pre-installation meeting to explain the proper methods to install hollow metal doors and frames.

#### 1.5. SUBMITTALS

- A. Make submittals in accordance with Section 01 33 00.
- B. Provide the following items in the submittal package:
  - 1. Door schedule
  - 2. Elevations of each door type
  - 3. Details of doors, including vertical and horizontal edge details and metal thickness
  - 4. Frame details for each frame type, including profiles and metal thickness
  - 5. Locations of reinforcements and preparation for hardware
  - 6. Details of each different wall opening condition
  - 7. Details of anchorage, joints, field splices and connections
  - 8. Details of accessories
  - 9. Details of moldings, removable stops and glazing
  - 10. Details of conduit and preparations for power, signal, and control systems
- C. Upon Architect request, provide technical information on selected items.
- D. Upon Architect request, provide 254 mm x 254 mm (10 in x 10 in) corner sample on selected items.
  - 1. Doors: Show vertical edge, end channels, core, hinges and other applied hardware reinforcements; glazing if applicable.
  - 2. Frames: Show profile, corner joint at head and jamb, anchors, glazing stop to show intersection between head and jamb; fixed panels if applicable.
- E. Finish paint: Submit finish paint color samples of 127 mm x 127 mm (5 in x 5 in).
- F. Provide products meeting the following LEED performance criteria:
  - 1. MRc4: For a product with recycled content, documentation indicating percentages by weight of post-consumer and pre-consumer recycled content. Provide product with maximum pre-consumer and post-consumer recycled content available, supported by appropriate documentation
- G. Test and evaluation reports: Submit the following test and evaluation reports:
  - 1. Steel door and frame assemblies supplied under this section meet acceptance criteria of ANSI A250.4, Level A [Level B], [Level C]
  - 2. Primer applied on steel door and frame assemblies meet acceptance criteria of ANSI A250.10.
  - 3. Factory painted steel door and frame assemblies meet acceptance criteria of ANSI A250.3.
  - 4. Insulated doors supplied in exterior openings meet specified thermal resistance rating.
  - 5. Acoustic door and frame assemblies provide the STC and sound TL values specified within the critical frequency range, as determined and scheduled by the Consultant.
  - 6. Windstorm rated assemblies meet standard ANSI A250.13, Class 1 requirements.
  - 7. Ensure reports include name of testing authority, date of test, location of test facility, descriptions of test specimens, procedures used in testing and indicate compliance with acceptance criteria of the test.

H. Closeout submittals

1. Provide the following information to the Owner:
  - a. One copy of the as-built door and frame schedule;
  - b. Name, address and phone number of manufacturer's distributors;
  - c. One copy of the manufacturer's product warranty;
  - d. Manufacturer's product maintenance instructions.

1.6. QUALITY ASSURANCE

- A. Manufacturers: Execute work in this Section by a manufacturer who is a member of NAAMM. Ensure product quality meets standards set by this association.
- B. Ensure product is manufactured by a firm experienced in design and production of standard and custom commercial steel door and frame assemblies, integration of builders' or electronic hardware and glazing assemblies, and other items affecting work.
- C. Distributors: Execute work in this Section by a distributor who has a minimum of 5 years' experience in similar projects.
- D. Installers: Execute work in this Section by an installer who has a minimum of 5 years' experience in similar projects.
- E. Doors and frames from a single source manufacturer.

1.7. DELIVERY, STORAGE AND HANDLING

- A. Delivery:
  1. Make deliveries in accordance with Section 01 65 00.
  2. Identify products with a label indicating manufacturer's name, Architect's opening number, product description and dimensions.
  3. Protect doors and frames during shipping.
  4. Upon delivery, inspect products for quantity and damage.
  5. Repair or replace damaged products before installation.
- B. Storage and handling:
  1. Store and handle products in accordance with Section 01 66 00.
  2. Store products in a clean, dry and secure area.
  3. Store and protect materials in accordance with NAAMM-HMMA 840.
  4. Remove wrappings or coverings from doors upon delivery at site. Store doors and welded frames in a vertical position with a minimum of 6 mm (1/4 in) space between them. Place material on blocking at least 102 mm (4 in) off the ground to permit air circulation.

1.8. WARRANTY

- A. Manufacturer's warranty: One year from substantial completion of the project on both material and workmanship.

2. PRODUCTS

2.1. MANUFACTURERS

- A. Acceptable manufacturers:
  1. De La Fontaine Inc. : [www.delafontaine.com](http://www.delafontaine.com).
  2. Republic Doors : [www.republicdoor.com](http://www.republicdoor.com)
  3. Mesker Doors : [www.meskerdoor.com](http://www.meskerdoor.com).
  4. HMF : [www.hmfexpress.com](http://www.hmfexpress.com).
  5. Karpen Steel Products : [www.karpensteel.com](http://www.karpensteel.com).

- B. Substitutions:

1. Comply with Section 01 25 00
2. Equal products in design, function and quality will be accepted upon Architect's approval only.

## 2.2. MATERIALS

### A. Steel requirements:

1. Interior doors and frames: Comply with ASTM A653, Designation ZF 120 (A40)
2. Exterior doors and frames: Comply with ASTM A653, Designation ZF 180 (A60).

## 2.3. ACCESSORIES

### A. Glazing moldings and stops

1. Sandwich overlapping kit
  - a. Two components with welded mitered corners and secured with minimum # 6 corrosion-resistant countersunk sheet metal screws.
  - b. Glazing moldings fabricated from 20-gauge, 0.8 mm (0.032 in) minimum.
  - c. Fire-rated doors shall be prepared for listed glazing as required in accordance with the door manufacturer's fire rating procedure.
  - d. Install screws on non-secure side.
  - e. 18-gauge, 1.1 mm (0.042 in) channel reinforcements on glass size equal to or bigger than half-glass.
  - f. Glazing to comply with Section 08 80 00.
2. Flush kit
  - a. On non-secure side, provide a full flush, non-removable molding.
  - b. Glazing moldings fabricated from 20-gauge, 0.8 mm (0.032 in) minimum.
  - c. Removable glass stops shall be channel-shaped, 20-gauge, 0.8 mm (0.032 in) minimum thickness, with tight-fitting butt or mitered corners and secured with minimum # 6 corrosion-resistant countersunk sheet metal screws.
  - d. Fire-rated doors shall be prepared for listed glazing as required in accordance with the door manufacturer's fire rating procedure.
  - e. Install screws on non-secure side.
  - f. 18-gauge, 1.1 mm (0.042 in) channel reinforcements on glass size equal to or bigger than half-glass.
  - g. Glazing to comply with Section 08 80 00.

### B. Frame accessories

1. Provide dust/mortar box at strike location on drywall and masonry frames.
2. Provide mortar guards for hinge reinforcements on masonry frames.
3. Provide temporary spreaders on welded frames. Provide one (1) bar for frames with less than 178 mm (7 in) jamb depth. Provide two (2) bars for frames with 178 mm (7 in) or greater jamb depth.
4. Drill holes for silencers. Single openings: 3 per strike jamb, located at hinge height. Pair openings: 2 per header at approximately 150 mm (6 in) each side of centerline of head stop.

### C. Louvers

Vandal-Proof Design 1500A Louver by "Air Louver" of 18 gage CRS frames and blades with 12 gage CRS security grill

## 2.4. DOOR FABRICATION

A. Door cores:

1. Interior openings: Impregnated honeycomb, with 25 mm (1 in) cell maximum diameter. Steel stiffened core: Continuous vertically formed steel sections, full thickness of the interior space between door faces. Stiffeners shall be 22 gauge, 0.6 mm (0.026 in) minimum thickness, spaced 152 mm (6 in) apart and securely fastened to both face sheets by industrial glue or laser welds [spot welded spaced a maximum of 127 mm (5 in) o. c. vertically]. Spaces between stiffeners shall be filled with polystyrene core Type 1, fire retardant conforming to ASTM C518.

B. Hollow metal doors in heavy duty application

1. Physical performance: Level A according to ANSI A250.4.
2. Metal thickness: 16-gauge, 1.34 mm (0.053 in).
3. Edge construction: Full flush lock seam on edge [full flush lock seam on edge, industrial adhesive or tack welded every 254 mm (10 in) and putty filled], [full flush seamless with continuously welded edge seam; flush internal edge reinforcements of 16-gauge, 1.34 mm (0.053 in)].
4. Fabricate door to be flush with one continuous face free from joints, tool markings and abrasions, and with provision for glass and/or louvers as indicated on Door Schedule and Drawings.

C. Door models

1. As indicated in the Door and Frame schedule.

D. End channels:

1. Interior door:
  - a. Top of door: Close top of door with same material as face sheets, minimum 18-gauge, 1.1 mm (0.042 in). Steel inverted channel, projection welded. [Steel flush channel unfilled, projection welded],[Fully continuously welded centered seam, no putty with flush internal reinforcement of minimum 18-gauge, 1.1 mm (0.042 in)].
  - b. Bottom of door: Close bottom of door with same material as face sheets, minimum 18-gauge, 1.1 mm (0.042 in). Steel inverted channel projection welded. [Steel flush channel unfilled, projection welded], [Fully continuously welded centered seam, no putty with flush internal reinforcement of minimum 18-gauge, 1.1 mm (0.042 in)].

E. Vertical edges on active doors:

1. Beveled edges on both sides: 3 mm per 50 mm, (1/8 in per 2 in). Square vertical edges are not acceptable.

2.5. FRAME FABRICATION

A. Hollow metal frames in heavy duty application

1. Frames:
  - a. Physical performance: Level A according to ANSI A250.4.
  - b. Metal thickness: 16-gauge, 1.34 mm (0.053 in).
  - c. Metal thickness for openings over 1219 mm (48 in): 14-gauge, 1.70 mm (0.067 in).
  - d. Frame assembly: Face welded, dressed smooth with seamless face. [Continuously welded through the entire profile, dressed smooth with seamless face], Knockdown frames are not acceptable.

2.6. ANCHORS

- A. Suitable for wall conditions

1. Located close to hinge reinforcements and at the same height on strike jamb. Quantity: 2 per jamb up to 1,524 mm (60 in) of door opening height, one additional anchor for each additional 762 mm (30 in) of door height (or fraction thereof).
2. Provide a welded adjustable floor anchor at the bottom of each jamb on welded frames; same material as frame and with 2 holes for bolting to floor.
3. Masonry anchors: Provide T-strap wall anchors, minimum 16-gauge, 1.34 mm (0.053 in).
4. Existing wall anchors: Minimum 18-gauge, 1.1 mm (0.042 in), spot welded to the frame.
5. Steel/wood stud anchors: Minimum 18-gauge, 1.1 mm (0.042 in). Provide steel snap-in or welded in "Z" type stud anchors.
6. Knockdown frame: Adjustable compression anchors and L brackets spot welded to back of frame.

#### 2.7. CLEARANCES

- A. On fire-rated openings: Comply with NFPA 80
- B. On non-fire rated openings, the clearance shall be 3 mm (1/8 in) between the door and frame and between meeting edges of a pair of doors. The clearance between the bottom of the door and the bottom of the frame shall be 19 mm (3/4 in) without threshold.

#### 2.8. MANUFACTURING TOLERANCES

- A. Frame:
  1. Width and height: +1.6 mm (1/16 in), -0.8 mm (-1/32 in)
  2. Face, stop and rabbet: +/- 0.8 mm (+/- 1/32 in)
  3. Jamb depth: +/- 1.6 mm (+/- 1/16 in),
- B. Door:
  1. Width and height: +/- 1.2 mm (+/- 3/64 in)
  2. Thickness: +/- 1.6 mm (+/- 1/16 in)
  3. Edge flatness: 1.6 mm (1/16 in) maximum
  4. Surface flatness: 3.1 mm (1/8 in) maximum
  5. Door twist: +/- 1.6 mm (+/- 1/16 in)
- C. Hardware:
  1. Cutouts: Template dimension +0.38 mm (+0.015 in)
  2. Location: +/- 0.8 mm (+/- 1/32 in)
  3. Between hinge centerlines: +/- 0.4 mm (+/- 1/64)

#### 2.9. FIRE-RATED OPENINGS

- A. Manufacture doors and frames as successfully tested in accordance with:
  1. NFPA 80
  2. NFPA 252
  3. NFPA 257
  4. UL 10C
- B. Identify each product with a fire label from one of the following testing agency: Underwriters Laboratories, Warnock Hersey (ITS).

#### 2.10. FRAME HARDWARE PREPARATION

- A. Factory to prepare hollow metal frame to receive template mortised hardware; include cut-outs, reinforcement, mortising, drilling, and tapping according to the Door and Hardware Schedule and templates.
- B. Surface applied hardware: Factory reinforced only, 12-gauge, 2.36 mm (0.093 in).
- C. Hinge and pivot reinforcements: 10-gauge, 3.12 mm (0.123 in) high frequency hinge reinforcements, with a flange [7-gauge, 4.24 mm (0.167 in) flat hinge reinforcements].
- D. Strike reinforcement: 16-gauge, 1.34 mm (0.053 in) [12-gauge, 2.36 mm (0.093 in)].
- E. Closer reinforcement: 12-gauge, 2.36 mm (0.093 in).



- F. Other reinforcements: 16-gauge, 1.34 mm (0.053 in) [12-gauge, 2.36 mm (0.093 in)].

#### 2.11. DOOR HARDWARE PREPARATION

- A. Factory to prepare hollow metal door to receive template mortised hardware; include cut-outs, reinforcement, mortising, drilling, and tapping according to the Door and Hardware Schedule and templates.
- B. Surface applied hardware: Factory reinforced only, 16-gauge, 1.34 mm (0.053 in), [12-gauge; 2.36 mm (0.093 in)].
- C. Hinge and pivot reinforcements: 10-gauge, 3.12 mm (0.123 in) high frequency hinge reinforcements, with a flange [7-gauge, 4.24 mm (0.167 in) flat hinge reinforcements.
- D. Lock front reinforcement: 12-gauge, 2.36 mm (0.093 in).
- E. Flush bolt reinforcement: 12-gauge, 2.36 mm (0.093 in).
- F. Closer reinforcement: 16-gauge, 1.34 mm (0.053 in) [12-gauge, 2.36 mm (0.093 in)].
- G. Other reinforcements: 16-gauge, 1.34 mm (0.053 in) [12-gauge, 2.36 mm (0.093 in)].

#### 2.12. FINISHING

- A. Galvannealed steel A40/A60: Factory applied primer to protect the area where zinc was removed in the welding process.
- B. Primer: Comply with ANSI A250.10.
- C. Factory prefinished doors and frames: Comply with ANSI A250.3.
  - 1. Select color from manufacturer's standard color chart [custom color selected by the Designer].
  - 2. Provide touch-up paint for field repairs

### 3. EXECUTION

#### 3.1. EXAMINATION

- A. Inspect rough openings to detect problems that would prevent the proper installation of doors and frames.
- B. Rough openings shall be square, level and plumb with accurate dimensions.

#### 3.2. INSTALLATION

- A. Remove temporary spreaders on welded frames before installation and verify frame dimensions, swing, fire rating and opening number.
- B. For grouted frames, apply on site a coat of bituminous coating inside the frame throat.
- C. Install doors and frames in accordance with:
  - 1. Approved door and hardware schedule
  - 2. Approved shop drawings
  - 3. Manufacturer's recommendations
  - 4. Local building codes
  - 5. NFPA 80
  - 6. NFPA 105
  - 7. ANSI/DHI A115.1G
  - 8. NAAMM HMMA 840

#### 3.3. ADJUSTING, CLEANING AND PROTECTION

- A. Repair or replace damaged products.
- B. Correct defects in installation.
- C. Clean area in accordance with Section 01 74 00.
- D. Protect doors and frames until transfer of the building to the Owner.

#### 3.4. INSPECTION

- A. Inspection of fire rated openings
1. Comply with NFPA 80 requirements.
  2. Fire door assemblies shall be inspected and tested by an individual with knowledge and understanding of the operating components of the type of door. This person must confirm the door assembly will perform its intended function when exposed to fire conditions.
  3. A report shall be written for the AHJ and shall be submitted to the Owner.
  4. All deficiencies must be corrected before turning keys to the Owner.

**END OF SECTION**

**CANNOT BE USED FOR BIDDING**

**1.0 General**

**1.1 Scope**

A. Standards for manufacturing, machining, finishing, and installation of wood doors unless more specifically described under another section.

**1.2 Related work in other section**

- A. Section 06200: Carpentry
- C. Section 08100: Hollow Metal Frames
- D. Section 08700: Finish Hardware
- F. Section 09900: Painting

**1.3 Quality Assurances**

- A. Provide doors meeting or exceeding the minimum standards as set forth by the following organizations unless standards are modified or exceeded by this specification.
  - 1. WDMA IS 1A-Window and Door Manufacturers Association.
  - 2. National Electrical Manufacturers Association (NEMA).
  - 3. National Fire Protection Association (NFPA).
- B. All doors shall be the product of the same manufacturer to insure uniformity of quality and appearance throughout the project.
- C. Fire doors shall bear labels approved by Underwriters Laboratories, Inc or Intertek Testing (WHI). Any discrepancies between the architectural drawings and the procedures and limitations as set forth by the testing agencies shall be brought to the architect's attention.
- D. Provide each fire rated door with a label permanently attached to either the hinge stile or to the top rail, showing testing agency approval for classification scheduled.
- E. The top of each door shall bear a label from the manufacturer indicating the door construction, face veneer species, cut and grade. If the doors are factory finished the label shall also have the finishing information.
- F. The Door Manufacturer shall provide a letter, signed by an authorized company representative, to the Architect stating that the doors have been manufactured in compliance with this specification.

**1.4 Submittals**

- A. Shop Drawings: Submit schedules and elevations indicating door sizes, construction, swing, label, undercut, and applicable hardware locations. Dimensions and detail openings for glass lites, louvers, and grilles.
- B. Samples: If doors are to be factory finished, manufacturer shall submit veneer samples of specified veneer with their standard finish colors at architect's request, or a color sample from the architect will be sent to the manufacturer for duplication. Samples are to be submitted representing the color selected on veneer typical of grain patterns and coloration for the specified specie and cut.

- C. Product Information: Submit manufacturer's product description showing compliance with specifications, along with finishing instructions, installation instructions, and any general recommendations manufacturer may have for the care and maintenance of each door type.

### 1.5 Coordination

Contractor shall be responsible for coordination and acquiring of all necessary information from hardware and metal frame manufacturers. Door manufacturer shall be responsible for coordinating all necessary information received by Contractor from hardware and metal frame manufacturers, in order that doors shall be properly prepared to receive hinges and hardware. Contractor shall provide his supplier with two copies of approved frame schedule, two copies of hardware schedule, and all necessary hardware templates. All the above information shall be in the possession of door supplier 120 days prior to desired delivery date of doors.

### 1.6 Delivery, Storage and Handling

- A. No doors shall be delivered to the building until weatherproof storage space is available. Store doors in a space having controlled temperature and humidity range between 30 and 60 percent. Stack doors flat and off the floor, supported to prevent warpage. Protect doors from damage and direct exposure to sunlight.
- B. Factory finished doors shall be individually wrapped in polybags to protect the finish from damage by contact with other doors.
- C. Do not walk or place other material on top of stacked doors. Do not drag doors across one another.
- D. Contractor shall use all means necessary to protect doors from damage prior to, during, and after installation. All damaged doors shall be repaired or replaced by the contractor at no cost to the owner.
- E. Doors shall be palletized at factory in stacks of no more than 30 doors per pallet. Door edges shall be protected with heavy corner guards.

