

DIVISION 1
GENERAL REQUIREMENTS

BUSHEY FEIGHT MORIN ARCHITECTS INC.
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HAGERSTOWN, MARYLAND 21740
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PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Contractor use of site and premises.
- B. Owner occupancy.
- C. Disposal of materials.
- D. Wage rates
- E. Unit prices.
- F. Time Schedule and Liquidated Damages
- G. Special Conventions

1.02 CONTRACTOR USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow owner's daily business operations.
 - 1. The Owner will occupy a significant portion of the building to host advisement and registration activities for new students from **June 9 to June 30, 2015**. The Contractor shall not be permitted to work in the area where these student activities are being held. Refer to the floor plan diagrams at the end of this section for the areas which the activities will be held.
 - a. The Contractor shall coordinate with the Owner on all planned activities throughout the entire twenty two (22) day period.
- B. Construction Operations: Limited to areas noted on Drawings.
- C. Time Restrictions for Performing Exterior Work: 7:00 A.M. to 5:30 P.M. Monday thru Saturday. 1:00 P.M. to 5:30 P.M. on Sunday.

1.03 OWNER OCCUPANCY

- A. The Owner will occupy the premises during construction for normal business operations. Owner will vacate part or all of individual administrative offices to accommodate The Work consistent with the schedules referenced in Article 1.02, Paragraph A and Contractor will perform The Work consistent with those schedules. Contractor will minimize activity in common corridors to facilitate Owner's continued occupancy and use of the remainder of the building.
- B. The Owner may contract for work independent of the specified scope of work. The Contractor shall cooperate and coordinate with the Owner and other Contractors.
- C. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations.
- D. Schedule the Work to accommodate this requirement.
- E. At no time will use of tobacco or alcohol be permitted on site. In addition, no "statement" clothing will be permitted to be worn on site. If the Owner or Architect discovers the Contractor, employee of Contractor or subcontractor in violation of these items, immediate expulsion from job site will be enforced. All employees of the Contractor and subcontractors will adhere at all time to University non-discrimination and non-harassment policies and Contractor will ensure that all workers avoid any inappropriate disturbance of University employees or students.

F. No firearms will be permitted on site.

1.04 DISPOSAL OF MATERIALS

A. The contractor shall be responsible for the removal and disposal of materials in accordance with governing codes at no additional cost to the Owner.

1.05 WAGE RATES

A. Wage Rates shall be applicable to this work in accordance with Section 00400.

1.06 BUILDING PERMIT - NOT REQUIRED

A. This project does not require a Building Permit because the facility is owned by the State of West Virginia.

1.07 HAZARDOUS MATERIALS

A. Hazardous materials (caulking) have been identified at six (6) window locations at the north edge of the building. The Owner will abate the hazardous materials under a separate contract prior to May 11, 2015.

B. If discovered during the course of construction, the Contractor shall immediately notify the Owner's Project Manager and Architect.

1.08 TIME SCHEDULE, OWNER'S USE OF BUILDING AND LIQUIDATED DAMAGES

A. The project Contract time is anticipated to begin with a Notice to Proceed on or before February 20, 2015. Upon Notice to Proceed and prior to May 11, 2015, Contractor may be on site by appointment only and no demolition or construction or other disruptive activity, nor any staging, will occur on site. This period is exclusively for ordering / purchasing materials for the project.

On premises activity for The Work may begin on May 11, 2015. Substantial Completion Date is August 7, 2015. The Contract definition of Substantial Completion is supplemented to include: In addition to all other criteria for Substantial Completion provided for in the Contract, Substantial Completion shall include Work sufficiently completed to permit complete and uninterrupted re-occupancy by Owner of all administrative offices. Final Completion shall be no later than August 14, 2015.

B. If work on the project is not completed within the construction period, liquidated damages will be assessed at the rate of two thousand (\$2,000.00) dollars per calendar day for the first five (5) days and three thousand (\$3,000.00) dollars per calendar day for every day thereafter.

1.09 CONTRACTOR STAGING & PARKING

A. The Contractor shall be permitted to stage his operations in reasonably adjoining areas, as designated in Article 1.02 of this Section.

B. The Contractor shall be permitted to park in Lot A of the Campus, at no cost.

1.10 SPECIAL CONVENTIONS

A. Due to the lead time associated with the windows, the specified Basis of Design window manufacturer is completing the window shop drawings concurrently with the bid period.

