



QUACKENBUSH ARCHITECTS + PLANNERS

Project Manual

Horry County Schools

Waccamaw Elementary School

Interior Upgrades & Renovation

Conway, South Carolina

Architect's Project Number 21.293.00

Construction Documents
January 13, 2023

Quackenbusharchitects.com

1217 Hampton Street
Columbia SC 29201

803 771 2999 P
803 771 2858 F

PROJECT DIRECTORY

OWNER

Horry County Schools
335 Four Mile Rd
Conway, SC 29526
p. 843-488-6965
Attention: Ara Heinz

ARCHITECT OF RECORD

Quackenbush Architects + Planners
1217 Hampton Street
Columbia, South Carolina 29201
p.(803) 771-2999
Attention: Ms. Lydia Ureda

MECHANICAL ENGINEER

Buford Goff & Associates, Inc.
1331 Elmwood Avenue, Suite 200
Columbia, SC 29201
p.(803) 254-6302 f.(803)771-6142
Attention: Dan Reider

PLUMBING ENGINEER

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Attention: Mahyar Angooraj

DOCUMENT 001007 - SEALS PAGE

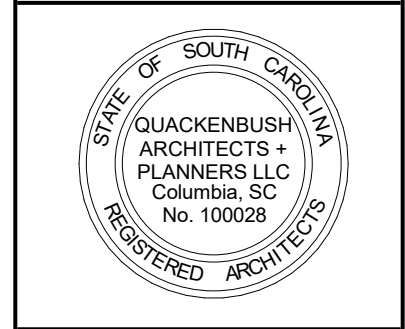
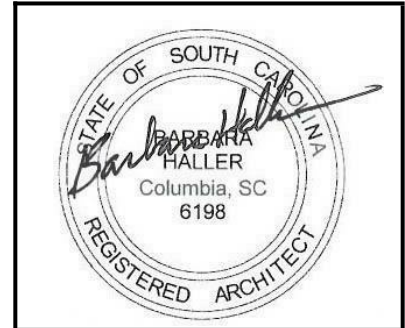
1.1 DESIGN PROFESSIONALS OF RECORD

ARCHITECT

Quackenbush Architects + Planners

The following sections:

Divisions 01 - 12~Sections except where indicated as prepared by other design professionals of record

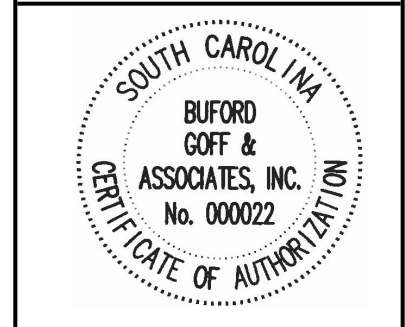
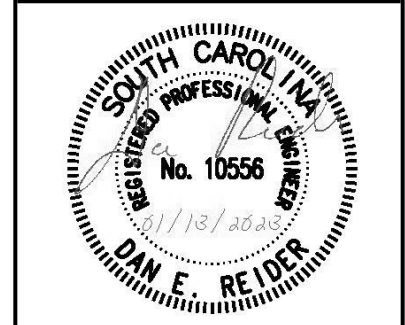


MECHANICAL ENGINEER

Buford Goff & Associates, Inc.

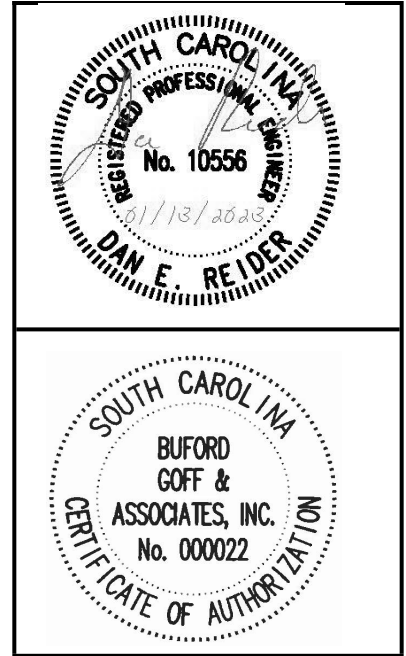
The following sections:

Divisions 23



PLUMBING
ENGINEER

Buford Goff & Associates, Inc.
The following sections:
Divisions 22



END OF DOCUMENT 000107

SECTION 00 01 00 - TABLE OF CONTENTS

The complete Project Manual for this project consists of this entire bound volume which is not to be separated for any reason. The Architect and Owner will not be responsible for any assumptions made by a Contractor or Subcontractor who does not receive a complete bound Project Manual containing all sections and documents listed in the Table of Contents.

The following listed documents comprise the Project Manual for Horry County Schools – Waccamaw Elementary School Interior Upgrades & Renovation. Where numerical sequence of Sections or Divisions is interrupted, such interruptions are intentional.

PROJECT NUMBER: 21.293.00
PROJECT NAME: Horry County Schools
Waccamaw Elementary School Interior Upgrades & Renovation

DIVISION 00 – BIDDING AND CONTRACT REQUIREMENTS INTRODUCTORY INFORMATION

Cover Page
Project Directory
Seals
Project Manual Table of Contents

BIDDING REQUIREMENTS

002600 Procurement Substitution Procedures
Contractor's One Year Guarantee

DIVISION 01 GENERAL REQUIREMENTS

011000 Summary
012100 Allowances Procedures
012300 Alternates
013100 Project Management and Coordination
013300 Submittal Procedures
014000 Quality Requirements
Schedule of Special Inspections
014200 References
015000 Temporary Facilities and Controls
016000 Product Requirements
017300 Execution
017700 Closeout Procedures
017823 Operation and Maintenance Data
017839 Project Record Documents
017900 Demonstration and Training

DIVISION 02 EXISTING CONDITIONS

024119 Selective Demolition

DIVISION 06 WOOD PLASTICS AND COMPOSITES

064116 Plastic Laminate Clad Architectural Cabinets

DIVISION 07 THERMAL AND MOISTURE PROTECTION

076200 Sheet Metal Flashing and Trim

DIVISION 09

FINISHES

096513 Resilient Base and Accessories
096813 Tile Carpeting
099124 Interior Painting

DIVISION 12

FURNISHINGS

123623.13 Plastic Laminate Clad Countertops

DIVISION 22

PLUMBING

220500 General Plumbing Requirements
220503 Demolition, Patching And Repair
220510 Documentation And Closeout
220511 Submittals
220592 System Start-Up
224100 Plumbing Fixtures (Sinks)

DIVISION 23

HVAC

230501 General HVAC Requirements
230502 Common HVAC Materials
230510 Documentation and Closeout
230511 Submittals
230548 Sound, Vibration, and Seismic Control For HVAC
230553 Identification For HVAC Piping and Equipment
230592 System Start-Up
230593 Testing, Adjusting, and Balancing For HVAC
233400 HVAC Fans

END OF TABLE OF CONTENTS

DOCUMENT 002600 - PROCUREMENT SUBSTITUTION PROCEDURES

1.1 DEFINITIONS

- A. Procurement Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Procurement and Contracting Documents, submitted prior to receipt of bids.
- B. Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Contract Documents, submitted following Contract award. See Section 012500 "Substitution Procedures" for conditions under which Substitution requests will be considered following Contract award.

1.2 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.3 PROCUREMENT SUBSTITUTIONS

- A. Procurement Substitutions, General: By submitting a bid, the Bidder represents that its bid is based on materials and equipment described in the Procurement and Contracting Documents, including Addenda. Bidders are encouraged to request approval of qualifying substitute materials and equipment when the Specifications Sections list materials and equipment by product or manufacturer name.
- B. Procurement Substitution Requests will be received and considered by Owner when the following conditions are satisfied, as determined by Architect; otherwise requests will be returned without action:
 - 1. Extensive revisions to the Contract Documents are not required.
 - 2. Proposed changes are in keeping with the general intent of the Contract Documents, including the level of quality of the Work represented by the requirements therein.
 - 3. The request is fully documented and properly submitted.

1.4 SUBMITTALS

- A. Procurement Substitution Request: Submit to Construction Manager. Procurement Substitution Request must be made in writing in compliance with the following requirements:
 - 1. Requests for substitution of materials and equipment will be considered if received no later than 10 days prior to date of bid opening.
 - 2. Submittal Format: Submit one copies of each written Procurement Substitution Request, using form bound in Project Manual.

- a. Provide certification by manufacturer that the substitute proposed is equal to or superior to that required by the Procurement and Contracting Documents, and that its in-place performance will be equal to or superior to the product or equipment specified in the application indicated.
- b. Bidder, in submitting the Procurement Substitution Request, waives the right to additional payment or an extension of Contract Time because of the failure of the substitute to perform as represented in the Procurement Substitution Request.

B. Architect's Action:

1. Architect may request additional information or documentation necessary for evaluation of the Procurement Substitution Request. Architect will notify all bidders of acceptance of the proposed substitute by means of an Addendum to the Procurement and Contracting Documents.

- C. Architect's approval of a substitute during bidding does not relieve Contractor of the responsibility to submit required shop drawings and to comply with all other requirements of the Contract Documents.

END OF DOCUMENT 002600

SUBSTITUTION REQUEST FORM

Project Waccamaw Elementary School Interior Upgrades & Renovation
Arch. Project No. 21.293.00

To Quackenbush Architects + Planners **Email:** LUreda@quackenbusharchitects.com
1217 Hampton Street, **Attn** Lydia Ureda
Columbia, South Carolina 29201 **Phone** 803.771.2999

Requested By _____

Contract For _____

Bid Date _____ **Substitution Request Date** _____

Section Name _____

Section No. _____ **Paragraph** _____

Related Dwgs. _____

Specified Product/Fabrication Method (List name/description; model no.; manufacturer)

Required Information for <i>Specified</i> Product	Attached
Point by Point Comparative Product Data	<input type="checkbox"/>
Test	<input type="checkbox"/>
Reports	<input type="checkbox"/>
Fabrication Drawings	<input type="checkbox"/>
Samples (Where Applicable)	<input type="checkbox"/>

Proposed Product/Fabrication Method (List trade name/description; model no.; manufacturer)

Required Information for <i>Proposed</i> Product	Attached
Point by Point Comparative Product Data	<input type="checkbox"/>
Test	<input type="checkbox"/>
Reports	<input type="checkbox"/>
Fabrication Drawings	<input type="checkbox"/>
Samples (Where Applicable)	<input type="checkbox"/>

Reason for Request

List of Related Changes/Modifications

Differences Between Proposed Substitution and Specified Product

Proposed Product/Fabrication Method Affects Other Parts of the Work Yes No **Explain:**

Proposed Product/Fabrication Method Affects the Construction Schedule Yes No **Explain:**

Undersigned Pays for Changes to the Building Design, including engineering and detailing costs

Caused by the Requested Substitution

Yes No **Explain:**



Attach Additional Sheets if Required

**CERTIFICATE OF EQUAL PERFORMANCE AND
ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE**

Undersigned certifies:

1. Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product, except as noted herein.
2. Qualifications of manufacturer, installer, and other specified parties meet the specified qualifications.
3. Same special warranty will be furnished for proposed substitution as for specified product.
4. Same maintenance service and source for replacement parts, as applicable, is available as that specified.
5. Proposed substitution does not affect dimensions and functional clearances, except as noted herein.

Submitted By _____

Signed _____

Firm _____

Address _____

Telephone _____

Fax _____

Signature shall be by person having authority to legally bind his firm to the above terms. Failure to provide legally binding signature will result in rejection of proposed substitution.

FOR QUACKENBUSH ARCHITECTS + PLANNERS USE ONLY

- Substitution Approved – Included in Addendum No. _____
- Substitution Approved as Noted – Included in Addendum No. _____
- Substitution Rejected – Use Specified Materials
- Substitution Request Received Too Late for Review Prior to Bid – Use Specified Materials

By _____ Date _____

CONTRACTOR'S ONE YEAR GUARANTEE

STATE OF _____

COUNTY OF _____

We _____ as General Contractor on the above-named project do hereby guarantee that all work executed under the requirements of the Contract Documents shall be free from defects due to faulty materials and/or workmanship for a period of one (1) year from date of acceptance of the work by the Owner and/or Architect/Engineer, and hereby agree to remedy defects due to faulty materials and/or workmanship, and pay for any damage resulting therefrom, at no cost to the Owner, provided however, that the following are excluded from this guarantee:

Defects or failures resulting from abuse by Owner.

Damage caused by fire, tornado, hail, hurricane, acts of God, wars, riots, or civil commotion.

(Name of Contracting Firm)

*By _____

Title _____

*Must be executed by an officer of the Contracting Firm.

SWORN TO before me this

_____ day of _____ 20__ (SEAL)

_____ (STATE)

My commission expires _____

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work performed by Owner.
4. Contractor's use of site and premises.
5. Coordination with occupants.
6. Work restrictions.
7. Specification and Drawing conventions.
8. Miscellaneous provisions.

- B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.
2. Section 017300 "Execution" for coordination of Owner-installed products.

1.3 DEFINITIONS

- A. Work Package: A group of specifications, drawings, and schedules prepared by the design team to describe a portion of the Project Work for pricing, permitting, and construction.

1.4 PROJECT INFORMATION

- A. Project Identification: Waccamaw Elementary School Interior Upgrades & Renovation

1. Project Location: 251 Claridy Rd., Conway, SC 29526.

- B. Owner: Horry County Schools

1. Owner's Representative: Ara Heinz.

- C. Architect: Quackenbush Architects + Planners

1. Architect's Representative: Lydia Ureda, Project Manager (803)771-2999.

D. Architect's Consultants: Architect has retained the following design professionals, who have prepared designated portions of the Contract Documents:

1. Buford Goff & Associates – Plumbing & Mechanical Engineer

1.5 WORK PERFORMED BY OWNER

A. Cooperate fully with Owner, so work may be carried out smoothly, without interfering with or delaying Work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before Work under this Contract begins.

1. Existing materials testing and abatement if required.

2. Removal of loose furniture and equipment.

1.6 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:

1. The work includes strategic upgrades to interior finishes including flooring, paint, and casework. Staff Toilets are receiving new exhaust fans, the loading dock soffit is being covered with metal fascia, and other work indicated in the Contract Documents.

B. Type of Contract:

1. Project will be completed under a single prime contract.

1.7 CONTRACTOR'S USE OF SITE AND PREMISES

A. Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.

B. Limits on Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Driveways, Walkways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.

- a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
- D. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.8 COORDINATION WITH OCCUPANTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
- 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
- 1. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.9 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
- 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: No limit with the exception of high noise activities during school hours.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging for temporary utility services according to requirements indicated:
- 1. Notify Owner not less than two days in advance of proposed utility interruptions.

2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
 1. Notify Owner not less than two days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Project site is not permitted.
- F. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.10 SPECIFICATION AND DRAWING CONVENTIONS

- A. 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. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
 3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings and published as part of the U.S. National CAD Standard.

1.11 CLEANING AND MAINTENANCE

- A. The Contractor shall broom sweep the work areas, once a week or more often as required by job conditions.

- B. The Contractor shall not allow trash to accumulate and shall remove same from work areas at the close of the working day. All debris shall be disposed of off-site. Burning material on site will not be permitted.
- C. The Contractor will be completely responsible for the final clean-up of the job. The Contractor is responsible for clean-up and trash removal on a daily basis and should make sure none of his trash is left on the jobsite upon his completion. Refer to Section 017700 "Closeout Procedures" for further details of final cleaning requirements.
- D. The Contractor shall remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials from interior finish surfaces included as part of their Contract, existing items included in the Work, and existing items indicated to remain prior to final inspection.

1.12 OWNER APPROVAL OF SUBCONTRACTORS AND PERSONNEL

- A. The Contractor shall not employ any subcontractor, superintendent or workmen whose employment on the project is objectionable to the Owner or Architect/Engineer.

1.13 MATERIAL DELIVERY, STORAGE AND HANDLING

- A. The Contractor supplying and delivering equipment or materials must provide personnel and equipment to unload these materials at the time they arrive on site, or make provisions for receiving and unloading the shipment for Contractor inventory purposes.
- B. All materials shall be shipped and stored and handled in a manner that will afford protection and insure their being in first-class condition at the time they are incorporated in the work. After installation, they shall be properly protected against damage insure their being in first-class condition when the construction as a whole is completed and accepted by the Owner.

1.14 EXISTING CONDITIONS

- A. The Contractor, subcontractors and material suppliers shall be responsible for inspecting all job conditions affecting the installation of an item and taking all field measurements required prior to fabrication of an item to ensure that the item concerned will integrate properly with all adjacent materials and fit all other conditions as they exist or will exist in the finished construction. Work in connection with installation of an item shall be coordinated with all other affected work and trades. Sleeves, anchors, and other items that must be embodied in or that otherwise affect other portions of the work will be located and set while such portions of the work are in progress.

1.15 QUALITY OF WORK

- A. All items shall be installed in a workmanlike manner in accordance with the best recognized practice in the field concerned. Manufactured items shall be installed in strict accordance with manufacturer's printed directions, specifications and/or recommendations for installation of highest quality. All working parts shall be properly adjusted after installation and left in perfect

working order. Unless otherwise indicated, items exposed to weather or subject to flooding or wetting shall be installed so as to shed and not hold water. Items shall in all cases be installed plumb and true and/or in proper relation to surrounding materials.

- B. All materials entering into the construction of the building covered by this Contract including but not limited to those mentioned below, shall be securely anchored and/or tied together in accordance with the best recognized practice in the field concerned whether shown, specified or not. Ties and anchors shall be best quality for the purpose. All veneers, finishes, and applied items shall be securely anchored and tied to the backing material. The purpose of this paragraph is that each and every piece of otherwise secured in place in a permanent manner that will permit expansion, contraction and other minor movements and normal use of the structure without structural features of the building becoming impaired and without any of its parts becoming loose.
- C. Unless otherwise specifically mentioned, all anchors, bolts, screws, fittings, fillers, hardware, accessories, trim and other parts required for or in connection with an item of material to make a complete, serviceable, finished and first quality installation shall be furnished and installed as part of the item whether or not called for by the Specifications.
- D. Should the Contractor's work require sealant to compete the 'finished product' appearance of any item he is installing, at the direction of the Architect, that Contractor shall furnish and install that sealant whether or not called for on plans or in specifications.
- E. Unless otherwise specifically specified, all items and parts thereof that are made of steel, iron or other ferrous metal that are not galvanized, plated, or otherwise specified to be factory finished, shall be cleaned and painted with one shop coat of the best quality rust inhibitive metallic primer. After installation, all exposed metal connections and abrasions shall be touched up with the same materials as the shop coat and left in good condition for final finishing.

1.16 CONTRACTOR SUPERVISION

- A. The Contractor shall have on-site for the duration of their work a competent representative, capable of the following:
 - 1. Supervision of tradesmen.
 - 2. Reading and interpreting the Contract Documents.
 - 3. Orderly coordination of this work with the Architect in the daily execution of the work.
 - 4. Laying out their work.
 - 5. Representing the Contractor with the Owner and Architect in the daily execution of the work.
 - 6. Controlling and establishing good quality in the completed work.
 - 7. Communicating with all the workers in the Contractor's Employment.
- B. The Contractor's representative shall be the sole supervisor of the Contractor's Labor Force. They shall attend the regularly scheduled progress meetings on-site, keep themselves and their company informed of scheduled requirements, safety hazards, and general job conditions. They shall plan and pursue the work under their supervision and expeditious manner.

1.17 INSPECTIONS, TESTING AND SPECIAL INSPECTIONS

- A. The Owner will hire inspectors, testing companies and special inspections. See 014000 for additional information and Contractor's responsibilities.
- B. Office of School Facilities:
 - 1. Substantial Completion Inspections: See 017700 "Closeout Procedures" for requirements.

1.18 PRODUCT PERMITS & LICENSES

- A. The Contractor shall secure all temporary permits required for the project.
- B. All contractors and sub-contractors shall be required to local business license.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012100

ALLOWANCES PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SECTION INCLUDES

- A. Allowances indicated in the Bid Proposal Form to be included in Contract Amount.
 - 1. Selected materials and equipment, and in some cases, their installation, are shown and specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. Additional requirements, if necessary, will be issued by change order.
 - 2. Allowances may be used in lieu of metering for temporary construction site utility services or to reimburse project related work performed by District forces, for example, keying.

1.3 RELATED SECTIONS

- A. Refer to product Specifications Sections identified in Allowance description.