### 1.7 Warranty

- A. All work in this Section shall be warranted by a **FULL DOOR WARRANTY** (from the date of installation) against defect in materials and workmanship, including the following:
  - 1. Delamination in any degree.
  - 2. Warp or twist of 1/4" or more in any 3'6" x 7'0" section of a door.
  - 3. Telegraphing of any part of core assembly through face to cause surface variation of 1/100" or more in a 3" span.
  - 4. Any defect which may, in any way, impair or affect performance of the door for the purpose which it is intended. Replacement under this warranty shall include hanging, installation of hardware, and finishing.
- B. Periods of warranty after date of installation:
  - 1. Interior solid core and mineral core Life of original installation.
- C. Doors must be stored, finished, hung and maintained per manufacturers recommendations set forth in their Full Door Warranty.

**2.0 Product**

**2.1 Manufacturers**

Listed manufacturers are believed to conform to the criteria stated for material quality standards, function and appearance. Manufacturers are still subject to meeting the requirements for 5-ply hot-pressed (cold-pressed will not be accepted) door construction procedures and warranties set forth in this specification. **Substitutions will not be accepted.**

1. Algoma Hardwoods, Inc.
2. Eggers Hardwood Products Corporation
3. Oshkosh Architectural Door Company

**2.2 Material and Components**

All stile and rail dimensions given are minimum sizes allowed after trimming to book size or factory prefitting.

A. Cores

Particleboard Core -

Shall conform to ANSI A208.1 LD-2 32lb. density core. Stiles shall be 1" minimum laminated hardwood or structural composite lumber (SCL) veneered over with veneer matching face veneer. Rails will be 1 1/8" minimum mill option hardwood or structural composite lumber (SCL). Stiles and rails shall be securely bonded to the core then abrasively planed as an assembly before veneering.

B. Faces and Crossbands

When veneer for transparent or opaque finish is specified, doors shall be 5 ply, made up of 2 face veneers and crossbands, all securely bonded to the core by the hot-press method in one operation, utilizing Type I water proof adhesive. The cold pressing of 2 or 3ply door skins to the core will not be accepted. Face veneers shall have minimum thickness of 1/50 after factory sanding and the individual pieces of veneer forming the face must be edge glued together. Crossbands shall extend the full width of the core assembly. When pairs of doors are scheduled for transparent finish doors shall be pair matched with a continuous grain pattern. When doors are scheduled with transom panels and transparent finish door and transom shall be matched and produced from a continuous sheet of veneer. Bottom rail of transom panel shall extend full width and be same specie as face except for birch, which may have a maple or beech rail.

When plastic laminate is used as a face laminate shall be .050 standard grade to be selected from manufacturers available sources. Laminate shall be bonded to the core with type I water-proof glue.

1. Face veneers shall be of specie, cut and grade specified. Quality shall be governed by industry standards as set forth by ANSI/WDMA IS.1A Series.

Door faces for: Transparent finish-

- a) Veneer Grade: "A" Grade
- b) Veneer Species: White Birch
- c) Veneer Cut: Rotary
- d) Veneer Match: Book matched

e) Assembly of Veneer on door face - Running Match

2. Cross banding shall be thoroughly dried 1/16 thick hardwood or engineered wood product extending full width and height of door with grain at right angles to face.
3. Face veneer and crossband shall be pressed to the core in a hot-press with Type I water-proof glue.

C. Metal Louvers: Vandal-Proof Design 1500A louver by "Air Louver" of 18 gage CRS frame and blades, with 12 gage CRS security grill.

### **3.0 Execution**

#### **3.1 Fabrication**

A. Fabricate all wood doors in strict accordance with the referenced standards specified herein.

#### **3.2 Machining and Fitting**

All wood doors shall be machined by the manufacturer for cutouts, hinges, locks and all hardware requiring routing and mortising. Any required rabbeting to properly hang doors will be performed by the manufacturer prior to finishing. Doors shall be sized to allow 1/8" clearance at top and each side, and 3/4" at bottom (unless specified otherwise.) Factory drilling of pilot holes is not required except for "B" & "C" label fire doors at mortise hinge locations.

#### **3.3 Installation of Hardware**

- A. Contractor shall install hardware according to approved hardware schedule for proper locations.
- B. Install with full-threaded wood screws furnished by hardware manufacturer.
- C. Drill proper size pilot hole for all screws. (Full mortise hinges require 5/32" pilot holes.)
- D. Securely anchor hardware in correct position and alignment.
- E. Adjust hardware and door for proper function and smooth operation, proper latching, without force or excessive clearance.

#### **3.4 Installation of Fire Doors**

Fire rated doors shall be installed in accordance with the requirements of the labeling agency and NEPA #80 and #101.

#### **3.5 Factory Finishing**

Transparent Finish -

AWI system TR6 or equivalent catalyzed polyurethane finish for open grain finish per section 1500. The sheen shall be satin or semi-gloss. Stain, if required, to be selected from manufacturer's standard colors or custom matched to Architects sample. Finish shall be a stain or natural finish to as closely match the existing doors as possible without custom color. Doors shall be individually enclosed in polybags.

END OF SECTION

**CANNOT BE USED FOR BIDDING**

**PART 1 – GENERAL**

**1.01 SUMMARY**

- A. Section includes furnishing and installation of door hardware for doors specified in “Hardware Sets” and required by actual conditions. Including screws, bolts, expansion shields, electrified door hardware, and other devices for proper application of hardware.
- B. Where items of hardware are not specified and are required for intended service, such omission, error or other discrepancy shall be submitted to Architect fourteen calendar days prior to bid date for clarification by addendum.
- C. Refer to Division 1 for alternates that may affect work of this Section.
- D. Related Divisions:
  - 1. Division 08 00 00 Openings

**1.02 REFERENCES**

- A. American National Standards Institute/Builders Hardware Manufacturers Association (ANSI):
  - 1. ANSI/BHMA A156.1 Butts & Hinges (2006)
  - 2. ANSI/BHMA A156.4 Door Controls – Closers (2008)
  - 3. ANSI/BHMA A156.6 Architectural Door Trim (2010)
  - 4. ANSI/BHMA A156.7 Template Hinge Dimensions (2009)
  - 5. ANSI/BHMA A156.8 Door Controls – Overhead Stops and Holders (2010)
  - 6. ANSI/BHMA A156.13 Mortise Locks & Latches (2005)
  - 7. ANSI/BHMA A156.15 Closer Holder Release Devices (2006)
  - 8. ANSI/BHMA A156.18 Materials & Finishes (2006)
  - 9. ANSI/BHMA A156.21 Thresholds (2009)
  - 10. ANSI/BHMA A156.22 Door Gasketing Systems (2005)
  - 11. ANSI/BHMA A156.28 Keying Systems (2007)
  - 12. ANSI/BHMA A156.115 Hardware Preparation in Steel Doors and Steel Frames (2006)
  - 13. ANSI/BHMA A156.115W Hardware Preparation in Wood Doors with Wood or Steel Frames (2006)
- B. International Code Council/American National Standards Institute (ICC/ANSI)/ADA:
  - 1. ICC/ANSI A117.1 Standards for Accessible and Usable Buildings and Facilities (2009)
  - 2. Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- C. Underwriters Laboratories, Inc. (UL):
  - 1. UL 10C Positive Pressure Fire Test of Door Assemblies
  - 2. UL 1784 Air Leakage Test of Door Assemblies
  - 3. UL/ULC Listed
- D. Door and Hardware Institute (DHI):
  - 1. DHI Publication – Keying Systems and Nomenclature (1989)
  - 2. DHI Publication – Abbreviations and Symbols
  - 3. DHI Publication – Installation Guide for Doors and Hardware
  - 4. DHI Publication – Sequence and Format of Hardware Schedule (1996)
- E. National Fire Protection Agency (NFPA)
  - 1. NFPA 70 National Electrical Code (2005)
  - 2. NFPA 80 Standard for Fire Doors and Other Opening Protective’s (1999)
  - 3. NFPA 101 Life Safety Code (2003)
  - 4. NFPA 105 Standard for the Installation of Smoke Door Assemblies (2003)



- F. Building Codes
  - 1. IBC International Building Code (2006)
  - 2. Local Building Code

### 1.03 SUBMITTALS

- A. Submit in accordance with Conditions of the Contract and Division 1 Administrative Requirements.
- B. Shop Drawings:
  - 1. Hardware schedule shall be organized in vertical format illustrated in DHI Publications Sequence and Formatting for the Hardware Schedule. Include abbreviations and symbols page according to DHI Publications Abbreviations and Symbols. Complete nomenclature of items required for each door opening as indicated.
  - 2. Coordinate the final Door Hardware Schedule with doors, frames, and related work to ensure proper size, thickness, hand, function, and finish of hardware.
  - 3. Architectural Hardware Consultant (AHC), as certified by DHI, who shall affix seal attesting to completeness and correctness, shall review hardware schedule prior to submittal.
- C. Submit manufacturer's catalog sheet on design, grade and function of items listed in hardware schedule. Identify specific hardware item per sheet, provide index, and cover sheet.
- D. Coordination:
  - 1. Distribute door hardware templates to related divisions within fourteen calendar days of approved hardware schedule.
- E. Closeout Submittals: Submit to Owner in a three ring binder or CD if requested.
  - 1. Warranties.
  - 2. Maintenance and operating manual.
  - 3. Maintenance service agreement.
  - 4. Record documents.
  - 5. Copy of approved hardware schedule.
  - 6. Copy of approved keying schedule with bitting list.
  - 7. Hardware supplier name, phone number and fax number.

### 1.04 QUALITY ASSURANCE

- A. Hardware supplier shall employ an Architectural Hardware Consultant (AHC) as certified by DHI and a member of the seal program who shall be available at reasonable times during course of work for Project hardware consultation.
- B. Door hardware shall conform to ICC/ANSI A117.1.
  - 1. Handles, Pulls, Latches, Locks and operating devices: Shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist.
- C. Fire Rated Door Assemblies: Where fire-rated door assemblies are indicated, provide door hardware rated for use in assemblies complying with NFPA 80 that are listed and labeled by a qualified testing agency, for fire-protection ratings indicated, based on testing at positive pressure according to UL 10C, unless otherwise indicated.
- D. Fire Door Inspection: Prior to receiving certificate of occupancy have fire rated doors inspected by an independent certified Fire and Egress Door Assembly Inspector (FDAI), as certified by Intertek

(ITS), a written report shall be submitted to Owner and Contractor. Doors failing inspection shall be adjusted, replaced or modified to be within appropriate code requirements.  
Use for buildings under IBC 2009

- E. Smoke and Draft Control Door Assemblies: Where smoke and draft control door assemblies are required, provide door hardware that meets requirements of assemblies tested according to UL 1784 and installed in compliance with NFPA 105.
- F. Door hardware shall be certified to ANSI/BHMA standards as noted, participate and be listed in BHMA Certified Products Directory.
- G. Substitution request: Refer to Division 1 Substitutions for procedures to submit products meeting the requirements in this Section.
- H. Pre-installation Meeting: Comply with requirements in Division 1 Section "Project Meetings."
  - 1. Convene meeting seven days before installation. Participants required to attend: Contractor, installer, material supplier and manufacturer representatives.
  - 2. Include in conference decisions regarding proper installation methods and procedures for receiving and handling hardware.
  - 3. Review and finalize construction schedule and verify availability of materials, installer's personnel, equipment and facilities needed to make progress and avoid delays.
- J. Within fourteen days of receipt of approved door hardware submittals contact Owner with representative from hardware supplier to establish a keying conference. Verify keyway, visual key identification, number of master keys and keys per lock. Provide keying system per Owners instructions.
- K. Installer Qualifications: Specialized in performing installation of this Section and shall have five years minimum documented experience.
- L. Hardware listed in 3.07- Hardware Schedule is intended to establish a type and grade.

#### **1.05 DELIVERY, STORAGE AND HANDLING**

- A. Provide a clean, dry and secure room for hardware delivered to Project but not yet installed.
- B. Furnish hardware with each unit marked and numbered in accordance with approved finish hardware schedule. Include door and item number for each type of hardware.
- C. Pack each item complete with necessary parts and fasteners in manufacturer's original packaging.
- D. Waste Management and Disposal
  - 1. Separate waste materials for reuse or recycling in accordance with Division 1.

#### **1.06 WARRANTY**

- A. General Warranty: Owner may have under provisions of the Contract Documents and shall be an addition and run concurrent with other warranties made by Contractor under requirements of the Contract documents.
- B. Special Warranty: Warranties specified in this article shall not deprive Owner of other rights. Contractor, hardware supplier, and hardware installer shall be responsible for servicing hardware and keying related problems.
  - 1. Ten years for manual door closers.
  - 2. Five years for mortise, auxiliary and bored locks.

- C. Products judged defective during warranty period shall be replaced or repaired in accordance with manufacturer's warranty at no cost to Owner. There is no warranty against defects due to improper installation, abuse and failure to exercise normal maintenance.

## PART 2 – PRODUCTS

### 2.01 HINGES

- A. Hinges shall be of one manufacturer as listed for continuity of design and consideration of warranty, and shall be domestically manufactured in the USA.
- B. Standards: Products to be certified and listed by the following:
1. Butts and Hinges: ANSI/BHMA A156.1
  2. Template Hinge Dimensions: ANSI/BHMA A156.7
- C. Butt Hinges:
1. Hinge weight and size unless otherwise indicated in hardware sets:
    - a. Doors up to 36" wide and up to 1-3/4" thick provide hinges with a minimum thickness of .134" and a minimum of 4-1/2" in height.
    - b. Doors from 36" wide up to 42" wide and up to 1-3/4" thick provide hinges with a minimum thickness of .145" and a minimum of 4-1/2" in height.
    - c. For doors from 42" wide up to 48" wide and up to 1-3/4" thick provide hinges with a minimum thickness of .180" and a minimum of 5" in height.
    - d. Doors greater than 1-3/4" thick provide hinges with a minimum thickness of .180" and a minimum of 5" in height.
    - e. Width of hinge is to be minimum required to clear surrounding trim.
  2. Base material unless otherwise indicated in hardware sets:
    - a. Exterior Doors: 304 Stainless Steel, Brass or Bronze material.
    - b. Interior Doors: Steel material.
    - c. Fire Rated Doors: Steel or 304 Stainless Steel materials.
    - d. Stainless Steel ball bearing hinges shall have stainless steel ball bearings. Steel ball bearings are unacceptable.
  3. Quantity of hinges per door unless otherwise stated in hardware sets:
    - a. Doors up to 60" in height provide 2 hinges.
    - b. Doors 60" up to 90" in height provide 3 hinges.
    - c. Doors 90" up to 120" in height provide 4 hinges.
    - d. Doors over 120" in height add 1 additional hinge per each additional 30" in height.
    - e. Dutch doors provide 4 hinges.
  4. Hinge design and options unless otherwise indicated in hardware sets:
    - a. Hinges are to be of a square corner five-knuckle design, flat button tips and have ball bearings unless otherwise indicated in hardware sets.
    - b. Out-swinging exterior and out-swinging access controlled doors shall have non-removable pins (NRP) to prevent removal of pin while door is in closed position.
    - c. When full width of opening is required, use hinges that are designed to swing door completely from opening when door is opened to 95 degrees.
    - d. Provide mortar boxes for frames that require any electrically modified hinges if not an integral part of frame.
    - e. When shims are necessary to correct frame or door irregularities, provide metal shims only.
  5. Acceptable Manufactures:

Standard Weight	Heavy Weight
-----------------	--------------

a. Hager	BB1279/BB1191	BB1168/BB1199
b. Bommer	BB5000/BB5002	BB5004/BB5006

**2.02 LOCKS AND LATCHES (GRADE 1 MORTISE)**

- A. Locks and latches shall be of one manufacturer as listed for continuity of design and consideration of warranty.
- B. Standards: Product to be certified and listed by following:
1. ANSI/BHMA A156.13 Series 1000 Certified to Grade 1 for Operational and Security.
  2. UL/cUL Labeled and listed for functions up to 3 hours for single doors up to 48" in width and up to 96" in height.
  3. UL10C/UBC 7-2 Positive Pressure Rated.
  4. ICC/ANSI A117.1.
- C. Lock and latch function numbers and descriptions of manufacturer series as listed in hardware sets.
- D. Material and Design:
1. Lock cases from fully wrapped, 12 gauge steel, Zinc dichromate for corrosion resistance.
  2. Non-handed, field reversible without opening lock case.
  3. Armor fronts are to be self-adjusting to accommodate a square edge door or a standard 1/8" beveled edge door.
- E. Latch and Strike:
1. Stainless Steel latch bolt with minimum of 3/4" throw and deadlocking for keyed and exterior functions.
  2. Strike is to fit a standard ANSI A115 prep measuring 1-1/4" x 4-7/8" with proper lip length to protect surrounding trim.
  3. Deadbolts to be 1-3/4" total length with a minimum of a 1" throw and 3/4" internal engagement when fully extended and made of Stainless Steel material.
- H. Acceptable Manufactures:
1. Hager Companies: 3830 Series.
  2. Schlage: L400 Series.
  3. Sargent: 4870 Series

**2.03 CYLINDERS AND KEYING**

- A. Cylinders shall be of one manufacturer as listed for continuity of design and consideration of warranty.
- B. Standards: Manufacturer shall meet the following:
1. Auxiliary Locks: ANSI/BHMA A156.5
  2. DHI Handbook "Keying systems and nomenclature" (1989)
- C. Cylinders:
1. Manufacturer's standard tumbler type.
  2. Shall be furnished with cams/tailpieces as required for locking device that is being furnished for project.

- D. Keying:
1. Contact Owner with representative from hardware supplier to establish a keying conference. Verify keyway, visual key identification, number of master keys and keys per lock. Provide keying system per Owners instructions.
  2. Copy of Owners approved keying schedule shall be submitted to Owner and Architect with documentation of which keying conference was held and Owners sign-off.
  3. Provide a bitting list to Owner of combinations as established, and expand to twenty five percent for future use or as directed by Owner.
  4. Key to existing Corbin/Russwin keyway keying system.
  5. Keys to be shipped to Owner's representative, individually tag per keying conference.
- E. Acceptable manufactures:
1. Hager with Corbin Russwin Keyway
  2. Corbin Russwin

#### 2.04 PUSH/PULL PLATES

- A. Push and pull plates shall be of one manufacturer as listed for continuity of design and consideration of warranty.
- B. Standards: Manufacturer to be certified by the following:
1. Architectural Door Trim: ANSI/BHMA A156.6
  2. Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- C. Push plates: .050" thick, square corner and beveled edges with counter sunk screw holes. Width and height as stated in hardware sets.
- D. Acceptable Manufactures:
1. Hager Companies: 30S
  2. Rockwood
  3. Trimco
- E. Pull plates: .050" thick, square corner and beveled edges. Width and height as stated in hardware sets, 3/4" diameter pull, with clearance of 2-1/2" from face of door.
- F. Acceptable Manufactures:
1. Hager Companies: H33J
  2. Rockwood
  3. Trimco

#### 2.05 CLOSERS (ALUMINUM BODY GRADE 1)

- A. Shall be product of one manufacturer. Unless otherwise indicated on hardware schedule, comply with manufacturer's recommendations for size of closer, depending on width of door, frequency of use, atmospheric pressure, ADAAG requirements, and fire rating.
- B. Standards: Manufacturer to be certified by the following:
1. BHMA Certified ANSI A156.4 Grade 1
  2. ADA Complaint ANSI A117.1
  3. UL/cUL Listed up to 3 hours

4. UL10C Positive Pressure Rated
  5. UL10B Neutral Pressure Rated
- C. Material and Design:
1. Provide aluminum non-handed bodies with full plastic covers.
  2. Closer shall have separate staked adjustable valve screws for latch speed, sweep speed, and backcheck.
  3. Provide Tri-Pack arms and brackets for regular arm, top jamb, and parallel arm mounting.
  4. Double heat-treated steel, tempered springs.
  5. Precision machined, heat-treated steel piston.
  6. Triple heat-treated steel spindle.
  7. Full rack and pinion operation.
- D. Mounting:
1. Out swing doors shall have surface parallel arm mount closers except where noted on hardware schedule.
  2. In swing doors shall have surface regular arm mount closers except where noted on hardware schedule.
  3. Provide brackets and shoe supports for aluminum doors and frames to mount fifth screw.
  4. Furnish drop plates where top rail conditions on door do not allow for mounting of closer and where backside of closer is exposed through glass.
- E. Size closers in compliance with requirements for accessibility (ADDAG). Comply with following maximum opening force requirements.
1. Interior hinged openings: 5.0 lbs.
  2. Fire rated and exterior openings shall have minimum opening force allowable by authority having jurisdiction.
- F. Fasteners: Provide self-drilling and tapping wood screws, machine screws and sex nuts and bolts for each closer.
- G. Acceptable manufactures:
1. Hager Companies: 5200 Series.
  2. Norton: 8000 Series.
  3. Sargent: 1330 Series.