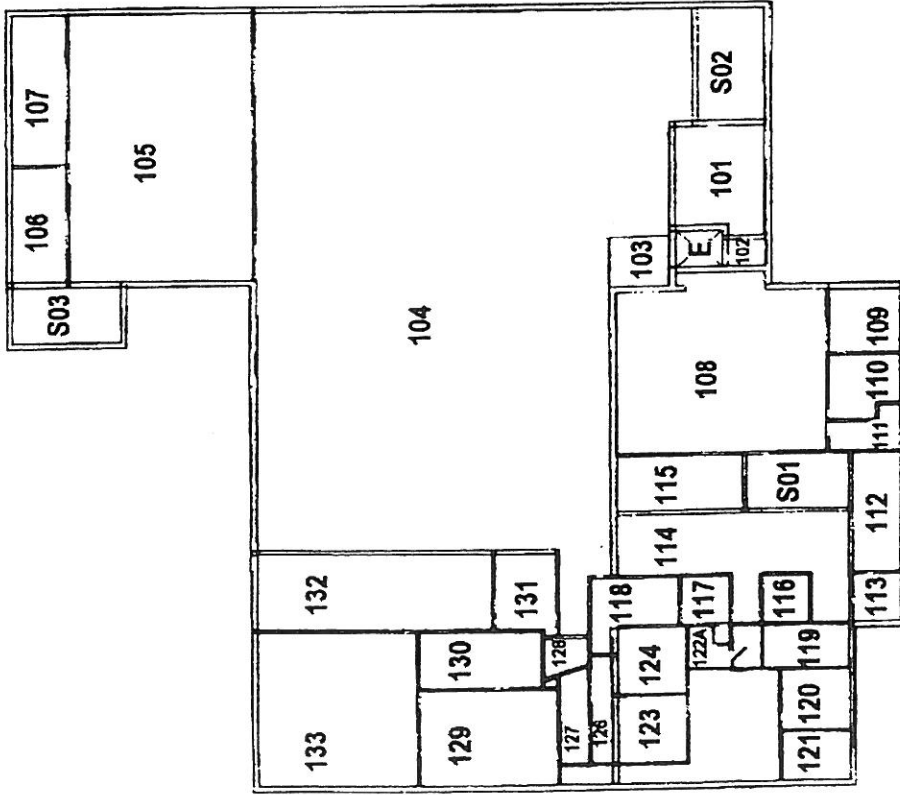
B. The awarded Contractor shall have their named window installation subcontractor present at the pre construction meeting. The window manufacturer will deliver complete window shop drawings to the awarded Contractor at the pre construction meeting.

- C. The Contractor shall complete all required window submittal field measurements within one (1) week of the pre construction meeting and return the window submittal to the Architect to start the window manufacturing process.
- D. Pending receipt of the completed window submittal within the requirements above, the windows are anticipated to be delivered to the site the week of June 1, 2015.
- E. Windows that are removed, must be installed and weather tight within the same day.
- F. The Owner will move furniture and equipment away from the areas in which work is to be performed.
- G. The Owner may elect to replace the roof system under a separate contract. The Contractor shall provide protection of the roof system as required to maintain the warranty.

PART 2 PRODUCTS (NOT USED)


PART 3 EXECUTION (NOT USED)