1.4 GENERAL REQUIREMENTS FOR ALLOWANCES

- A. Contractor shall submit cost data and other descriptive data to establish basis used by Contractor for determining costs in Contract Amount attributable to each Allowance.
- B. Any amount not fully consumed shall be adjusted by change order.
 - 1. The Contractor will be credited for his actual cost of labor, materials, and other actual costs WITHOUT mark-up.
 - 2. Any unused allowances shall be returned to the Owner using a credit change order for the full amount of the value unused.
 - 3. Should the Contractor's actual costs exceed the specified allowance, the Contractor's Contract Amount will be adjusted by change order in accordance with Contract.

PART 2 - PRODUCTS

2.1 LUMP SUM ALLOWANCES

- A. Owners Contingency:
 - 1. The Contractor shall include a contract allowance of \$20,000.00 in their proposal to provide all material, labor, and equipment necessary to design, permit, and installation of unknown conditions.

2. Owner to determine the conditions and use of this allowance.

PART 3 - EXECUTION

3.1 SELECTION OF PRODUCTS

- A. Owner's Representative and Architect will:
 1. Consult with Contractor for considerations to be given in selection of products, suppliers and qualified installers.
 2. Make selection in consultation with HCS Facility staff. Obtain written direction by HCS's Representative designating:
 - a. Product, color, design and finish.
 - b. Accessories and attachments.
 - c. Suppliers and qualified installers, as applicable.
 - d. Allowance amount to be included in Contract Amount.
 - e. Construction Contract warranty and manufacturer's guarantee provisions.
- B. Contractor shall:
 1. Assist HCS Facility staff's Representative and Architect in determining qualified suppliers or installers.
 2. Obtain proposals from suppliers and installers.
 3. Make cost and constructability recommendations to Owner's Representative and Architect for consideration in product, supplier and qualified installer selections.
 4. Notify Owner's Representative and Architect promptly of:
 - a. Reasonable objections Contractor may have against any supplier or party under consideration for installation.
 - b. Effects on Construction Schedule anticipated by selections under consideration.

3.2 CONTRACTOR'S RESPONSIBILITIES

- A. Upon notification of selection, Contractor shall execute purchase agreement with designated supplier and enter into contract with designated qualified installer, as applicable.
- B. Contractor shall make all arrangements for and submit shop drawings, product data and samples as required.
- C. Contractor shall make all arrangements for pick-up, delivery, handling and storage of products.
- D. Upon delivery, Contractor shall promptly inspect products for damage or defects. Should damage or defects be found, Contractor shall effect return, replacement or repair of products, as appropriate, and process claims for transportation damage.
- E. Contractor shall apply, install and finish products in compliance with requirements of applicable Sections of Specifications.

3.3 ADJUSTMENT COSTS

- A. Should the net cost of the Allowance be more or less than the amount included in the Contract Amount, the Contract Amount shall be adjusted in accordance with provisions of the Contract General Conditions and a Change Order shall be executed.

- B. Adjustment shall be made only for:
 - 1. Increase or decrease in handling costs at site, labor, installation costs, overhead, profit, and other expenses resulting from final selection under Allowance.
 - 2. Increase or decrease in product cost resulting from final selection under Allowance.
 - 3. Increase or decrease in product, application, installation and finishing costs resulting from change in quantity stated in Allowance.

END OF SECTION

SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if the Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternates into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include, as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation, whether or not indicated as part of alternate.
- B. Execute accepted alternates under the same conditions as other Work of the Contract.
- C. Schedule: A Part 3 "Schedule of Alternates" Article is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. 1: **Casework Replacement in Teacher Planning Room 102.**

1. Base Bid: Existing casework to remain.
2. Alternate: Remove existing casework and sink and replace with new as shown on sheet A-720 MILLWORK ELEVATIONS & DETAILS.

END OF SECTION 012300

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Requirements:
 - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 2. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction 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 to ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and scheduled activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.

1.5 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.

- e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
 - f. Indicate required installation sequences.
 - g. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
 2. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
 3. Review: Architect will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make suitable modifications and resubmit.
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Submittal Format: Submit or post coordination drawing files using PDF format.

1.6 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.

2. Owner name.
 3. Owner's Project number.
 4. Name of Architect.
 5. Architect's Project number.
 6. Date.
 7. Name of Contractor.
 8. RFI number, numbered sequentially.
 9. RFI subject.
 10. Specification Section number and title and related paragraphs, as appropriate.
 11. Drawing number and detail references, as appropriate.
 12. Field dimensions and conditions, as appropriate.
 13. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 14. Contractor's signature.
 15. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Architect.
1. Attachments shall be electronic files in PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."

- a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 5 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use software log that is part of web-based Project management software. Software log with not less than the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number, including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
- F. 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.

1.7 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
1. Assemble complete submittal package into a single indexed file, incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.8 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times a minimum of seven days prior to meeting.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.

- B. Preconstruction Conference: Construction Manager will schedule and conduct 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.
1. Attendees: Authorized representatives of Owner Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Preparation of Record Documents.
 - o. Use of the premises and existing building.
 - p. Work restrictions.
 - q. Working hours.
 - r. Owner's occupancy requirements.
 - s. Responsibility for temporary facilities and controls.
 - t. Procedures for moisture and mold control.
 - u. Procedures for disruptions and shutdowns.
 - v. Construction waste management and recycling.
 - w. Parking availability.
 - x. Office, work, and storage areas.
 - y. Equipment deliveries and priorities.
 - z. First aid.
 - aa. Security.
 - bb. Progress cleaning.
 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for 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.

2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility requirements.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 14 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:

- a. Preparation of Record Documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Procedures for completing and archiving web-based Project software site data files.
 - d. Submittal of written warranties.
 - e. Requirements for completing sustainable design documentation.
 - f. Requirements for preparing operations and maintenance data.
 - g. Requirements for delivery of material samples, attic stock, and spare parts.
 - h. Requirements for demonstration and training.
 - i. Preparation of Contractor's punch list.
 - j. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - k. Submittal procedures.
 - l. Owner's partial occupancy requirements.
 - m. Installation of Owner's furniture, fixtures, and equipment.
 - n. Responsibility for removing temporary facilities and controls.
4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: biweekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. 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) Access.
 - 7) Site use.

- 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of Proposal Requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- F. Coordination Meetings: Conduct Project coordination meetings at biweekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with 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.
 - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.

- 6) Access.
 - 7) Site use.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of RFIs.
 - 14) Proposal Requests.
 - 15) Change Orders.
 - 16) Pending changes.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:

- 1. Submittal schedule requirements.
- 2. Administrative and procedural requirements for submittals.

- B. Related Requirements:

- 1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
- 2. Section 013100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
- 3. Section 014000 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
- 4. Section 017700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.
- 5. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
- 6. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
- 7. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.4 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
1. Project name.
 2. Date.
 3. Name of Architect.
 4. Name of Contractor.
 5. Name of firm or entity that prepared submittal.
 6. Names of subcontractor, manufacturer, and supplier.
 7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
 8. Category and type of submittal.
 9. Submittal purpose and description.
 10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 11. Drawing number and detail references, as appropriate.
 12. Indication of full or partial submittal.
 13. Location(s) where product is to be installed, as appropriate.
 14. Other necessary identification.
 15. Remarks.
 16. Signature of transmitter.
- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Paper Submittals:
1. Place a permanent label or title block on each submittal item for identification; include name of firm or entity that prepared submittal.
 2. Provide a space approximately **6 by 8 inches (150 by 200 mm)** on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Action Submittals: Submit three paper copies of each submittal unless otherwise indicated. Architect will not return copies.
 4. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.
 5. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
 6. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling.

- E. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.
- F. Submittals Utilizing Web-Based Project Software: Prepare submittals as PDF files or other format indicated by Project management software.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 - a. Architect will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
 - 2. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project management software website. Enter required data in web-based software site to fully identify submittal.
 - 3. Paper: Prepare submittals in paper form and deliver to Architect.
- B. 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. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 - 4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, 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.
- C. Processing Time: Allow 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.
 - a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
- D. Resubmittals: Make resubmittals in same form and number of copies 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.
 3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- E. 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.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. 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 published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.

- b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.
- B. 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 submittal based on Architect's digital data drawing files is otherwise permitted.
 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Paper Sheet Size: Except for templates, patterns, and similar full-size Drawings, submit Shop Drawings on sheets at least **8-1/2 by 11 inches (215 by 280 mm)**, but no larger than **30 by 42 inches (750 by 1067 mm)**.
 - a. Two opaque (bond) copies of each submittal. Architect will return one copy(ies).
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
 1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
 4. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
 5. Paper Transmittal: Include paper transmittal, including complete submittal information indicated.

6. 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.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
7. 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 one 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.
8. 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.
- D. Product Schedule: 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 indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
1. Certificates and Certifications Submittals: Submit a 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. Provide a notarized signature where indicated.
 2. Installer Certificates: Submit 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.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
 6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.
- H. Test and Research Reports:
1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
 2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
 6. Research Reports: Submit 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:
 - a. Name of evaluation organization.

- b. Date of evaluation.
- c. Time period when report is in effect.
- d. Product and manufacturers' names.
- e. Description of product.
- f. Test procedures and results.
- g. Limitations of use.

1.7 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include 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.
 - 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.8 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return.
 - 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.
 - 2. Paper Submittals: Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
 - 3. Submittals by Web-Based Project Management Software: Architect will indicate, on Project management software website, the appropriate action.
- B. 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.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.

- E. Architect will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection 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 quality-control requirements for individual work results are specified in their respective Specification Sections. Requirements in individual Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

1.3 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. 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, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).

- D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.
- E. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."
- H. 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.
- I. 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. Contractor's quality-control services do not include contract administration activities performed by Architect.

1.4 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements is specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, inform the Architect regarding the conflict and obtain clarification prior to proceeding with the Work. Refer conflicting requirements that are different, but apparently equal, to Architect for clarification before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified is 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 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data: For Contractor's quality-control personnel.

- C. Testing Agency Qualifications: 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.
- D. Reports: Prepare and submit certified written reports and documents as specified.
- E. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for

1.6 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, telephone number, and email address 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 inspection.
 - 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.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
 - 1. Name, address, telephone number, and email address of technical 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 of whether conditions, products, and installation will affect warranty.
 - 7. Other required items indicated in individual Specification Sections.

1.7 QUALITY ASSURANCE

- A. Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. 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. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- C. 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.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in 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 is similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and engage in the activities indicated.
 - 1. Requirements of authorities having jurisdiction supersede requirements for specialists.
- G. Testing and Inspecting Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented in accordance with ASTM E329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. 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 Contractor's responsibilities, including the following:

1. Provide test specimens representative of proposed products and construction.
2. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
3. Build site-assembled test assemblies and mockups, using installers who will perform same tasks for Project.
4. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, with copy to Contractor. Interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from the Contract Documents.

1.8 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 inspection they are engaged to perform.
 2. 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. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
 1. 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.
 2. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor will not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspection will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. 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.

- D. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations 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 duties of Contractor.
- E. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 013300 "Submittal Procedures."
- F. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- G. Contractor's Associated Requirements and Services: Cooperate with agencies and representatives 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 inspection. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 6. Security and protection for samples and for testing and inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Coordinate and submit concurrently with Contractor's Construction Schedule. Update and submit with each Application for Payment.

1. Schedule Contents: Include tests, inspections, and quality-control services, including Contractor- and Owner-retained services, commissioning activities, and other Project-required services paid for by other entities.
2. Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.9 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency and special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, as indicated in the Statement of Special Inspections attached to this Section, 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 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 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 TEST AND INSPECTION LOG

- A. Test and Inspection Log: 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 revisions as they occur. Provide access to test and inspection log for Architect's authorities' having jurisdiction reference during normal working hours.
1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample-taking, and similar services, repair damaged construction and restore substrates and finishes.
 - 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 017300 "Execution."
- 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.

SCHEDULE OF SPECIAL INSPECTIONS (1 Pages)

Project Name: Waccamaw Elementary School Upgrades & Renovation
Owner: Horry County Schools

Special Inspection requirements based on Section 1704 of Chapter 17 of the 2018 International Building Code and Chapter 1 of the 2018 International Building Code

MATERIALS	TYPE OF INSPECTION	SPECIFICATION OR CODE REFERENCE	INSPECTION BY		
			ARCH	ENG	Testing Company
Plumbing Inspections	Rough-in inspection prior to wall or ceiling membranes	International Plumbing Code 2018 – 107.2			TBD
	Final inspection after building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy	International Plumbing Code 2018-107.2		X	
Plumbing Comp	Manufacturer certification required on plumbing equipment	Specification 230548		X	

END OF SECTION 014000

SECTION 014200 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 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": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- 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.
 - 1. For standards referenced by applicable building codes, comply with dates of standards as listed in building codes.
- 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.

1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."
- B. Industry Organizations: 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. Abbreviations and acronyms not included in this list shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States." The information in this list is subject to change and is believed to be accurate as of the date of the Contract Documents.
 - 1. AABC - Associated Air Balance Council; www.aabc.com.
 - 2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
 - 3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
 - 4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
 - 5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
 - 6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
 - 7. ABMA - American Boiler Manufacturers Association; www.abma.com.
 - 8. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org.
 - 9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
 - 10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
 - 11. AF&PA - American Forest & Paper Association; www.afandpa.org.
 - 12. AGA - American Gas Association; www.aga.org.
 - 13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
 - 14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
 - 15. AI - Asphalt Institute; www.asphaltinstitute.org.
 - 16. AIA - American Institute of Architects (The); www.aia.org.
 - 17. AISC - American Institute of Steel Construction; www.aisc.org.
 - 18. AISI - American Iron and Steel Institute; www.steel.org.
 - 19. AITC - American Institute of Timber Construction; www.aitc-glulam.org.
 - 20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.

21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.
30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
34. ASSP - American Society of Safety Professionals (The); www.assp.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AVIXA - Audiovisual and Integrated Experience Association; (Formerly: Infocomm International); www.soundandcommunications.com.
38. AWEA - American Wind Energy Association; www.awea.org.
39. AWI - Architectural Woodwork Institute; www.awinet.org.
40. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
41. AWPA - American Wood Protection Association; www.awpa.com.
42. AWS - American Welding Society; www.aws.org.
43. AWWA - American Water Works Association; www.awwa.org.
44. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
45. BIA - Brick Industry Association (The); www.gobrick.com.
46. BICSI - BICSI, Inc.; www.bicsi.org.
47. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
48. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
49. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
50. CDA - Copper Development Association; www.copper.org.
51. CE - Conformite Europeenne; www.ec.europa.eu/growth/single-market/ce-marking.
52. CEA - Canadian Electricity Association; www.electricity.ca.
53. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
54. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
55. CGA - Compressed Gas Association; www.cganet.com.
56. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
57. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
58. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
59. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
60. CPA - Composite Panel Association; www.compositepanel.org.
61. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
62. CRRC - Cool Roof Rating Council; www.coolroofs.org.
63. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.

64. CSA - CSA Group; www.csa-group.org.
65. CSI - Construction Specifications Institute (The); www.csiresources.org.
66. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
67. CTA - Consumer Technology Association; www.cta.tech.
68. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.coolingtechnology.org.
69. CWC - Composite Wood Council; (See CPA).
70. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
71. DHA - Decorative Hardwoods Association; (Formerly: Hardwood Plywood & Veneer Association); www.decorativehardwoods.org.
72. DHI - Door and Hardware Institute; www.dhi.org.
73. ECA - Electronic Components Association; (See ECIA).
74. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
75. ECIA - Electronic Components Industry Association; www.ecianow.org.
76. EIA - Electronic Industries Alliance; (See TIA).
77. EIMA - EIFS Industry Members Association; www.eima.com.
78. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
79. EOS/ESD Association; (Electrostatic Discharge Association); www.esda.org.
80. ESTA - Entertainment Services and Technology Association; (See PLASA).
81. ETL - Intertek (See Intertek); www.intertek.com.
82. EVO - Efficiency Valuation Organization; www.evo-world.org.
83. FCI - Fluid Controls Institute; www.fluidcontrolsinstitute.org.
84. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
85. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
86. FM Approvals - FM Approvals LLC; www.fmglobal.com.
87. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
88. FRSA - Florida Roofing, Sheet Metal Contractors Association, Inc.; www.floridarooft.com.
89. FSA - Fluid Sealing Association; www.fluidsealing.com.
90. FSC - Forest Stewardship Council U.S.; www.fscus.org.
91. GA - Gypsum Association; www.gypsum.org.
92. GANA - Glass Association of North America; (See NGA).
93. GS - Green Seal; www.greenseal.org.
94. HI - Hydraulic Institute; www.pumps.org.
95. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
96. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
97. HPVA - Hardwood Plywood & Veneer Association; (See DHA).
98. HPW - H. P. White Laboratory, Inc.; www.hpwhite.com.
99. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
100. IAS - International Accreditation Service; www.iasonline.org.
101. ICBO - International Conference of Building Officials; (See ICC).
102. ICC - International Code Council; www.iccsafe.org.
103. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
104. ICPA - International Cast Polymer Association; www.theicpa.com.
105. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
106. IEC - International Electrotechnical Commission; www.iec.ch.
107. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.

108. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
109. IESNA - Illuminating Engineering Society of North America; (See IES).
110. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
111. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
112. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.org.
113. II - Infocomm International; (See AVIXA).
114. ILI - Indiana Limestone Institute of America, Inc.; www.ili.ai.com.
115. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
116. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
117. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
118. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
119. ISO - International Organization for Standardization; www.iso.org.
120. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
121. ITU - International Telecommunication Union; www.itu.int.
122. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
123. LMA - Laminating Materials Association; (See CPA).
124. LPI - Lightning Protection Institute; www.lightning.org.
125. MBMA - Metal Building Manufacturers Association; www.mbma.com.
126. MCA - Metal Construction Association; www.metalconstruction.org.
127. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
128. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
129. MHI - Material Handling Industry of America; www.mhia.org.
130. MIA - Marble Institute of America; (See NSI).
131. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
132. MPI - Master Painters Institute; www.paintinfo.com.
133. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
134. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
135. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
136. NADCA - National Air Duct Cleaners Association; www.nadca.com.
137. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
138. NALP - National Association of Landscape Professionals; www.landscapeprofessionals.org.
139. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
140. NBI - New Buildings Institute; www.newbuildings.org.
141. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
142. NCMA - National Concrete Masonry Association; www.ncma.org.
143. NEBB - National Environmental Balancing Bureau; www.nebb.org.
144. NECA - National Electrical Contractors Association; www.necanet.org.
145. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
146. NEMA - National Electrical Manufacturers Association; www.nema.org.
147. NETA - InterNational Electrical Testing Association; www.netaworld.org.
148. NFHS - National Federation of State High School Associations; www.nfhs.org.
149. NFPA - National Fire Protection Association; www.nfpa.org.

150. NFPA - NFPA International; (See NFPA).
151. NFRC - National Fenestration Rating Council; www.nfrc.org.
152. NGA - National Glass Association (The); (Formerly: Glass Association of North America); www.glass.org.
153. NHLA - National Hardwood Lumber Association; www.nhla.com.
154. NLGA - National Lumber Grades Authority; www.nlga.org.
155. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
156. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
157. NRCA - National Roofing Contractors Association; www.nrca.net.
158. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
159. NSF - NSF International; www.nsf.org.
160. NSI - National Stone Institute; (Formerly: Marble Institute of America); www.naturalstoneinstitute.org.
161. NSPE - National Society of Professional Engineers; www.nspe.org.
162. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
163. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
164. NWFA - National Wood Flooring Association; www.nwfa.org.
165. NWRA - National Waste & Recycling Association; www.wasterecycling.org
166. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
167. PDI - Plumbing & Drainage Institute; www.pdionline.org.
168. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
169. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
170. RFCI - Resilient Floor Covering Institute; www.rfci.com.
171. RIS - Redwood Inspection Service; www.redwoodinspection.com.
172. SAE - SAE International; www.sae.org.
173. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
174. SDI - Steel Deck Institute; www.sdi.org.
175. SDI - Steel Door Institute; www.steeldoor.org.
176. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
177. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
178. SIA - Security Industry Association; www.siaonline.org.
179. SJI - Steel Joist Institute; www.steeljoist.org.
180. SMA - Screen Manufacturers Association; www.smainfo.org.
181. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
182. SMPTE - Society of Motion Picture and Television Engineers; www.smpete.org.
183. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
184. SPIB - Southern Pine Inspection Bureau; www.spib.org.
185. SPRI - Single Ply Roofing Industry; www.spri.org.
186. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
187. SSINA - Specialty Steel Industry of North America; www.ssina.com.
188. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
189. STI - Steel Tank Institute; www.steeltank.com.
190. SWI - Steel Window Institute; www.steelwindows.com.
191. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
192. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
193. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
194. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.

195. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
196. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
197. TMS - The Masonry Society; www.masonrysociety.org.
198. TPI - Truss Plate Institute; www.tpinst.org.
199. TPI - Turfgrass Producers International; www.turfgrasssod.org.
200. TRI - Tile Roofing Institute; www.tilerroofing.org.
201. UL - Underwriters Laboratories Inc.; www.ul.com.
202. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
203. USAV - USA Volleyball; www.usavolleyball.org.
204. USGBC - U.S. Green Building Council; www.usgbc.org.
205. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
206. WA - Wallcoverings Association; www.wallcoverings.org.
207. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
208. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
209. WDMA - Window & Door Manufacturers Association; www.wdma.com.
210. WI - Woodwork Institute; www.wicnet.org.
211. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
212. WWPA - Western Wood Products Association; <http://www.wwpa.org>. Retain "Code Agencies" Paragraph below if required. The Section Text in MasterSpec Sections is prepared assuming list is retained.

C. 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. This information is believed to be accurate as of the date of the Contract Documents.

1. DIN - Deutsches Institut für Normung e.V.; www.din.de.
2. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
3. ICC - International Code Council; www.iccsafe.org.
4. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

D. 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. Information is subject to change and is up to date as of the date of the Contract Documents.

1. COE - Army Corps of Engineers; www.usace.army.mil.
2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
4. DOD - Department of Defense; www.quicksearch.dla.mil.
5. DOE - Department of Energy; www.energy.gov.
6. EPA - Environmental Protection Agency; www.epa.gov.
7. FAA - Federal Aviation Administration; www.faa.gov.
8. FG - Federal Government Publications; www.gpo.gov/fdsys.
9. GSA - General Services Administration; www.gsa.gov.
10. HUD - Department of Housing and Urban Development; www.hud.gov.

11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
13. SD - Department of State; www.state.gov.
14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
17. USDOJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
18. USP - U.S. Pharmacopeial Convention; www.usp.org.
19. USPS - United States Postal Service; www.usps.com.

E. 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. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CFR - Code of Federal Regulations; Available from Government Printing Office; www.govinfo.gov.
2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
3. DSCC - Defense Supply Center Columbus; (See FS).
4. FED-STD - Federal Standard; (See FS).
5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org.
6. MILSPEC - Military Specification and Standards; (See DOD).
7. USAB - United States Access Board; www.access-board.gov.
8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; www.bearhfti.ca.gov.
2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; www.calregs.com.
3. CDHS; California Department of Health Services; (See CDPH).

4. CDPH; California Department of Public Health; Indoor Air Quality Program; www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/Main-Page.aspx.
5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
7. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservation.tamu.edu.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 014200

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.

1.3 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Architect, testing agencies, and authorities having jurisdiction.
- B. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering. Provide connections and extensions of services and metering as required for construction operations.
- C. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering. Provide connections and extensions of services and metering as required for construction operations.

1.4 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.

1.5 QUALITY ASSURANCE

- A. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

PART 2 - PRODUCTS

2.1 TEMPORARY FACILITIES

- A. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
 - 1. Store combustible materials apart from building.

2.2 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.1 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

3.2 INSTALLATION, GENERAL

- A. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
- B. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
 - 1. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.

3.3 TEMPORARY UTILITY INSTALLATION

- A. Sanitary Facilities: Provide temporary toilets, wash facilities, safety shower and eyewash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.

3.4 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:
 - 1. Provide construction for temporary field offices, shops, and sheds located within construction area or within **30 feet (9 m)** of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241.

3.5 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
 - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for

3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for Contractor requirements related to Owner-furnished products.
 - 2. Section 012100 "Allowances" for products selected under an allowance.
 - 3. Section 012500 "Substitution Procedures" for requests for substitutions.
 - 4. Section 014200 "References" for applicable industry standards for products specified.
 - 5. Section 01770 "Closeout Procedures" for submitting warranties.

1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," 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. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
 - 3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in Part 2 "Comparable Products" Article, 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. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model

number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.

1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.
- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.
- D. Comparable Product Request Submittal: An action submittal requesting consideration of a comparable product, including the following information:
1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
 2. Data indicating compliance with the requirements specified in Part 2 "Comparable Products" Article.
- E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 013300 "Submittal Procedures."
- F. Substitution: Refer to Section 012500 "Substitution Procedures" for definition and limitations on substitutions.

1.4 QUALITY ASSURANCE

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

- B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.
 - 1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but inconspicuous surface. Include information essential for operation, including the following:
 - a. Name of product and manufacturer.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.
 - 3. See individual identification Sections in Divisions 21, 22, 23, and 26 for additional equipment identification requirements.

1.5 COORDINATION

- A. Modify or adjust affected work as necessary to integrate work of approved comparable products and approved substitutions.

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 and vandalism. 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 determine compliance with the Contract Documents and that products are undamaged and properly protected.
- C. Storage:
 - 1. Provide a secure location and enclosure at Project site for storage of materials and equipment.

2. Store products to allow for inspection and measurement of quantity or counting of units.
3. Store materials in a manner that will not endanger Project structure.
4. Store products that are subject to damage by the elements under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation and with adequate protection from wind.
5. Protect 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: Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, 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 meeting requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.
5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
6. Or Equal: For products specified by name and accompanied by the term "or equal," "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
 - a. Submit additional documentation required by Architect in order to establish equivalency of proposed products. Unless otherwise indicated, evaluation of "or equal" product status is by the Architect, whose determination is final.

B. Product Selection Procedures:

1. Sole Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Sole product may be indicated by the phrase "Subject to compliance with requirements, provide the following."
2. Sole Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Sole manufacturer/source may be indicated by the phrase "Subject to compliance with requirements, provide products by the following."
3. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered.
 - a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."
4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed or an unnamed product that complies with requirements.

- a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
5. Limited List of Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered.
 - a. Limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, provide products by one of the following."
6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed or a product by an unnamed manufacturer that complies with requirements.
 - a. Non-limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of products of an unnamed manufacturer is not considered a substitution, if the product complies with requirements.
7. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.
 - a. For approval of products by unnamed manufacturers, comply with requirements in Section 012500 "Substitution Procedures" for substitutions for convenience.
- C. Visual Matching Specification: Where Specifications require the phrase "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.
- E. Sustainable Product Selection: Where Specifications require product to meet sustainable product characteristics, select products complying with indicated requirements. Comply with

requirements in Division 01 sustainability requirements Section and individual Specification Sections.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements:
1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 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.
- B. Architect's Action on Comparable Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 013300 "Submittal Procedures."
1. Form of Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
 2. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- C. Submittal Requirements, Two-Step Process: Approval by the Architect of Contractor's request for use of comparable product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.
- D. Submittal Requirements, Single-Step Process: When acceptable to Architect, incorporate specified submittal requirements of individual Specification Section in combined submittal for comparable products. Approval by the Architect of Contractor's request for use of comparable product and of individual submittal requirements will also satisfy other submittal requirements.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work, including, but not limited to, the following:
 - 1. Installation of the Work.
 - 2. Coordination of Owner's portion of the Work.
 - 3. Progress cleaning.
 - 4. Starting and adjusting.
 - 5. Protection of installed construction.

- B. Related Requirements:
 - 1. Section 011000 "Summary" for coordination and limits on use of Project site.
 - 2. Section 013300 "Submittal Procedures" for submitting surveys.
 - 3. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.
 - 4. Section 024119 "Selective Demolition" for demolition and removal of selected portions of the building.

- C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Comply with requirements specified in other Sections.
 - 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with sustainable design requirements.

- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials. Use materials that are not considered hazardous.

- C. 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.
 - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, 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. Examine roughing-in for mechanical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls and floors for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- B. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - 1. Description of the Work, including Specification Section number and paragraph, and Drawing sheet number and detail, where applicable.
 - 2. List of detrimental conditions, including substrates.
 - 3. List of unacceptable installation tolerances.
 - 4. Recommended corrections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. 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.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

- C. 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 in accordance with requirements in Section 013100 "Project Management and Coordination."

3.3 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb, and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 - 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
 - 4. Maintain minimum headroom clearance of 96 inches (2440 mm) in occupied spaces and 90 inches (2300 mm) in unoccupied spaces, unless otherwise indicated on Drawings.
- 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 satisfactory results as judged by Architect. 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 of type expected for Project.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on-site and placement in permanent locations.
- F. Tools and Equipment: Select tools or equipment that minimize production of excessive noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for Work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions with manufacturer.
 - 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.

- I. Joints: Make joints of uniform width. Where joint locations in exposed Work are not indicated, arrange joints for the best visual effect, as judged by Architect. Fit exposed connections together to form hairline joints.
- J. Repair or remove and replace damaged, defective, or nonconforming Work.
 - 1. Comply with Section 017700 "Closeout Procedures" for repairing or removing and replacing defective work.

3.4 PROGRESS CLEANING

- A. Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- 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: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls." Section 017419 "Construction Waste Management and Disposal."
- 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 ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.5 STARTING AND ADJUSTING

- A. Coordinate startup and adjusting of equipment and operating components with requirements in Section 019113 "General Commissioning Requirements."
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- 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: Comply with qualification requirements in Section 014000 "Quality Requirements."

3.6 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. Repair Work previously completed and subsequently damaged during construction period. Repair to like-new condition.
- C. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- D. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
 - 2. Section 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 3. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 4. Section 017900 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

1.3 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Architect's use prior to Architect's inspection, to determine if the Work is substantially complete.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.5 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items required by other Sections.

1.7 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Advise Owner of pending insurance changeover requirements.

2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
3. Complete startup and testing of systems and equipment.
4. Perform preventive maintenance on equipment used prior to Substantial Completion.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
6. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
7. Complete final cleaning requirements.
8. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.8 FINAL COMPLETION PROCEDURES

A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:

1. Submit a final Application for Payment in accordance with Section 012900 "Payment Procedures."
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report.
5. Submit Final Completion photographic documentation.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager 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. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.9 LIST OF INCOMPLETE ITEMS

- A. Organization 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, listed by room or space number.
 2. Organize items applying to each space by major element, including categories for ceilings, 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.
 4. Submit list of incomplete items in the following format:
 - a. PDF Electronic File: Architect will return annotated file.

1.10 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- 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 Project Manual.
- D. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 1. Submit on digital media acceptable to Architect.
- E. Warranties in Paper Form:

1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) 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.
- F. 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.
1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform 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 designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Remove tools, construction equipment, machinery, and surplus material from Project site.

- d. Clean exposed interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Restore reflective surfaces to their original condition.
- e. Remove debris and surface dust from limited-access spaces, including tops and inside of casework.
- f. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
- g. Vacuum and mop concrete.
- h. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
- i. Polish mirrors, taking care not to scratch surfaces.
- j. Remove labels that are not permanent.
- k. Wipe surfaces of mechanical equipment and similar equipment. Remove excess lubrication, paint, and other foreign substances.
- l. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- m. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
- n. Leave Project clean and ready for occupancy.

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 017300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Systems and equipment operation manuals.
 - 3. Systems and equipment maintenance manuals.
 - 4. Product maintenance manuals.
- B. Related Requirements:
 - 1. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

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 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:

1. Submit on digital media acceptable to Architect. Enable reviewer comments on draft submittals.
 2. Submit three paper copies. Architect will return two copies.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.
1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.
- E. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.5 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes.
1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold **8-1/2-by-11-inch (215-by-280-mm)** paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.

2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment. Enclose title pages and directories in clear plastic sleeves.
4. Supplementary Text: Prepared on 8-1/2-by-11-inch (215-by-280-mm) 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.

1.6 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
 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.
- B. 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. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Control diagrams.
 7. Precautions against improper use.
 8. License requirements including inspection and renewal dates.
- C. Descriptions: Include the following:
 1. Product name and model number. Use designations for products indicated on Contract Documents.
 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.

D. 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.

E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

1.7 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.

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.

B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds as described below.

C. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

D. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:

1. Standard maintenance instructions and bulletins; 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.

- a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
 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.
- E. 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 video recording, if available.
- F. 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.
- G. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- H. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- I. Warranties and Bonds: 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.
- J. 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 maintenance manuals.

1.8 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Product Information: 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.
- E. 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.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. 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 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for final property survey.
 - 2. Section 017700 "Closeout Procedures" for general closeout procedures.
 - 3. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit copies of Record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit PDF electronic files of scanned record prints and one set(s) of file prints.
 - 2) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit PDF electronic files of scanned Record Prints and two set(s) of file prints.
 - 2) Print each drawing, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit annotated PDF electronic files and paper copies of Project's Specifications, including addenda and Contract modifications.

- C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
 - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.

1.4 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 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 provide information for preparation of corresponding 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 acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.
 - 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. Actual equipment locations.
 - d. Duct size and routing.
 - e. Locations of concealed internal utilities.
 - f. Changes made by Change Order or Construction Change Directive.
 - g. Changes made following Architect's written orders.
 - h. Details not on the original Contract Drawings.
 - i. Field records for variable and concealed conditions.
 - j. Record information on the Work that is shown only schematically.
 - 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 - 4. Mark record prints 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. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
 - 1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 - 2. Format: Annotated PDF electronic file.
 - 3. Record Digital Data Files: Organize digital data 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 digital data file.
 - 4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.

1.5 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation, where installation varies from that indicated in Specifications, addenda, and Contract modifications.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 - 3. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
 - 4. Note related Change Orders and Record Drawings where applicable.
- B. Format: Submit record specifications as annotated PDF electronic file.

1.6 RECORD PRODUCT DATA

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and revisions to Project Record Documents as they occur; do not wait until end of Project.
- B. 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 and Record Drawings where applicable.
- C. Format: Submit Record Product Data as annotated PDF electronic file.

1. Include Record Product Data directory organized by Specification Section number and title, electronically linked to each item of Record Product Data.

1.7 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.
- B. Format: Submit miscellaneous record submittals as PDF electronic file.
 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

1.8 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store Record Documents 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017839

SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Instruction in operation and maintenance of systems, subsystems, and equipment.

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and 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. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- 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.

1.4 CLOSEOUT SUBMITTALS

- 1. At completion of training, submit complete training manual(s) for Owner's use prepared in same PDF file format required for operation and maintenance manuals specified in Section 017823 "Operation and Maintenance Data."

1.5 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 Section 014000 "Quality Requirements," experienced in operation and maintenance procedures and training.

1.6 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- 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 have been reviewed and approved by Architect.

1.7 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- 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 as applicable to the system, equipment, or component:
 - 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. Systems and equipment operation manuals.
 - c. Systems and equipment maintenance manuals.
 - d. Product maintenance manuals.
 - e. Project Record Documents.
 - f. Identification systems.
 - g. Warranties and bonds.
 - h. 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.

1.8 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 017823 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

1.9 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 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 Architect, with at least seven days' advance notice.
- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 017900

SECTION 024119 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Demolition and removal of selected portions of building or structure.

B. Related Requirements:

1. Section 011000 "Summary" for restrictions on use of the premises, Owner-occupancy requirements, and phasing requirements.
2. Section 017300 "Execution" for cutting and patching procedures.

1.2 DEFINITIONS

- A. Remove: Detach items from existing construction and dispose of them off-site unless indicated to be salvaged or reinstalled.
- B. Remove and Salvage: Detach items from existing construction, in a manner to prevent damage, and deliver to Owner ready for reuse.
- C. Remove and Reinstall: Detach items from existing construction, in a manner to prevent damage, prepare for reuse, and reinstall where indicated.
- D. Existing to Remain: Leave existing items that are not to be removed and that are not otherwise indicated to be salvaged or reinstalled.
- E. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.

1.3 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.

1.4 PREINSTALLATION MEETINGS

- A. Predemolition Conference: Conduct conference at Project site.

1. Inspect and discuss condition of construction to be selectively demolished.

2. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.
3. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.
4. Review areas where existing construction is to remain and requires protection.

1.5 INFORMATIONAL SUBMITTALS

- A. 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. Ensure Owner's building manager's on-site operations are uninterrupted.
 2. Interruption of utility services. Indicate how long utility services will be interrupted.
 3. Coordination for shutoff, capping, and continuation of utility services.
 4. Use of elevator and stairs.
 5. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- B. Warranties: Documentation indicating that existing warranties are still in effect after completion of selective demolition.

1.6 FIELD CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
- 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 suspected 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 is not permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
 1. Maintain fire-protection facilities in service during selective demolition operations.

1.7 COORDINATION

- A. Arrange selective demolition schedule so as not to interfere with Owner's operations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ANSI/ASSP A10.6 and NFPA 241.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Review Project Record Documents of existing construction or other existing condition and hazardous material information provided by Owner. Owner does not guarantee that existing conditions are same as those indicated in Project Record Documents.
- C. Engage a professional engineer to perform an engineering survey of 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 building demolition operations.
 - 1. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.
- D. Verify that hazardous materials have been remediated before proceeding with building demolition operations.

3.2 PREPARATION

- A. Refrigerant: Before starting demolition, remove refrigerant from mechanical equipment according to 40 CFR 82 and regulations of authorities having jurisdiction.

3.3 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.

- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
1. Owner will arrange to shut off indicated services/systems when requested by Contractor.
 2. Arrange to shut off utilities with utility companies.
 3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
 4. Disconnect, demolish, and remove fire-suppression systems, plumbing, and HVAC systems, equipment, and components indicated on Drawings to be removed.
 - a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
 - b. Equipment to Be Removed: Disconnect and cap services and remove equipment.
 - c. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
 - d. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.

3.4 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
1. Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
 2. Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
 3. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
 4. Cover and protect furniture, furnishings, and equipment that have not been removed.
 5. Comply with requirements for temporary enclosures, dust control, heating, and cooling specified in Section 015000 "Temporary Facilities and Controls."
- B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes 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.
- C. Remove temporary barricades and protections where hazards no longer exist.

3.5 SELECTIVE DEMOLITION, GENERAL

- 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. 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. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
 5. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
 6. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
- B. 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.
- C. Removed and Reinstalled Items:
1. Clean and repair items to functional condition adequate for intended reuse.
 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.
- D. 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.

3.6 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS

- A. Concrete: Demolish in small sections. Using power-driven saw, cut concrete to a depth of at least **3/4 inch (19 mm)** at junctures with construction to remain. Dislodge concrete from reinforcement at perimeter of areas being demolished, cut reinforcement, and then remove remainder of concrete. Neatly trim openings to dimensions indicated.
- B. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals using power-driven saw, and then remove concrete between saw cuts.

- C. Concrete Slabs-on-Grade: Saw-cut perimeter of area to be demolished, and then break up and remove.
- D. Resilient Floor Coverings: Remove floor coverings and adhesive according to recommendations in RFCI's "Recommended Work Practices for the Removal of Resilient Floor Coverings." Do not use methods requiring solvent-based adhesive strippers.

3.7 DISPOSAL OF DEMOLISHED MATERIALS

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction. and recycle or dispose of them according to Section 017419 "Construction Waste Management and Disposal."
 - 1. Do not allow demolished materials to accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 - 3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- B. Burning: Do not burn demolished materials.

3.8 CLEANING

- A. 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.

END OF SECTION 024119

SECTION 064116 - PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Plastic-laminate-clad architectural cabinets.
2. Cabinet hardware and accessories.
3. Wood furring, blocking, shims, and hanging strips for installing plastic-laminate-clad architectural cabinets that are not concealed within other construction.

B. Related Requirements:

1. Section 123623.13 "Plastic-Laminate-Clad Countertops."

1.2 COORDINATION

- ##### A.
- Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work specified in other Sections to support loads imposed by installed and fully loaded cabinets.

1.3 ACTION SUBMITTALS

- ##### A.
- Product Data: For each type of product.

B. Shop Drawings:

1. Include plans, elevations, sections, and attachment details.
2. Show large-scale details.
3. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
4. Show locations and sizes of cutouts and holes for items installed in plastic-laminate architectural cabinets.

- ##### C.
- Samples: For each exposed product and for each color and texture specified, in manufacturer's or manufacturer's standard size.

1.4 QUALITY ASSURANCE

- ##### A.
- Manufacturer's Qualifications: Employs skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.

1. Manufacturer's Certification: Licensed participant in AWT's Quality Certification Program.

B. Installer Qualifications: Licensed participant in AWT's Quality Certification Program.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Do not deliver cabinets until painting and similar finish operations that might damage architectural cabinets have been completed in installation areas. Store cabinets in installation areas or in areas where environmental conditions comply with requirements specified in "Field Conditions" Article.

1.6 FIELD CONDITIONS

A. Field Measurements: Where cabinets are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication, and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

1. Locate concealed framing, blocking, and reinforcements that support cabinets by field measurements before being enclosed/concealed by construction, and indicate measurements on Shop Drawings.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS

A. Quality Standard: Unless otherwise indicated, comply with the Architectural Woodwork Standards for grades of cabinets indicated for construction, finishes, installation, and other requirements.