## 2.06 PROTECTIVE TRIM

- A. Size of protection plate: Single doors, size two inches less door width (LDW) on push side of door, and one inch less on pull side of door. For pairs of doors, size one inch less door width (LDW) on push side of door, and ½ inch on pull side of door.
1. Kickplates 10" high or sized to door bottom rail height
  2. Mop Plates 4" high.
  3. Armor Plates 36" high.
- B. Standards: Manufacturer shall meet requirements for:
1. Architectural Door Trim: ANSI/BHMA A156.6
  2. UL
- C. Material and Design:
1. 0.050" gage stainless steel

2. Corners shall be square. Polishing lines or dominant direction of surface pattern shall run across the door width of plate.
  3. Bevel top, bottom and sides uniformly leaving no sharp edges. Edges shall be de-burred.
  4. Countersink holes for screws. Screws holes shall be spaced equidistant eight inches CTC, along a centerline not over 1/2 inch in from edge around plate. End screws shall be a maximum of 0.53 inch from corners.
- D. UL label stamp required on protection plates when top of plate is more than 16 inches above bottom of door on fire rated openings. Verify door manufactures UL listing for maximum height and width of protection plate to be used.
- E. Acceptable Manufactures:
1. Hager Companies: 194S
  2. Rockwood
  3. Burns

**2.07 STOPS AND HOLDERS**

- A. Wall Stops: Provide door stops wherever necessary to prevent door or hardware from striking an adjacent partition or obstruction. Provide wall stops when possible. Door stops and holders mounted in concrete floor or masonry walls shall have stainless steel machine screws and lead expansion shields.
- B. Standards: Manufacturer shall meet requirements for:
1. Auxiliary Hardware: ANSI/BHMA A156.16
- C. Acceptable Manufactures:
- |                    |        |         |       |
|--------------------|--------|---------|-------|
|                    | Convex | Concave | Floor |
| 1. Hager Companies | 232W   | 236W    | 242F  |
| 2. Rockwood        |        |         |       |
| 3. Burns           |        |         |       |
- D. Overhead Stops and Holders: Provide overhead stop and holders for doors that open against equipment, casework sidelights and other objects that would make wall stops/holders and floor stops/holders inappropriate. Provide sex bolt attachments for mineral core wood door applications.
- E. Standards: Manufacturer shall be certified by the following:
1. Overhead Stops and Holders: ANSI/BHMA A156.8 Grade 1

- F. Acceptable Manufactures:
- |                    |                    |                      |
|--------------------|--------------------|----------------------|
|                    | Heavy Duty Surface | Heavy Duty Concealed |
| 1. Hager Companies | 7000-S             | 7000-C               |
| 2. Rixson          | 9 Series           | 6 Series             |
| 3. Glynn Johnson   | 90 Series          | 100 Series           |

**2.08 DOOR GASKETING AND WEATHERSTRIP**

- A. Provide continuous weatherstrip gasketing on exterior doors and provide smoke, light, or sound gasketing where indicated on hardware schedule. Provide non-corrosive fasteners for exterior applications.
1. Perimeter gasketing: Apply to head and jamb, forming seal between door and frame.
  2. Meeting stile gasketing: Fasten to meeting stiles, forming seal when doors are in closed position.

3. Door bottoms: Apply to bottom of door, forming seal with threshold or floor when door is in closed position.
  4. Sound Gasketing: Cutting or notching for stop mounted hardware not permitted.
  5. Drip Guard: Apply to exterior face of frame header. Lip length to extend 4" beyond width of door.
- B. Standards: Manufacturer shall meet requirements for:
1. Door Gasketing and Edge Seal Systems: ANSI/BHMA A156.22
- C. Smoke-Labeled Gasketing: Comply with NFPA 105 listed, labeled, and acceptable to authorities having jurisdiction, for smoke control indicated.
1. Provide smoke labeled gasketing on 20 minute rated doors and on smoke rated doors.
- D. Fire-Rated Gasketing: Comply with NFPA 80 listed, labeled, and acceptable to Authorities Having Jurisdiction, for fire ratings indicated.

## 2.09 THRESHOLDS

- A. Set thresholds for exterior and acoustical openings in full bed of sealant with lead expansion shields and stainless steel machine screws complying with requirements specified in Division 7 Section "Joint Sealants". Notched in field to fit frame by hardware installer. Refer to Drawings for special details.
- B. Standards: Manufacturer to be certified by the following:
1. Thresholds: ANSI/BHMA A156.21
  2. Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- C. Acceptable Manufactures:
1. Hager Companies: 412S
  2. Zero
  3. Reese

## 2.10 SILENCERS

- A. Where smoke, light, or weather seal are not required, provide three silencers per single door frame, two per double door frame and four per Dutch door frame.
- B. Standards: Manufacturer shall meet requirements for:
1. Auxiliary Hardware: ANSI/BHMA A156.16
- C. Acceptable Manufactures:
- |                     |                    |            |
|---------------------|--------------------|------------|
|                     | Hollow Metal Frame | Wood Frame |
| 1. Hager Companies: | 307D               | 308D       |
| 2. Rockwood:        |                    |            |
| 3. Trimco:          |                    |            |

## 2.11 SIGNAGE

- A. Shall be of one manufacturer as listed for continuity of design and consideration of warranty.
- B. Standards: Manufacturer shall meet requirements for:
1. Signage: ANSI/BHMA A156.16
  2. Grade 2 Braille Translation conforming to section 4.3 requirements



- C. Materials and Design: Provide 0.125" thick plastic. Size of sign to be 6" x 8" fastened with double-sided pressure sensitive tape.
- D. Acceptable Manufacturers:
  - 1. Hager Companies: 368M/W, 368U
  - 2. Rockwood
  - 3. Trimco

## 2.12 FINISHES

- A. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if within range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within range of approved Samples.
- B. Comply with base material and finish requirements indicated by ANSI/BHMA A156.18 designations in hardware schedule.

## PART 3 – EXECUTION

### 3.01 EXAMINATION

- A. Examine doors and frames, with Installer present, for compliance with requirements for installation tolerances, labeled fire-rated door assembly construction, wall and floor construction, and other conditions affecting performance.
- B. Examine roughing-in for electrical power systems to verify actual locations of wiring connections before electrified door hardware installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.02 INSTALLATION

- A. Install hardware per manufacturer's instructions and in compliance with:
  - 1. NFPA 80.
  - 2. NFPA 105.
  - 3. ICC/ANSI A117.1.
  - 4. ANSI/BHMA A156.115 Hardware Preparation in Steel Doors and Steel Frames
  - 5. ANSI/BHMA A156.115W Hardware Preparation in Wood Doors with Wood or Steel Frames
  - 6. DHI Publication – Installation Guide for Doors and Hardware
  - 7. UL10C/UBC7-2
  - 8. Local building code.
  - 9. Approved shop drawings.
  - 10. Approved finish hardware schedule.
- B. Do not install surface mounted items until finishes have been completed on substrates involved. Set unit level, plumb and true to line location. Adjust and reinforce attachment substrate as necessary for proper installation and operation.

### 3.03 FIELD QUALITY CONTROL

- A. Material supplier to schedule final walk through to inspect hardware installation ten business days before final acceptance of Owner. Material supplier shall provide a written report detailing discrepancies of each opening to General Contractor within seven calendar days of walk through.

**3.04 ADJUSTMENT, CLEANING AND DEMONSTRATING**

- A. Adjustment: Adjust and check each opening to ensure proper operation of each item of finish hardware. Replace items that cannot be adjusted to operate freely and smoothly or as intended for application at no cost to Owner.
- B. Cleaning: Clean adjacent surfaces soiled by hardware installation. Clean finished hardware per manufacturer's instructions after final adjustments has been made. Replace items that cannot be cleaned to manufacturer's level of finish quality at no cost to Owner.
- C. Demonstration: Conduct a training class for building maintenance personnel demonstrating the adjustment, operation of mechanical and electrical hardware. Special tools for finished hardware to be turned over and explained usage at this meeting.

**3.05 PROTECTION**

- A. Leave manufacturer's protective film intact and provide proper protection for all other finish hardware items that do not have protective material from the manufacture until Owner accepts Project as complete.

**3.06 HARDWARE SETS**

- A. Guide: Door hardware items have been placed in sets which are intended to be a guide of design, grade, quality, function, operation, performance, exposure, and like characteristics of door hardware, and may not be complete. Provide door hardware required to make each set complete and operational.
- B. Hardware schedule does not reflect handing, backset, method of fastening and like characteristics of door hardware and door operation.
- C. Review door hardware sets with door types, frames, sizes and details on drawings. Verify suitability and adaptability of items specified in relation to details and surrounding conditions.

**3.07 HARDWARE SCHEDULE**

**Bayard Middle School**

Heading 1

Door # 138  
Each opening to receive

Qty	Type	Description	Finish
3 ea.	Hinges	BB1199 4.5" x 4.5"	US32D
1 ea.	Classroom Deadlock	3833S x Corbin Russwin Keyway	US26D
1 ea.	Push Plate	30S 4" x 16"	US32D
1 ea.	Pull Plate	H33J 4" x 16"	US32D
1 ea.	Closer	5200 HD	ALM
1 ea.	Kick Plate	194S x 2" LDW	US32D
3 ea.	Silencers	307D	Gray Rubber
1 ea.	Threshold	412S	MIL

1 ea. Sign 368M/W W3

**Palmer Elementary School**

Heading 2

Door # 100, 101, 200, 201  
Each opening to receive

Qty	Type	Description	Finish
3 ea.	Hinges	BB1199 4.5" x 4.5"	US32D
1 ea.	Classroom Deadlock	3833S x Corbin Russwin Keyway	US26D
1 ea.	Push Plate	30S 4" x 16"	US32D
1 ea.	Pull Plate	H33J 4" x 16"	US32D
1 ea.	Closer	5200 HD	ALM
1 ea.	Kick Plate	194S x 2" LDW	US32D
3 ea.	Silencers	307D	Gray Rubber
1 ea.	Threshold	412S	MIL
1 ea.	Sign	368M/W	W3

**END OF SECTION**

## 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. This Section includes the following:

1. Light gage interior metal drywall studs for partitions and bulkhead framing.
2. Metal drywall ceiling framing, furring and accessories.
3. Metal drywall suspended ceiling grid system.
4. Gypsum board and anchorages, and control joints.
5. Architectural metal drywall profiles.
6. Acoustical insulation and sealants.
7. Taped and sanded joint treatment.
8. Installation of items supplied by other sections and trades.

- B. Products installed but furnished under other sections:

1. Metal wall/ceiling access panels furnished by other trades, as appropriate to project.
2. Lighting fixture frames and rings, etc., within gypsum board ceiling system.

- C. Related Sections include the following:

1. Division 05 Section "Cold-Formed Metal Framing": For exterior and interior load-bearing and exterior non-load bearing framing.
2. Division 06 Section "Miscellaneous Rough Carpentry": Fire retardant wood blocking and framing.
3. Division 08 Section "Hollow Metal Doors and Frames": Hollow metal door frames, sidelight frames, and individual interior borrowed light frames.
4. Division 08 Section "Access Doors": Manufactured metal access panel assemblies.
5. Division 09 Section "Painting": Priming and final field paint finish.

## 1.3 SUBMITTALS

- A. Shop Drawings, Product Data, and Samples: Submit in accordance with Division 01.
- B. Shop Drawings: Indicate special details associated with fireproofing, acoustical seals, and ceiling and bulkhead framing.

- C. Product Data: Provide manufacturer's descriptive literature on metal framing, gypsum board, joint tape, and installation instructions and procedures.
- D. Samples: Prior to delivery of materials, submit to jobsite for approval by Architects samples of the following:
  - 1. One 12-inch sample of floor and ceiling track, metal screw stud, and accessories.
  - 2. One 4-inch by 4-inch sample of each proposed type wallboard and accessories, properly labeled.

#### 1.4 QUALITY ASSURANCE

- A. Perform Work in accordance with ASTM C754, ASTM C840, GA-214, and GA-216.
- B. Maintain copies of GA-214 and GA-216 documents on site.
- C. When fire resistive construction is detailed or noted on the Drawings, perform work in accordance with GA-600.

#### 1.5 QUALIFICATIONS

- A. Erector Qualifications: Company specializing in the erection of metal stud framing and gypsum wallboard systems on at least three acceptable projects equal in scope to work specified.

#### 1.6 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Delivery:
  - 1. Deliver all products and materials in manufacturer's original unopened packaging, containers, or bundles with labels intact and legible.
  - 2. Remove all items delivered in broken, damaged, rusted, or unlabeled condition from site immediately.
- B. Handling: Handle and protect all materials and metal accessories from damage, dampness or wetting.
- C. Storage:
  - 1. Store all materials inside under cover, providing protection from damage and exposure to the elements, stacked flat, and off floor.
  - 2. Stack wallboard so that lengths are not over short lengths, avoid overloading floor system.
  - 3. Store adhesives and ready-mixed joint compound in dry area, provide protection against freezing at all times.
  - 4. Damaged, frozen, and deteriorated materials shall be removed from job site.

## 1.7 JOB CONDITIONS

## A. Environmental Conditions:

1. Temperature: During cold weather, in areas receiving wallboard installation and joint finishing, maintain temperature range between 55 degrees F and 70 degrees F for 24 hours before, during, and after gypsum wallboard and joint treatment applications.
2. Ventilation:
  - a. Provide adequate ventilation to carry off excess moisture during and following adhesive and joint compound treatment applications.
  - b. Use temporary air circulators in enclosed area lacking natural ventilation. Under slow drying conditions, allow additional drying time between coats of joint treatment.
  - c. Protect installed materials from drafts during hot, dry weather.

## B. Protection: Protect adjacent surfaces against damage and stains.

## PART 2 - PRODUCTS

## 2.1 METAL FRAMING MATERIALS

- A. Provide metal wall and bulkhead framing materials in accordance with GA 216.
- B. Metal Studs - Drywall Type: ASTM C645: non-load bearing, galvanized sheet steel, ASTM A525; Cee-shaped, size as indicated, conforming to the following:
  1. Rated/non-rated, non-bearing metal stud partitions with single/double layer drywall: 25 gage up to 11-feet 6-inches in height; 20 gage over 11-feet 6-inches in height.
  2. Rated/non-rated, load bearing metal stud partition with single/double layer drywall: 20 gage.
  3. Metal studs for ceiling and bulkhead framing: 25 gage.
  4. Metal stud partitions with gypsum board/cement backerboard and ceramic tile finish: 20 gage or heavier.
  5. Metal stud framing at hollow metal door and light openings: 20 gage.
  6. Metal studs for infill framing at renovation/alteration areas: 25 gage.
  7. Runners: Of same material and thickness as studs.
- C. Ceiling Runner: Provide with extended leg retainer.
- D. Furring, Bridging and Bracing: Of same material as studs; thickness to suit purpose.
- E. Sheet Metal Backing: 20 gage thickness, galvanized steel.
- F. Fasteners: GA-216.

- G. Touch-Up Primer for Galvanized Surfaces: SSPC SP 20, zinc rich.
- H. Anchorage to Substrate: Tie wire, screws, nails and other metal supports, of type and size to suit application; to rigidly secure materials in place.

## 2.2 SOFFIT AND BULKHEAD FRAMING

- A. Channels:
  - 1. Fabricated of 16 gage cold-rolled steel, factory applied black asphaltum rust-resistant paint.
  - 2. Minimum weight per 1,000 lineal feet:
    - a. Depth: 2 inches, 590 lbs.
    - b. Depth: 1-1/2-inches, 300 lbs.
- B. Furring Channels: Screw-type, hat-shaped, 25 gage.
- C. Optional Framing: Metal stud, ASTM C645 and GA 216, galvanized sheet steel, screw-type, Cee-shaped, minimum 25 gage.
- D. Ceiling Hangers: Minimum 8 gage, galvanized, annealed steel wire.
- E. Tie Wire: 16 gage, galvanized, annealed steel wire.
- F. Anchorage to Substrate: Tie wire, screws, nails and other metal supports, of type and size to suit application; to rigidly secure materials in place.

## 2.3 SUSPENDED GYPSUM BOARD CEILING GRID SYSTEM

- A. Grid Suspension System for Ceilings: ASTM C 645, direct-hung system composed of main beams and cross-furring members that interlock.
  - 1. Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Armstrong World Industries, Inc.; HD8906, Drywall Grid Systems.
    - b. Chicago Metallic Corporation; 650-C, Drywall Furring System.
    - c. USG Corporation; DGLW, Drywall Suspension System.

## 2.4 GYPSUM BOARD MATERIALS

- A. Size: Provide in maximum lengths and widths available that will minimize joints and correspond with support system indicated.

- B. Surface Burning Characteristics: When tested in accordance with ASTM E84 requirements.
1. Flame Spread Index: 25 maximum.
  2. Smoke Development: 0.
- C. General: Comply with ASTM C 1396, as applicable to type of gypsum board indicated.
1. Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. American Gypsum Co.
    - b. BPB America Inc.
    - c. G-P Gypsum.
    - d. Lafarge North America Inc.
    - e. National Gypsum Company.
    - f. USG Corporation.
    - g. Or equal as approved by Architect.
- D. Standard Gypsum Board: Gypsum core wall panel surfaced with paper on front, back, and long edges.
1. Thickness: 5/8-inch thickness unless otherwise indicated.
  2. Edges: Tapered long edges and square cut ends.
- E. Fire Rated Gypsum Board: Gypsum core wall panel with additives to enhance fire resistance of the core; surfaced with paper on front, back, and long edges.
1. Thickness: 5/8-inch thickness unless otherwise indicated.
  2. Edges: Tapered long edges and square cut ends.
- F. Moisture Resistant Gypsum Board: Coated glass mat-faced with treated gypsum core panel; physical properties conforming to the applicable sections of ASTM C 1177 and ASTM C 630; "DensArmor Plus Interior Panels" as manufactured by G-P Gypsum Corp., or equal as approved by Architect.
1. Thickness: 5/8-inch thickness unless otherwise indicated.
  2. Edges: Tapered long edges and square cut ends.
  3. Locations: For use at interior gypsum board ceilings at Locker Rooms, Showers, Toilet Rooms and wet or high moisture areas.
- G. Glass-Mat, Water-Resistant Backing Board: Mold-resistant tile backer board with glass mat facings and acrylic coating complying with ASTM C 1178; "DensShield Tile Backer" as manufactured by G-P Gypsum Corp., or equal as approved by Architect.
1. Thickness: 5/8-inch thickness unless otherwise indicated.
  2. Edges: Square.