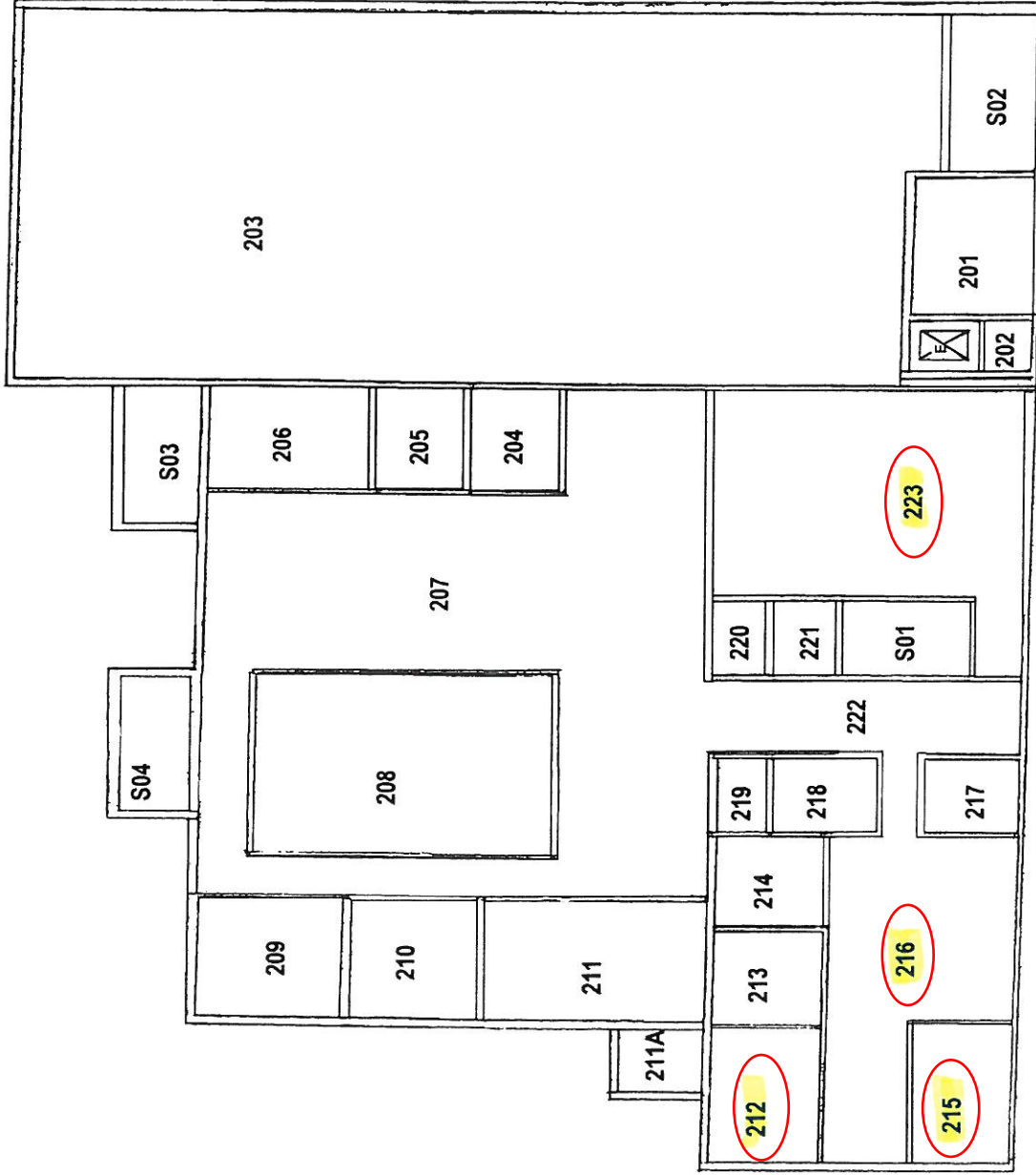
END OF SECTION



Indicates room or area with student activities


First Floor Plan

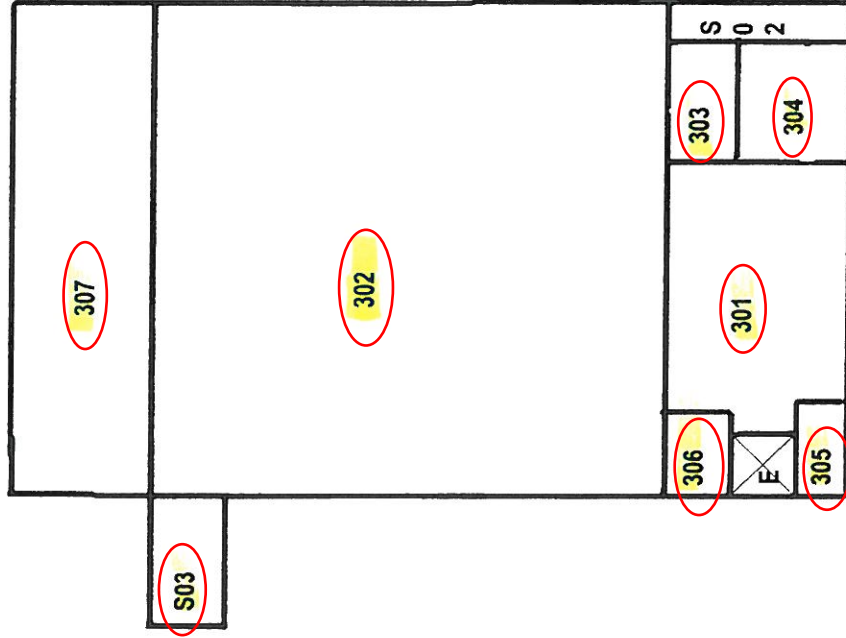
Shepherd University	Student Center	CC04	Original Drawing 04/13/2004 by Krishnaa	Content Revised 11/01/2010 by Shepherd University	NOT TO SCALE	N 
2501	Floor	01				