B. Architectural Woodwork Standards Grade: Custom.

C. Type of Construction: Face frame.

D. Door and Drawer-Front Style: Reveal overlay.

1. Reveal Dimension: **1/2 inch (13 mm)**.

E. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated or if not indicated, as required by quality standard.

1. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:

- a. Abet Laminati Inc.
- b. Formica Corporation.

- c. [Lamin-Art, Inc.](#)
- d. [Pionite; a Panolam Industries International, Inc. brand.](#)
- e. [Wilsonart LLC.](#)

F. Laminate Cladding for Exposed Surfaces:

- 1. Horizontal Surfaces: Grade HGS.
- 2. Vertical Surfaces: Grade HGS.
- 3. Edges: PVC edge banding, 3.0 mm thick, matching laminate in color, pattern, and finish.
- 4. Pattern Direction: Vertically for drawer fronts, doors, and fixed panels.

G. Materials for Semiexposed Surfaces:

- 1. Surfaces Other Than Drawer Bodies: High-pressure decorative laminate, NEMA LD 3, Grade VGS.
 - a. Edges of Plastic-Laminate Shelves: PVC edge banding, 3.0 mm thick, matching laminate in color, pattern, and finish.
 - b. Edges of Thermally Fused Laminate Panel Shelves: PVC or polyester edge banding.
 - c. For semiexposed backs of panels with exposed plastic-laminate surfaces, provide surface of high-pressure decorative laminate, NEMA LD 3, Grade VGS.
- 2. Drawer Sides and Backs: Solid-hardwood lumber.
- 3. Drawer Bottoms: Hardwood plywood.

H. Concealed Backs of Panels with Exposed Plastic-Laminate Surfaces: High-pressure decorative laminate, NEMA LD 3, Grade BKL.

I. Drawer Construction: Fabricate with exposed fronts fastened to subfront with mounting screws from interior of body.

- 1. Join subfronts, backs, and sides with glued rabbeted joints supplemented by mechanical fasteners.

J. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:

- 1. As indicated by laminate manufacturer's designations.

2.2 CABINET HARDWARE AND ACCESSORIES

- A. General: Provide cabinet hardware and accessory materials associated with architectural cabinets.
- B. Butt Hinges: **2-3/4-inch (70-mm)**, five-knuckle steel hinges made from **0.095-inch- (2.4-mm-)** thick metal.
- C. Wire Pulls: Back mounted, solid metal, **4 inches (100 mm)** long, **5/16 inch (8 mm)** in diameter.

- D. Catches: Magnetic catches, ANSI/BHMA A156.9, B03141.
- E. Shelf Rests: ANSI/BHMA A156.9, B04013; two-pin plastic with shelf hold-down clip.
- F. Drawer Slides: ANSI/BHMA A156.9.
 - 1. Heavy-Duty (Grade 1HD-100 and Grade 1HD-200): Undermount.
 - a. Type: Full extension.
 - b. Material: Zinc-plated ball bearing slides.
 - c. Motion Feature: Soft close dampener.
 - 2. General-purpose drawers more than **3 inches (75 mm)** high, but not more than **6 inches (150 mm)** high and not more than **24 inches (600 mm)** wide, provide **75 lb (34 kg)** load capacity.
 - 3. File drawers more than **6 inches (150 mm)** high or more than **24 inches (600 mm)** wide, provide **100 lb (45 kg)** load capacity.
 - 4. Lateral file drawers more than **6 inches (150 mm)** high and more than **24 inches (600 mm)** but not more than **30 inches (762 mm)** wide, provide load capacity.
 - 5. Lateral file drawers more than **6 inches (150 mm)** high and more than **30 inches (762 mm)** wide, provide **200 lb (90.7 kg)** load capacity.
- G. Door Locks: ANSI/BHMA A156.11, E07121.
- H. Drawer Locks: ANSI/BHMA A156.11, E07041.
- I. Door and Drawer Silencers: ANSI/BHMA A156.16, L03011.
- J. Grommets for Cable Passage: **2-inch (51-mm)** OD, molded-plastic grommets and matching plastic caps with slot for wire passage.
 - 1. Color: Black.
- K. Exposed Hardware Finishes: For exposed hardware, provide finish that complies with ANSI/BHMA A156.18 for ANSI/BHMA finish number indicated.
 - 1. Satin Stainless Steel: ANSI/BHMA 630.
- L. For concealed hardware, provide manufacturer's standard finish that complies with product class requirements in ANSI/BHMA A156.9.

2.3 MISCELLANEOUS MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln-dried to less than 15 percent moisture content.
- B. Anchors: Select material, type, size, and finish required for each substrate for secure anchorage. Provide metal expansion sleeves or expansion bolts for post-installed anchors. Use nonferrous-metal or hot-dip galvanized anchors and inserts at inside face of exterior walls and at floors.
- C. Adhesive for Bonding Plastic Laminate: Contact cement.

1. Adhesive for Bonding Edges: Hot-melt adhesive.

2.4 FABRICATION

- A. Fabricate architectural cabinets to dimensions, profiles, and details indicated.
- B. Complete fabrication, including assembly and hardware application, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
 1. Trial fit assemblies at manufacturer's shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements before disassembling for shipment.
- C. Shop-cut openings to maximum extent possible to receive hardware, appliances, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Before installation, condition cabinets to humidity conditions in installation areas for not less than 72 hours.

3.2 INSTALLATION

- A. Architectural Woodwork Standards Grade: Install cabinets to comply with quality standard grade of item to be installed.
- B. Assemble cabinets and complete fabrication at Project site to extent that it was not completed in the shop.
- C. Anchor cabinets to anchors or blocking built in or directly attached to substrates. Secure with wafer-head cabinet installation screws.
- D. Install cabinets level, plumb, and true in line to a tolerance of **1/8 inch in 96 inches (3 mm in 2400 mm)** using concealed shims.
 1. Scribe and cut cabinets to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
 2. Install cabinets without distortion so doors and drawers fit openings and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide

unencumbered operation. Complete installation of hardware and accessory items as indicated.

3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective cabinets, where possible, to eliminate functional and visual defects. Where not possible to repair, replace architectural cabinets. Adjust joinery for uniform appearance.
- B. Clean, lubricate, and adjust hardware.
- C. Clean cabinets on exposed and semiexposed surfaces.

END OF SECTION 064116

SECTION 076200 - SHEET METAL FLASHING AND TRIM

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. Formed wall sheet metal fabrications.

1.3 COORDINATION

- A. Coordinate sheet metal flashing and trim installation with adjoining roofing and wall materials, joints, and seams to provide leakproof, secure, and noncorrosive installation.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each manufactured product and accessory.
- B. Shop Drawings: For sheet metal flashing and trim.
 - 1. Include plans, elevations, sections, and attachment details.
 - 2. Detail fabrication and installation layouts and keyed details. Distinguish between shop- and field-assembled work.
 - 3. Include identification of material, thickness, weight, and finish for each item and location in Project.
 - 4. Include details for forming, including profiles, shapes, seams, and dimensions.
 - 5. Include details for joining, supporting, and securing, including layout and spacing of fasteners, cleats, clips, and other attachments. Include pattern of seams.
 - 6. Include details of termination points and assemblies.
 - 7. Include details of edge conditions, including eaves, ridges, valleys, rakes, crickets, and counterflashings as applicable.
 - 8. Include details of special conditions.
 - 9. Include details of connections to adjoining work.
 - 10. Detail formed flashing and trim at scale of not less than **1-1/2 inches per 12 inches (1:10)**.
- C. Samples for Initial Selection: For each type of sheet metal and accessory indicated with factory-applied finishes.

- D. Samples for Verification: For each type of exposed finish.
 - 1. Sheet Metal Flashing: 12 inches (300 mm) long by actual width of unit, including finished seam and in required profile. Include fasteners, cleats, clips, closures, and other attachments.
 - 2. Trim, Metal Closures, Expansion Joints, Joint Intersections, and Miscellaneous Fabrications: 12 inches (300 mm) long and in required profile. Include fasteners and other exposed accessories.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For fabricator.
- B. Product Test Reports: For each product, for tests performed by a qualified testing agency.
- C. Sample Warranty: For special warranty.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For sheet metal flashing and trim, and its accessories, to include in maintenance manuals.

1.7 QUALITY ASSURANCE

- A. Fabricator Qualifications: Employs skilled workers who custom fabricate sheet metal flashing and trim similar to that required for this Project and whose products have a record of successful in-service performance.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Do not store sheet metal flashing and trim materials in contact with other materials that might cause staining, denting, or other surface damage. Store sheet metal flashing and trim materials away from uncured concrete and masonry.
- B. Protect strippable protective covering on sheet metal flashing and trim from exposure to sunlight and high humidity, except to extent necessary for period of sheet metal flashing and trim installation.

1.9 WARRANTY

- A. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.
 - 1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:

- a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
 - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
 - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
2. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. General: Sheet metal flashing and trim assemblies shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.
- B. Sheet Metal Standard for Flashing and Trim: Comply with NRCA's "The NRCA Roofing Manual" and SMACNA's "Architectural Sheet Metal Manual" requirements for dimensions and profiles shown unless more stringent requirements are indicated.
- C. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes to prevent buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
 1. Temperature Change: 120 deg F (67 deg C), ambient; 180 deg F (100 deg C), material surfaces.

2.2 SHEET METALS

- A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying strippable, temporary protective film before shipping.
- B. Metallic-Coated Steel Sheet: Provide zinc-coated (galvanized) steel sheet according to ASTM A 653/A 653M, G90 (Z275) coating designation or aluminum-zinc alloy-coated steel sheet according to ASTM A 792/A 792M, Class AZ50 (Class AZM150) coating designation, Grade 40 (Grade 275); prepainted by coil-coating process to comply with ASTM A 755/A 755M.
 1. Surface: Smooth, flat.
 - a. Three-Coat Fluoropolymer: AAMA 621. Fluoropolymer finish containing not less than 70 percent polyvinylidene fluoride (PVDF) resin by weight in both color coat and clear topcoat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions for seacoast and severe environments.
 2. Color: As selected from manufacturer's full range.

3. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester backer finish, consisting of prime coat and wash coat with minimum total dry film thickness of **0.5 mil (0.013 mm)**.

2.3 UNDERLAYMENT MATERIALS

- A. Felt: ASTM D 226/D 226M, Type II (No. 30), asphalt-saturated organic felt; nonperforated.
- B. Self-Adhering, High-Temperature Sheet: Minimum **30 mils (0.76 mm)** thick, consisting of a slip-resistant polyethylene- or polypropylene-film top surface laminated to a layer of butyl- or SBS-modified asphalt adhesive, with release-paper backing; specifically designed to withstand high metal temperatures beneath metal roofing. Provide primer according to written recommendations of underlayment manufacturer.
 1. **Products:** Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. [Carlisle Residential, a division of Carlisle Construction Materials](#); WIP 300HT.
 - b. [Grace Construction Products, a unit of W. R. Grace & Co.](#); Grace Ice and Water Shield HT Ultra.
 - c. [Henry Company](#); Blueskin PE200 HT.
 - d. [Kirsch Building Products, LLC](#); Sharkskin Ultra SA.
 - e. [Metal-Fab Manufacturing, LLC](#); MetShield.
 - f. [Owens Corning](#); WeatherLock Metal High Temperature Underlayment.
 2. Thermal Stability: ASTM D 1970; stable after testing at **240 deg F (116 deg C)** or higher.
 3. Low-Temperature Flexibility: ASTM D 1970; passes after testing at minus **20 deg F (29 deg C)** or lower.
- C. Slip Sheet: Rosin-sized building paper, **3 lb/100 sq. ft. (0.16 kg/sq. m)** minimum.

2.4 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, protective coatings, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and as recommended by manufacturer of primary sheet metal or manufactured item unless otherwise indicated.
- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal or manufactured item.
 1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
 - a. Exposed Fasteners: Heads matching color of sheet metal using plastic caps or factory-applied coating. Provide metal-backed EPDM or PVC sealing washers under heads of exposed fasteners bearing on weather side of metal.
 - b. Blind Fasteners: High-strength aluminum or stainless-steel rivets suitable for metal being fastened.

2. Fasteners for Zinc-Coated (Galvanized) and Aluminum-Zinc Alloy-Coated Steel Sheet: Series 300 stainless steel or hot-dip galvanized steel according to ASTM A 153/A 153M or ASTM F 2329.
- C. Sealant Tape: Pressure-sensitive, 100 percent solids, polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape **1/2 inch (13 mm)** wide and **1/8 inch (3 mm)** thick.
- D. Elastomeric Sealant: ASTM C 920, elastomeric polyurethane polymer sealant; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.
- E. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type expansion joints with limited movement.
- F. Epoxy Seam Sealer: Two-part, noncorrosive, aluminum seam-cementing compound, recommended by aluminum manufacturer for exterior nonmoving joints, including riveted joints.
- G. Bituminous Coating: Cold-applied asphalt emulsion according to ASTM D 1187.

2.5 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with details shown and recommendations in cited sheet metal standard that apply to design, dimensions, geometry, metal thickness, and other characteristics of item required. Fabricate sheet metal flashing and trim in shop to greatest extent possible.
 1. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
 2. Obtain field measurements for accurate fit before shop fabrication.
 3. Form sheet metal flashing and trim to fit substrates without excessive oil canning, buckling, and tool marks; true to line, levels, and slopes; and with exposed edges folded back to form hems.
 4. Conceal fasteners and expansion provisions where possible. Do not use exposed fasteners on faces exposed to view.
- B. Fabrication Tolerances: Fabricate sheet metal flashing and trim that is capable of installation to a tolerance of **1/4 inch in 20 feet (6 mm in 6 m)** on slope and location lines indicated on Drawings and within **1/8-inch (3-mm)** offset of adjoining faces and of alignment of matching profiles.
- C. Expansion Provisions: Form metal for thermal expansion of exposed flashing and trim.
 1. Form expansion joints of intermeshing hooked flanges, not less than **1 inch (25 mm)** deep, filled with butyl sealant concealed within joints.

- D. Sealant Joints: Where movable, nonexpansion-type joints are required, form metal to provide for proper installation of elastomeric sealant according to cited sheet metal standard.
- E. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.
- F. Fabricate cleats and attachment devices of sizes as recommended by cited sheet metal standard for application, but not less than thickness of metal being secured.
- G. Seams: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with elastomeric sealant unless otherwise recommended by sealant manufacturer for intended use. Rivet joints where necessary for strength.
- H. Do not use graphite pencils to mark metal surfaces.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, substrate, and other conditions affecting performance of the Work.
 - 1. Verify compliance with requirements for installation tolerances of substrates.
 - 2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and securely anchored.
 - 3. Verify that air- or water-resistant barriers have been installed over sheathing or backing substrate to prevent air infiltration or water penetration.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 UNDERLAYMENT INSTALLATION

- A. Felt Underlayment: Install felt underlayment, wrinkle free, using adhesive to minimize use of mechanical fasteners under sheet metal flashing and trim. Apply in shingle fashion to shed water, with lapped joints of not less than **2 inches (50 mm)**.
- B. Self-Adhering Sheet Underlayment: Install self-adhering sheet underlayment, wrinkle free. Prime substrate if recommended by underlayment manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation; use primer for installing underlayment at low temperatures. Apply in shingle fashion to shed water, with end laps of not less than **6 inches (150 mm)** staggered **24 inches (600 mm)** between courses. Overlap side edges not less than **3-1/2 inches (90 mm)**. Roll laps and edges with roller. Cover underlayment within 14 days.

3.3 INSTALLATION, GENERAL

- A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement. Use fasteners, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
1. Install sheet metal flashing and trim true to line, levels, and slopes. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
 2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
 3. Space cleats not more than **12 inches (300 mm)** apart. Attach each cleat with at least two fasteners. Bend tabs over fasteners.
 4. Install exposed sheet metal flashing and trim with limited oil canning, and free of buckling and tool marks.
 5. Torch cutting of sheet metal flashing and trim is not permitted.
 6. Do not use graphite pencils to mark metal surfaces.
- B. Metal Protection: Where dissimilar metals contact each other, or where metal contacts pressure-treated wood or other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by sheet metal manufacturer or cited sheet metal standard.
1. Coat concealed side of uncoated-aluminum sheet metal flashing and trim with bituminous coating where flashing and trim contact wood, ferrous metal, or cementitious construction.
 2. Underlayment: Where installing sheet metal flashing and trim directly on cementitious or wood substrates, install underlayment and cover with slip sheet.
- C. Fasteners: Use fastener sizes that penetrate substrate not less than recommended by fastener manufacturer to achieve maximum pull-out resistance.
- D. Conceal fasteners and expansion provisions where possible in exposed work and locate to minimize possibility of leakage. Cover and seal fasteners and anchors as required for a tight installation.
- E. Seal joints as required for watertight construction.
1. Use sealant-filled joints unless otherwise indicated. Embed hooked flanges of joint members not less than **1 inch (25 mm)** into sealant. Form joints to completely conceal sealant. When ambient temperature at time of installation is between **40 and 70 deg F (4 and 21 deg C)**, set joint members for 50 percent movement each way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below **40 deg F (4 deg C)**.
 2. Prepare joints and apply sealants to comply with requirements in Section 079200 "Joint Sealants."
- F. Rivets: Rivet joints in zinc where necessary for strength.

3.4 MISCELLANEOUS FLASHING INSTALLATION

- A. Equipment Support Flashing: Coordinate installation of equipment support flashing with installation of roofing and equipment. Weld or seal flashing with elastomeric sealant to equipment support member.

3.5 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align sheet metal flashing and trim within installed tolerance of **1/4 inch in 20 feet (6 mm in 6 m)** on slope and location lines indicated on Drawings and within **1/8-inch (3-mm)** offset of adjoining faces and of alignment of matching profiles.

3.6 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean off excess sealants.
- C. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturer's written installation instructions. On completion of sheet metal flashing and trim installation, remove unused materials and clean finished surfaces as recommended by sheet metal flashing and trim manufacturer. Maintain sheet metal flashing and trim in clean condition during construction.
- D. Replace sheet metal flashing and trim that have been damaged or that have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 076200

SECTION 096513 - RESILIENT BASE AND ACCESSORIES

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. Thermoset-rubber base.
 - 2. Rubber molding accessories.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product and for each color and texture specified, not less than **12 inches (300 mm)** long.
- C. Product Schedule: For resilient base and accessory products. Use same designations indicated on Drawings.

1.4 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Furnish not less than **10 linear feet (3 linear m)** for every **500 linear feet (150 linear m)** or fraction thereof, of each type, color, pattern, and size of resilient product installed.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than **50 deg F (10 deg C)** or more than **90 deg F (32 deg C)**.

1.6 FIELD CONDITIONS

- A. Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F (21 deg C) or more than 95 deg F (35 deg C), in spaces to receive resilient products during the following periods:
 - 1. 48 hours before installation.
 - 2. During installation.
 - 3. 48 hours after installation.
- B. After installation and until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer, but not less than 55 deg F (13 deg C) or more than 95 deg F (35 deg C).
- C. Install resilient products after other finishing operations, including painting, have been completed.

PART 2 - PRODUCTS

2.1 THERMOSET-RUBBER BASE RB-1

- A. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
 - 1. Flexco; Roppe Holding Company.
 - 2. Johnsonite; a Tarkett company.
 - 3. Roppe Corporation; Roppe Holding Company.
- B. Product Standard: ASTM F1861, Type TS (rubber, vulcanized thermoset), Group I (solid, homogeneous).
 - 1. Style and Location:
 - a. Style B, Cove: Provide in areas with resilient or carpet floor coverings.
- C. Thickness: 0.125 inch (3.2 mm).
- D. Height: 4 inches (102 mm).
- E. Lengths: Coils in manufacturer's standard length.
- F. Outside Corners: Job formed.
- G. Inside Corners: Job formed.
- H. Colors: As indicated by manufacturer's designations.

2.2 RUBBER MOLDING ACCESSORY

- A. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
 - 1. Roppe Corporation; Roppe Holding Company.
 - 2. VPI Corporation.
- B. Description: Rubber transition strips.
- C. Profile and Dimensions: As indicated.
- D. Locations: Provide rubber molding accessories at transitions where new flooring is installed.
- E. Colors and Patterns: As indicated by manufacturer's designations.