- H. Exterior Gypsum Sheathing Board: Gypsum core wall panel with additives to enhance the water resistance of the core; surfaced with water repellent paper front, back, and along edges; complying with ASTM C79; fire-resistant.
  - 1. Thickness: 1/2-inch thick unless otherwise indicated.
  - 2. Edges: V-shaped tongue and grooved edges for horizontal application.
- I. Impact Resistant Fiber-Reinforced Gypsum Board: Non-paper faced, fiber-reinforced, gypsum wall panel; fire rated as required; complying with ASTM C1278 and ASTM C36; "Fiberock VHI Panels" as manufactured by USG.
  - 1. Thickness: 5/8-inch thickness unless otherwise indicated.
  - 2. Edges: Tapered long edges and square cut ends.

## 2.5 GYPSUM BOARD ACCESSORIES

- A. Provide gypsum wallboard accessories in accordance with GA 216.
- B. Fasteners: Screws ASTM C1002, self-drilling, self-tapping, Bugle Head, for use with power driven tool.
  - 1. Type "S": for wallboard application to sheet metal framing
  - 2. Type "W": for wallboard application to wood framing.
  - 3. Fire Rated Construction: Same type and size as used in fire rating test.
  - 4. Non-Fire Rated Construction: Type and size as recommended by gypsum board manufacturer.
- C. Metal Trim Accessories: Size required for thickness of wallboard used, fabricated from galvanized steel and roll-formed zinc, or other corrosion resistant treatment.
  - 1. Corner Beads: Formed galvanized steel angle, 1/8-inch round bead, 1-1/4-inch perforated metal flanges, ASTM C1047.
  - 2. Edge Trim: Formed galvanized steel casing bead, 0.014-inch thick base steel, face nailed, reveal bead and exposed metal flange surface finished with joint compound, ASTM C1047.
  - 3. Control Joints: Manufacturer's standard roll-formed zinc with 1/4-inch "V" shaped slot protected by plastic tape, for face application, exposed flange surfaces finished with joint compound, ASTM C1047.
- D. Joint Treatment Materials:
  - 1. Joint Tape: ASTM C475; paper reinforcing tape, perforated.
  - 2. Joint Compound: ASTM C475; drying type pre-mixed vinyl base compounds.
- E. Laminating Adhesive: Manufacturer's recommended laminating adhesive or liquid contact adhesive for double-layer systems.

## F. Architectural Metal Drywall Profiles:

1. Provide, where indicated, extruded and roll-formed Architectural profiles as manufactured by Fry Reglet.
2. Designs: As indicated on drawings.
3. Material: Extrusions shall be of 6063 T5 aluminum alloy, and roll formed shapes shall be of 3003 H-14 aluminum alloy.
4. Construction: Profile shall incorporate continuous integral tapering fins for surface contact. Fins shall be punched with 1/4-inch holes staggered 1/2-inch o.c. to accept standard screw fastening.
5. Finish: Profiles shall receive a factory applied high porosity corrosion resistant primer compatible with materials commonly in use in conjunction with commercial interiors, i.e. joint compound, latex or enamel paints, and wall covering adhesives.

## 2.6 ACOUSTICAL ACCESSORIES

- A. Acoustical Insulation: Preformed mineral fiber, ASTM C665, Type 1; unfaced, friction fit type, thickness equal to stud depth or as indicated; "Thermafiber SAFB".
- B. Acoustical Sealant: Non-hardening, non-skinning, for use in conjunction with gypsum board; type as recommended by gypsum manufacturer.

## PART 3 - EXECUTION

## 3.1 EXAMINATION

- A. Verify that site conditions are ready to receive work and opening dimensions are as indicated on Contract Drawings and approved shop drawings.

## 3.2 METAL STUD INSTALLATION - GENERAL

- A. Install metal stud framing in accordance with manufacturer's instructions, and ASTM C754, except as otherwise specified below.
- B. Install members true to lines and levels to provide surface flatness with maximum variation of 1/8-inch in 10 feet in any direction.

## 3.3 INSTALLATION - METAL STUDS

- A. Floor and Ceiling tracks:
  1. Align floor and ceiling tracks.

2. Attach metal runners at floor and ceiling to structural elements with appropriate power driven fasteners.
3. Attach tracks to structure with fasteners located 2 inches from each end and spaced at maximum 24 inches on centers.
4. Maintain clearance under structural building members to avoid deflection transfer to studs. Provide extended leg ceiling runners.

B. Metal Stud:

1. Plumb and align studs.
2. Space studs 16 inches on center, unless otherwise indicated.
3. Attach studs to floor and ceiling tracks by crimping flange of runner track, screwing, tack welding or method recommended by stud manufacturer.
4. If necessary, splice studs by nesting with minimum lap of 8 inches.
5. Refer to Drawings for indication of partitions extending to finished ceiling only and for partitions extending through the ceiling to the structure above.

C. Framing Around Door and Light Openings:

1. Install double studs at each jamb of door, continuous for full height of partition.
2. Attach stud track horizontally on each side of opening, at frame head height.
  - a. Install jack studs at 16 inches on centers over head of door frame.
  - b. Attach jack studs to runner track and anchor top in same manner as provided for full studs.
3. Screw, bolt or weld stud to jamb anchors of frame, as recommended by stud manufacturer.
4. Anchor a second stud to stud at doorjamb, as recommended in manufacturer's printed instructions, nested to form a box.
5. Provide headers above and below framed wall openings having an area of 2 square feet or more.

D. Corners and Intersections:

1. Form corners and intersection of partitions with three studs as detailed in ASTM C754, Figures 2 and 3. Two-stud corner construction is not acceptable.
2. Place studs forming internal corners 2 inches from point of partition intersections.

E. Blocking: Bolt or screw steel channels to studs. Install blocking for support of plumbing fixtures, toilet partitions, wall cabinets, toilet accessories, hardware, and other similar items.

### 3.4 INSTALLATION - WALL FURRING

- A. Attach wall furring for direct attachment to concrete block and/or concrete walls.

- B. Erect furring channels horizontally or vertically; space maximum 16 inches on center, not more than 4 inches from floor and ceiling lines or abutting walls. Secure in place on alternate channel flanges at maximum 24 inches on center.
- C. Where furring channels are installed directly to exterior walls and a possibility of moisture penetration through walls exists, install asphalt felt paper protection strip between the channel and wall.

### 3.5 INSTALLATION - SUSPENDED GYPSUM BOARD CEILING GRID SYSTEM

- A. Install ceiling furring at height(s) indicated, independent of walls, columns, and above ceiling work.
- B. Ceiling Hangers: Coordinate location of hangers with other work.
  - 1. Attach hangers to steel members by use of acceptable clips, or by wrapping around, or through steel members and bolting, tying, or tack welding hanger to itself.
  - 2. Space hangers 48 inches on centers and within 6 inches of perimeter walls.
  - 3. Locate hanger within 6 inches of ends of main runner channels.
  - 4. Attach lower end of hanger to main runner channel by double wrap wire-typing (saddle tied) and give three twists around itself.
    - a. Prevent twisting and turning to the main runner channel.
    - b. Develop full strength of hanger.
- C. Main Runner Channels:
  - 1. Spacing: 36 inches on centers.
  - 2. Locate main runner channel within 6 inches of parallel walls.
  - 3. Splicing:
    - a. Overlap ends a minimum of 12 inches.
    - b. Interlock flanges.
    - c. Secure splice near end of each channel by tie wire double looped.
- D. Cross Furring:
  - 1. Spacing 16 inches on centers.
  - 2. Wire tie cross furring channels to main runners by saddle tying and twisting the end three times around itself.
  - 3. Splicing:
    - a. Overlap ends of cross furring a minimum of 8 inches.
    - b. Interlock channel flanges.
    - c. Wire-Tie near each end with two loops of wire.

4. Do not continue cross furring across control or expansion joints.
5. No suspension grillage to come in contact with abutting partitions of load bearing walls.
6. Frame around all ceiling penetrations and provide supplemental framing in plane of suspension if required.

E. Reinforcing:

1. Reinforce openings in ceiling suspension system, which interrupt main carrying channels or furring channels, with lateral channel bracing.
2. Extend bracing minimum 24 inches beyond each end of openings.
3. Laterally brace suspension system where required.

3.6 FURRING FOR FIRE RATINGS

- A. Install furring for fire resistance ratings in accordance with appropriate UL requirements and/or Design Numbers indicated.

3.7 INSPECTION BEFORE WALLBOARD INSTALLATION

- A. Check framing for adequate spacing and alignment.
- B. Verify that spacing of installed framing does not exceed maximum allowable spacing for thickness of wallboard to be used.
- C. Verify that frames are set for thickness of wallboard to be used.
- D. Do not proceed with installation of wallboard until deficiencies are corrected and surface to receive wallboard are acceptable.
- E. Protrusions of framing, twisted framing members, or unaligned members must be repaired before installation of wallboard is started.
- F. Commencing installation of wallboard means "acceptance" of existing conditions.

3.8 INSTALLATION - GENERAL

- A. Install gypsum board in accordance with recommendations GA-214, GA-216 and manufacturer's instructions.
- B. Use wallboard of maximum lengths to minimize ends joints. Stagger end joints when they occur, and locate end joints as far as possible from center of wall or ceiling.
- C. Abut wallboard without forcing. Neatly fit ends and edges of wallboard. Do not place butt ends against tapered edges.

- D. Support ends and edges of wallboard panels on framing or furring members, except for face layer of double layer construction.

### 3.9 INSTALLATION - WALLBOARD OVER FRAMING

#### A. Single Layer Construction:

##### 1. Ceilings:

- a. Gypsum wallboard shall be applied first to ceiling with long dimension at right angles to framing using panels of maximum practical length.
- b. Position end joints over framing members and stagger in adjacent rows.
- c. Fit ends and edges closely, do not force together, fasten panels to furring with mechanical fasteners, spaced 12 inches o.c., in field of panels and along abutting ends and edges.

##### 2. Walls:

- a. Apply wallboard horizontally for wall height of 8 feet or less and vertically for wall height greater than 8 feet. When installing wallboard horizontally, attach upper panel first.
- b. Apply single layer fire rated wallboard vertically, with edges occurring over firm bearing.
- c. Stagger end joints to occur on different framing members on opposite sides of partition.

##### 3. Mechanical Fastening:

###### a. Screws:

- 1) Attach single layer of wallboard to metal framing with power driven screws.
- 2) Minimum edge clearance from mechanical fastener: 3/8-inch.
- 3) Stagger mechanical fasteners opposite each other on adjacent ends and edges.
- 4) Sand abutting ends or edges over support surface.
- 5) Space screws 16 inches o.c. when framing is spaced 16 inches o.c., or 12 inches o.c. when framing is spaced 24 inches o.c.
- 6) Drive screws with positive clutch electric screwgun.

#### B. Double Layer Construction:

##### 1. Ceilings:

- a. Apply wallboard face layer perpendicular to edges of base layer.
- b. Position end joints of face layer to offset base layer joints by at least 10 inches.

- c. Gypsum wallboard shall be installed in such manner to provide two hour fire resistant rating shown, when indicated, and in accordance with requirements of UL.
2. Walls:
  - a. Apply wallboard base layer vertically.
  - b. Stagger vertical joints of base layer on opposite side of partition to occur on different framing members.
  - c. Apply face layer horizontally, minimum offset of joints between face layer and face layer shall be at least 10 inches.
  - d. Gypsum wallboard shall be installed in such manner to provide two hour fire resistant ratings indicated, and in accordance with requirements of UL.
3. Adhesive Lamination:
  - a. Apply adhesive with notched spreader or caulking gun, as recommended by wallboard manufacturer, for this particular application and job condition.
4. Permanent Attachment:
  - a. Permanently attach face layer with specified fasteners in accordance with UL requirements for systems selected.

### 3.10 CONTROL JOINTS

- A. Non-Rated Gypsum Construction: Gypsum panel surfaces shall be isolated with control joints or other means, as detailed and at locations indicated on the drawings, if not shown, where:
  1. Partition, furring or column fireproofing abuts a structural element (except floor) or dissimilar wall or ceiling;
  2. Ceiling or soffit abuts a structural element, dissimilar wall or partition or other vertical penetration;
  3. Construction changes within plane of partition or ceiling;
  4. Partition or furring run exceeds 30 feet.
  5. Ceiling dimensions exceed 50 feet in either direction with perimeter relief, 30 feet without relief;
  6. Exterior soffits exceed 30 feet in either direction;
  7. Wings of "L", "U" and "T" shaped ceiling areas are joined;
  8. Expansion or control joints occur in the exterior wall.
  9. Less-than-ceiling height door/light frames shall have control joints extending to the ceiling from latch side of door. Ceiling height doorframes may be used as control joints.

- B. Fire-Rated Gypsum Construction: Gypsum panel surfaces shall be isolated with control joints or other means, as detailed and at locations indicated on the drawings, if not shown, where:
1. A partition, wall, or ceiling traverses a construction joint (expansion, seismic, or building control element) in the base building structure.
  2. Where a wall or partition runs in an uninterrupted straight plane exceeding 30 feet.
    - a. Full height doorframes may be considered a control joint.
  3. Interior Ceilings with Perimeter Relief: Control joints shall be installed so that linear dimensions between control joints shall not exceed 50 feet and total areas between control joints shall not exceed 2500 sq.ft.
  4. Interior Ceilings without Perimeter Relief: Control joints shall be installed so that linear dimensions between control joints shall not exceed 30 feet and total area between control joints shall not exceed 900 sq.ft.
  5. Exterior Ceilings and Soffits: Control joints shall be installed so that linear dimensions between control joints shall not exceed 30 feet and total area between control joints shall not exceed 900 sq.ft.
  6. A control joint or intermediate blocking shall be installed where ceiling framing members change direction.
  7. A control joint is desired or incorporated as a design accent or Architectural feature.

### 3.11 INSTALLATION - ACOUSTICAL ACCESSORIES

- A. Place acoustical insulation in partitions tight within spaces, around cut openings, behind and around electrical and mechanical items within or behind partitions, and tight to items passing through partitions.
- B. Apply acoustical sealant within partitions in accordance with manufacturer's instructions and recommended procedures.

### 3.12 INSTALLATION - METAL ACCESSORIES AND ARCHITECTURAL PROFILES

- A. Install corner beads and edge trim as specified in ASTM C840.
- B. Install corner beads at external corners
- C. Install edge trim at perimeter of openings and at juncture with other materials except, where covered by casings or flanges.
- D. Install Architectural metal drywall profiles in accordance with manufacturer's instructions.



3.13 INSTALLATION OF ACCESS PANELS

- A. Install metal access panels and rigidly secure in place, as required by other sections and other trades.
- B. Install in accordance with manufacturer's printed instructions and requirements of regulatory agencies, when applicable.
- C. Coordinate the installation of rough bucks, anchors, blocking, mechanical and electrical work which is to be placed in or behind wall framing and ceiling furring. Allow such items to be installed after framing and furring is complete.

3.14 FINISHING GYPSUM BOARD

- A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Prefill open joints, rounded or beveled edges, and damaged surface areas.
- C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- D. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C 840:
  - 1. Level 1: Ceiling plenum areas, concealed areas, and where indicated.
  - 2. Level 2: Panels that are substrate for tile.
  - 3. Level 4: At panel surfaces that will be exposed to view, unless otherwise indicated.
- E. Glass-Mat Gypsum Sheathing Board: Finish according to manufacturer's written instructions for use as exposed soffit board.
- F. Glass-Mat, Water-Resistant Backing Panels: Finish according to manufacturer's written instructions.

3.15 TOLERANCES

- A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8-inch in 10 feet in any direction.

3.16 REPAIRS AND CLEANING

- A. Punctures:

1. When face paper is punctured, fasten approximately 1-1/2-inch from defective fastening and remove defective fastener.
2. Fill all damaged surface areas with compound.
3. Leave clear depression to receive tape.
4. Permit prefill joint compound to harden prior to application of tape

B. Ridging:

1. Do not repair ridging until condition has fully developed; approximately six months after installation of one heating season.
2. Sand ridges to receive reinforcing tape without cutting through tape.
3. Fill concave areas on both sides of ridge with topping compound.
4. After fill is dry, blend in topping compound over repaired area.

C. Cracks:

1. Fill all cracks with compound and finish smooth and flush.

**END OF SECTION 092115**

SECTION 093000 - TILING

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:
  - 1. Porcelain Tile
  - 2. Ceramic tile.
  - 3. Stone thresholds.
  - 4. Waterproof membrane.
  - 5. Tile backing panels.
  - 6. Metal edge strips.
- B. Related Sections:
  - 1. Division 07 Section "Joint Sealants" for sealing of expansion, contraction, control, and isolation joints in tile surfaces.

1.3 DEFINITIONS

- A. General: Definitions in the ANSI A108 series of tile installation standards and in ANSI A137.1 apply to Work of this Section unless otherwise specified.
- B. ANSI A108 Series: ANSI A108.01, ANSI A108.02, ANSI A108.1A, ANSI A108.1B, ANSI A108.1C, ANSI A108.4, ANSI A108.5, ANSI A108.6, ANSI A108.8, ANSI A108.9, ANSI A108.10, ANSI A108.11, ANSI A108.12, ANSI A108.13, ANSI A108.14, ANSI A108.15, ANSI A108.16, and ANSI A108.17, which are contained in "American National Standard Specifications for Installation of Ceramic Tile."
- C. Module Size: Actual tile size plus joint width indicated.
- D. Face Size: Actual tile size, excluding spacer lugs.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. LEED Submittal:
  - 1. Product Data for Credit EQ 4.1: For adhesives and sealants, including printed statement of VOC content.

- C. Shop Drawings: Show locations of each type of tile and tile pattern. Show widths, details, and locations of expansion, contraction, control, and isolation joints in tile substrates and finished tile surfaces.
- D. Samples for Verification:
  - 1. Full-size units of each type and composition of tile and for each color and finish required. For ceramic mosaic tile in color blend patterns, provide full sheets of each color blend.
  - 2. Full-size units of each type of trim and accessory for each color and finish required.
  - 3. Stone thresholds in 6-inch (150-mm) lengths.
  - 4. Metal edge strips in 6-inch (150-mm) lengths.
- E. Qualification Data: For qualified Installer.
- F. Master Grade Certificates: For each shipment, type, and composition of tile, signed by tile manufacturer and Installer.
- G. Product Certificates: For each type of product, signed by product manufacturer.
- H. Material Test Reports: For each tile-setting and -grouting product and special purpose tile.

#### 1.5 QUALITY ASSURANCE

- A. Source Limitations for Tile: Obtain tile of each type and color or finish from one source or producer.
  - 1. Obtain tile of each type and color or finish from same production run and of consistent quality in appearance and physical properties for each contiguous area.
- B. Source Limitations for Setting and Grouting Materials: Obtain ingredients of a uniform quality for each mortar, adhesive, and grout component from one manufacturer and each aggregate from one source or producer.
- C. Source Limitations for Other Products: Obtain each of the following products specified in this Section from a single manufacturer for each product:
  - 1. Stone thresholds.
  - 2. Waterproof membrane.
  - 3. Crack isolation membrane.
  - 4. Joint sealants.
  - 5. Cementitious backer units.
  - 6. Metal edge strips.
- D. Mockups: Build mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
  - 1. Build mockup of **each type of** wall tile installation.
  - 2. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

- E. Preinstallation Conference: Conduct conference at Project site.
  - 1. Review requirements in ANSI A108.01 for substrates and for preparation by other trades.

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store packaged materials in original containers with seals unbroken and labels intact until time of use. Comply with requirements in ANSI A137.1 for labeling tile packages.
- B. Store tile and cementitious materials on elevated platforms, under cover, and in a dry location.
- C. Store aggregates where grading and other required characteristics can be maintained and contamination can be avoided.
- D. Store liquid materials in unopened containers and protected from freezing.
- E. Handle tile that has temporary protective coating on exposed surfaces to prevent coated surfaces from contacting backs or edges of other units. If coating does contact bonding surfaces of tile, remove coating from bonding surfaces before setting tile.