○ Indicates room or area with student activities

Second Floor Plan

Shepherd University 2501	Student Center Floor	CC04 02	Original Drawing 04/13/2004 by Krishnaa	Content Revised 11/01/2010 by Shepherd University	NOT TO SCALE	N 
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○ Indicates room or area with student activities

Third Floor Plan

Shepherd University 2501	Student Center Floor	CC04 03	Original Drawing 04/13/2004 by Krishnaa	Content Revised 11/01/2010 by Shepherd University	NOT TO SCALE	N ↗
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PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Schedule of Values.

1.02 RELATED SECTIONS

- A. Section 00200 - Standard Form of Proposal. Contract sum/price including alternates and unit prices.
- B. Section 01330 - Submittal Procedures: Schedule of Values.
- C. Section 01600 - Material and Equipment: Product substitutions.

1.03 SCHEDULE OF VALUES

- A. Submit typed schedule on AIA Form G702 - Standard Monthly Contractor's Requisition for Payment. Contractor's electronic media printout will be considered.
- B. Submit Schedule of Values in triplicate within 15 days after date established in Notice to Proceed.
- C. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the major specification Section. Identify site mobilization, bonds and insurance.
- D. Revise schedule to list approved Change Orders, with each Application For Payment.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of Applications for Payment.

1.02 RELATED SECTIONS

- A. Section 00300 - AIA A101-2007 - Owner/Contractor Agreement: Contract Sum/Price and unit prices amounts of Progress Payments and Retainages time schedule for submittals.
- B. Section 00300 - AIA A201-2007 - General Conditions: Progress Payments and Final Payment.
- C. Section 01019 - Contract Considerations: Schedule of Values
- D. Section 01028 - Change Order Procedures: Procedures for changes to the Work.
- E. Section 01330 - Submittal procedures.
- F. Section 01700 - Contract Closeout: Final Payment.

1.03 FORMAT

- A. AIA. Form G702 - Standard Monthly Contractor's Requisition for Payment including continuation sheets when required.
- B. For each item, provide a column for listing: Item Number; Description of work; Scheduled Value, Previous Applications: Work in Place and Site Stored Materials under this Application; Authorized Change Orders; Total Completed and Stored to Date of Application; Percentage of Completion; Balance to Finish; and Retainage.

1.04 PREPARATION OF APPLICATIONS

- A. Present required information in typewritten form or on approved electronic media printout.
- B. Execute certification by signature of authorized officer.
- C. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for site stored products.
- D. List each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of Work.
- E. Prepare Application for Final Payment as specified in Section 01700.

1.05 SUBMITTAL PROCEDURES

- A. Submit three copies of each Application for Payment.
- B. Submit an updated construction schedule with each Application for Payment.
- C. Payment Period: Submit at intervals stipulated in the Agreement.
- D. Submit under transmittal letter specified in Section 01300.

1.06 SUBSTANTIATING DATA

- A. When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question.
- B. Provide one copy of data with cover letter for each copy of submittal. Show Application number and date, and line item by number and description.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittals.
- B. Documentation of change in Contract Sum/Price and Contract Time.
- C. Change procedures.
- D. Construction Change Authorization Directive.
- E. Stipulated Sum change order.
- F. Unit price change order.
- G. Time and material change order.
- H. Execution of change orders.
- I. Correlation of Contractor submittals.