2.3 INSTALLATION MATERIALS

- A. Trowelable Leveling and Patching Compounds: Latex-modified, portland-cement-based or blended hydraulic-cement-based formulation provided or approved by resilient-product manufacturer for applications indicated.
- B. Adhesives: Water-resistant type recommended by resilient-product manufacturer for resilient products and substrate conditions indicated.
- C. Floor Polish: Provide protective, liquid floor-polish products recommended by resilient stair-tread manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, with Installer present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
 - 1. Verify that finishes of substrates comply with tolerances and other requirements specified in other Sections and that substrates are free of cracks, ridges, depressions, scale, and foreign deposits that might interfere with adhesion of resilient products.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
 - 1. Installation of resilient products indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.

- B. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound; remove bumps and ridges to produce a uniform and smooth substrate.
- C. Do not install resilient products until materials are the same temperature as space where they are to be installed.
 - 1. At least 48 hours in advance of installation, move resilient products and installation materials into spaces where they will be installed.
- D. Immediately before installation, sweep and vacuum clean substrates to be covered by resilient products.

3.3 RESILIENT BASE INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient base.
- B. Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
- C. Install resilient base in lengths as long as practical without gaps at seams and with tops of adjacent pieces aligned.
- D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- E. Do not stretch resilient base during installation.
- F. On masonry surfaces or other similar irregular substrates, fill voids along top edge of resilient base with manufacturer's recommended adhesive filler material.
- G. Job-Formed Corners:
 - 1. Outside Corners: Use straight pieces of maximum lengths possible and form with returns not less than **3 inches (76 mm)** in length.
 - a. Form without producing discoloration (whitening) at bends.
 - 2. Inside Corners: Use straight pieces of maximum lengths possible and form with returns not less than **3 inches (76 mm)** in length.
 - a. Miter or cope corners to minimize open joints.

3.4 RESILIENT ACCESSORY INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient accessories.
- B. Resilient Molding Accessories: Butt to adjacent materials and tightly adhere to substrates throughout length of each piece. Install reducer strips at edges of floor covering that would otherwise be exposed.

3.5 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protecting resilient products.
- B. Perform the following operations immediately after completing resilient-product installation:
 - 1. Remove adhesive and other blemishes from surfaces.
 - 2. Sweep and vacuum horizontal surfaces thoroughly.
 - 3. Damp-mop horizontal surfaces to remove marks and soil.
- C. Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period.
- D. Floor Polish: Remove soil, adhesive, and blemishes from resilient stair treads before applying liquid floor polish.
- E. Cover resilient products subject to wear and foot traffic until Substantial Completion.

END OF SECTION 096513

SECTION 096813 - TILE CARPETING

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. Modular carpet tile.

- B. Related Requirements:

- 1. Section 096513 "Resilient Base and Accessories" Section 096519 "Resilient Tile Flooring" for resilient wall base and accessories installed with carpet tile.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.

- 1. Include manufacturer's written data on physical characteristics, durability, and fade resistance.
- 2. Include manufacturer's written installation recommendations for each type of substrate.

- B. Shop Drawings: For carpet tile installation, plans showing the following:

- 1. Columns, doorways, enclosing walls or partitions, built-in cabinets, and locations where cutouts are required in carpet tiles.
- 2. Carpet tile type, color, and dye lot.
- 3. Type of subfloor.
- 4. Type of installation.
- 5. Pattern of installation.
- 6. Pattern type, location, and direction.
- 7. Type, color, and location of insets and borders.
- 8. Type, color, and location of edge, transition, and other accessory strips.
- 9. Transition details to other flooring materials.

- C. Samples: For each of the following products and for each color and texture required. Label each Sample with manufacturer's name, material description, color, pattern, and designation indicated on Drawings and in schedules.

- 1. Carpet Tile: Full-size Sample.

- D. Product Schedule: For carpet tile. Use same designations indicated on Drawings.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Test Reports: For carpet tile, for tests performed by a qualified testing agency.
- C. Sample Warranty: For special warranty.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For carpet tiles to include in maintenance manuals. Include the following:
 - 1. Methods for maintaining carpet tile, including cleaning and stain-removal products and procedures and manufacturer's recommended maintenance schedule.
 - 2. Precautions for cleaning materials and methods that could be detrimental to carpet tile.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Carpet Tile: Full-size units equal to 5 percent of amount installed for each type indicated, but not less than 10 sq. yd. (8.3 sq. m).

1.7 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced installer who is certified by the International Certified Floorcovering Installers Association at the Commercial II certification level.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Comply with the Carpet and Rug Institute's CRI 104.

1.9 FIELD CONDITIONS

- A. Comply with the Carpet and Rug Institute's CRI 104 for temperature, humidity, and ventilation limitations.
- B. Environmental Limitations: Do not deliver or install carpet tiles until spaces are enclosed and weathertight, wet-work in spaces is complete and dry, and ambient temperature and humidity conditions are maintained at levels planned for building occupants during the remainder of the construction period.

- C. Do not install carpet tiles over concrete slabs until slabs have cured and are sufficiently dry to bond with adhesive and concrete slabs have pH range recommended by carpet tile manufacturer.

1.10 WARRANTY

- A. Special Warranty for Carpet Tiles: Manufacturer agrees to repair or replace components of carpet tile installation that fail in materials or workmanship within specified warranty period.
 - 1. Warranty does not include deterioration or failure of carpet tile due to unusual traffic, failure of substrate, vandalism, or abuse.
 - 2. Failures include, but are not limited to, the following:
 - a. More than 10 percent edge raveling, snags, and runs.
 - b. Dimensional instability.
 - c. Excess static discharge.
 - d. Loss of tuft-bind strength.
 - e. Loss of face fiber.
 - f. Delamination.
 - 3. Warranty Period: Lifetime.

PART 2 - PRODUCTS

2.1 CARPET TILE CPT-1

- A. Provide listed Basis of Design Products or comparable products, manufactured by an Acceptable Manufacturer, as approved by Architect
 - 1. Where indicated as CPT-1: "Kinetex (J+J)"
- B. Color: As indicated by manufacturer's designations.
- C. Pattern: As indicated by manufacturer's designations.
- D. Fiber Content: polyester.
- E. Fiber Type: Universal Fibers.
- F. Face Layer: Abrasion and Ravel Resistant Knitted Fabric pile.
- G. Thickness: 0.205 inches (0.520 mm) for finished tile.
- H. Total Weight: 4.5-5.2 oz./sq. ft. for finished tile.
- I. Primary Backing/Backcoating: Manufacturer's standard polyester felt.
- J. Size: 24 by 24 inches (610 by 610 mm).

K. Applied Treatments:

1. Soil-Resistance Treatment: Manufacturer's standard treatment.
2. Antimicrobial Treatment: Manufacturer's standard treatment that protects carpet tiles as follows:
 - a. Antimicrobial Activity: Not less than 2-mm halo of inhibition for gram-positive bacteria, not less than 1-mm halo of inhibition for gram-negative bacteria, and no fungal growth, according to AATCC 174.

L. Performance Characteristics:

1. Appearance Retention Rating: Severe traffic, 4.0 minimum according to ASTM D7330.
2. Noise Reduction Coefficient (NRC): 0.30 according to ASTM C423.
3. Colorfastness to Crocking: Not less than 4, wet and dry, according to AATCC 165.
4. Colorfastness to Light: Not less than 4 after 60 AFU (AATCC fading units) according to AATCC 16, Option E.
5. Electrostatic Propensity: Less than 3.0 kV according to AATCC 134.

2.2 INSTALLATION ACCESSORIES

- A. Trowelable Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet tile manufacturer.
- B. Adhesives: Water-resistant, mildew-resistant, nonstaining, pressure-sensitive type to suit products and subfloor conditions indicated, that comply with flammability requirements for installed carpet tile, and are recommended by carpet tile manufacturer for releasable installation.
- C. Metal Edge/Transition Strips: Extruded aluminum with mill finish of profile and width shown, of height required to protect exposed edge of carpet, and of maximum lengths to minimize running joints.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting carpet tile performance.
- B. Examine carpet tile for type, color, pattern, and potential defects.
- C. Hard Surfaces: VCT Tiles must be well secured to the floor or removed. Broken, damaged or loose tiles must be replaced. .
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. General: Comply with the Carpet and Rug Institute's CRI 104 and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile.
- B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions **1/8 inch (3 mm)** wide or wider, and protrusions more than **1/32 inch (0.8 mm)** unless more stringent requirements are required by manufacturer's written instructions.
- C. Hard Surfaces: Broken, damaged, or loose tiles must be replaced. Waxes and similar finishes must be removed from VCT before applying adhesive.
- D. Broom and vacuum clean substrates to be covered immediately before installing carpet tile.

3.3 INSTALLATION

- A. General: Comply with the Carpet and Rug Institute's CRI 104, Section 10, "Carpet Tile," and with carpet tile manufacturer's written installation instructions.
- B. Installation Method: As recommended in writing by carpet tile manufacturer.
- C. Maintain dye-lot integrity. Do not mix dye lots in same area.
- D. Maintain pile-direction patterns recommended in writing by carpet tile manufacturer.
- E. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.
- F. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- G. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on carpet tile as marked on subfloor. Use nonpermanent, nonstaining marking device.
- H. Install pattern as indicated on documents.

3.4 CLEANING AND PROTECTION

- A. Perform the following operations immediately after installing carpet tile:
 - 1. Remove excess adhesive and other surface blemishes using cleaner recommended by carpet tile manufacturer.
 - 2. Remove yarns that protrude from carpet tile surface.
 - 3. Vacuum carpet tile using commercial machine with face-beater element.

- B. Protect installed carpet tile to comply with the Carpet and Rug Institute's CRI 104, Section 13.7.
- C. Protect carpet tile against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by carpet tile manufacturer.

END OF SECTION 096813

SECTION 099124 - INTERIOR PAINTING (MPI STANDARDS)

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 the application of paint systems on interior substrates.
 - 1. Concrete masonry units (CMUs).
 - 2. Galvanized metal.
 - 3. Existing Tile

1.3 DEFINITIONS

- A. MPI Gloss Level 1: Not more than five units at 60 degrees and 10 units at 85 degrees, according to ASTM D523.
- B. MPI Gloss Level 2: Not more than 10 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D523.
- C. MPI Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D523.
- D. MPI Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D523.
- E. MPI Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D523.
- F. MPI Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D523.
- G. MPI Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D523.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
 - 1. Include printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
 - 2. Indicate VOC content.

- B. Samples for Verification: For each type of paint system and in each color and gloss of topcoat.
 - 1. Submit Samples on rigid backing, 8 inches (200 mm) square.
 - 2. Apply coats on Samples in steps to show each coat required for system.
 - 3. Label each coat of each Sample.
 - 4. Label each Sample for location and application area.
- C. Product List: Use same designations indicated on Drawings and in the Interior Painting Schedule to cross-reference paint systems specified in this Section. Include color designations.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Paint: 5 percent, but not less than 1 gal. (3.8 L) of each material and color applied.

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).
 - 1. Maintain containers in clean condition, free of foreign materials and residue.
 - 2. Remove rags and waste from storage areas daily.

1.7 FIELD CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F (10 and 35 deg C).
- B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures of 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:
 - 1. Sherwin-Williams Company (The).
- B. Products: Subject to compliance with requirements, provide product listed in the Interior Painting Schedule for the paint category indicated.

2.2 PAINT, GENERAL

- A. MPI Standards: Products shall comply with MPI standards indicated and shall be listed in its "MPI Approved Products List."
- B. Material Compatibility:
 - 1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 - 2. For each coat in a paint system, products shall be recommended in writing by topcoat manufacturers for use in paint system and on substrate indicated.
- C. Colors: As indicated in a color schedule.

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. Verify suitability of substrates, including surface conditions and compatibility, with existing finishes and primers.
- C. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and paint systems 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.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.

- D. Steel Substrates: Remove rust, loose mill scale, and shop primer, if any. Clean using methods recommended in writing by paint manufacturer but not less than the following:
 - 1. SSPC-SP 2.
 - 2. SSPC-SP 3.
- E. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal by mechanical methods to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.
- F. Existing Tile Substrates: Sand and thoroughly clean to remove all contaminants.

3.3 INSTALLATION

- A. Apply paints according to manufacturer's written instructions and to recommendations in "MPI Manual."
 - 1. Use applicators and techniques suited for paint and substrate indicated.
 - 2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
 - 3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
 - 4. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
 - 5. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.
- B. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Tint undercoats to match color of topcoat, but provide sufficient difference in shade of undercoats to distinguish each separate coat.
- C. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- D. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 FIELD QUALITY CONTROL

- A. Dry-Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry-film thickness.
 - 1. Contractor shall touch up and restore painted surfaces damaged by testing.
 - 2. If test results show that dry-film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply

additional coats as needed to provide dry-film thickness that complies with paint manufacturer's written recommendations.

3.5 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, 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 painted surfaces.

3.6 INTERIOR PAINTING SCHEDULE

- A. CMU Substrates (Previously Painted):
 - 1. Prep: Sand, wipe clean
 - 2. 2 Coats: S-W Pro Industrial Pre-Catalyzed Waterbased Epoxy Eg-Shel, K45 Series
- B. Hollow Metal (Previously Painted):
 - 1. Prep: Sand, wipe clean
 - 2. 2 Coats: S-W Pro Industrial Waterbased Alkyd Urethane Semi-Gloss, B53-1150 Series
- C. Existing Tile:
 - 1. Prep: Sand and thoroughly clean to remove all contaminants
 - 2. Primer: S-W Extreme Bond Primer, B51W1150
 - 3. 2 Coats: S-W Pro Industrial Waterbased Catalyzed Epoxy Eg-Shel, B73-360 Series

END OF SECTION 099124

SECTION 123623.13 - PLASTIC-LAMINATE-CLAD COUNTERTOPS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Plastic-laminate-clad countertops.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: For plastic-laminate-clad countertops.

1. Include plans, sections, details, and attachments to other work. Detail fabrication and installation, including field joints.
2. Show locations and sizes of cutouts and holes for items installed in plastic-laminate-clad countertops.

C. Samples: Plastic laminates in each type, color, pattern, and surface finish required in manufacturer's standard size.

1.3 INFORMATIONAL SUBMITTALS

A. Qualification Data: For Installer.

B. Quality Standard Compliance Certificates: AWI Quality Certification Program.

1.4 QUALITY ASSURANCE

A. Fabricator Qualifications: Shop that employs skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.

1. Shop Certification: AWI's Quality Certification Program accredited participant.

B. Installer Qualifications: AWI's Quality Certification Program accredited participant.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Deliver countertops only after casework and supports on which they will be installed have been completed in installation areas.

- B. Keep surfaces of countertops covered with protective covering during handling and installation.

1.6 FIELD CONDITIONS

- A. Field Measurements: Where countertops are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE-CLAD COUNTERTOPS

- A. Quality Standard: Unless otherwise indicated, comply with the "Architectural Woodwork Standards" for grades of plastic-laminate-clad countertops indicated for construction, finishes, installation, and other requirements.
- B. Grade: Custom.
- C. High-Pressure Decorative Laminate: NEMA LD 3, Grade HGS.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
 - a. Abet Laminati Inc.
 - b. Formica Corporation.
 - c. Lamin-Art, Inc.
 - d. Nevamar; a Panolam Industries International, Inc. brand.
 - e. Pionite; a Panolam Industries International, Inc. brand.
 - f. Wilsonart LLC.
- D. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. As indicated by manufacturer's designations.
- E. Edge Treatment: 3.0-mm PVC edging.
- F. Core Material: Particleboard or MDF.
- G. Core Material at Sinks: MDF made with exterior glue.
- H. Core Thickness: **3/4 inch (19 mm)**.
 - 1. Build up countertop thickness to **1-1/2 inches (38 mm)** at front, back, and ends with additional layers of core material laminated to top.

2.2 WOOD MATERIALS

- A. Wood Products: Provide materials that comply with requirements of referenced quality standard unless otherwise indicated.
- B. Composite Wood Products: Provide materials that comply with requirements of referenced quality standard for each type of countertop and quality grade specified unless otherwise indicated.
 - 1. MDF: Medium-density fiberboard, ANSI A208.2, Grade 130.
 - 2. Particleboard: ANSI A208.1, Grade M-2-Exterior Glue.
 - 3. Softwood Plywood: DOC PS 1.

2.3 MISCELLANEOUS MATERIALS

- A. Adhesive for Bonding Plastic Laminate: Contact cement.
 - 1. Adhesive for Bonding Edges: Hot-melt adhesive.

2.4 FABRICATION

- A. Sand fire-retardant-treated wood lightly to remove raised grain on exposed surfaces before fabrication.
- B. Fabricate countertops to dimensions, profiles, and details indicated. Provide front and end overhang of **1 inch (25 mm)** over base cabinets.
- C. Complete fabrication, including assembly, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
 - 1. Trial fit assemblies at fabrication shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended, and check measurements of assemblies against field measurements before disassembling for shipment.
- D. Shop cut openings to maximum extent possible to receive appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately, and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Before installation, condition countertops to average prevailing humidity conditions in installation areas.

- B. Before installing countertops, examine shop-fabricated work for completion and complete work as required, including removal of packing.

3.2 INSTALLATION

- A. Grade: Install countertops to comply with same grade as item to be installed.
- B. Assemble countertops and complete fabrication at Project site to the extent that it was not completed in the shop.
 - 1. Provide cutouts for appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately, and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
- C. Field Jointing: Where possible, make in the same manner as shop jointing, using dowels, splines, adhesives, and fasteners recommended by manufacturer. Prepare edges to be joined in shop so Project-site processing of top and edge surfaces is not required. Locate field joints where shown on Shop Drawings.
 - 1. Secure field joints in countertops with concealed clamping devices located within **6 inches (150 mm)** of front and back edges and at intervals not exceeding **24 inches (600 mm)**. Tighten in accordance with manufacturer's written instructions to exert a constant, heavy-clamping pressure at joints.
- D. Scribe and cut countertops to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
- E. Countertop Installation: Anchor securely by screwing through corner blocks of base cabinets or other supports into underside of countertop.
 - 1. Install countertops level and true in line. Use concealed shims as required to maintain not more than a **1/8-inch-in-96-inches (3-mm-in-2400-mm)** variation from a straight, level plane.
 - 2. Secure backsplashes to tops with concealed metal brackets at **16 inches (400 mm)** o.c. and to walls with adhesive.
 - 3. Seal joints between countertop and backsplash, if any, and joints where countertop and backsplash abut walls with mildew-resistant silicone sealant or another permanently elastic sealing compound recommended by countertop material manufacturer.

3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective countertops, where possible, to eliminate functional and visual defects. Where not possible to repair, replace countertops. Adjust joinery for uniform appearance.
- B. Clean countertops on exposed and semiexposed surfaces.

- C. Protection: Provide Kraft paper or other suitable covering over countertop surfaces, taped to underside of countertop at a minimum of 48 inches (1220 mm) o.c. Remove protection at Substantial Completion.

END OF SECTION 123623.13

SECTION 224100 - PLUMBING FIXTURES (SINKS)

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools and equipment and perform all operations in connection with the installation of plumbing fixtures where shown on the drawings and specified hereinafter.

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of Division 22 Specifications apply to this section.

1.3 QUALITY ASSURANCE:

A. Codes and Standards:

1. All equipment shall comply with American Society of Testing Materials, all local codes and ordinances and meet or exceed the standards and procedures (latest editions) of the following:
 - a. A Sanitary Cast Iron Enameled Ware Commercial Standard
 - b. Staple Vitreous China Plumbing Fixtures
 - c. U. S. Department of Commerce CS 20-49, CS 77-48.
 - d. WW-P-542 Formed Steel Fixtures

B. Manufacturers:

1. The following sink manufacturers are acceptable:
 - a. Just Manufacturing Company
 - b. Elkay Manufacturing Company
 - c. Advance Tabco
2. The following manual faucet and handle manufacturers are acceptable:
 - a. T&S Brass and Bronze Works, Inc.
 - b. Toto
 - c. Chicago
 - d. Delta
 - e. Speakman
 - f. Symmons
 - g. Moen

- h. Zurn
- 3. The following fixture trim manufacturers are acceptable:
 - a. Kohler Company
 - b. McGuire Manufacturing Company
 - c. Brass Craft
- 4. The following handicapped insulation manufacturers for lavatories are acceptable:
 - a. TrueBro
 - b. McGuire Pro-Wrap

PART 2 - PRODUCTS

2.1 PLUMBING FIXTURES AND FIXTURE TRIM:

A. General:

- 1. All fixtures and trimmings shall be designed to prevent backflow of polluted water or waste into water supply system.
- 2. Provide lavatories with angle stops. Provide all other plumbing fixtures with either angle or straight stops.
- 3. Exposed piping fittings and trimmings shall be chromium plated over nickel plated brass with polished, bright surfaces unless specifically noted otherwise.
- 4. All trim shall be as manufactured by fixture manufacturer, unless specifically noted otherwise.