#### 1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Do not install tile until construction in spaces is complete and ambient temperature and humidity conditions are maintained at the levels indicated in referenced standards and manufacturer's written instructions.

#### 1.8 EXTRA MATERIALS

- A. Furnish extra materials that match and are from same production runs as products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Tile and Trim Units: Furnish quantity of full-size units equal to 2 percent of amount installed for each type, composition, color, pattern, and size indicated.
  - 2. Grout: Furnish quantity of grout equal to 2 percent of amount installed for each type, composition, and color indicated.

### PART 2 - PRODUCTS

#### 2.1 PRODUCTS, GENERAL

- A. ANSI Ceramic Tile Standard: Provide tile that complies with ANSI A137.1 for types, compositions, and other characteristics indicated.
  - 1. Provide tile complying with Standard grade requirements unless otherwise indicated.

- B. ANSI Standards for Tile Installation Materials: Provide materials complying with ANSI A108.02, ANSI standards referenced in other Part 2 articles, ANSI standards referenced by TCA installation methods specified in tile installation schedules, and other requirements specified.
- C. Factory Blending: For tile exhibiting color variations within ranges, blend tile in factory and package so tile units taken from one package show same range in colors as those taken from other packages and match approved Samples.
- D. Mounting: For factory-mounted tile, provide back- or edge-mounted tile assemblies as standard with manufacturer unless otherwise indicated.
- E. Factory-Applied Temporary Protective Coating: Where indicated under tile type, protect exposed surfaces of tile against adherence of mortar and grout by precoating with continuous film of petroleum paraffin wax, applied hot. Do not coat unexposed tile surfaces.

## 2.2 TILE PRODUCTS

- A. Tile Type CT-1: Unglazed Colorbody Porcelain tile.
  - 1. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings, **Daltile, Colorbody Porcelain, "Veranda Solids"** or comparable product by one of the following:
    - a. American Olean; Division of Dal-Tile International Inc.
    - b. Crossville, Inc.
    - c. Daltile; Division of Dal-Tile International Inc.
  - 2. Composition: Porcelain.
  - 3. Module Size: As indicated on drawings.
  - 4. Thickness: 3/8 inch (9.52 mm).
  - 5. Face: Pattern of design indicated, with cushion edges.
  - 6. Surface: Smooth without Slip-resistant abrasive admixture.
  - 7. Tile Color and Pattern: Match Architect's drawings and as selected by Architect from manufacturer's full range.
  - 8. Grout Color: As selected by Architect from manufacturer's full range.
  - 9. Trim Units: Coordinated with sizes and coursing of adjoining flat tile where applicable and matching characteristics of adjoining flat tile.
- B. Tile Type CT-2: Glazed Porcelain tile.
  - 1. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings, **Daltile, Glazed Porcelain, "Colour Scheme"** or comparable product by one of the following:
    - a. American Olean; Division of Dal-Tile International Inc.
    - b. Crossville, Inc.
    - c. Daltile; Division of Dal-Tile International Inc.
  - 2. Composition: Porcelain.
  - 3. Module Size: As indicated on drawings.

4. Thickness: 5/16 inch .
5. Face: Pattern of design indicated, with cushion edges.
6. Surface: Smooth without Slip-resistant abrasive admixture.
7. Tile Color and Pattern: Match Architect's drawings and as selected by Architect from manufacturer's full range.
8. Grout Color: As selected by Architect from manufacturer's full range.
9. Trim Units: Coordinated with sizes and coursing of adjoining flat tile where applicable and matching characteristics of adjoining flat tile.

C. Tile Type CT-3: Glazed Ceramic tile.

1. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings, **Daltile, Eco-Body Glazed Ceramic, "Natural Hues"** or comparable product by one of the following:
  - a. American Olean; Division of Dal-Tile International Inc.
  - b. Crossville, Inc.
  - c. Daltile; Division of Dal-Tile International Inc.
2. Composition: Ceramic Tile.
3. Module Size: As indicated on drawings.
4. Thickness: 5/16 inch .
5. Face: Pattern of design indicated, with cushion edges.
6. Surface: Smooth without Slip-resistant abrasive admixture.
7. Tile Color and Pattern: Match Architect's drawings and as selected by Architect from manufacturer's full range.
8. Grout Color: As selected by Architect from manufacturer's full range.
9. Trim Units: Coordinated with sizes and coursing of adjoining flat tile where applicable and matching characteristics of adjoining flat tile.

2.3 THRESHOLDS

- A. General: Fabricate to sizes and profiles indicated or required to provide transition between adjacent floor finishes.
  1. Bevel edges at 1:2 slope, with lower edge of bevel aligned with or up to **1/16 inch (1.5 mm)** above adjacent floor surface. Finish bevel to match top surface of threshold. Limit height of threshold to **1/2 inch (12.7 mm)** or less above adjacent floor surface.
- B. Granite Thresholds: ASTM C 615, with honed finish.
  1. Description: Uniform, medium-grained, gray stone without veining.
- C. Marble Thresholds: ASTM C 503, with a minimum abrasion resistance of **10** per ASTM C 1353 or ASTM C 241 and with honed finish.
  1. Description: Uniform, fine- to medium-grained white stone with gray veining.

#### 2.4 TILE BACKING PANELS

- A. Fiber-Cement Underlayment: ASTM C 1288, in maximum lengths available to minimize end-to-end butt joints.
1. Products: Subject to compliance with requirements, provide the following:
    - a. James Hardie; Hardiebacker 500.
  2. Thickness: 1/2 inch (12.7 mm).
  3. Fasteners
    - a. Metal Framing: 1-1/2 inches (32 mm) No. 8 by 0.375 inch (9.5 mm) HD self-drilling, corrosion resistant ribbed wafer head screws.
    - b. Masonry: Per manufacturers specifications.

#### 2.5 WATERPROOF MEMBRANE

- A. Fluid-Applied Membrane: Liquid-latex rubber or elastomeric polymer.
1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Custom Building Products; Redgard Waterproofing and Crack Prevention Membrane.
    - b. Laticrete International, Inc.; Laticrete Watertight Floor N' Wall Waterproofing.

#### 2.6 SETTING MATERIALS

- A. Latex-Portland Cement Mortar (Thin Set): ANSI A118.4.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Bostik, Inc.
    - b. Custom Building Products.
    - c. MAPEI Corporation
    - d. Laticrete International, Inc.
  2. Provide prepackaged, dry-mortar mix combined with acrylic resin or styrene-butadiene-rubber liquid-latex additive at Project site.
  3. For wall applications, provide mortar that complies with requirements for nonsagging mortar in addition to the other requirements in ANSI A118.4.

#### 2.7 GROUT MATERIALS

- A. Water Based, Urethane and Quartz Aggregate Tile Grout with Antimicrobial Protection: ANSI A118.7 and A118.3.
1. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated "Bostik - TruColor Single Component Premixed Grout"



2.8 MISCELLANEOUS MATERIALS

- A. Trowelable Underlayments and Patching Compounds: Latex-modified, portland cement-based formulation provided or approved by manufacturer of tile-setting materials for installations indicated.
- B. Metal Edge Strips: Angle or L-shape, height to match tile and setting-bed thickness, metallic or combination of metal and PVC or neoprene base, designed specifically for wall tile applications; stainless-steel, ASTM A 666, 300 Series exposed-edge material. See drawings for locations or typically all exposed corners.
- C. Temporary Protective Coating: Either product indicated below that is formulated to protect exposed surfaces of tile against adherence of mortar and grout; compatible with tile, mortar, and grout products; and easily removable after grouting is completed without damaging grout or tile.
  - 1. Petroleum paraffin wax, fully refined and odorless, containing at least 0.5 percent oil with a melting point of 120 to 140 deg F (49 to 60 deg C) per ASTM D 87.
  - 2. Grout release in form of manufacturer's standard proprietary liquid coating that is specially formulated and recommended for use as temporary protective coating for tile.
- D. Tile Cleaner: A neutral cleaner capable of removing soil and residue without harming tile and grout surfaces, specifically approved for materials and installations indicated by tile and grout manufacturers.
- E. Grout Sealer: Manufacturer's standard silicone product for sealing grout joints and that does not change color or appearance of grout.
  - 1. Products: Subject to compliance with requirements, provide the following:
    - a. Bostik, Inc.; CeramaSeal Grout & Tile Sealer.
    - b. C-Cure; Penetrating Sealer 978.
    - c. Custom Building Products; Surfaceguard Grout and Tile Sealer.

2.9 MIXING MORTARS AND GROUT

- A. Mix mortars and grouts to comply with referenced standards and mortar and grout manufacturers' written instructions.
- B. Add materials, water, and additives in accurate proportions.
- C. Obtain and use type of mixing equipment, mixer speeds, mixing containers, mixing time, and other procedures to produce mortars and grouts of uniform quality with optimum performance characteristics for installations indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions where tile will be installed, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of installed tile.
1. Verify that substrates for setting tile are firm, dry, clean, free of coatings that are incompatible with tile-setting materials including curing compounds and other substances that contain soap, wax, oil, or silicone; and comply with flatness tolerances required by ANSI A108.01 for installations indicated.
  2. Verify that concrete substrates for tile floors installed with adhesives, bonded mortar bed or thin-set mortar comply with surface finish requirements in ANSI A108.01 for installations indicated.
    - a. Verify that surfaces that received a steel trowel finish have been mechanically scarified.
    - b. Verify that protrusions, bumps, and ridges have been removed by sanding or grinding.
  3. Verify that installation of grounds, anchors, recessed frames, electrical and mechanical units of work, and similar items located in or behind tile has been completed.
  4. Verify that joints and cracks in tile substrates are coordinated with tile joint locations; if not coordinated, adjust joint locations in consultation with Architect.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Fill cracks, holes, and depressions in concrete substrates for tile floors installed with thin-set mortar with trowelable leveling and patching compound specifically recommended by tile-setting material manufacturer.
- B. Where indicated, prepare substrates to receive waterproofing by applying a reinforced mortar bed that complies with ANSI A108.1A and is sloped **1/4 inch per foot (1:50)** toward drains.
- C. Blending: For tile exhibiting color variations, verify that tile has been factory blended and packaged so tile units taken from one package show same range of colors as those taken from other packages and match approved Samples. If not factory blended, either return to manufacturer or blend tiles at Project site before installing.
- D. Field-Applied Temporary Protective Coating: If indicated under tile type or needed to prevent grout from staining or adhering to exposed tile surfaces, precoat them with continuous film of temporary protective coating, taking care not to coat unexposed tile surfaces.

### 3.3 TILE INSTALLATION

- A. Comply with TCA's "Handbook for Ceramic Tile Installation" for TCA installation methods specified in tile installation schedules. Comply with parts of the ANSI A108 Series "Specifications for Installation of Ceramic Tile" that are referenced in TCA installation methods, specified in tile installation schedules, and apply to types of setting and grouting materials used.
1. For the following installations, follow procedures in the ANSI A108 Series of tile installation standards for providing 95 percent mortar coverage:
    - a. Interior tile walls.
    - b. Tile walls in wet areas.
- B. Extend tile work into recesses and under or behind equipment and fixtures to form complete covering without interruptions unless otherwise indicated. Terminate work neatly at obstructions, edges, and corners without disrupting pattern or joint alignments.
- C. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces. Carefully grind cut edges of tile abutting trim, finish, or built-in items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures, and other penetrations so plates, collars, or covers overlap tile.
- D. Jointing Pattern: Lay tile in grid pattern unless otherwise indicated. Lay out tile work and center tile fields in both directions in each space or on each wall area. Lay out tile work to minimize the use of pieces that are less than half of a tile. Provide uniform joint widths unless otherwise indicated.
1. For tile mounted in sheets, make joints between tile sheets same width as joints within tile sheets so joints between sheets are not apparent in finished work.
  2. Where adjoining tiles on floor, base, walls, or trim are specified or indicated to be same size, align joints.
  3. Where tiles are specified or indicated to be whole integer multiples of adjoining tiles on floor, base, walls, or trim, align joints unless otherwise indicated.
- E. Joint Widths: Unless otherwise indicated, install tile with the following joint widths:
1. Ceramic Tile: **1/8 inch (3.2 mm)**.
  2. Glazed Porcelain Wall Tile: **1/8 inch (3.2 mm)**.
  3. Colorbody Porcelain Wall Tile: **1/8 inch (3.2 mm)**.
- F. Lay out tile wainscots to dimensions indicated or to next full tile beyond dimensions indicated.
- G. Expansion Joints: Provide expansion joints and other sealant-filled joints, including control, contraction, and isolation joints, where indicated. Form joints during installation of setting materials, mortar beds, and tile. Do not saw-cut joints after installing tiles.
1. Where joints occur in concrete substrates, locate joints in tile surfaces directly above them.
  2. Prepare joints and apply sealants to comply with requirements in Division 07 Section "Joint Sealants."

- H. Stone Thresholds: Install stone thresholds in same type of setting bed as adjacent floor unless otherwise indicated.
  - 1. At locations where mortar bed (thickset) would otherwise be exposed above adjacent floor finishes, set thresholds in latex-portland cement mortar (thin set).
- I. Metal Edge Strips: Install at locations indicated.
- J. Grout Sealer: Apply grout sealer to grout joints on tile walls according to grout-sealer manufacturer's written instructions. As soon as grout sealer has penetrated grout joints, remove excess sealer and sealer from tile faces by wiping with soft cloth.

### 3.4 TILE BACKING PANEL INSTALLATION

- A. Install fiber-cement underlayment and treat joints according to ANSI A108.11 and manufacturer's written instructions for type of application indicated.

### 3.5 WATERPROOFING INSTALLATION

- A. Install waterproofing to comply with ANSI A108.13 and manufacturer's written instructions to produce waterproof membrane of uniform thickness and bonded securely to substrate.
- B. Do not install tile or setting materials over waterproofing until waterproofing has cured and been tested to determine that it is watertight.

### 3.6 CRACK ISOLATION MEMBRANE INSTALLATION

- A. Install crack isolation membrane to comply with ANSI A108.17 and manufacturer's written instructions to produce membrane of uniform thickness and bonded securely to substrate.
- B. Do not install tile or setting materials over crack isolation membrane until membrane has cured.

### 3.7 CLEANING AND PROTECTING

- A. Cleaning: On completion of placement and grouting, clean all ceramic tile surfaces so they are free of foreign matter.
  - 1. Remove grout residue from tile as soon as possible.
  - 2. Clean grout smears and haze from tile according to tile and grout manufacturer's written instructions but no sooner than 10 days after installation. Use only cleaners recommended by tile and grout manufacturers and only after determining that cleaners are safe to use by testing on samples of tile and other surfaces to be cleaned. Protect metal surfaces and plumbing fixtures from effects of cleaning. Flush surfaces with clean water before and after cleaning.
  - 3. Remove temporary protective coating by method recommended by coating manufacturer and that is acceptable to tile and grout manufacturer. Trap and remove coating to prevent drain clogging.

- B. Protect installed tile work with kraft paper or other heavy covering during construction period to prevent staining, damage, and wear. If recommended by tile manufacturer, apply coat of neutral protective cleaner to completed tile walls and floors.
- C. Prohibit foot and wheel traffic from tiled floors for at least seven days after grouting is completed.
- D. Before final inspection, remove protective coverings and rinse neutral protective cleaner from tile surfaces.

### 3.8 INTERIOR TILE INSTALLATION SCHEDULE

#### A. Interior Wall Installations :

##### 1. Bayard Middle School:

- a. Toilet Rooms - Daltile Glazed Porcelain, "Colour Scheme", including "Linear Options Program", and "Natural Hues" Group 1 and Group 2
- b. Boys Room
  - 1) Color 1 - field wall tile "Artic White Speckle B926"
  - 2) Color 2 – field tile (base and rails) "Galaxy B907"
  - 3) Color 3 – field tile (base and rails) "Black B901"
  - 4) Color 4a- field tile (accent on rails) "Mist QH15"
  - 5) Color 4b - field tile (accent on rails) "Sunburst QH92"
- c.
- d. Girls Room
  - 1) Color 1 - field wall tile "Biscuit Speckle B929"
  - 2) Color 2 – field tile (base and rails) "Galaxy B907"
  - 3) Color 3 – field tile (base and rails) "Black Shadow PN99"
  - 4) Color 4a- field tile (accent on rails) "Mist QH15"
  - 5) Color 4b - field tile (accent on rails) "Sunburst QH92"

##### 2. Palmer Elementary School:

- a. Toilet Rooms - Daltile Glazed Porcelain, "Colour Scheme", including "Linear Options Program", and "Natural Hues" Group 1 and Group 2
- b. Corridors - Daltile Ceramic Tile "Natural Hues" Group 1 and Group 2
- c. Boys Room
  - 1) Color 1 - field wall tile "Artic White Speckle B926"
  - 2) Color 2 – field tile (base and rails) "Galaxy B907"
  - 3) Color 3 – field tile (base and rails) "Black B901"
  - 4) Color 4a- field tile (accent on rails) "Blueberry QH46"
  - 5) Color 4b - field tile (accent on rails) "Butter Cream QH06"
- d. Girls Room
  - 1) Color 1 - field wall tile "Artic White Speckle B926"
  - 2) Color 2 – field tile (base and rails) "Fire Brick B950"
  - 3) Color 3 – field tile (base and rails) "Black B901"
  - 4) Color 4a- field tile (accent on rails) "Tuscany QH74"
  - 5) Color 4b - field tile (accent on rails) "Butter Cream QH06"

- e. Corridor Accent Walls
  - 1) Color 5a- Boys Room Entry - field tile “Blueberry QH46”
  - 2) Color 5b – Girls Room Entry – field tile “Tuscany QH74”

END OF SECTION 093000

**CANNOT BE USED FOR BIDDING**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes resinous flooring systems with epoxy body coat(s).
  - 1. Application Method: Troweled or Screened.
- B. Related Sections include the following:
  - 1. Division 7 Section 07920 "Joint Sealants" for sealants installed at joints in resinous flooring systems.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include manufacturer's technical data, application instructions, and recommendations for each resinous flooring component required.
- B. Samples for Initial Selection: For each type of exposed finish required.
- C. Samples for Verification: For each resinous flooring system required, 6 inches (150 mm) square, applied to a rigid backing by Installer for this Project.
- D. Product Schedule: Use resinous flooring designations indicated in Part 2 and room designations indicated on Drawings in product schedule.
- E. Installer Certificates: Signed by manufacturer certifying that installers comply with specified requirements.
- F. Material Test Reports: For each resinous flooring component.
- G. Material Certificates: For each resinous flooring component, signed by manufacturer.
- H. Maintenance Data: For resinous flooring to include in maintenance manuals.
- I. List of References: Provide a minimum of five related projects.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced installer (applicator) who is experienced in applying resinous flooring systems similar in material, design, and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance, and who is acceptable to resinous flooring manufacturer.