1.02 RELATED SECTIONS

- A. Section 00300 - AIA A101-2007 - Owner/Contractor Agreement Forms: Monetary values of established Unit Prices and percentage allowances for Contractor's overhead and profit.
- B. Section 00300 - AIA A201-2007 - General Conditions: Governing requirements for changes in the Work, in Contract Sum/Price, and Contract Time.
- C. Section 00300 - State of West Virginia Supplementary Conditions to AIA A201-2007: Percentage Allowances for Contractor's overhead and profit.
- D. Section 01019 - Contract Considerations: Schedule of Values.
- E. Section 01027 - Applications for Payment: Payment applications.
- F. Section 01600 - Material and Equipment: Product options and substitutions.
- G. Section 01700 - Contract Closeout: Project Record Documents.

1.03 SUBMITTALS

- A. Submit name of the individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. Change Order Forms: AIA Form G702 - Change Order.

1.04 DOCUMENTATION OF CHANGE IN CONTRACT SUM/PRICE AND CONTRACT TIME

- A. Maintain detailed records of work done on a time and material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work.
- B. Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.

- C. On request, provide additional data to support computations:
 - 1. Quantities of products, labor, and equipment.
 - 2. Taxes, insurance and bonds.
 - 3. Overhead and profit.
 - 4. Justification for any change in Contract Time.
 - 5. Credit for deletions from Contract, similarly documented.

- D. Support each claim for additional costs, and for work done on a time and material basis, with additional information:
 - 1. Origin and date of claim.
 - 2. Dates and times work was performed, and by whom
 - 3. Time records and wage rates paid.
 - 4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

1.05 CHANGE PROCEDURES

- A. The Architect/Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time as authorized by AIA A201, 2007 Edition, by issuing supplemental instructions on AIA Form G710.

- B. The Architect/Engineer may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor will prepare and submit an estimate within seven (7) working days.

- C. The Contractor may propose a change by submitting a request for change to the Architect/Engineer, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum/Price and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01600.

1.06 CONSTRUCTION CHANGE AUTHORIZATION

- A. Architect/Engineer may issue a document, signed by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

- B. The document will describe changes in the Work, and will designate method of determining any change in Contract Sum/Price or Contract Time.

- C. Promptly execute the change in Work.

1.07 STIPULATED SUM CHANGE ORDER

- A. Based on Proposal Request and Contractor's fixed price quotation or Contractor's request for a Change Order as approved by Architect/Engineer.

1.08 UNIT PRICE CHANGE ORDER

- A. For predetermined unit prices and quantities, the Change Order will be executed on a fixed unit price basis.

- B. For unit costs or quantities of units of work which are not predetermined, execute Work under a Construction Change Authorization.

- C. Changes in Contract Sum/Price or Contract Time will be computed as specified for Time and Material Change Order.

1.09 TIME AND MATERIAL CHANGE ORDER

- A. Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- B. Architect/Engineer will determine the change allowable in Contract Sum/Price and Contract Time as provided in the Contract Documents.
- C. Maintain detailed records of work done on Time and Material basis.
- D. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.

1.10 EXECUTION OF CHANGE ORDERS

- A. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

1.11 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum/Price.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust time for other items of work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

PART 2 PRODUCTS

(NOT USED)

PART 3 EXECUTION

(NOT USED)

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Coordination.
- B. Cutting and patching.
- C. Preconstruction conference.
- D. Site mobilization conference.
- E. Progress meetings.
- F. Preinstallation conferences.

1.02 RELATED SECTIONS

- A. Section 01041 - Project Coordination.
- B. Section 01045 - Cutting and Patching.

1.03 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify that utility requirement characteristics of operating equipment are compatible with building utilities. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Completion and for portions of Work designated for Owners partial occupancy.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

1.04 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affects:
 - 1. Structural integrity of element.
 - 2. Integrity of weather-exposed or moisture-resistant elements.
 - 3. Efficiency, maintenance, or safety of element.
 - 4. Visual qualities of sight-exposed elements.
 - 5. Work of Owner or separate contractor.

- C. Execute cutting, fitting, and patching including excavation and fill, to complete Work, and to:
 - 1. Fit the several parts together, to integrate with other Work.
 - 2. Uncover Work to install or correct ill-timed Work.
 - 3. Remove and replace defective and non-conforming Work.
 - 4. Remove samples of installed Work for testing.
 - 5. Provide openings in elements of Work for penetrations of mechanical and electrical work.
- D. Execute work by methods which will avoid damage to other Work, and provide proper surfaces to receive patching and finishing.
- E. Cut rigid materials using masonry saw or core drill.
- F. Restore Work with new products in accordance with requirements of Contract Documents.
- G. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- I. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.
- J. Identify any hazardous substance or condition exposed during the Work to the Architect/Engineer for decision or remedy.