B. Handicap Sinks:

- 1. Provide TrueBro Model 102W (White) p-trap, hot water and cold water angle valve insulation and fasteners. Handi Lav-Guard insulation kit. (Provide No. 105W accessory with No. 102 for offset p-trap.) (Approved Equal: McGuire Pro-Wrap Model PW 2125 (White).

2.2 UTILITY SINK:

- A. Utility sink minimum connections shall be 3/8".
- B. Utility sink shall be 18 gauge minimum, type 302 stainless steel unless noted otherwise.
- C. Fixtures shall be:

P-1 Single Compartment Sink (Handicap): Countertop, 19" length x 18" width Lustritone (see Arch. specs for mounting height).

Fixture (Handicap): Elkay, LRAD-1918-55 (1 hole), 5" depth.

Fitting: T&S Brass, B-0305-VR4 Swivel gooseneck with B-199-7 vandal resistant aerator and quarter turn valve 4" wrist handles.

Drain: Elkay, LK-35 strainer, 1-1/2" tailpiece

Supply: McGuire model 2165 LK.

P-Trap: McGuire model 8912 - 1-1/2" p-trap.

P-2 Single Compartment Sink (Handicap): Countertop, 19" length x 18" width
Lustertone (see Arch. specs for mounting height).

Fixture (Handicap): Elkay, LRAD-1918-55 (3 hole), 5" depth.

Fitting: T&S Brass, B-2865-4 rigid gooseneck with B-199-7 vandal resistant
aerator and quarter turn valve 4" wrist handles.

Drain: Elkay, LK-35 strainer, 1-1/2" tailpiece

Supply: McGuire model 2165 LK.

P-Trap: McGuire model 8912 - 1-1/2" p-trap.

PART 3 - EXECUTION

3.1 INSTALLATION:

A. General:

1. All fixtures shall be installed in strict accordance with the manufacturers' recommendations.
2. All fixtures shall be protected during construction by covering with manila paper glued on. In addition, fixture shall be covered with shipping box taped to fixture.
3. All equipment, fixtures or devices shown on plans as new or relocated fixtures or devices shall require the Contractor to furnish and install all braces, supports, mounting brackets, spacers, shims, pads or other appurtenances required to make the fixture level and securely anchored to the wall, floor, or other component of the building structures. Supports not specified hereinafter shall be furnished in accordance with the equipment manufacturers recommendations.
4. In the event of damage, defects or flaws, regardless of the cause, immediately make all repairs and replacements at no additional cost to the Owner.
5. All fixtures shall be caulked to floor, wall, countertop, or other finished surfaces with compound recommended by fixture manufacturer. Color shall match fixture.

3.2 CLEANING:

- A. All fixtures shall be kept in new condition during construction. Fixtures which have been obviously abused shall be replaced.
- B. Fixtures shall be cleaned spotless before final inspection.
- C. Cleaning agents and materials shall not scratch, mar, or otherwise harm the fixture.

END OF SECTION 224100

SECTION 220500 - GENERAL PLUMBING REQUIREMENTS

PART 1 - GENERAL

1.1 SCOPE OF WORK:

- A. The Plumbing Work shall include, but not be limited to, the following:
 - 1. Soil and waste and vent systems
 - 2. Domestic water systems
 - 3. Plumbing fixtures and trim

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of Division 22 Specifications apply to this section.

1.3 DELINEATION OF WORK:

- A. Provide all necessary supervision and coordination of information to installers who are performing work to accommodate Division 22 installations.
- B. Where the Division 22 installer is required to install items which they do not purchase, they shall include for such items:
 - 1. The coordination of their delivery.
 - 2. Their unloading from delivery trucks driven in to any designated point on the property line at grade level.
 - 3. Their safe handling and field storage up to the time of permanent placement in the project.
 - 4. The correction of any damage, defacement or corrosion to which they may have been subjected.
 - 5. Their field assembly and internal connection as may be necessary for their proper operation.
 - 6. Their mounting in place including the purchase and installation of all dunnage, supporting members, and fastenings necessary to adapt them to architectural and structural conditions.
 - 7. Their connection to building systems including the purchase and installation of all terminating fittings necessary to adapt and connect them to the building systems.

- C. Items which are to be installed by the Division 22 installer but not purchased as part of the work of Division 22 shall be carefully examined upon delivery to the project. The Division 22 installer shall provide all work necessary to properly install these items.
- D. If any items have been received in such condition that their installation will require additional work beyond the project scope of the work, the A/E shall be notified in writing within 10 working days of the date of delivery of the items. Any claims beyond 10 days will not be considered by the A/E.

1.4 QUALITY ASSURANCE:

- A. All equipment and materials required for installation under these specifications shall be new and without blemish or defect. All equipment shall bear labels attesting to Underwriters Laboratories approval where subject to Underwriters Laboratories label service.
- B. Where the specifications do not list a specific model number for a manufacturer, the construction of a product shall be equal to those models specifically listed.
- C. All materials with a manufacturers listed shelf life shall be used at least six months prior to the expiration of the materials' shelf life.

1.5 REQUIREMENTS OF REGULATORY AGENCIES:

- A. Submit all items necessary to obtain all required permits to the appropriate Regulatory Agencies, obtain all required permits, and pay all required fees.
- B. All work shall conform to the following Building Codes (latest edition):
 - 1. International Building Codes
 - 2. National Fire Protection Association
- C. All work shall conform to all federal, state, and local ordinances.
- D. Where applicable, all fixtures, equipment, and materials shall be as approved or listed by the following:
 - 1. Factory Mutual Laboratories (FM)
 - 2. Underwriters Laboratories, Inc. (UL)

1.6 STANDARDS AND PROCEDURES:

- A. All work shall meet or exceed the standards and procedures of the following:
 - 1. ANSI: American National Standards Institute
 - 2. ASME: American Society of Mechanical Engineers
 - 3. ASTM: American Society of Testing and Materials
 - 4. AWWA: American Water Works Association

5. MSS: Manufacturers Standardization Society
6. OSHA: Occupational Safety & Health Administration
7. IRM: Improved Risk Mutuals

1.7 APPROVAL OF SUBSTITUTIONS:

- A. Specific reference in the specifications to any article, device, product, materials, fixture, form or type of construction, etc., by name, make, or catalog number, with or without the words "or equal", shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. The Contractor in such cases may, at his option, use any article, device, product, material, fixture, form or type of construction which, in the judgment of the A/E expressed in writing, is equal to that named. Where quality and other characteristics are very nearly the same, the question of determining equal materials and readily available service sometimes resolves itself to a matter of personal opinion and judgment and in these and all other cases involving the approval of materials, the opinion, judgment and decision of the A/E shall be final and bind all parties concerned.
- B. Requests for written approval to substitute materials or equipment considered by the Contractor as equal to those specified shall be submitted for approval in writing ten (10) calendar days prior to bid opening date to the A/E. Requests shall be accompanied by samples, literature, and information as necessary to fully identify and allow appraisal of the material or equipment. Submittals shall be concise, clear, and brief as possible. Incomplete submittals or submittals requiring lengthy research to ascertain quality will not be considered.
- C. Approval of the A/E to use materials or equipment, if granted, will be in the form of a written addendum. Approved substitutions may be used at the Contractor's option. No substitutions will be allowed if substitutions are requested later than ten (10) days prior to bid opening date.
- D. Items approved shall not be construed as authorizing any deviations from the plans and specifications unless such deviations are clearly indicated in the form of a letter that is enclosed with the submittals. The Contractor shall be responsible for verifying all dimensions with available space. If, in the opinion of the A/E, the physical dimensions do not permit the substituted material or equipment to be properly operated, maintained, serviced, or otherwise accessed, or the physical dimension adversely impact other components, a system's ability to be operated, maintained, serviced or otherwise accessed, the material or equipment shall be replaced at the Contractor's expense.

1.8 VERIFICATION OF DIMENSIONS AND LOCATIONS:

- A. The Contractor shall visit the facility and become thoroughly familiar with all details of the work, working conditions, dimensions and clearances.
- B. Notify the A/E of any discrepancy between actual conditions and conditions indicated on the contract documents that could cause changes, other than minor ones, to the installation of any systems or equipment.

1.9 EQUIPMENT CONNECTIONS:

- A. The contract documents may indicate specific electrical, duct, and piping connection locations to equipment. Each manufacturer approved for bidding may have different connection arrangements. The Contractor is responsible for the modifications to and the extension of connecting components as required for the equipment provided.
- B. The Contractor shall bear all costs for required changes in connection to equipment.

1.10 WORKMANSHIP:

- A. Workmen shall be thoroughly experienced and fully capable of installing the work. Work shall be in accordance with the best standard practice of the trade. Work that is not of good quality will require removal and reinstallation at no additional expense to Owner.
- B. All material and equipment to be installed in accordance with manufacturer's printed recommendations using recommended accessories. Retain a copy on job site and submit others for approval when required.

1.11 GUARANTEES AND WARRANTIES:

- A. General:
 - 1. Furnish to the A/E a guarantee form, included in these specifications, signed by the Contractor and Owner agreeing to the start and end dates of all systems and equipment under warranty.
 - 2. All defective materials or inferior workmanship shall be replaced or repaired as directed by the Owner's representative during the guarantee period.
- B. Duration Period:
 - 1. For work not otherwise specified, the duration shall be one year from substantial completion including all parts, labor, and other charges.
 - 2. The Contractor is responsible for purchasing from the equipment manufacturers any additional warranties to ensure that the equipment is warranted by the manufacturer through the duration period specified.
- C. Non-Warranted Items:
 - 1. Nondurable replaceable items do not require replacement after the date of acceptance.
- D. Warranty Repair:
 - 1. Repair shall take place as soon as possible but not later than the following:
 - a. Items not essential for facility operation - 7 days.
 - b. Items that have a small impact on facility operation - 2 days.

- c. Items that have a significant impact on the facility operation - immediately begin repairs or work necessary to minimize operational impact to Owner.
2. The determination of the impact on the facility is solely that of the Owner and A/E.
3. Where life safety issues are impacted, the contractor shall take all steps necessary to ensure the facility can continue to function in a safe manner.
4. If repairs cannot be made in the required time period, temporary systems shall be installed until repairs can be completed.
5. All costs associated with warranty work shall be borne by the contractor.

1.12 EXISTING FACILITIES:

- A. The location of duct, pipe, fixtures, equipment and appurtenances for existing facilities are shown on plans to indicate the extent of work required. Exact condition shall be field verified.
- B. Work shall be performed above existing ceilings except where removal of existing ceilings is specifically identified. Where working above existing ceilings, remove existing tile/grid and reinstall existing tile/grid as necessary. Any damaged tile/grid shall be replaced at the Contractor's expense.

PART 2 - PRODUCTS: (NOT USED)

PART 3 - EXECUTION:

3.1 PRIOR CONDITIONS:

- A. Prior to the installation of any equipment or system component, the Contractor shall review any prior work that has been completed to accommodate the equipment or system component to be installed.
- B. If the prior work does not make a proper installation of any equipment or system component possible, notify the A/E prior to installation of any equipment or system component.

3.2 INSTALLATION:

- A. If any equipment cannot be installed in accordance with Codes, contract documents, manufacturer's recommendations and accepted practices, notify the A/E in writing prior to installation of equipment.

- B. If any system component cannot be installed in accordance with Codes, contract documents and accepted practices, notify the A/E in writing prior to installation of the system component.

3.3 PROTECTION OF SYSTEMS AND EQUIPMENT:

- A. Protect all materials and equipment from damage during storage at the Site and throughout the construction period. In the event of damage prior to final inspections, repair or replace damaged items as determined by the A/E, at no cost to the Owner.
- B. Store equipment on elevated supports and cover them on all sides with securely fastened waterproof coverings. All equipment openings shall be securely sealed.
- C. Piping shall be protected by storing it on elevated supports and capping the ends.
- D. During construction, all open ends of pipe, floor drains, etc. which could collect construction debris shall be properly capped.

3.4 CLEANING OF SYSTEMS AND EQUIPMENT:

- A. All equipment and systems shall be cleaned of all extraneous materials to leave equipment and system finish in a new condition.
- B. Where equipment and systems cannot be properly cleaned, take all measures necessary to replace or repair equipment and systems to bring back to a "like new" condition. All costs shall be borne by the Contractor.
- C. All extraneous materials shall be removed on the site on a regular basis to provide access to all work as well as a safe working environment.

END OF SECTION 220500

SECTION 220503 - DEMOLITION, PATCHING AND REPAIR

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools and equipment and perform all operations in connection with the demolition of all plumbing equipment, piping, and appurtenances where shown on the drawings and specified hereinafter.
2. Furnish all labor, materials, tools and equipment and perform all operations in connection with the patching and repair of building structure, finishes and building assemblies as specified hereinafter.
3. All existing utilities, water, etc. shall be reconnected to new systems as required to maintain the same functions as existed prior to new work.

B. Descriptions:

1. Cut openings thru the existing building walls, roof, floors, and finishes to accommodate the installation of Division 22 equipment, controls, piping, and appurtenances.
2. Remove and dispose of existing plumbing equipment, piping, and appurtenances.
3. Patch and repair all building finishes, structural components, or other appurtenances that are removed or damaged as a result of the performance of this contract. Patch and repair work shall include finishes, components, substructure and materials required for the installation of such work in accordance with standard practices.
4. All penetrations thru exterior walls, floors, and roof systems shall be sealed watertight.
5. Patched and repaired work shall be finished to match existing or adjacent construction and conditions.

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of Division 22 Specifications apply to this section.

PART 2 - EXECUTION

2.1 GENERAL:

- A. Post tensioned slabs, beams, columns and other load bearing structures shall not be drilled, cut, or otherwise modified without written approval by structural engineer.

2.2 PROTECTION:

- A. Provide barricades and take all other precautionary measures necessary to protect personnel and property.
- B. The Contractor shall be responsible for any damages to adjacent areas to the construction area.
- C. Areas not included in the scope of work, areas where work is minimal, and, in the case of a phased contract, areas which remain inactive for long periods shall be protected from the area in which the work is being performed by a slab-to-slab barrier acceptable to engineer and local authorities.
- D. At no time shall required means of egress be blocked by equipment materials, permanent or temporary barriers.

2.3 COORDINATION:

- A. All demolition work shall be coordinated with the Owner. Work which will interrupt building utilities or cause the disruption of the normal environment in areas of the building not within the scope of this project will be performed at other than the Owner's normal working hours.

2.4 PIPE PENETRATIONS:

- A. All pipe penetrations shall be core drilled. All other penetrations shall be saw cut. Openings shall not be larger than required for proper installation of pipe.

2.5 MATERIAL REMOVAL:

- A. The Owner shall retain first right of refusal on all existing equipment, piping, and appurtenances which are to be removed as a result of this contract.
- B. Coordinate demolition work with Owner using extreme care not to damage existing equipment which Owner elects to retain.
- C. Remove Owner retained equipment from existing location and store equipment at a location on the site where specified by Owner.

- D. All material, equipment, supports, and appurtenances not required as the result of demolition to or renovation of the building systems shall be removed from the project site and disposed of properly unless retained by Owner.

END OF SECTION 220503

SECTION 220510 - DOCUMENTATION AND CLOSEOUT

PART 1 - GENERAL

1.1 SCOPE OF WORK:

- A. Furnish all labor, materials, tools and equipment and perform all operations in connection with the project documentation and closeout.

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of Division 22 Specifications apply to this section.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 GENERAL:

- A. All reports, forms, and manuals shall be submitted to the A/E in triplicate unless additional copies are noted.
- B. Report, forms, and manuals are to be submitted as soon as possible, but no later than thirty (30) days after the earliest date they can be prepared.

3.2 PROJECT JOB DRAWINGS AND AS-BUILT DRAWINGS:

- A. Keep a record set of drawings on the job and, as construction progresses, shall show the actual installed location of all items, material, and equipment on the project job drawings.
- B. At the time of final inspection, one corrected set of prints shall be delivered to the A/E. All drawing costs to be by the Contractor.
- C. As built drawings shall have the information transferred from the project job drawings including all addendum, supplemental instructions, change orders, and similar information.

3.3 OPERATING AND MAINTENANCE MANUALS:

- A. Compile and bind three (3) sets of all manufacturer's instructions and descriptive literature on all items of equipment furnished under this work. Provide a PDF of this information on a CD.
- B. Binder shall be hard cover, three-ring notebook, embossed with the name of the project, 11" x 8-1/2" with heavy duty rings. Maximum binder size shall be 2-1/2".
- C. The spine of the binder shall be titled "Plumbing Operating and Maintenance Manual," with the name of the project and the date under the title.
- D. Where laminated documents are required, only one set shall be provided.
- E. The Operating and Maintenance Manual shall include the following:
 - 1. Cover sheet in each binder listing the architect, engineer, and all contractors. List addresses and phone numbers.
 - 2. List name, address and phone number of organization responsible for warranty work, if other than Contractor, and the specific work for which he is responsible.
 - 3. List name, address and phone number of the nearest sales and the nearest service organization for each product.
 - 4. List of Spare Parts: Recommended for normal service requirements. Each piece of equipment shall have this list clearly marked or attached to this submittal.
 - 5. Parts List: Identifying the various parts of the equipment for repair and replacement purposes.
 - 6. Instruction Books: May be standard booklets but shall be clearly marked to indicate applicable equipment and characteristics.
 - 7. All start-up reports.

3.4 ENGINEERING FIELD REPORTS AND FINAL INSPECTION REPORTS:

- A. The A/E will review the Contractor's work periodically throughout the project. A report will be submitted to the Contractor.
- B. The reports shall be responded to within ten days of receipt by the Contractor. Each item shall be addressed with comments written on the inspection report if possible. Contractor's response shall address the status of each item and all discrepancies.

3.5 ACCEPTANCE:

- A. Upon notification by the Contractor and after completion of Operation and Maintenance Instructions, the A/E will visit the project for a demonstration of the building system and an inspection of the completed work.

- B. Items which do not comply with the Contract Documents or which function incorrectly will be listed. The list will be provided by the A/E to the Contractor for correction of the installed work.
- C. After all corrections have been made, the Contractor shall notify the A/E who will recheck the systems for compliance of all items listed.

PART 4 - STANDARD FORMS

4.1 GENERAL:

- A. All forms shall be filled out by the Contractor prior to acceptance of the project by the A/E.

4.2 PLUMBING CLOSEOUT LIST:

PLUMBING CLOSEOUT DOCUMENT PROJECT: Horry County Schools, WES Interior Upgrades & Renovation BGA PROJECT NO.: 22123			
DOCUMENT	DATE REVIEWED	DATE RETURNED	COMMENTS
Water Quality Report			
Plumbing marked-up As-Builts (1 set red lined)			
Punchlist dated _____			
Punchlist dated _____			
Punchlist dated _____			
Walk-Through with Owner			
NOTE: Not all closeout documents may be listed. See other sections of specifications for additional requirements.			

END OF SECTION 220510

SECTION 220511 - SUBMITTALS

PART 1 - GENERAL

1.1 GENERAL:

- A. Refer to Division 1 specification for information and shop drawings and submittals requirements. When conflicts exist, the more stringent requirements shall apply.

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of Division 22 Specifications apply to this section.

1.3 PREPARATION OF SUBMITTALS:

- A. Before preparing submittals, consult all contract drawings and specifications in detail, obtain manufacturer's recommended installation instructions, and have shop drawings prepared based on specific equipment and material intended for installation. Obtain all drawings and submittals from other trades as necessary to coordinate submittals.
- B. Sign all shop drawings indicating conformance with contract documents before submitting to the A/E.

1.4 SUBMITTALS:

- A. General:
 - 1. Submittals are required on all items of equipment.
- B. Submittal Summary:
 - 1. A submittal summary shall be prepared by the contractor within (30) days of project award.
 - 2. The summary shall include all products and samples to be submitted along with the date the submittal will be received by the prime contractor.

1.5 SAMPLES:

- A. Samples shall be provided when specified or required by the A/E to check product acceptability or for coordination purposes.
- B. Samples will not be returned and shall not be included in the total required on the project.