1. Engage an installer who employs only persons trained and approved by resinous flooring manufacturer for applying resinous flooring systems indicated.
  2. Engage an installer who is certified in writing by resinous flooring manufacturer as qualified to apply resinous flooring systems indicated.
- B. Source Limitations: Obtain primary resinous flooring materials, including primers, resins, hardening agents, grouting coats, and topcoats, through one source from a single manufacturer. Provide secondary materials, including patching and fill material, joint sealant, and repair materials, of type and from source recommended by manufacturer of primary materials.
- C. Federal Agency Approvals: Where indicated, provide resinous flooring systems approved by the USDA for use indicated.
- D. Mockups: Apply mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
1. Apply full-thickness mockups on 48-inch- (1200-mm-) square floor area selected by Architect.
    - a. Include 48-inch (1200-mm) length of integral cove base.
  2. Simulate finished lighting conditions for Architect's review of mockups.
  3. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
- 1.5 DELIVERY, STORAGE, AND HANDLING
- A. Deliver materials in original packages and containers, with seals unbroken, bearing manufacturer's labels indicating brand name and directions for storage and mixing with other components.
  - B. Store materials to prevent deterioration from moisture, heat, cold, direct sunlight, or other detrimental effects.
- 1.6 PROJECT CONDITIONS
- A. Environmental Limitations: Comply with resinous flooring manufacturer's written instructions for substrate temperature, ambient temperature, moisture, ventilation, and other conditions affecting resinous flooring application.
  - B. Lighting: Provide permanent lighting or, if permanent lighting is not in place, simulate permanent lighting conditions during resinous flooring application.
  - C. Close spaces to traffic during resinous flooring application and for not less than 24 hours after application, unless manufacturer recommends a longer period.
- 1.7 Warranty: The contractor and the manufacturer shall furnish a standard guarantee of the 1/8-inch Decorative Slurry / Broadcast Epoxy Flooring System for a period of TWO years after substantial completion. The labor and material guarantee shall include loss of bond and wear-through to the concrete substrate from normal use.



PART 2 - PRODUCTS

2.1 RESINOUS FLOORING ("Epoxy Resin" on drawings)

- A. Manufacturers: Basis-of-Design Product: Subject to compliance with requirements, provide Stonhard, Inc.; Stonblend GSI. or an equivalent product by one of the following:
1. Crossfield Products Corp., Dex-O-Tex.
  2. Dur-A-Flex Inc.
  3. Seamless Technologies.
- B. System Characteristics:
1. Color and Pattern: As selected by Architect from manufacturer's full range.
  2. Wearing Surface: Textured for slip resistance.
  3. Integral Cove Base: 4 inches high as indicated on toilet room elevations.
  4. Overall System Thickness: 3/16 inch (4.8 mm).
  5. Federal Agency Approvals: USDA approved for food-processing environments.
- C. System Components: Manufacturer's standard components that are compatible with each other and as follows:
1. Body Coat(s):
    - a. Resin: Epoxy
    - b. Formulation Description: 100 percent solids
    - c. Application Method: Troweled or screened.
    - d. Aggregates: Colored quartz (ceramic-coated silica).
  2. Primer: Type recommended by manufacturer for substrate and body coat(s) indicated.
    - a. Formulation Description: 100 percent solids
  3. Waterproofing Membrane: Type recommended by manufacturer for substrate and primer and body coat(s) indicated.
    - a. Formulation Description: 100 percent solids
  4. Reinforcing Membrane: Flexible resin formulation that is recommended by manufacturer for substrate and primer and body coat(s) indicated and that prevents substrate cracks from reflecting through resinous flooring.
    - a. Formulation Description: 100 percent solids
    - b. Provide fiberglass scrim embedded in reinforcing membrane.
  5. Topcoat: Chemical-resistant sealing or finish coat(s).
    - a. Resin: Urethane
    - b. Formulation Description: 100 percent solids
    - c. Type: Clear
    - d. Finish: Matte.
    - e. Number of Coats: Two.

D. System Physical Properties: Provide resinous flooring system with the following minimum physical property requirements when tested according to test methods indicated:

1. Compressive Strength: 6000 per ASTM C 579.
2. Tensile Strength: 1500 per ASTM C 307.
3. Flexural Modulus of Elasticity:  $5.0 \times 10^5$  per ASTM C 580.
4. Water Absorption: 0.2 per ASTM C 413.
5. Coefficient of Thermal Expansion:  $1.8 \times 10^{-5}$  per ASTM C 531
6. Impact Resistance: No chipping, cracking, or delamination and not more than 1/16 inch (1.6 mm) permanent indentation per MIL-D-3134.
7. Resistance to Elevated Temperature: No slip or flow of more than 1/16 inch (1.6 mm) per MIL-D-3134.
8. Abrasion Resistance: .06 maximum weight loss per ASTM D 4060.
9. Flammability: Self-extinguishing per ASTM D 635.
10. Hardness: 85-90, Shore D per ASTM D 2240.
11. Bond Strength: >250, 100 percent concrete failure per ACI 503R.

## 2.2 ACCESSORY MATERIALS

- A. Patching and Fill Material: Resinous product of or approved by resinous flooring manufacturer and recommended by manufacturer for application indicated.
- B. Joint Sealant: Type recommended or produced by resinous flooring manufacturer for type of service and joint condition indicated.
1. Use sealants that have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. General: Prepare and clean substrates according to resinous flooring manufacturer's written instructions for substrate indicated. Provide clean, dry, and neutral Ph substrate for resinous flooring application.
- B. Concrete Substrates: Provide sound concrete surfaces free of laitance, glaze, efflorescence, curing compounds, form-release agents, dust, dirt, grease, oil, and other contaminants incompatible with resinous flooring.
1. Roughen concrete substrates as follows:
    - a. Shot-blast surfaces with an apparatus that abrades the concrete surface, contains the dispensed shot within the apparatus, and recirculates the shot by vacuum pickup.
    - b. Comply with ASTM C 811 requirements, unless manufacturer's written instructions are more stringent.
  2. Repair damaged and deteriorated concrete according to resinous flooring manufacturer's written recommendations.
  3. Verify that concrete substrates are dry.

- a. Perform anhydrous calcium chloride test, ASTM F 1869. Proceed with application only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. (1.36 kg of water/92.9 sq. m) of slab in 24 hours.
  - b. Perform plastic sheet test, ASTM D 4263. Proceed with application only after testing indicates absence of moisture in substrates.
  - c. Perform additional moisture tests recommended by manufacturer. Proceed with application only after substrates pass testing.
4. Verify that concrete substrates have neutral Ph and that resinous flooring will adhere to them. Perform tests recommended by manufacturer. Proceed with application only after substrates pass testing.
- C. Resinous Materials: Mix components and prepare materials according to resinous flooring manufacturer's written instructions.
- D. Use patching and fill material to fill holes and depressions in substrates according to manufacturer's written instructions.
- E. Treat control joints and other nonmoving substrate cracks to prevent cracks from reflecting through resinous flooring according to manufacturer's written recommendations.

### 3.2 APPLICATION

- A. General: Apply components of resinous flooring system according to manufacturer's written instructions to produce a uniform, monolithic wearing surface of thickness indicated.
1. Coordinate application of components to provide optimum adhesion of resinous flooring system to substrate, and optimum intercoat adhesion.
  2. Cure resinous flooring components according to manufacturer's written instructions. Prevent contamination during application and curing processes.
  3. At substrate expansion and isolation joints, provide joint in resinous flooring to comply with resinous flooring manufacturer's written recommendations.
    - a. Apply joint sealant to comply with manufacturer's written recommendations.
- B. Apply primer over prepared substrate at manufacturer's recommended spreading rate.
- C. Apply waterproofing membrane, where indicated, in manufacturer's recommended thickness.
  1. Apply waterproofing membrane to integral cove base substrates.
- D. Apply reinforcing membrane to substrate cracks.
- E. Integral Cove Base: Apply cove base mix to wall surfaces before applying flooring. Apply according to manufacturer's written instructions and details including those for taping, mixing, priming, troweling, sanding, and topcoating of cove base. Round internal and external corners.
- F. Apply self-leveling slurry body coat(s) in thickness indicated for flooring system.
  1. Broadcast aggregates and, after resin is cured, remove excess aggregates to provide surface texture indicated.

- G. Apply troweled or screeded body coat(s) in thickness indicated for flooring system. Hand or power trowel and grout to fill voids. When cured, sand to remove trowel marks and roughness.
- H. Apply grout coat, of type recommended by resinous flooring manufacturer to fill voids in surface of final body coat and to produce wearing surface indicated.
- I. Apply topcoat(s) in number of coats indicated for flooring system and at spreading rates recommended in writing by manufacturer.

### 3.3 FIELD QUALITY CONTROL

- A. Core Sampling: At the direction of Owner and at locations designated by Owner, take one core sample per 1000 sq. ft. (92.9 sq. m) of resinous flooring, or portion of, to verify thickness. For each sample that fails to comply with requirements, take two additional samples. Repair damage caused by coring and correct deficiencies.
- B. Material Sampling: Owner may, at any time and any number of times during resinous flooring application, require material samples for testing for compliance with requirements.
  - 1. Owner will engage an independent testing agency to take samples of materials being used. Material samples will be taken, identified, sealed, and certified in presence of Contractor.
  - 2. Testing agency will test samples for compliance with requirements, using applicable referenced testing procedures or, if not referenced, using testing procedures listed in manufacturer's product data.
  - 3. If test results show applied materials do not comply with specified requirements, pay for testing, remove noncomplying materials, prepare surfaces coated with unacceptable materials, and reapply flooring materials to comply with requirements.
- C. Project Monitoring: The project must be monitored by a manufacturer's representative throughout the installation process and at critical periods of installation deemed appropriate by the Architect.
- D. Owner Rights: The Owner reserves the right to request copies of all invoices for materials.

### 3.4 CLEANING AND PROTECTING

- A. Protect resinous flooring from damage and wear during the remainder of construction period. Use protective methods and materials, including temporary covering, recommended in writing by resinous flooring manufacturer.

END OF SECTION 09671

## 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. This Section includes surface preparation and field application of painting systems to items and surfaces scheduled for interior non-secure, non-inmate areas.
- B. This Section includes the following:
  - 1. Preparation of surfaces to receive finish.
  - 2. Finished Areas: Painting and finishing of all surfaces throughout the interior and exterior of the project, except those items of equipment specified to be painted by other trades, shall receive finishing under this Section by the General Construction Contract, including:
    - a. General: Ferrous metals, wood, plaster, drywall, concrete and masonry surfaces where scheduled or noted.
    - b. Mechanical: Items such as access panels, exposed piping, throughout project.
    - c. Electrical: Items such as access panels, exposed conduits, non-finished or prime painted metals and other equipment throughout Project.
  - 3. Mechanical and Electrical Equipment Rooms: Painting and finishing of all heating, ventilating, air conditioning, plumbing and electrical equipment and lines, except those items of equipment specified under "Finished Areas" above, shall receive finishing under this Section by the Mechanical and Electrical Construction Contracts, including:
    - a. Equipment and supports on the roof, roof drain strainers, exterior exposed gas piping.
  - 4. It shall be understood that all exposed surfaces, piping, conduits, ductwork, equipment and similar items, left unfinished in "Finished Areas" throughout the project by the requirements of other specifications and/or trades shall be painted or finished under the General Construction Contract.
  - 5. Finish surfaces in accordance with "Exterior and Interior Painting and Finishing Schedules" at end of this Section.

C. Work Not Included:

1. Items Not Requiring a Paint Finish: Field painting, in general, will not be required on the following:
  - a. Interior face brick, ceramic tile, acoustical tile ceilings, structural glazed tile, lead, copper, brass, bronze, aluminum, chromium plate, nickel, stainless steel, and monel metal, unless specifically noted or specified otherwise.
2. Items Factory Painted: Field painting will not be required on these items and equipment that are completely finished at the factory unless noted and/or specified otherwise.

D. Related Sections include the following:

1. Division 04 Section "Unit Masonry" for final field application of block filler and paint finish.
2. Division 05 Section "Structural Steel" for shop priming structural steel.
3. Division 05 Section "Steel Deck" for final field application of paint finish on exposed metal decking.
4. Division 05 Section "Metal Fabrications" for shop priming ferrous metal.
5. Division 05 Section "Pipe and Tube Railings" for final field application of paint finish.
6. Division 09 Section "High-Performance Coatings" for exterior and inmate painting systems.
7. Division 23 for identification devices for piping, valves, and equipment.

1.3 REFERENCE STANDARDS

A. American National Standards Institute (ANSI):

1. ANSI REV.1 - Identification of Piping Systems.

B. Occupational Safety and Health Act (OSHA):

1. OSHA 1910.144 - Safety Color Code for Marking Physical Hazards.

1.4 SUBMITTALS

A. Product Data: For each type of product indicated.

B. Samples for Initial Selection: For each type of topcoat product indicated.

C. Samples for Verification: For each type of paint system and each color and gloss of topcoat indicated.

1. Submit Samples on rigid backing.
  2. Step coats on Samples to show each coat required for system.
    - a. Prepare sample color panels in duplicate for Architect's approval before any painting or materials are ordered; size 4 inches x 12 inches.
    - b. Show all of the colors and the various surface finishes (eggshell, satin or gloss) specified with each paint application.
    - c. Priming coat shall cover 3/4 of the face of panels, body coat shall cover 5/8 of face, first finish coat shall cover 1/2 of face and the top finish coat shall cover 1/4 of face, thus leaving portions of priming and body coats exposed.
    - d. Stains shall be applied to cover not more than 3/4 of face; succeeding varnish coats shall be applied to cover approximately 1/8 less of panel face.
  3. Label each coat of each Sample.
  4. Label each Sample for location and application area.
  5. Installing mechanical, plumbing and electrical contractors are not required to furnish samples for their Work within pipe spaces and equipment rooms.
- D. Product List: For each product indicated, include the following:
1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
  2. Manufacturer's Information: Current Manufacturer's product data sheets with complete information on surface preparation, application, handling and storage requirements and VOC data showing compliance with current OTC requirements.
- E. Closeout Submittals:
1. Operation and Maintenance Data: Submit data on cleaning, touch-up, and repair of painted and coated surfaces.
- 1.5 MOCK-UP
- A. General Construction: Before proceeding with any painting application, prepare and finish a "Sample Room", complete or in part, as directed by Architect.
  - B. Mechanical Construction: Before proceeding with any painting and identification application, prepare and finish a 4-foot section of pipe and conduit, complete with appropriate line identification, color coding, and flow indication, in the Mechanical/Electrical Equipment Room.
  - C. Finish all areas and items in accordance with specifications and in colors selected as indicated on Architect's "Color Schedule".
  - D. Do not apply additional coats until each completed coat has been inspected and approved.

- E. When entire room or area is approved, "Sample Room" will serve as a minimum standard for workmanship, appearance, and materials for work throughout project.
- F. When 4 foot section of pipe and conduit is approved, mock-up will serve as a minimum standard for workmanship, appearance, and materials for work throughout Equipment Room(s).

#### 1.6 MAINTENANCE MATERIAL

- A. Leave on premises, where directed by Architect not less than one gallon of each color used.
- B. Containers to be tightly sealed and clearly labeled for identification.

#### 1.7 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Delivery:
  - 1. Deliver paint materials in sealed original labeled containers, bearing manufacturer's name, type of paint, brand name, color designation, and instructions for mixing and/or reducing.
  - 2. In no case will factory labels be permitted to be installed on containers at job site.
- B. Storage and Handling:
  - 1. Provide adequate storage facilities. Store paint materials at minimum ambient temperature of 45 degrees F in well ventilated area.
  - 2. Take precautionary measures to prevent fire hazards and spontaneous combustion.

#### 1.8 ENVIRONMENTAL CONDITIONS

- A. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below following maximums:
  - 1. Plaster and gypsum wallboard: 12 percent.
  - 2. Masonry, concrete and concrete block: 12 percent.
  - 3. Interior located wood: 15 percent.
- B. Ensure surface temperatures or the surrounding air temperature is minimum 40 degrees F before applying finishes. Minimum application temperature for latex paints for interior work is 45 degrees F and 50 degrees F for exterior work. Minimum application temperature for varnish is 65 degrees F.



- C. Provide adequate continuous ventilation and sufficient heating facilities to maintain temperatures above 45 degrees F for 24 hours before, during and 48 hours after application of finishes.
- D. Provide minimum 20 - 25 foot candles of lighting on surfaces to be finished.
- E. Do not apply finishes in areas where dust is being generated.

## 1.9 PROTECTION

- A. Adequately protect other surfaces from paint and damage. Repair damage as a result of inadequate or unsuitable protection.
- B. Furnish sufficient drop cloths, shields, and protective equipment to prevent spray droppings from fouling surfaces not being painted and in particular, surfaces within storage and preparation area.
- C. Place cotton waste, cloths, and material that may constitute a fire hazard in closed metal containers and remove daily from site.
- D. Remove electrical plates, surface hardware, fittings and fastenings, prior to painting operations. These items are to be carefully stored, cleaned, and replaced on completion of work in each area. Do not use solvent to clean hardware that may remove permanent lacquer finish.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. Basis-of-Design: The paint materials specified in this Specification Section are based on Sherwin-Williams Co., Cleveland, OH from the low odor, health care product line. Subject to compliance with requirements, provide the named product or a comparable product by one of the following:
  - 1. PPG Architectural Finishes, Inc., Pittsburgh, PA.
  - 2. ICI, Cleveland, OH.
  - 3. Benjamin Moore & Co., Montvale, NJ.
- B. Other paint manufacturer's products will be considered according to requirements of Division 01, and the following requirements:
  - 1. Submit a complete list of proposed material, including manufacturer's name, trade name, data for each product and color charts, and specifically designate by name the "Sherwin-Williams" product that the proposed product will substitute.
  - 2. Submit a paint schedule listing all surfaces and list proposed substitute product.

## 2.2 MATERIAL

- A. Paint, Varnish, Stain, Enamel, Lacquer and Fillers: Type and brand specified in "Painting and Finishing Schedules" at end of Section.
- B. Paint Accessory Materials: Linseed oil, shellac, turpentine and other materials not specifically indicated herein but required to achieve the finishes specified of high quality and approved manufacturer.
- C. Paints: Ready-mixed except field catalyzed coatings. Pigments fully ground maintaining a soft paste consistency, capable of readily and uniformly dispersing to a complete homogeneous mixture.
- D. Paints to have good flowing and brushing properties and be capable of drying or curing free of streaks or sags.

## PART 3 - EXECUTION

### 3.1 INSPECTION

- A. Thoroughly examine surfaces scheduled to be painted prior to commencement of work.
- B. Report in writing to the appropriate Prime Contractor with copy to Architect, any surface condition that may adversely affect execution, permanence or quality of work, and which cannot be put into an acceptable condition through the preparatory work as included in Article 3.2 - Preparation of Surfaces, specified below.
- C. Do not commence painting until such defects and conditions have been corrected and made suitable to properly receive application of finish. Application of paint or finish to surfaces constitutes acceptance of the surfaces.
- D. Ensure areas to be painted are clean and free of dust and remain in that condition through the entire painting process.

### 3.2 PREPARATION OF SURFACES

- A. General:
  - 1. Surfaces to be painted shall be clean, including floors and adjacent surfaces.
  - 2. Mildew, efflorescence and all foreign material shall be removed from surface by appropriate methods as recommended by manufacturer.
- B. Wood:
  - 1. Sand to smooth and even surface, except where rough texture surface is specified, then vacuum or dust off.

2. Wipe off dust and dirt from all miscellaneous wood items and millwork prior to priming.
3. Spot coat all knots, pitch streaks and runs, and sappy sections with knot sealer.
4. Properly fill nail holes, and minor cracks, open joints and other small defects with putty or wood filler after primer coat has dried, on wood to be painted, then sand between coats.
5. Fill nail holes and porous open grain with putty, paste filler and/or colored putty sticks, on wood to be stained and varnished, then sand between coats.
6. Back prime interior and exterior woodwork.

C. Plaster and Gypsum Wallboard:

1. Plaster:
  - a. Fill narrow hairline cracks, small holes and surface imperfections with patching plaster.
  - b. Sand smooth, match and adjacent surfaces.
2. Gypsum Wallboard:
  - a. Remove contamination from surface and prime to show any defects.
  - b. Fill cracks, small holes, and imperfections with drywall joint cement with thin layers.
  - c. Sand smooth, do not raise nap of paper.