1.05 PRECONSTRUCTION CONFERENCE

- A. Architect/Engineer will schedule a conference after Notice of Award.
- B. Attendance Required: Owner, Architect/Engineer, and Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of Subcontractors, list of products, Schedule of Values, and progress schedule.
 - 5. Designation of personnel representing the parties in Contract, and in field, and the Architect/Engineer.
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures.
 - 7. Scheduling.

1.06 SITE MOBILIZATION CONFERENCE

- A. Architect/Engineer will schedule a conference at the Project site prior to Contractor occupancy.
- B. Attendance Required: Owner, Architect/Engineer, and Contractor, Contractor's Superintendent, and major Subcontractors.
- C. Agenda:
 - 1. Use of premises by Owner and Contractor.
 - 2. Owner's requirements and partial occupancy.
 - 3. Construction facilities and controls provided by Owner.
 - 4. Temporary utilities provided by Owner.
 - 5. Survey and building layout.
 - 6. Security and housekeeping procedures.
 - 7. Schedules.
 - 8. Procedures for testing.
 - 9. Procedures for maintaining record documents.
 - 10. Requirements for start-up of equipment.

11. Inspection and acceptance of equipment put into service during construction period.

1.07 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum twice monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
 - 1. Architect will record minutes and distribute within seven (7) working days after the progress meeting to the Owner, Consultants, and General Contractor.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Architect/Engineer, as appropriate to agenda topics for each meeting.
- D. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems which impede planned progress.
 - 5. Review of submittals schedule and status of submittals.
- 6. Review of off-site fabrication and delivery schedules.
 - 7. Maintenance of progress schedule.
 - 8. Corrective measures to regain projected schedules.
 - 9. Planned progress during succeeding work period.
 - 10. Coordination of projected progress.
 - 11. Maintenance of quality and work standards.
 - 12. Effect of proposed changes on progress schedule and coordination.
 - 13. Other business relating to Work.

1.08 PREINSTALLATION CONFERENCES

- A. When required in individual specification Section, convene a preinstallation conference at work site prior to commencing work of the Section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific Section.
- C. Notify Architect/Engineer seven (7) days in advance of meeting date.
- D. Prepare agenda, preside at conference, record minutes, and distribute copies within seven (7) working days after conference to participants, with two (2) copies to Architect/Engineer and two (2) copies to the Owner.
- E. Review conditions of installation, preparation and installation procedures, and coordination with related work.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project coordination administrator.
- B. Construction mobilization.
- C. Schedules.
- D. Submittals.
- E. Coordination drawings.
- F. Closeout procedures.

1.02 RELATED SECTIONS

- A. Section 01039 - Coordination and Meetings: Project meetings, Preconstruction conferences, Progress meetings.
- B. Section 01700 - Contract Closeout: Contract closeout procedures.

1.03 PROJECT COORDINATION ADMINISTRATOR

- A. Project Coordination Administrator: Owner.

1.04 CONSTRUCTION MOBILIZATION

- A. Cooperate with the Administrator in allocation of mobilization areas of site; for field offices and sheds, for access, traffic, and parking facilities.
- B. During construction, coordinate use of site and facilities through the Administrator.
- C. Comply with Administrator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- D. Comply with instructions of the Administrator for use of temporary utilities and construction facilities.
- E. Coordinate filed engineering and layout work under instructions of the Administrator.

1.05 SCHEDULES

- A. Submit bar chart preliminary progress schedule.
- B. After review, revise and resubmit schedule to comply with revised Project schedule.
- C. During progress of Work, revise and resubmit with Applications for Payment.

1.06 SUBMITTALS

- A. Submit preliminary shop drawings, product data and samples in accordance with Section 01300 for review and compliance with Contract Documents, for field dimensions and clearances, for relation to available space, and for relation to work of separate contracts. Revise and resubmit as required.

- B. Submit Applications for Payment on AIA Form G702 for review, and for transmittal to Architect/Engineer.
- C. Submit requests for interpretation of Contract Documents, and obtain instructions through Architect/Engineer.
- D. Process requests for substitutions, and change orders, through Administrator.
- E. Deliver closeout submittals for review and preliminary inspection reports, for transmittal to Architect/Engineer.