1.6 REVIEW OF SUBMITTALS:

- A. Review of shop drawings or schedules shall not relieve the Contractor from responsibility for deviations from drawings or specifications, unless the Contractor has, in letter form, called attention to such deviations at the time of submission and secured written approval of the specific deviations.
- B. Any materials and equipment listed which are not in accordance with the equipment shown on the schedule shall be of size and physical arrangement to allow unobstructed access, when installed, for routine maintenance, coil removal, shaft removal, motor removal and other similar operations. Deviation from the characteristics of that equipment or layout system components will not necessarily be cause for rejection. Review of submittal does not relieve the Contractor of his responsibility. Should an installation not meet the intent of the contract documents, the Contractor may be required by the A/E to modify or replace equipment or system components with all costs, direct and indirect, borne by the Contractor.
- C. It is strongly recommended that the Contractor not purchase or install any equipment or system components prior to receipt of reviewed shop drawings.
- D. Reviewed with notations on the submittal shall not prohibit the Contractor from purchasing equipment. If the Contractor does not comply with the notations, the submittal shall be deemed rejected.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 PRODUCT SUBMITTALS:

- A. The following list may be used as a checklist for the contractor and A/E. All products may not be listed.

PRODUCT SUBMITTALS

BGA NO.	PRODUCT	NO.	DATE		STATUS				ITEMS TO RESUBMIT	DATE ITEMS RESUBMITTED
			In	Out	App.	AAN	Resub.	Rej.		
	Dielectric Fittings									
	Escutcheons									
	Flexible Pipe Connections									
	Insulation, Mastics, and Sealants									
	No Hub Pipe Clamps									
	Paints									
	Pipe and Pipe Fittings									
	Plumbing Fixtures									
	Underground Piping System									
	Valves									

3.2 TEST AND REPORT SUBMITTALS:

- A. The following list may be used as a checklist for the Contractor and A/E. All tests may not be listed.
 - 1. Plumbing piping.
 - 2. System start-up.

3.3 SHOP DRAWING SUBMITTAL COVER SHEET:

- A. A separate cover sheet shall be submitted with each product type (i.e., valves can be submitted together, etc.).

**3.4 SHOP DRAWING SUBMITTAL COVER SHEET
(Provide one page for each group of shop drawings.)**

PROJECT NAME: Horry County Schools, WES Interior Upgrades & Renovation
OWNER PROJECT NO. _____

BGA FILE NO. 22123-5-33
BGA SHOP DWG. NO. _____

PRODUCT: _____

NOTE TO CONTRACTOR

1. All shop drawing comments by Buford Goff & Associates shall be complied with or the shop drawings shall be declared rejected.
2. If this form is not submitted and signed by the Contractor, the Contractor shall verify that items 1 to 8 below are answered YES or N/A or the shop drawings shall be declared rejected.
3. Valves, plumbing fixtures, etc., are reviewed for characteristics but not for size and quantity. It is the Contractor's responsibility to verify sizes and quantity.

SHOP DRAWING SUBMITTAL (Contractor to complete this section)

1. Does the submittal comply with the contract documents? Yes No
If no, list all deviations on an attached page.
2. Have the electrical characteristics (i.e., volt/phase/amps, MOP, MCA, and connection location) been reviewed with the electrical schedules and the electrical circuit sizing meet the requirements of that equipment? Yes No N/A
3. Is product an approved manufacturer listed in the specifications or addendum? Yes No N/A
4. Does the product submitted meet the manufacturer's recommended service clearance for the space in which it is to be installed? Yes No N/A
5. Have the control components of the product been reviewed and do they meet with the requirements of the controls contractor? Yes No N/A
6. Have the equipment connections been reviewed (size and locations) and has the Contractor included all provisions to make the required connections? Yes No N/A
7. Has the seismic engineer reviewed and approved the method of connecting seismic restraints to equipment? Yes No N/A
8. Is the equipment within the weight limitations specified, if any? Yes No N/A

BGA'S SHOP DRAWING STAMP (Engineer to complete this section)

Checking is only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. Contractor is responsible for specific compliance with the information given in the Contract Documents; dimensions which shall be confirmed and correlated at the job site; fabrication processes and techniques of construction; coordination of his work with that of all other trades, and the safe and satisfactory performance of his work.

- Reviewed Reviewed as Noted Revise and Resubmit Revise and Resubmit Items Indicated
 See attached for additional comments Reject

Comments: _____

_____ Reviewer: _____ Date: _____

END OF SECTION 22 0511

SECTION 220592 - SYSTEM START-UP

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools and equipment and perform all operations in connection with the start-up of all building mechanical systems where shown on the drawings and specified hereinafter.

B. Description:

1. These systems shall include:
 - a. Domestic water systems
 - b. Sanitary drain, waste, and vent systems

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of Division 22 Specifications apply to this section.

1.3 QUALITY ASSURANCE:

- A. Tests, in addition to those specified herein, required to prove code compliance, to meet insurance requirements, and to verify proper installation by the A/E, owner, or authorities having jurisdiction shall be provided by the Contractor.

PART 2 - PRODUCTS

2.1 GENERAL:

- A. All concealed work must remain uncovered until required tests have been completed. Sections of the system may be tested prior to concealing as outlined hereinafter.
- B. The Owner and the A/E shall be notified in writing a minimum of three working days prior to any tests being performed.
- C. Local, state and federal authorities having jurisdiction shall be notified in writing with sufficient time to schedule inspection as required by the authority.

- D. In no case shall a system be started or operated in such a manner that the system or component pressure or temperature ratings, or the pressure or temperature to which a system or component has been tested, be exceeded.

2.2 START-UP:

- A. Systems shall be started up by the Contractor except as required in specific portions of the mechanical specifications.

2.3 STARTING THE PIPING SYSTEMS:

- A. Prior to putting any piping system in service, it shall be tested and thoroughly cleaned according to the procedures as specified below. The Contractors are responsible to take all precautions necessary to prevent contamination of existing domestic water and also to prevent unauthorized use, when connecting new systems to existing water lines.

2.4 STERILIZATION OF POTABLE WATER SYSTEMS:

- A. All pipe lines and all appurtenances, both existing and new, which have been exposed to contamination by reason of this construction shall be sterilized before being placed into service.
- B. Prior to chlorination, all systems shall be flushed with water at a system velocity of not less than 2.5 feet per second.
- C. Sterilization shall be performed after all hydrostatic tests have been performed and before system is placed in service.
- D. All potable water systems shall be chlorinated in accordance with procedures described in AWWA Standards for disinfecting water mains, AWWA C601. The entire line shall be chlorinated with a gas-water mixture, or calcium hypochlorite (70% available chlorine) and water. The chlorinating agent shall be applied at the beginning of the section adjacent to the feeder connection and shall be injected through a corporation stop, hydrant or other connection insuring treatment of the entire line. Water shall be fed slowly into the new line with chlorine applied in such amounts as to produce a dosage of 50 parts per million. Lines previously filled shall be treated to a concentrated dosage at intervals along the line.
- E. A 24-hour residual of 10 parts per million shall be produced in all parts of the line. During the chlorination process all valves, hydrants and accessories shall be operated. After chlorination, the water shall be flushed from the line at its extremities until the replacement water tests are equal bacteriologically, to those of the permanent source of supply and shall conform otherwise in all respects to the requirements of the South Carolina Department of Health and Environmental Control. Two acceptable bacteriological tests shall be obtained 24 hours apart and reported by an independent laboratory. Test results must be on file with the Architect/Engineer prior to State Inspection.

- F. Furnish all HTH or liquid or gas chlorine required for sterilization and shall furnish all equipment and labor required for the work.

2.5 PIPING SYSTEM TESTS:

A. General:

1. Upon completion of each system of work under this Division and at a designated time, all piping shall be pressure tested for leaks.
2. All piping located underground shall be tested before backfilling.
3. Sections of the system shall be tested prior to concealing the piping in walls, chases, false ceilings, etc.
4. If inspection or tests show defects, such defective work or material shall be replaced and inspection and tests repeated at no additional cost to Owner. Make tight any leaks. Repeat tests until system is proven tight. Caulking of leaks will not be permitted.
5. All equipment not capable of withstanding the test pressure shall be valved off during test.
6. Provide all gauges, valves, caps and accessories to properly test system.
7. At no time shall a system be tested at a pressure greater than the piping system or component is rated.

B. Plumbing Fixtures:

1. Water shall be turned onto all supply lines, all fixtures shall be demonstrated to operate properly, valves and stops adjusted, packed and repacked as may be required to eliminate leaks and produce proper flow, piping shall be adjusted to provide proper circulation and to prevent hammer and thumping.

C. Water Closets:

1. Water closets shall be tested and adjusted to flush efficiently without undue noise.

2.6 SYSTEM START-UP:

A. General:

1. System shall be started and checked to ensure safe and proper operation.
2. Minimum requirements are listed for each system and are in addition to manufacturer start-up requirements and the requirements stated in the specific sections of the specifications.

PART 3 - EXECUTION

3.1 SUBMITTALS:

- A. Submit to the A/E all test results including a minimum of the following information:
 - 1. System tested.
 - 2. Location of test.
 - 3. Date, time, and ambient temperature at test startup and completion.
 - 4. Persons present for test.
 - 5. Duration of test.
 - 6. Test equipment.
 - 7. Test results.
- B. Partial system may be done at the Contractor's option except tests shall be completed:
 - 1. For each phase designated by contract documents;
 - 2. And, in accordance with building contracts schedule for completion;
 - 3. And, as required to turn over portions of the system for the Owner's use.
- C. Reports shall include but not be restricted to:
 - 1. Tests during construction.
 - 2. Manufacturer's start-up of equipment.
 - 3. Manufacturer's representative start-up of equipment.
 - 4. Contractor start-up of system.
- D. Reports shall be submitted within ten days of test completion.

3.2 ENGINEER REVIEW:

- A. The A/E shall, at his discretion, recheck any or all of the test work. Provide ample number of technicians and test equipment to perform the tests required.
- B. All systems not accepted shall be retested.
- C. Systems shall be retested and rechecked until accepted by all parties.

END OF SECTION 220592

SECTION 230592 - SYSTEM START-UP

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools and equipment and perform all operations in connection with the start-up of all building mechanical systems where shown on the drawings and specified hereinafter.

1.2 QUALITY ASSURANCE:

- ##### A. All tests, instruments, and procedures shall be in accordance with the AABC National Standards and system test and balance specifications.

PART 2 - PRODUCTS

2.1 SYSTEM START-UP:

A. General:

1. System shall be started and checked to ensure safe and proper operation.
2. Minimum requirements are listed for each system and are in addition to manufacturer start-up requirements and the requirements stated in the specific sections of the specifications.
3. Control systems installed complete and operable.
4. Proper thermal overload protection in place for electrical equipment.

B. Air Systems:

1. Verify proper fan rotation.
2. Verify full load amps are below nameplate amps.

PART 3- EXECUTION

3.1 SUBMITTALS:

- ##### A. Submit to the Engineer all test results including a minimum of the following information:

1. System tested
2. Location of test

3. Date, time, and ambient temperature at test startup and completion
 4. Persons present for test
 5. Duration of test
 6. Test equipment
 7. Test results
- B. Reports shall include but not be limited to:
1. Tests during construction
 2. Manufacturer's factory test reports
 3. Equipment start-up reports
- C. Reports shall be submitted within ten days of test completion.

END OF SECTION 230592

SECTION 230593 - TESTING, ADJUSTING, AND BALANCING FOR HVAC

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools, and equipment and perform all operations in connection with the testing and balancing of all mechanical systems where shown on the drawings and specified hereinafter.

B. Description:

1. Systems shall include all equipment, operators, controls, accessories, and appurtenances.
2. These systems shall include:
 - a. Exhaust air systems
3. Air inlets shall include:
 - a. Exhaust

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 specification sections, apply to this section.
- B. All sections of Division 23 specifications apply to this section. In addition, refer to these specification sections:
 1. Section 230592 - System Start-Up

1.3 QUALITY ASSURANCE:

A. Codes and Standards:

1. All work shall meet or exceed the standards and procedures of the following (latest editions):
 - a. AABC National Standards
 - b. NEBB Standards
 - c. NBC Standards
2. Testing and balancing shall be performed by an agency certified by the AABC, NEBB, or the National Balancing Council.

3. All technicians shall have a minimum of three years testing and balancing. Each test and adjustment shall be under the direct supervision of a qualified technician.
4. Testing and balancing shall be performed by one agency.

PART 2 - PRODUCTS

2.1 GENERAL BALANCING PROCEDURES:

- A. All recorded data shall represent a true, actually measured, or observed condition.
- B. Any abnormal conditions in the mechanical systems or conditions which prevent total system balance, as observed by the Test and Balance Agency, shall be reported as soon as possible to the Engineer.
- C. If, for any reason, a system cannot be properly balanced, it shall be reported to the Engineer by the Test and Balance Agency as soon as observed.
- D. Should additional balancing devices be required, the Test and Balance Agency shall bring it to the attention of the Contractor as quickly as possible.
- E. The Test and Balance Agency shall leave all system components in proper working order including:
 1. Replace belt guards.
 2. Close access doors.
 3. Close doors to electrical switch boxes.
 4. Restore thermostats to specified settings.
- F. The Test and Balance Agency shall permanently mark the settings of all valves, dampers, and other adjustment devices in a manner that will allow the settings to be restored. If a balancing device is provided with a memory stop, it shall be set and locked.
- G. Systems shall be tested in each specified mode of operation. See equipment Sequence of Operation.

2.2 INSTRUMENTS:

- A. All Test and Balance work shall be performed using the required instrumentation to obtain proper measurements.
- B. Instruments shall be properly maintained and transported in such a manner as to provide protection against damage due to vibration, impact, moisture or any other condition that may render them inaccurate.
- C. Instruments shall have been calibrated within a period of six months prior to starting the project.
- D. Proof of calibration shall be maintained with the instruments.

- E. Instruments shall be calibrated upon completion of the work when required by the client to prove reliability.

2.3 AIR SYSTEMS:

A. General Requirements:

1. The Test and Balance Agency shall measure the amperes of all fan motors before total system balance is started and shall take proper steps to correct and report any overloads.
2. The Test and Balance Agency shall not continue total system balance if any conditions are observed that are hazardous to the air system. This shall be reported and corrected before proceeding further.
3. The Test and Balance Agency shall verify all outlets for compliance with design requirements and shall report any variations before starting total system balance.
4. If during total system balance, the Test and Balance agency detects any inlet or outlet conditions that will not allow proper balancing to be performed, the Engineer shall be notified immediately.

B. Air Inlets:

1. Inlets on systems shall be adjusted to the required quantities with a tolerance of $\pm 5\%$.
2. At completion of total system balance, at least one inlet of every branch shall be fully open and at least one branch balancing damper in the system shall be fully open.

C. Fans:

1. The Test and Balance Agency shall set the fan RPM to provide design total CFM and the required static pressure to operate the system.
2. Fan speed shall not exceed the maximum allowable RPM as established by the fan manufacturer.
3. The final setting of fan RPM shall not result in overloading the fan motor in any mode of operation. Dampers shall be modulated, and the amperes of the supply fan motor shall be measured to ensure that no motor overload can occur. The amperes shall be measured in the full cooling, heating, dehumidification, and economizer modes to determine the maximum brake horsepower.
4. After total system balancing, the following values shall be recorded:
 - a. Fan RPM
 - b. Motor voltage and amperes
 - c. Entering static pressure
 - d. Leaving static pressure

2.4 EXISTING SYSTEMS:

- A. General:
 - 1. All air systems which are to remain but are modified in any manner or are listed to be tested shall be tested before demolition begins.
- B. Balancing Requirements
 - 1. The Engineer shall provide direction on any changes to be made to the existing equipment's air balance.
- C. Locations shall include, but not be limited to, the following:
 - 1. Fan airflows
 - 2. Exhaust grille airflows
- D. Reports:
 - 1. A test and balance report shall be submitted before demolition and after renovation is completed for all systems which are required to be measured.

PART 3 - EXECUTION

3.1 SUBMITTALS:

- A. The Contractor shall submit to the Engineer the following information within thirty days after the award of the contract:
 - 1. The name of the Test and Balance Agency.
 - 2. Name and registration number of the certified testing technician.
- B. The Contractor shall submit to the Engineer the following information within ninety days after the award of the contract.
 - 1. Detailed testing procedures including list of instruments, task performed, model and serial number and date last calibrated.
 - 2. Agenda including schedule of work with approximate duration of each phase, approximate date of field inspections, and required start date to meet scheduled completion date.
 - 3. Report forms.
- C. An approved copy of each submittal must be received by the Test and Balance Agency before work is begun.
- D. If complete submittals are not received by the Engineer within the specified times, the Engineer reserves the right to select the Test and Balance Agency with any additional costs incurred by the Contractor.

3.2 REPORT SUBMITTALS:

- A. Provide a preliminary typed report for engineers' review.
- B. After receiving Engineers' review comments and address issues, submit three copies of the Test and Balance report. Report shall have systems, subsystems, and individual readings in a sequential format.

3.3 DRAWING SUBMITTALS:

- A. Test and Balance Agency shall submit plans indicating:
 - 1. All traverse locations referencing values shown in reports.

3.4 ENGINEER REVIEW:

- A. The Engineer shall, at their discretion, recheck any or all of the test and balance work within 120 days of receipt of report. The Test and Balance Agency shall provide ample number of technicians and test equipment to perform the tests required.
- B. Upon completion of the Engineer's recheck, the testing and balancing report, or portions thereof, shall be accepted or rejected. All parts not accepted shall be retested and rebalanced.
- C. Systems shall be tested, rebalanced and rechecked until accepted by all parties.

3.5 EXISTING SYSTEMS:

- A. Pre-demolition test report shall be submitted before demolition begins.
- B. Balance systems as directed by Engineer after renovation work is completed and provide renovation test report.

END OF SECTION 230593

SECTION 233400 - HVAC FANS

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools and equipment and perform all operations in connection with the installation of fans and air handling equipment and appurtenances where shown on the drawing and specified hereinafter.

1.2 QUALITY ASSURANCE:

A. Codes and Standards:

1. All work shall meet or exceed the standards and procedures of the following as referenced (latest editions):
 - a. AMCA 300 - Certified Ratings for Sound and Airflow
 - b. AMCA 210 - Test Code for Air Moving Devices

B. Manufacturers:

1. The following fan (general purpose) manufacturers are acceptable:
 - a. Greenheck
 - b. Cook
 - c. Acme
 - d. Penn Ventilator
 - e. Jenn Aire
 - f. Twin City Fans
 - g. Captive Aire
 - h. Breidert

PART 2 - PRODUCTS

2.1 FANS (GENERAL PURPOSE):

A. General:

1. All units shall be licensed to bear the AMCA Certified Ratings Seal for sound and air flow.

2. Fan wheel and shaft shall be statically and dynamically balanced by the fan manufacturer.
 3. Fan RPM, tip speed, and motor horsepower shall not exceed that specified or shown on the drawings.
 4. Exhaust fans shall be furnished with automatic backdraft dampers.
 5. Fan shall not be selected at more than 85% of maximum pressure obtainable with that fan at the specified CFM.
- B. Bearings:
1. Equip all fans with antifriction ball or spherical roller, self aligning, pillow block bearings.
 2. Bearings shall be in a cast iron housing and shall be regreaseable.
 3. Bearings shall have a minimum life (AFBMA-L50) of 200,000 hours operation at maximum cataloged operating conditions.
- C. Roof Mounted Exhaust Fans:
1. Roof exhaust fans shall be centrifugal blower type. Construction of fan housing shall be heavy gauge spun aluminum mounted upon a rigid support. The fan inlet shall have a spun venturi throat overlapped by a backward curved centrifugal wheel with spun cone for maximum performance.
 2. The motor shall be mounted on vibration isolators and shall be completely sealed from the exhausted air and fumes.
 3. The motor cooling air shall be taken into the chamber from a location free of discharge contaminants.

PART 3 - EXECUTION

3.1 ROOFTOP FANS:

- A. Extend power utilizing the pigtail wiring kit provided with the new fan.

END OF SECTION 233400

SECTION 230501 - GENERAL HVAC REQUIREMENTS

PART 1 - GENERAL

1.1 SCOPE OF WORK:

- A. The Heating, Ventilation, and Air Conditioning (HVAC) work shall include, but not be limited to, the following:
 - 1. Exhaust systems
 - 2. Balancing of Air Systems

1.2 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 specification sections, apply to this section.

1.3 QUALITY ASSURANCE:

- A. All equipment and materials required for installation under these specifications shall be new and without blemish or defect. All equipment shall bear labels attesting to Underwriters Laboratories approval where subject to Underwriters Laboratories label service. Where no specific indication as to the type or quality of material or equipment is indicated, a first-class standard article shall be furnished. All manufacturers of equipment and materials pertinent to these items shall have been engaged in the manufacture of said equipment a minimum of three (3) years and, if so directed by the Engineer, be able to furnish proof of their ability to deliver this equipment by submitting affidavits supporting their claim.
- B. Each major component of equipment shall have the manufacturer's name, address, model number and rating on a plate securely affixed in a conspicuous place. The nameplate of a distributing agent will not be acceptable. ASME Code Ratings, UL label, or other data which is die-stamped into the surface of the equipment shall be stamped in a location easily visible. Performance as delineated in schedules and in the specifications shall be interpreted as minimum performance.
- C. All materials with a manufacturers listed shelf life shall be used at least six months prior to the expiration of the materials' shelf life.