D. Concrete and Masonry Surfaces:

1. Remove dirt, loose mortar, scale powder and other foreign matter from concrete and concrete block surfaces which are to be painted or to receive a clear sealer.
2. Remove oil and grease with a solution of tri-sodium phosphate, rinse well and allow to thoroughly dry.
3. Remove stains caused by weathering of corroding metals with a solution of sodium metasilicate after being thoroughly wetted with water; allow to thoroughly dry.

E. Steel and Iron:

1. Remove grease, rust, scale, dirt and dust from steel and on surfaces.
2. Where heavy coatings of scale are evident, remove by wire brushing, sandblasting or other necessary method to ensure a satisfactory surface for painting.
3. Unprimed Steel:
  - a. Clean by washing with solvent.
  - b. Apply a treatment of phosphoric acid solution, ensuring weld joints, bolts and nuts are similarly treated.
  - c. Prime surfaces to indicate any defects; repair defects, then paint.

4. Shop Primed Steel:
  - a. Sand and scrape surfaces to remove loose primer and rust.
  - b. Feather out edges to make touch-up patches inconspicuous.
  - c. Clean surfaces with solvent.
  - d. Prime bare steel surfaces.

F. Galvanized Metal:

1. Remove surface contamination and oils from galvanized surfaces and wash with solvent.
2. Apply coat of etching type primer.

G. Copper:

1. Painted Finish:

- a. Remove contamination from copper surfaces scheduled to receive paint finish by buffing or polishing to a bright color, or solvent washing.
- b. Apply vinyl etch primer or mild phosphoric acid cleaner.
- c. Apply paint finish while surface is bright and clean.

2. Oxidized Finish:

- a. Remove contamination from copper surfaces scheduled to be oxidized.
- b. Apply oxidizing solution of copper acetate and ammonium chloride in acetic acid.
- c. Rub on repeatedly for correct effect.
- d. Once attained, rinse surfaces thoroughly with clear water and allow to dry.

3.3 APPLICATION

- A. Do not apply any initial coating until the moisture content of surfaces is within limitations recommended by the paint manufacturer.
- B. Apply all paints and varnish with appropriate type brushes and rollers.
- C. Rate of application consistency shall be in accordance with recommendations of manufacturer for the type of surface being painted.
- D. Keep brushes and rollers clean, free from contaminants, and suitable for the finish required.
- E. Comply with manufacturer's recommendations for drying time required between succeeding coats.
- F. Each coat shall be slightly darker than preceding coat unless otherwise directed.

- G. Sand and dust between coats to achieve required finish. Finish coat shall be smooth, free of brush marks, streaks, laps, pile up of paint, and skipped or missed areas.
- H. Cut-in edges of paint adjoining other materials or colors, clean and sharp with no overlapping.
- I. Where clear finishes are required ensure tint fillers match wood. Work fillers well into grain before set. Wipe excess from surface.
- J. Backprime exterior woodwork, which is to receive paint finish, with exterior primer paint.
- K. Backprime interior woodwork, which is to receive paint or enamel finish, with enamel undercoater paint.
- L. Backprime interior and exterior woodwork, which is to receive stain and/or varnish finish, with gloss varnish reduced 25 percent with mineral spirits.
- M. Prime top and bottom edges of wood and metal doors with enamel undercoat when scheduled to be painted.
- N. Prime top and bottom edges of all wood doors with gloss varnish when they are scheduled to receive stain or clear finish.
- O. Before painting, remove switch, and coverplates, accessories, and minor hardware, lighting fixtures, and similar minor items or provide ample protection of such items. Upon completion of such space, reinstall removed items.
- P. Remove grilles, covers and access panels for mechanical and electrical systems from location and paint separately.
- Q. Finish prime painted equipment to color selected.
- R. All nameplates and data plates that indicate manufacturer, model, size, capacity, codes, or identifying data printed on equipment, shall not be painted; carefully cut-in.
- S. Prime and paint insulated and bare pipes, conduits, boxes, insulated and bare ducts, hangers, brackets, collars and supports, except where items are plated or covered with a pre-finished coating at exposed areas.
- T. Replace identification markings on mechanical or electrical equipment when painted over or spattered with same identification devices furnished by the mechanical and electrical sections, at the expense of the painting contractor.
- U. Paint exposed conduit and electrical equipment occurring in finished areas. Color and texture to match adjacent surfaces.

- V. Paint both sides and edges of plywood backboards for electrical equipment before installing backboards and mounting equipment on them.

### 3.4 CLEAN-UP

- A. Remove all spilled, splashed, or spattered paint promptly from other surfaces and be careful not to mar surface finish of item being cleaned.
- B. Touch-up and restore damaged finish and leave project in first class condition.
- C. During progress of work, keep premises free from any unnecessary accumulation of tools, equipment, surplus materials and debris.
- D. Upon completion of work remove all ladders, scaffolding and staging, and leave premises neat and clean, to the satisfaction of Architect.

### 3.5 PAINTING AND FINISHING SCHEDULE - EXTERIOR

- A. The paragraphs below identify specific construction materials and the appropriate specified painting system to be used on that particular surface; actual material surfaces for this Project shall be as indicated in the "Finish Schedule" or noted on the drawings.
- B. Exterior Precast Concrete Stain System: (Indicated as red color band on drawings)
  - 1. Solid Color Waterborne Finish for accent banding on precast concrete.
  - 2. First Coat: S-W Loxon Vertical Concrete Stain, A31 Series
  - 3. Second Coat: S-W Loxon Vertical Concrete Stain, A31 Series (50-250 sq/ft gal)

### 3.6 PAINTING AND FINISHING SCHEDULE - INTERIOR

- A. The paragraphs below identify specific construction materials and the appropriate specified painting system to be used on that particular surface, actual material surfaces for this Project shall be as indicated in the "Finish Schedule" or noted on the drawings.
- B. New and existing materials are to be painted, as listed herein. Omit primer on existing materials.
- C. Miscellaneous Metals: (Acrylic - Semi-Gloss Luster)
  - 1. Hollow metal doors and frames, existing ceiling grid, steel lintels, exposed steel beams and columns, piping, pipe hangers, radiators, convectors, exposed conduits, panelboard fronts, and non-finished or prime painted metals and other equipment.

- a. First Coat: Touch-up shop applied primer with Sherwin-Williams Pro-Cryl Universal Metal Primer, DFT/Coat 3.0 - 4.0 mils. VOC content: 110 g/l 0.92 lb/gal. Meets Greenseal GC-03 "Anti-Corrosive".
  - b. Second Coat: Sherwin-Williams ProClassic Waterborne Acrylic Semi-Gloss Enamel, DFT/Coat 1.3 mils. VOC content: 141 g/l 1.18 lb/gal. Meets Greenseal GS-11 Non-Flat category.
  - c. Third Coat: Sherwin-Williams ProClassic Waterborne Acrylic Semi-Gloss Enamel, DFT/Coat 1.3 mils. VOC content: 141 g/l 1.18 lb/gal. Meets Greenseal GS-11 Non-Flat category.
  - d. Total Dry Film Thickness: 5.6 - 6.6 mils
- D. Interior Woodwork Natural/Stain Finish: Stains and clear finishes are not restricted by Greenseal GS-11.
1. Wood doors, wood trim, wood shelving, and other similar items scheduled or noted to receive stain and/or natural finish.
    - a. First Coat: Sherwin-Williams Sher-Wood Natural Filler D70T1 (omit on close grain woods or if open pore effect is noted)
    - b. Second Coat: Sherwin-Williams Wood Classic Interior Oil Stain, A49-200 Series (omit if clear natural finish is scheduled). VOC content: 549 g/l 4.58 lb/gal.
    - c. Third Coat: Sherwin-Williams Wood Classic Waterborne Polyurethane Varnish A68V91 Gloss Finish. VOC content: 312 g/l 2.60 lb/gal.
    - d. Fourth Coat: Sherwin-Williams Wood Classic Waterborne Polyurethane Varnish, A68F90 Finish (for satin finish) or Sherwin-Williams A68V91 Finish (for gloss finish). VOC content: 312 g/l 2.60 lb/gal.
- E. Drywall and Plaster: (Acrylic Latex - Eg-Shel Luster) Plaster must be fully cured and hard prior to coating.
1. Walls, ceilings and bulkheads.
    - a. First Coat: Sherwin-Williams Harmony Low Odor Interior Latex Primer, B11W900, DFT/Coat 1.3. VOC content: 0 g/l 0.0 lb/gal.
    - b. Second Coat: Sherwin-Williams Harmony Low Odor Latex Eg-Shel B9, DFT/Coat 1.6 mils. VOC content: 0g/l 0.0lb/gal.
    - c. Third Coat: Sherwin-Williams Harmony Low Odor Latex Eg-Shel B9, DFT/Coat 1.6 mils. VOC content: 0 g/l 0.0 lb/gal.
    - d. Total Dry Film Thickness: 4.5 mils
- F. Concrete: (Acrylic Latex - Semi-Gloss Luster)
1. Concrete Surface Preparation:
    - a. Remove oils, grease or contaminants by solvent cleaning. Brush blast with fine sand abrasive to remove laitance, polymeric form coatings, to open

voids and bugholes, and to give mechanical adhesive surface for coating. Concrete shall be tested using a moisture meter prior to applying any primer.

- b. Patch and smooth surfaces with repair mortar prior to painting. Refer to Drawings for notes.

**CANNOT BE USED FOR BIDDING**



2. Walls and ceilings.
  - a. 1st Coat: S-W PrepRite Masonry Primer, B28W300 (7 mils wet, 3 mils dry).
  - b. 2nd Coat: S-W ProClassic Waterborne Acrylic Semi-Gloss, B31 Series.
  - c. 3rd Coat: S-W ProClassic Waterborne Acrylic Semi-Gloss, B31 Series (4 mils wet, 1.4 mils dry per coat).
  
- G. Concrete Block: (Acrylic Latex - Semi-Gloss Luster)
  1. Walls.
    - a. First Coat: Sherwin-Williams PrepRite Block Filler, B25W25, DFT/Coat 8.0 mils. VOC content: 42g/l 0.35 lb/gal. Meets GS-11 Flat Category.
    - b. Second Coat: Sherwin-Williams Harmony Low Odor Latex Semi-Gloss Enamel B10, DFT/Coat 1.6 mils. VOC content: 0g/l 0.0lb/gal. Meets GS-11 Non-Flat Category.
    - c. Third Coat: Sherwin-Williams Harmony Low Odor Latex Semi-Gloss Enamel B10, DFT/Coat 1.6 mils. VOC content: 0 g/l 0.0 lb/gal. Meets GS-11 Non-Flat Category.
    - d. Total Dry Film Thickness: 11.2 mils.
  
- H. Exposed Cementitious Fireproofing in Exposed and Open Grid Suspended Ceiling Areas, and where indicated.
  1. Minimum two coats Sherwin-Williams Waterborne Acrylic Dryfall Flat Black, B42BW3
  2. Apply at 3.0 - 4.5 mils DFT per coat.
  3. Note: A test-patch (prior to full installation) is highly recommended to assure compatibility and adhesion to the fireproofing, as well as determine coverage rates due to porosity of the fireproofing. An additional coat of dryfall may be needed for hiding and uniformity over the fireproofing.
  
- I. Pipe Insulation:
  1. First Coat: Sherwin-Williams Harmony Latex Primer, B11W900, DFT/Coat 1.3 mils. VOC content: 0g/l 0.0 gal. Meets GS-11 Flat Category.
  2. Second Coat: Finish same as adjoining walls.
  3. Third Coat: Finish same as adjoining walls.
  
- J. Exposed Structure:
  1. When steel joist, metal decking, mechanical piping, electrical conduit, etc., are scheduled to receive painted finish.
    - a. Galvanized Metals: (Acrylic – Eg-Shel Luster)

- 1) First Coat: Sherwin-Williams Waterborne Acrylic Eg-Shel Dryfall, B42W2, DFT/Coat 3.0 - 5.0 mils. Voc content 58 g/l 0.48 lb/gal. Meets GS-11 Non-Flat Category.
- 2) Total Dry Film Thickness: 3.0 - 5.0 mils

b. Ferrous Metals:

- 1) First Coat: Sherwin-Williams DTM Acrylic Primer/Finish, B66W1, DFT/Coat 2.5 - 5.0 mils. VOC content: 138 g/l 1.15 lb/gal. Meets Green Seal Standard GC-03 "Anti-Corrosive" Category.
- 2) Second Coat: Sherwin-Williams Waterborne Acrylic Eg-Shel Dryfall, B42W2, DFT/Coat 3.0 - 5.0 mils (.076 - .127 mm). VOC content: 58 g/l 0.48 lb/gal. Meets GS-11 Non-Flat Category.
- 3) Total Dry Film Thickness: 5.5 - 10.0 mils

K. Exposed Galvanized Ductwork: (Acrylic – Semi-Gloss Luster)

1. First Coat: Sherwin-Williams Metalatex Acrylic Semi-Gloss Coating, B42, DFT/Coat 1.5 – 4.0 mils. VOC content: 125 g/l 1.04 lb/gal. Meets GS-11 Non-Flat Category.
2. Second Coat: Sherwin-Williams Metalatex Acrylic Semi-Gloss Coating, B42, DFT/Coat 1.5 – 4.0 mils VOC content: 125 g/l 1.04 lb/gal. Meets GS-11 Non-Flat Category.
3. Total Dry Film Thickness: 3.0 - 8.0 mils
4. Note: Prior to priming, special emphasis must be placed on thoroughly removing fabrication oils, grease, and surface contaminants with "Duosol". Do not use hydrocarbon solvents for cleaning.

**END OF SECTION 099100**

## SECTION 09 9800 – SPECIAL PROTECTIVE TREATMENT

## 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 surface preparation and application of SPECIAL PROTECTIVE TREATMENT SYSTEMS on the following substrates:

- 1. Interior Substrates:

- a. Glazed and Unglazed Porcelain Tile Surfaces and Grout.
- b. Terrazzo Floor Surfaces
- c. Solid Phenolic Toilet Compartment Partitions

- B. Related Requirements:

- 1. Division 05 Sections for shop priming of metal substrates with primers specified in this Section.
- 2. Division 09 painting Sections for special-use coatings and general field painting.

## 1.3 ACTION SUBMITTALS

- A. Product Data: Submit manufacturer's technical information, including Product Technical Data Sheets, Material Safety Data Sheets, detailing job site and personal safety instructions, product mixing instructions and application instructions for each material specified. Identify by manufacturer's catalog number and general classification.

- B. For Terrazzo Floors:

- a. Technical Data Sheet TS-45; MicroKleen™ Industrial Cleaner & Degreaser PLC-1
- b. Technical Data Sheet TS-54; MicroKleen™ Phosphoric Acid Etch & Clean PLC-35
- c. Technical Data Sheet TS-43; MicroKleen™ Retarder Solvent AD1-103
- d. Technical Data Sheet TS-44; MicroKleen™ Equipment Cleaner AD1-919

- e. Technical Data Sheet TS-34; MicroGuard® Clear Waterproofing Sealer AD702
  - f. Technical Data Sheet TS-22; MicroGuard® Concrete Clear Gloss Treatment AD703
  - g. Technical Data Sheet TS-33; MicroGuard® Hard Tile Clear Gloss Treatment AD708
- C. For Hard Tile and Grout on Walls and Toilet Partition Systems:
- a. Technical Data Sheet TS-45; MicroKleen™ Industrial Cleaner & Degreaser PLC-1
  - b. Technical Data Sheet TS-43; MicroKleen™ Retarder Solvent AD1-103
  - c. Technical Data Sheet TS-44; MicroKleen™ Equipment Cleaner AD1-919
  - d. Technical Data Sheet TS-34; MicroGuard® Clear Waterproofing Sealer AD702
  - e. Technical Data Sheet TS-52; MicroGuard® Anti-Graffiti Clear Gloss Surface Treatment AD00
- D. Third Party Data: Submit any relevant test studies, relative to floor treatment systems, when using MicroGuard® Clear Treatments on new or in use terrazzo floor surfaces.
- E. Product Data: For each type of product indicated. Include preparation requirements and application instructions.
- 1.4 MAINTENANCE MATERIAL SUBMITTALS
- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
- 1. Coatings: 5 percent, but not less than **1 gal. (3.8 L)** of each material.
- 1.5 QUALITY ASSURANCE
- A. Mockups: Apply mockups of each coating system indicated to verify preliminary selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
- 1. Architect will select one surface to represent surfaces and conditions for application of each coating system specified in Part 3.
    - a. Wall and Ceiling Surfaces: Provide samples of at least **100 sq. ft. (9 sq. m)**.
    - b. Other Items: Architect will designate items or areas required.

2. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F (7 deg C).
  - a. Maintain containers in clean condition, free of foreign materials and residue.
  - b. Remove rags and waste from storage areas daily.

#### 1.7 FIELD CONDITIONS

- A. Apply coatings only when temperature of surfaces to be coated and surrounding air temperatures are between 50 and 95 deg F (10 and 35 deg C).
- B. Do not apply coatings when relative humidity exceeds 85 percent; at temperatures less than 5 deg F (3 deg C) above the dew point; or to damp or wet surfaces.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, **provide products by the following manufacturer offering products that may be incorporated into the Work** :
  - a. Adsil, Inc., Daytona Beach, Florida 32117 USA (phone: 386-274-1382).
- B. Products: Subject to compliance with requirements, **available products that may be incorporated into the Work include, but are not limited to ;**
  - a. Cleaners and Conditioners for Terrazzo Floors:
    - 1) Adsil MicroKleen™ PLC-1 Industrial Cleaner & Degreaser
    - 2) Adsil MicroKleen™ PLC-35 Phosphoric Acid Etch & Clean
    - 3) Adsil MicroKleen™ AD1-103 Retarder Solvent (Solvent Blend)
    - 4) Adsil MicroKleen™ AD1-919 Equipment Cleaner (99% Isopropanol)
  - b. Protective Terrazzo Floor Surface Treatments
    - 1) Adsil MicroGuard® AD702 Clear Waterproofing Sealer
    - 2) Adsil MicroGuard® AD703 Concrete Clear Gloss Treatment
    - 3) Adsil MicroGuard® AD708 Hard Tile Clear Gloss Treatment
  - c. Surface Cleaners and Conditioners for Hard Wall Surfaces and Partitions;
    - 1) Adsil MicroKleen™ PLC-1 Industrial Cleaner & Degreaser

- 2) Adsil MicroKleen™ AD1-919 Equipment Cleaner
- d. Clear Protective Surface Treatments
  - 1) Adsil MicroGuard® AD00 Anti-Graffiti Clear Gloss Surface Treatment
  - 2) Adsil MicroGuard® AD702 Clear Sealer
- e. Reducing Solvent Blend for MicroGuard® Clears
  - 1) Adsil MicroKleen™ AD1-103 Retarder Solvent

## 2.2 SOURCE QUALITY CONTROL

- A. Installer shall be proficient in concrete and epoxy terrazzo floor clear protective systems.
  - a. Installer shall be trained & certified, by Adsil or its appointed agents, using Specification #AD1120-01 procedure, established in accordance with Adsil methods and standards for terrazzo floor system protective treatment.
  - b. Installer shall ensure that all technicians utilized for work in this section are trained and certified journeymen in the Adsil MicroGuard® terrazzo clear protective treatment system and shall have current Adsil certification documentation.
  - c. Installer shall ensure that any specialized equipment, as required by the manufacturer, will be used for work in this section.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Apply MicroGuard® AD00 Anti-Graffiti Clear Surface Treatment only under the following prevailing conditions:
  - a. Air, surface and material temperatures are not below 600 F. or above 950 F.
  - b. Prevent wide temperature variations, which might result in condensation forming on the freshly treated surfaces or could negatively affect curing of the treatment.
  - c. Avoid product mixing or application of MicroGuard® AD00 when rain, heavy dew or fog conditions are imminent or could occur within 4 hours of treatment installation (exterior installations).
  - d. Mask, drop cloth or construct adequate containment in order to protect surfaces not to be cleaned or protective treated.