1.07 COORDINATION DRAWINGS

- A. Provide information required by Administrator for preparation of coordination drawings.
- B. Review drawings prior to submission to Architect/Engineer.

1.08 CLOSEOUT PROCEDURES

- A. Notify Administrator when Work is considered ready for Substantial Completion. Accompany Administrator on preliminary inspection to determine items to be listed for completion or correction in Contractor's notice of Substantial Completion.
- B. Comply with Administrator's instructions to correct items of Work listed in executed Certificates of Substantial Completion and for access to Owner occupied areas.
- C. Notify Administrator when Work is considered finally complete.
- D. Comply with Administrator's instructions for completion of items of Work determined by the Architect/Engineer's final inspection.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Requirements and limitations for cutting and patching of Work.

1.02 RELATED SECTIONS

- A. Section 01010 - Summary of Work: Work by Owner or by separate contractors.
- B. Section 01330 - Submittal Procedures.
- C. Section 01600 - Materials and Equipment: Product Options and Substitutions.
- D. Individual Product Specification Sections:
 - 1. Cutting and patching incidental to work of the Section.
 - 2. Advance notification to other Sections of openings required in work of those Sections.
 - 3. Limitations on cutting structural members.
 - 4. Each specification section of the Work shall be responsible for their own cutting and patching as it relates to their work. It shall be noted that this statement is a revised clarification to the statement made at the Pre-Bid Conference.

1.03 SUBMITTALS

- A. Submit written request in advance of cutting or alteration which affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather-exposed or moisture-resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate contractor.
- B. Include in request:
 - 1. Identification of Project.
 - 2. Location and description of affected work.
 - 3. Necessity for cutting or alteration.
 - 4. Description of proposed work, and products to be used.
 - 5. Alternatives to cutting and patching.
 - 6. Effect on work of Owner or separate contractor.
 - 7. Written permission of affected separate contractor.
 - 8. Date and time work will be executed.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Primary Products: Those required for original installation.
- B. Product Substitution: For any proposed change in materials, submit request for substitution under provisions of Section 01600.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Inspect existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.

- B. After uncovering existing work, inspect conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- B. Provide protection from elements for areas which may be exposed by uncovering work.
- C. Maintain construction free of water.

3.03 CUTTING AND PATCHING

- A. Execute cutting, fitting, and patching including excavation and fill to complete work.
- B. Fit products together, to integrate with other work.
- C. Uncover work to install ill-timed work.
- D. Remove and replace defective or non-conforming work.
- E. Remove samples of installed work for testing when requested.
- F. Provide openings in the work for penetration of mechanical and electrical work.

3.04 PERFORMANCE

- A. Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
- B. Employ original installer to perform cutting and patching for weather exposed and moisture resistant elements, and sight-exposed surfaces.
- C. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- D. Restore work with new products in accordance with requirements of Contract Documents.
- E. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- F. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material to full thickness of the penetrated element.
- G. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Schedule of values.
- B. Applications for payment.
- C. Change procedures.
- D. Defect assessment.
- E. Alternates

1.02 SCHEDULE OF VALUES

- A. Submit printed schedule on IAC/PSCP Form 306.4 Standard Monthly Contractor's Requisition for Payment and AIA Form G702 - Application and Certifications for Payment with AIA Form G703 - Continuation Sheet.
- B. Submit six (6) copies of the Schedule of Values within fifteen (15) days after date established in Notice to Proceed.
- C. Format: Utilize Table of Contents of this Project Manual. Identify each line item with number and title of major specification Section. Identify bonds as a separate cost.
- D. Include, as a separate line item, the amount of Allowances included in the Contract. For unit cost Allowances, identify quantities taken from Contract Documents multiplied by unit cost to achieve total for each item.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.

1.03 APPLICATIONS FOR PAYMENT

- A. Submit six (6) copies of each application on AIA G702 with continuation sheet.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Payment Period: Submit at intervals stipulated in the Agreement.
- D. Substantiating Data: When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question.

1.04 CHANGE PROCEDURES

- A. Submittals: Submit name of individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. The Architect/Engineer will advise of minor changes in the Work by either responding to the Contractor's Request for Information (RFI) or by the issuance of an Architectural Supplemental Instructions (ASI) on AIA Form G710.
- C. The Architect/Engineer may issue a Request for Proposal (RFP) including a detailed description of proposed change with supplementary or revised Drawings and specifications,. Contractor will prepare and submit estimate within fifteen calendar (15) days.