1.4 REQUIREMENTS OF REGULATORY AGENCIES:

- A. Submit all items necessary to obtain all required permits to the appropriate Regulatory Agencies, obtain all required permits, and pay all required fees.

- B. Where Codes and Standards are referenced, they shall be the date stated in these specifications or on the drawings. If none stated, they shall be the latest edition.
- C. All work shall conform to the following Building Codes:
 - 1. International Building Codes
 - 2. National Fire Protection Association
- D. All work shall conform to all federal, state, and local ordinances.
- E. Where applicable, all fixtures, equipment, and materials shall be as approved or listed by the following:
 - 1. Factory Mutual Laboratories (FM)
 - 2. Underwriters Laboratories, Inc. (UL)

1.5 STANDARDS AND PROCEDURES

- A. All work shall meet or exceed the standards and procedures of the following:
 - 1. ADC: Air Diffusion Council
 - 2. AMCA: Air Moving and Conditioning Association, Inc.
 - 3. ANSI: American National Standards Institute
 - 4. ASHRAE: American Society of Heating, Refrigerating and Air Conditioning Engineers
 - 5. ASME: American Society of Mechanical Engineers
 - 6. ASTM: American Society of Testing and Materials
 - 7. MSS: Manufacturers Standardization Society
 - 8. NEMA: National Electrical Manufacturer's Association
 - 9. SMACNA: Sheet Metal and Air Conditioning Contractors National Association, Inc.
 - 10. IRM: Improved Risk Mutuals

1.6 APPROVAL OF SUBSTITUTIONS:

- A. Specific reference in the specifications to any article, device, product, materials, fixture, form or type of construction, etc., by name, make, or catalog number, with or without the words "or equal", shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. The Contractor in such cases may, at his option, use any article, device, product, material, fixture, form or type of construction which, in the judgment of the Engineer expressed in writing, is equal to that named. Where quality and other characteristics are very nearly the same, the question of determining equal materials and readily available service sometimes resolves itself to a matter of personal opinion and judgment and in these and all other cases involving the approval of materials, the opinion, judgment and decision of the Engineer shall be final and bind all parties concerned.

- B. Requests for written approval to substitute materials or equipment considered by the Contractor as equal to those specified shall be submitted for approval in writing ten (10) calendar days prior to bid opening date to the Engineer. Requests shall be accompanied by samples, literature, and information as necessary to fully identify and allow appraisal of the material or equipment. Submittals shall be concise, clear, and brief as possible. Incomplete submittals or submittals requiring lengthy research to ascertain quality will not be considered.
- C. Approval of the Engineer to use materials or equipment, if granted, will be in the form of a written addendum. Approved substitutions may be used at the Contractor's option. No substitutions will be allowed if substitutions are requested later than ten (10) days prior to bid opening date.
- D. Items approved shall not be construed as authorizing any deviations from the plans and specifications unless such deviations are clearly indicated in the form of a letter that is enclosed with the submittals. The Contractor shall be responsible for verifying all dimensions with available space. If, in the opinion of the Engineer, the physical dimensions do not permit the substituted material or equipment to be properly operated, maintained, serviced, or otherwise accessed, or the physical dimension adversely impact other components, a system's ability to be operated, maintained, serviced or otherwise accessed, the material or equipment shall be replaced at the Contractor's expense.

1.7 VERIFICATION OF DIMENSIONS AND LOCATIONS:

- A. The Contractor shall visit the facility and become thoroughly familiar with all details of the work, working conditions, dimensions and clearances.
- B. Notify the Engineer of any discrepancy between actual conditions and conditions indicated on the contract documents that could cause changes, other than minor ones, to the installation of any systems or equipment.

1.8 WORKMANSHIP:

- A. Workmen shall be thoroughly experienced and fully capable of installing the work. Work shall be in accordance with the best standard practice of the trade. Work that is not of good quality will require removal and reinstallation at no additional expense to Owner.
- B. All material and equipment to be installed in accordance with manufacturer's printed recommendations using recommended accessories. Retain a copy on job site and submit others for approval when required.

1.9 GUARANTEES AND WARRANTIES:

A. General:

1. Furnish to the Engineer a guarantee form, included in these specifications, signed by the Contractor and Owner agreeing to the start and end dates of all systems and equipment under warranty.
2. All defective materials or inferior workmanship shall be replaced or repaired as directed by the Owner's representative during the guarantee period.

B. Equipment Warranties:

1. Equipment shall be warranted by the equipment manufacturer. Where labor is included in the warranty, the manufacturer, at their option, may permit the contractor to provide the required repairs on the equipment unless specified otherwise.
2. The equipment manufacturer shall include a written guarantee with the closeout documentation.

C. Duration Period:

1. For work not otherwise specified, the duration shall be one year from substantial completion including all parts, labor, and other charges.

1.10 EXISTING FACILITIES:

- A. The location of existing duct, equipment, and appurtenances are shown on plans to indicate the extent of work required. Exact condition shall be field verified by the contractor.
- B. Work shall be performed above existing ceilings except where removal of existing ceilings is specifically identified. Where working above existing ceilings, remove existing tile/grid and reinstall existing tile/grid as necessary. Any damaged tile/grid shall be replaced at the contractor's expense.

1.11 PROJECT COMMUNICATIONS:

- A. Where it is indicated that communication is with the Engineer or documents are to be transmitted to the Engineer, this is intended that this be done through the prime design professional. If the Architect is the prime design professional, all communication and documentation shall be sent via the Architect.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 PRIOR CONDITIONS:

- A. Prior to the installation of any equipment or system component, the Contractor shall review any prior work that has been completed to accommodate the equipment or system component to be installed.
- B. If the prior work does not make a proper installation of any equipment or system component possible, notify the Engineer prior to installation of any equipment or system component.

3.2 INSTALLATION:

- A. Install all equipment and appurtenances in strict accordance with the manufacturer's recommendations and the manufacturer's shop drawings.
- B. If any equipment cannot be installed in accordance with Codes, contract documents, manufacturer's recommendations and accepted practices, notify the Engineer in writing prior to installation of equipment.
- C. If any system component cannot be installed in accordance with Codes, contract documents and accepted practices, notify the Engineer in writing prior to installation of the system component.

3.3 PROTECTION OF SYSTEMS AND EQUIPMENT:

- A. Protect all materials and equipment from damage during storage at the Site and throughout the construction period. In the event of damage prior to final inspections, repair or replace damaged items as determined by the Engineer, at no cost to the Owner.

3.4 CLEANING OF SYSTEMS AND EQUIPMENT:

- A. All equipment and systems shall be cleaned of all extraneous materials to leave equipment and system finish in a new condition.
- B. Where equipment and systems cannot be properly cleaned, take all measures necessary to replace or repair equipment and systems to bring back to a "like new" condition. All costs shall be borne by the Contractor.
- C. All extraneous materials shall be removed on the site on a regular basis to provide access to all work as well as a safe working environment.

END OF SECTION 23 0501

SECTION 230502 - COMMON HVAC MATERIALS

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools, and equipment and perform all operations in connection with the installation of the mechanical systems where shown on the drawings and specified hereinafter.

PART 2 - PRODUCTS

2.1 HVAC ADAPTER ROOF CURBS:

A. Adapter Roof Curbs:

1. Provide an adapter curb on top of existing roof curb for the new exhaust fans.
2. Provide 1/8 inch gasket between top of existing curb and adapter curb.
3. Adapter roof curb construction shall be similar to the roof curb construction.
4. Curb shall have 1-1/2" internal elastomeric or rigid insulation and be structurally designed with cross bracing when required.

2.2 CURB DESIGN:

- A. Curb shall meet or exceed the greater of the seismic requirements and wind load requirements for this project.
- B. Design shall be reviewed by a registered professional engineer licensed in the state in which the project is located. The engineer's seal and signature shall be indicated on the submittals.

2.3 FASTENERS, ANCHORS, AND ACCESSORIES:

- A. Unless indicated otherwise, all fasteners, anchors, and accessories shall be metallic and manufactured in the United States.
- B. Materials provided shall be considered industry standard for commercial or industrial use.
- C. All materials shall be installed in accordance with the manufacturer's recommendations for the intent use and application.
- D. Materials installed outdoors shall be stainless steel or hot dipped galvanized.

- E. Unless otherwise specified or required by the manufacturer, bolts shall meet or exceed the following strengths:
 - 1. Proof Load: 74 ksi
 - 2. Yield Strength: 81 ksi
 - 3. Tensile Strength: 105 ksi

PART 3 - EXECUTION

3.1 ROOF CURBS:

- A. Auxiliary curbs shall be installed to maintain a level surface plus or minus 1/4 inch for length of curb and rail.
- B. Field verify the size of an existing curb prior to fabricating adapter curb.
- C. Field verify the slope of an existing curb prior to fabricating the adapter curb.
- D. Provide curb seal or gasket on all curbs.

END OF SECTION 23 0502

SECTION 230510 - DOCUMENTATION AND CLOSEOUT

PART 1 - GENERAL

1.1 SCOPE OF WORK:

- A. Furnish all labor, materials, tools and equipment and perform all operations in connection with the project documentation and closeout.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 GENERAL:

- A. Report, forms, and manuals are to be submitted as soon as possible, but no later than thirty (30) days after the earliest date they can be prepared.

3.2 OPERATING AND MAINTENANCE MANUAL:

- A. Compile and bind three (3) sets of all manufacturer's instructions and descriptive literature on all items of equipment furnished under this work. Additionally, provide this information on a CD in PDF format.
- B. Binder shall be hard cover, three-ring notebook, embossed with the name of the project, 11" x 8-1/2" with heavy duty rings.
- C. The spine of the binder shall be titled "HVAC Operating and Maintenance Manual, Volume No. X," with the name of the project and the date under the title.
- D. The Operating and Maintenance Manual shall include the following:
 - 1. Cover sheet in each binder listing the architect, engineer, and all contractors. List addresses and contact information.
 - 2. List name, address and phone number of organization responsible for warranty work, if other than Contractor, and the specific work for which he is responsible.
 - 3. List name, address and phone number of the nearest sales and the nearest service organization for each product.
 - 4. Schedules of all equipment including identification tag numbers shown on plans cross referenced to field applied identification tag numbers.
 - 5. Performance curves.
 - 6. Lubrication Schedule: Indicating type and frequency of lubrication required.
 - 7. Parts List: Identifying the various parts of the equipment for repair and replacement purposes.

8. Instruction Books: May be standard booklets but shall be clearly marked to indicate applicable equipment and characteristics.
9. Wiring Diagrams: Generalized diagrams are not acceptable, submittal shall be specifically prepared for this Project.
10. All start-up reports for all equipment.
11. Test and balance report.

PART 4 - STANDARD FORMS

4.1 GENERAL:

- A. All forms shall be completely filled out by the Contractor prior to acceptance of the project by the Engineer.

4.2 HVAC CLOSEOUT LIST:

HVAC CLOSEOUT DOCUMENT PROJECT: Horry County Schools, WES Interior Upgrades & Renovation BGA PROJECT NO.: 22123		
DOCUMENT	DATE REVIEWED	COMMENTS
Preliminary Test and Balance (Airside)		
Test & Balance (Airside)		
HVAC O&M Manuals (3 sets plus CD)		
Equipment Start-Up Reports		
Punchlist dated _____		
Punchlist dated _____		
Punchlist dated _____		
Walk-Through with Owner		
NOTE: Not all closeout documents may be listed. See other sections of specifications for additional requirements.		

END OF SECTION 230510

SECTION 230511 - SUBMITTALS

PART 1 - GENERAL

1.1 GENERAL:

- A. Refer to Division 1 specification for information and shop drawings and submittals requirements. When conflicts exist, the more stringent requirements shall apply.

1.2 PREPARATION OF SUBMITTALS:

- A. Before preparing submittals, consult all contract drawings and specifications in detail, obtain manufacturer's recommended installation instructions, and have shop drawings prepared based on specific equipment and material intended for installation. Obtain all drawings and submittals from other trades as necessary to coordinate submittals.
- B. Sign all shop drawings indicating conformance with contract documents before submitting to the Engineer.

1.3 SUBMITTALS:

A. General:

1. Submittals are required on all items of equipment and materials.
2. Submittals shall include but not be limited to:
 - a. All requirements of Division 1.
 - b. Complete information pertaining to appurtenances and accessories.
 - c. Information properly marked with service or function identification as related to the project.
 - d. Where the submittal consists of catalog sheets displaying other items which are not applicable, the proper features shall be clearly identified.
 - e. External connections properly marked, as related to the specific use intended, on standard factory assembly and field installation drawings.
 - f. All performance characteristics and physical characteristics.
 - g. Wiring and control diagram.
 - h. All requirements listed in the specific section of specifications.

1.4 REVIEW OF SUBMITTALS:

- A. Review of shop drawings or schedules shall not relieve the Contractor from responsibility for deviations from drawings or specifications, unless the Contractor has, in letter form, called attention to such deviations at the time of submission and secured written approval of the specific deviations.

- B. Any materials and equipment listed which are not in accordance with the equipment shown on the schedule shall be of size and physical arrangement to allow unobstructed access, when installed, for routine maintenance, coil removal, shaft removal, motor removal and other similar operations. Deviation from the characteristics of that equipment or layout system components will not necessarily be cause for rejection. Review of submittal does not relieve the Contractor of his responsibility. Should an installation not meet the intent of the contract documents, the Contractor may be required by the Engineer to modify or replace equipment or system components with all costs, direct and indirect, borne by the Contractor.
- C. It is strongly recommended that the Contractor not purchase or install any equipment or system components prior to receipt of reviewed shop drawings.
- D. Reviewed with notations on the submittal shall not prohibit the Contractor from purchasing equipment. If the Contractor does not comply with the notations, the submittal shall be deemed rejected.

1.5 ELECTRICAL CHARACTERISTICS:

- A. Electrical characteristics for mechanical equipment are generally indicated on the mechanical documents. The electrical documents generally indicate power and wiring requirements to each piece of mechanical equipment.
- B. It shall be the mechanical installer's responsibility to verify prior to submitting shop drawings that the equipment submitted meets the electrical requirements of both the mechanical and electrical documents. If there is a discrepancy, the contractor shall bring the discrepancy to the Engineer's attention prior to submitting shop drawings.
- C. If the discrepancy is brought to the Engineer's attention prior to ordering the mechanical equipment or electrical materials associated with that equipment, the Engineer will issue additional instructions to the Contractor.
- D. If the discrepancy is not brought to the Engineer's attention prior to ordering the mechanical equipment and electrical materials (i.e. Contractor does not verify electrical requirements), the Contractor shall be responsible for all costs except those that would have been incurred if the discrepancy was determined prior to ordering the mechanical equipment and electrical materials.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 PRODUCT SUBMITTALS:

- A. The following list may be used as a checklist for the contractor and Engineer. All products may not be listed.

3.2 SHOP DRAWING SUBMITTAL COVER SHEET:

- A. A separate cover sheet shall be submitted with each product type (i.e., valves can be submitted together, etc.)

3.3 SHOP DRAWING SUBMITTAL COVER SHEET

(Provide one page for each group of shop drawings.)

PROJECT NAME: Horry County Schools, WES Interior Upgrades & Renovation

BGA FILE No. 22123-3-33

PRODUCT: _____

BGA SHOP DWG. No. _____

NOTE TO CONTRACTOR

1. All shop drawing comments by Buford Goff & Associates shall be complied with or the shop drawings shall be declared rejected.
2. If this form is not completed and signed by the Contractor and items 1 to 8 below are not answered YES or N/A, the shop drawings shall be declared rejected.
3. Dampers, grilles, valves, etc., are reviewed for characteristics but not for size and quantity. It is the Contractor's responsibility to verify sizes and quantity.

SHOP DRAWING SUBMITTAL (Contractor to complete this section)

1. Does the submittal comply with the contract documents? Yes No
If no, list all deviations on an attached page.
2. Have the electrical characteristics (i.e., volt/phase/amps, MOP, MCA, and connection location) been reviewed with the electrical schedules and the electrical circuit sizing meet the requirements of that equipment? Yes No N/A
3. Is product an approved manufacturer listed in the specifications or addendum? Yes No N/A
4. Does the product submitted meet the manufacturer's recommended service clearance for the space in which it is to be installed? Yes No N/A
5. Have the control components of the product been reviewed and do they meet with the requirements of the controls contractor? Yes No N/A
6. Have the equipment connections been reviewed (size and locations) and has the Contractor included all provisions to make the required connections? Yes No N/A
7. Has the seismic engineer reviewed and approved the method of connecting seismic restraints to equipment? Yes No N/A
8. Is the equipment within the weight limitations specified, if any? Yes No N/A

BGA'S SHOP DRAWING STAMP (Engineer to complete this section)

Checking is only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. Contractor is responsible for specific compliance with the information given in the Contract Documents; dimensions which shall be confirmed and correlated at the job site; fabrication processes and techniques of construction; coordination of his work with that of all other trades, and the safe and satisfactory performance of his work.

- Reviewed Reviewed as Noted Revise and Resubmit Revise and Resubmit Items Listed
 See attached for additional comments Reject

Comments: _____

_____ Reviewer: _____ Date: _____

END OF SECTION 230511

SECTION 230548 – SOUND, VIBRATION, AND SEISMIC CONTROL FOR HVAC

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools and equipment and perform all operations in connection with the installation of mechanical sound, vibration, and seismic control required on all mechanical equipment, systems, and appurtenances where shown on the drawings and specified hereinafter.

PART 2 - PRODUCTS

2.1 WIND LOAD DESIGN:

A. General:

1. Specifications and plans shall indicate minimum requirements and general intent. The actual requirements shall be determined by the contractor's structural engineer but those requirements shall not be less than indicated on the plans and in these specifications.
 2. The structural engineer shall be a professional engineer registered in the state in which the facility is to be constructed. The structural engineer shall be responsible for:
 - a. Submittals (drawings and calculations)
 3. All equipment located outdoors shall be designed to meet or exceed the requirements of the current IBC wind load requirements.
 4. Calculations shall be based on the ASCE determined design pressure, exposure class, building height, and building type.
- B. All rooftop adapter curbs shall be anchored sufficiently to the existing roof curb to withstand the IBC wind load requirements.

PART 3 - EXECUTION

3.1 SUBMITTALS (WIND LOAD):

A. Wind Restraints:

1. Submit drawings and calculations showing wind loading, location of anchors, ties and bracing, and types and sizes of restraints.

2. Submit calculations for shear, pull-up, primary overturning, and secondary overturning.
 3. Submit drawings indicating auxiliary supports and method of attachment.
 4. Submit drawings indicating size and type of attachment (i.e., welding, bolting, etc.) for:
 - a. Attachment of equipment to adapter curb and adapter curb to the existing curb.
- B. Calculations shall be submitted and signed by a licensed professional engineer in the state where the project is located.

END OF SECTION 230548

SECTION 230553 - IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT

PART 1 - GENERAL

1.1 SCOPE OF WORK:

A. General:

1. Furnish all labor, materials, tools and equipment and perform all operations in connection with the installation of mechanical identification on all mechanical equipment, systems, and appurtenances where shown on the drawings and specified hereinafter.

1.2 QUALITY ASSURANCE:

A. Manufacturer:

1. The following nameplate manufacturers are acceptable:
 - a. Seton Name Plate Corporation
 - b. T&B/Westline Products
 - c. Brady
 - d. MSI
 - e. Brimar

PART 2 - PRODUCTS

2.1 NAMEPLATES:

A. General:

1. Nameplates shall be black plastic with white engraved lettering.
2. Nameplates shall have screw holes and screws for mounting unless screws would damage the intended use of the product to which it is attached (i.e., NEMA4 panel, etc.).
3. Nameplates shall be 1/16" thick.

B. Size:

1. Three-quarter inch (3/4") high nameplate when located on small outdoor ventilation fans or hoods.

2.2 MECHANICAL EQUIPMENT:

- A. Devices to be identified include all new rooftop fans.
- B. Nameplate shall include (example):
 - 1. Equipment description: EF #1, etc.

PART 3 - EXECUTION

3.1 NAMEPLATES:

- A. Contact the District's controls vendor to confirm fan tag.
- B. The District's control vendor is Control Management, Inc.

END OF SECTION 230553