### 3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations applicable to substrates indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
- C. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection.
- D. Clean substrates of substances that could impair bond of coatings, including dust, dirt, oil, grease, and incompatible paints and encapsulants.

### 3.3 APPLICATION

- A. Apply high-performance coatings according to manufacturer's written instructions.
  - 1. Use applicators and techniques suited for coating and substrate indicated.
  - 2. Coat surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, coat surfaces behind permanently fixed equipment.
  - 3. Do not apply coatings over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
- B. Apply coatings to produce surface films without cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections. Produce sharp glass lines and breaks.

### 3.4 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing coating application, clean spattered surfaces. Remove spattered coatings by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from coating operation. Correct damage by cleaning, repairing, replacing, and recoating, as approved by Architect, and leave in an undamaged condition.

- D. At completion of construction activities of other trades, touch up and restore damaged or defaced coated surfaces.

END OF SECTION 099600

**CANNOT BE USED FOR BIDDING**



## SECTION 102113 - TOILET COMPARTMENTS

## 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:

- 1. Phenolic-core toilet compartments configured as toilet enclosures and urinal screens (WHERE SHOWN).

## B. Related Sections:

- 1. Division 05 Section "Metal Fabrications" for supports that attach floor-and-ceiling-anchored compartments to overhead structural system.
- 2. Division 06 Section "Rough Carpentry" for blocking overhead support of floor-and-ceiling-anchored compartments.
- 3. Division 10 Section "Toilet, Bath, and Laundry Accessories" for toilet tissue dispensers, grab bars, purse shelves, and similar accessories.

## 1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.

## B. LEED Submittals (NOT REQUIRED):

- 1. Product Data for Credit MR 4.1 and Credit MR 4.2: For products having recycled content, documentation indicating percentages by weight of postconsumer and preconsumer recycled content. Include statement indicating costs for each product having recycled content.

- C. Shop Drawings: For toilet compartments. Include plans, elevations, sections, details, and attachments to other work.

- 1. Show locations of cutouts for compartment-mounted toilet accessories.
- 2. Show locations of reinforcements for compartment-mounted grab bars.
- 3. Show locations of centerlines of toilet fixtures.
- 4. Show ceiling grid and overhead support or bracing locations.

- D. Samples for Initial Selection: For each type of unit indicated. Include Samples of hardware and accessories involving material and color selection.

- E. Samples for Verification: For the following products, in manufacturer's standard sizes unless otherwise indicated:
  - 1. Each type of material, color, and finish required for units, prepared on 6-inch- (152-mm-) square Samples of same thickness and material indicated for Work.
  - 2. Each type of hardware and accessory.
- F. Product Certificates: For each type of toilet compartment, from manufacturer.
- G. Maintenance Data: For toilet compartments to include in maintenance manuals.

#### 1.4 QUALITY ASSURANCE

- A. Comply with requirements in GSA's CID-A-A-60003, "Partitions, Toilets, Complete."
- B. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84, or another standard acceptable to authorities having jurisdiction, by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
  - 1. Flame-Spread Index: [25] [75] [200] or less.
  - 2. Smoke-Developed Index: 450 or less.
- C. Regulatory Requirements: Comply with applicable provisions in "Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities" and ICC/ANSI A117.1 for toilet compartments designated as accessible.

#### 1.5 PROJECT CONDITIONS

- A. Field Measurements: Verify actual locations of toilet fixtures, walls, columns, ceilings, and other construction contiguous with toilet compartments by field measurements before fabrication.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

- A. Aluminum Castings: ASTM B 26/B 26M.
- B. Aluminum Extrusions: ASTM B 221 (ASTM B 221M).
- C. Brass Castings: ASTM B 584.
- D. Brass Extrusions: ASTM B 455.
- E. Stainless-Steel Sheet: ASTM A 666, Type 304, stretcher-leveled standard of flatness.
- F. Stainless-Steel Castings: ASTM A 743/A 743M.

- G. Zamac: ASTM B 86, commercial zinc-alloy die castings.

## 2.2 SOLID PHENOLIC / COLOR-THRU CORE UNITS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide **Global Partitions, which is located at: 2171 Liberty Hill Rd. ; Eastanollee, GA 30538; Tel: 706-827-2700; Fax: 706-827-2710; Email: [request info \(sales@globalpartitions.com\)](mailto:request_info@globalpartitions.com); Web: [www.globalpartitions.com](http://www.globalpartitions.com)**
- B. Requests for substitutions will be considered in accordance with provisions of Section 01-1600
- C. Toilet-Enclosure Style: Floor and ceiling anchored.
- D. Urinal-Screen Style: Wall hung and Floor anchored (where shown)
- E. Doors, Panels, Screens, and Pilasters: Decorative surface sheet with solid phenolic core of melamine resin impregnated kraft paper fused under high temperature and pressure; edges machine sanded with a 45 degree radius edge. Manufacturer's standard. Doors and Pilasters: 3/4 inch (19 mm) thick.
- F. Panels and Screens: 1/2 inch (13 mm) thick.
- G. Edges: Color-thru.
- H. Fire Rated Material: Class B.
- I. Finish: Solid phenolic/color-thru, as selected from manufacturer's full line of colors.
- J. Door Hardware: Vault hinge.
1. Top Hinge: Heavy-duty "vault" type, die-cast aluminum alloy with brushed chrome-plated finish; wrap-around pilaster and door mounting, through-bolted.
  2. Bottom Hinge: Same as top hinge, with gravity-acting cams.
  3. Latch: Non-ferrous, satin chrome-plated, slide latch.
  4. Strike and Keeper: Permitting emergency access by lifting the door until latch is clear of keeper; satin chrome-plated finish.
  5. Coat Hook and Bumper: Non-ferrous, chrome-plated, with black rubber tip for doorstop.
  6. Fastening Hardware: Manufacturer's standard, Type 304 stainless steel, No. 4 satin finish, with theft-resistant barrel nuts and machine screws.
- K. Mounting Brackets: Aluminum **continuous** brackets with theft resistant barrel nuts and machine screws.
- L. Pilaster Shoes: Type 304 stainless steel, No. 4 satin finish. Minimum 5 inches (127 mm) high secured to floor w/internal clips.
- M. Pilaster Anchors, Floor Anchored: 1/4 inch (6 mm) by 1 inch (25 mm) steel mounting bar secured to pilaster with 3/8 inch (9.5 mm) steel fasteners. Pilasters to be secured to floor with 3/8 inch (9.5 mm) studs and nuts. Leveling adjustment to be concealed by pilaster shoe after installation.

- N. Pilaster Anchors, Floor and Ceiling Anchored: 1/4 inch (6 mm) by 1 inch (25mm) steel mounting bar secured to pilaster at bottom with 3/8 inch (9.5 mm) steel fasteners. 3/8 inch (9.5 mm) by 1 inch (25 mm) steel mounting bar secured to pilaster at top to attach to overhead structural member, anchored with 3/8 inch (9.5 mm) threaded steel rods. Both top and base concealed by pilaster shoe after installation.

### 2.3 FABRICATION

- A. Overhead-Braced Units: Provide manufacturer's standard corrosion-resistant supports, leveling mechanism, and anchors at pilasters to suit floor conditions. Provide shoes at pilasters to conceal supports and leveling mechanism.
- B. Floor-and-Ceiling-Anchored Units: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment at tops and bottoms of pilasters. Provide shoes and sleeves (caps) at pilasters to conceal anchorage.
- C. Urinal-Screen Posts: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment at bottoms of posts. Provide shoes and sleeves (caps) at posts to conceal anchorage (where shown).
- D. Door Size and Swings: Unless otherwise indicated, provide 26-inch- (660-mm-) wide, in-swinging doors for standard toilet compartments and 36-inch- (914-mm-) wide, out-swinging doors with a minimum 32-inch- (813-mm-) wide, clear opening for compartments designated as accessible.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. General: Comply with manufacturer's written installation instructions. Install units rigid, straight, level, and plumb. Secure units in position with manufacturer's recommended anchoring devices.
1. Maximum Clearances:
    - a. Pilasters and Panels: 1/2 inch (13 mm).
    - b. Panels and Walls: 1 inch (25 mm).
  2. Continuous Mounting Brackets: Secure panels to walls and to pilasters with continuous brackets.
    - a. Locate wall brackets so holes for wall anchors occur in masonry or tile joints.
    - b. Align brackets at pilasters with brackets at walls
  3. **Stirrup Brackets: NOT PERMITTED**

- B. Floor-and-Ceiling-Anchored Units: Secure pilasters to supporting construction and level, plumb, and tighten. Hang doors and adjust so doors are level and aligned with panels when doors are in closed position.
- C. Urinal Screens: Attach with anchoring devices to suit supporting structure. Set units level and plumb, rigid, and secured to resist lateral impact.

### 3.2 ADJUSTING

- A. Hardware Adjustment: Adjust and lubricate hardware according to hardware manufacturer's written instructions for proper operation. Set hinges on in-swinging doors to hold doors open approximately 30 degrees from closed position when unlatched. Set hinges on out-swinging doors to return doors to fully closed position.

END OF SECTION 10 2113

**CANNOT BE USED FOR BIDDING**

## 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. This Section includes the following:
  - 1. Toilet, bath, shower and washroom accessories.
  - 2. Attachment hardware.
  - 3. Toilet tissue holder specified is for bidding basis only; actual type holder to be furnished shall be verified with Owner as to type of toilet tissue presently being used.
- B. Related Sections include the following:
  - 1. Division 04 Section "Unit Masonry" for masonry openings, when required for recessed accessories.
  - 2. Division 05 Section "Security Metal Fasteners".
  - 3. Division 07 Section "Joint Sealants".
  - 4. Division 10 Section "Toilet Compartments" for compartments and screens.

## 1.3 REFERENCE STANDARDS

- A. American National Standards Institute (ANSI): ANSI A117.1 - Safety Standards for the Handicapped.
- B. Americans With Disabilities Act (ADA): ADA - Accessibility Guidelines.

## 1.4 SUBMITTALS

- A. Product Data: Include construction details, material descriptions and thicknesses, dimensions, profiles, fastening and mounting methods, specified options, and finishes for each type of accessory specified.
- B. Samples: When requested by Architect, submit one sample of each type of fixture specified for review of construction, color and finishes. Acceptable samples will be returned and may be used in the work.

- C. Maintenance Data: Submit to Architect for processing to Owner, two copies of manufacturer's maintenance data, operating instructions, and keys required for each type of equipment and lock.

#### 1.5 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Delivery:
  - 1. Do not deliver accessories to project until rooms in which they are to be installed are ready to receive them.
  - 2. Pack accessories individually in a manner to protect accessory and its finish.
  - 3. Deliver items in manufacturer's original unopened protective packaging.
- B. Storage: Store materials in manufacturer's protective packaging to prevent soiling, physical damage, or wetting.
- C. Handling: Handle items so as to prevent physical damage or scratching to finished surfaces.

#### 1.6 PROTECTION

- A. Protect adjacent or adjoining finished surfaces and work from damage during installation of work of this section.
- B. Whenever possible maintain protective covers on units until installation is complete. Remove covers at final clean-up of installation.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide toilet accessories and catalog numbers listed on the Contract Drawings are taken from the catalog of Bradley Corporation, or a comparable product by one of the following:
  - 1. American Specialties, Inc.
  - 2. Bobrick Washroom Equipment, Inc.

#### 2.2 MATERIALS

- A. Sheet Steel: ASTM A366, cold-rolled stretcher leveled; 1.25 oz./sq. ft. galvanized coating in accordance with ASTM A386.
- B. Stainless Steel Sheet: ASTM A167, 302/304 grade, gauge as listed.

- C. Stainless Steel Tubing: ASTM A269, commercial grade, seamless welded.
- D. Brass: Cast or forged quality alloy, FS WW-P-541.

### 2.3 FINISHES

- A. Chrome/Nickel Plating: Satin finish.
- B. Stainless Steel: No. 4 satin luster finish.
- C. Galvanized: Hot-dip after fabrication, ASTM A386.

### 2.4 FABRICATION

- A. Weld and grind smooth joints of fabricated components.
- B. Form exposed surfaces from one sheet of stock, free of joints.
- C. Provide steel anchor plates and anchor components for installation on building finishes.
- D. Form surfaces flat without distortion. Maintain flat surfaces without scratches or dents.
- E. Hot dip galvanize ferrous metal anchors and fastening devices.
- F. Shop assemble components and package complete with anchors and fittings.

## PART 3 - EXECUTION

### 3.1 PREPARATION/INSPECTION

- A. Deliver inserts and rough-in frames to jobsite at appropriate time for building-in. Provide templates and rough-in measurements as required.
- B. Inspect surfaces to receive surface mounted units for conditions that would affect quality and execution of work, or operation of units.
- C. Do not begin installation of washroom accessories until conditions are satisfactory. Beginning installation means "acceptance" of existing surfaces and conditions.
- D. Verify exact location of accessories with drawings; if not shown with Architect.



3.2 INSTALLATION

- A. Install accessories according to manufacturers' written instructions, using fasteners appropriate to substrate indicated and recommended by unit manufacturer. Install units level, plumb, and firmly anchored in locations and at heights indicated.
- B. Secure mirrors to walls in concealed, tamper-resistant manner with special hangers, toggle bolts, or screws. Set units level, plumb, and square at locations indicated, according to manufacturer's written instructions for substrate indicated.

3.3 ADJUSTING AND CLEANING

- A. Adjust accessories for unencumbered, smooth operation and verify that mechanisms function properly. Replace damaged or defective items.
- B. Remove temporary labels and protective coatings.
- C. Clean and polish exposed surfaces according to manufacturer's written recommendations.

3.4 TOILET AND BATH ACCESSORY SCHEDULE

- A. Refer to listing in the FIXTURE/ACCESSORY LEGEND and mounting heights shown in the TYPICAL FIXTURE/ACCESSORY LEGEND on Contract Drawings.

**END OF SECTION 102810**

## PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. Warm air, high speed, energy efficient self-contained electric hand dryers.

## 1.2 RELATED SECTIONS

- A. Section 06 100 0- Rough Carpentry: Blocking in stud partitions for mounting hand dryers.
- B. Section 16 1000 - Wiring Methods: Electrical supply, conduit, wiring, boxes, and wiring devices for hand dryers.

## 1.3 REFERENCES

- A. ICC/ANSI A117.1 - American National Standard for Accessible and Useable Buildings and Facilities; 1998.

## 1.4 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Operating instructions and performance.
  - 3. Storage and handling requirements and recommendations.
  - 4. Installation methods.
- C. Shop Drawings showing dimensions, method of attachment, and required supports.
- D. LEED Submittals: Provide documentation of how the requirements of Credit will be met:
- E. Dryer to be MADE IN USA Certified. Verify Certification Number
- F. Electrical wiring diagrams for connection of hand dryers.
- G. Manufacturer's Certificates: Certify products meet or exceed specified requirements.

## 1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing electric hand dryers with 20 years minimum experience.
- B. Equipment certified by Underwriters Laboratory, Inc., with UL labels.
- C. Comply with ICC/ANSI A117.1.

## 1.6 WARRANTY

- A. Provide manufacturer's standard 5 YEAR limited warranty for period specified.

## PART 2 PRODUCTS

## 2.1 MANUFACTURERS

- A. Acceptable Manufacturer: Excel Dryer Inc., which is located at: 357 Chestnut St. P. O. Box 365 ; East Longmeadow, MA 01028; Tel: 413-525-4531; Email: [request info](mailto:requestinfo@exceldryer.com) ([sales@exceldryer.com](mailto:sales@exceldryer.com)); Web: [www.exceldryer.com](http://www.exceldryer.com)
- B. Requests for substitutions will be considered in accordance with provisions of Section 01600.

## 2.2 ELECTRIC HAND DRYERS

- A. Hand Dryer: Warm air, rapid drying, energy efficient electric hand dryer; XLERATOR, model XL-SB; surface mounted; entire dryer internally grounded.
  - 1. Warranty Period: 5 years; limited warranty.
  - 2. MADE IN USA Certified.
  - 3. Controls: Automatic, activated by infrared optical sensor. Operates while hands are under blower. Shut-off within 2 seconds when hands removed, or in 35 seconds if hands not removed.
  - 4. Cover: Stainless steel with brushed finish.
  - 5. Image: Custom digital image as selected by Architect from manufacturers standard "Green message" offerings.
  - 6. Air Intake: Inlet openings on bottom of cover.
  - 7. Air Outlet: Delivers focused air stream at average hand position of 4 inches (102 mm) below air outlet.
  - 8. Noise Reduction Nozzle: 1.1 noise reduction nozzle.
  - 9. Wall Plate: Injection molded, rib reinforced plate with metal L brackets to attach cover, with ten 5/16 inch (8 mm) diameter holes for surface mounting to wall and three 7/8 inch (22 mm) diameter holes for electrical wiring; bottom hole suitable for surface conduit.
  - 10. Recess Kit: ADA compliant recess kit is fabricated of 22 GA 18-8 type 304 stainless steel with #4 satin finish with 16 GA18-8 type 304 stainless steel dryer mounting plate. All welded construction. 16-3/8 inches (416 mm) wide by 26 inches (660 mm) high by 3-3/8 inches (86 mm) deep.
  - 11. Nominal Size: 11-3/4 inches (298 mm) wide by 12-11/16 inches (322 mm) high by 6-11/16 inches (170 mm) deep.
  - 12. Weight:
    - a. 15 pounds (6.8 kg) stainless cover.
  - 13. Power Source: Contractor to coordinate with Electrical Drawings for proper setup-
    - a) 110/120 volt, 12.5 amp, 60 Hz
  - 14. Combination Motor and Blower: Series commutated, through-flow discharge, vacuum type; 5/8 HP, 20,000 RPM. Air flow rate: 19,000 linear feet per minute (97 meters per second) at air outlet, 16,000 linear feet per minute (81 meters per second) at average hand position of 4 inches (102 mm) below air outlet.
  - 15. Heater: Nichrome wire element, mounted inside blower housing to be vandal proof.
  - 16. Heater Safeguard: Automatic resetting thermostat to open when air flow is restricted and close when air flow is resumed.
  - 17. Air Temperature: 135 degrees F (55 degrees C) measured at average hand position of 4 inches (102 mm) below air outlet. Air Heater Output: 900 watts.
  - 18. All metal parts coated according to Underwriters Laboratories, Inc. requirements.
  - 19. Mount at the following heights above floor surface:
    - a. Men's Toilets: 45 inches (1143 mm).

- b. Women's Toilets: 43 inches (1092 mm).
- c. Teenagers' Toilets: 41 inches (1041 mm).
- d. Young Children's Toilets: 35 inches (889 mm).
- e. Toilets for Persons with Physical Disabilities: 37 inches (940 mm).

### PART 3 EXECUTION

#### 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If substrate preparation is the responsibility of another installer, notify Contractor of unsatisfactory preparation before proceeding.

#### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Coordinate requirements for blocking to ensure adequate means for support and installation of hand dryers.
- D. Coordinate requirements for power supply, conduit, disconnect switches and wiring with electrical drawings and existing or proposed service.

#### 3.3 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Install dryers at specified heights.
- C. Install dryers securely to supporting substrate so that fixtures are level and aligned with each other. Use type and length of fastener as recommended by manufacturer for type of substrate.

#### 3.4 PROTECTION

- A. Inspect installation to verify secure and proper mounting. Test each dryer to verify operation, control functions, and performance. Correct deficiencies.
- B. Protect installed driers until completion of project.
- C. Replace damaged products before Substantial Completion.

END OF SECTION