- D. Contractor may propose changes by submitting a Change Order Request (COR) to Owner/Architect describing proposed change and its full effect on the Work. Include a statement describing reason for the change, and effect on Contract Sum/Price and Contract Time with full documentation and a statement describing effect on Work by separate or other Contractors. Document requested substitutions in accordance with Section 01600.
- E. Stipulated Sum/Price Change Order: Based on Proposal Request and Contractor's fixed price quotation or Contractor's request for Change Order as approved by Architect/Engineer.
- F. Unit Price Change Order: For contract unit prices and quantities, the Change Order will be executed on fixed unit price basis. For unit costs or quantities of units of work which are not pre-determined, execute Work under Field Directive. Changes in Contract Sum/Price or Contract Time will be computed as specified for Time and Material Change Order.
- G. Field Directive: Architect/Engineer may issue directive, signed by Owner, instructing Contractor to proceed with change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work, and designate method of determining any change in Contract Sum/Price or Contract Time. Promptly execute change.
- H. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in Conditions of the Contract. Architect/Engineer will determine change allowable in Contract Sum/Price and Contract Time as provided in Contract Documents.
- I. Maintain detailed records of work done on Time and Material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.
- J. Document each quotation for change in cost or time with sufficient data to allow evaluation of quotation.
- K. Change Order Forms: Change Order Request Proposal attached at the end of this section.
- L. Execution of Change Orders: The Architect will issue Change Orders for signatures of parties as provided in Conditions of the Contract.
- M. Correlation Of Contractor Submittals:
 - 1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum/Price.
 - 2. Promptly enter changes in Project Record Documents.

1.05 DEFECT ASSESSMENT

- A. Replace the Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of the Owner/Architect/Engineer, it is not practical to remove and replace the Work, the Owner/Architect/Engineer will direct appropriate remedy or adjust payment.
- C. The defective * Work may remain, but unit sum/price will be adjusted to new sum/price at discretion of Owner/Architect/Engineer. (*At the Owner's Option)
- D. Defective * Work will be partially repaired to instructions of Architect/Engineer, and unit sum/price will be adjusted to new sum/price at discretion of Owner/Architect/Engineer. (*At the Owner's Option)
- E. Individual specification sections may modify these options or may identify specific formula or percentage sum/price reduction.
- F. Authority of Owner/Architect/Engineer to assess defects and identify payment adjustments, is final.

- G. Non-Payment For Rejected Products: Payment will not be made for rejected products for any of the following:
1. Products wasted or disposed of in a manner that is not acceptable.
 2. Products determined as unacceptable before or after placement.
 3. Products not completely unloaded from transporting vehicle.
 4. Products placed beyond lines and levels of required Work.
 5. Products remaining on hand after completion of the Work.
 6. Loading, hauling, and disposing of rejected products.

1.06 ALTERNATES

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in Owner-Contractor Agreement.
- B. Coordinate related work and modify surrounding work.
- C. Schedule of Alternates:
1. Alternate No. 1: Operable Window Units.
 - a. IN accordance with the Contract Documents, provide the cost to install operable windows and associated hardware in lieu of fixed windows.
 2. Alternate No. 2: Door and Frame Replacement.
 - a. In accordance with the Contract Documents, provide the cost to remove and install exterior doors, frames, and hardware.
 3. Alternate No. 3: Mecho Shade Window Treatments.
 - a. In accordance with Section 12498, provide the cost to supply and install the specified Mecho Shade window treatments at all exterior windows in lieu of reinstallation of the existing horizontal louver blinds.

1.07 UNIT PRICES

- A. Authority: Measurement methods are delineated in individual specification sections.
- B. Measurement methods delineated in individual specification sections complement criteria of this section. In event of conflict, requirements of individual specification section govern.
- C. Take measurements and compute quantities. Owner and Architect/Engineer will verify measurements and quantities.
- D. Unit Quantities: Quantities and measurements indicated in Bid Form are for contract purposes only. Actual quantities provided shall determine payment.
 1. When actual Work requires more or fewer quantities than those quantities indicated, provide required quantities at unit sum/prices contracted.
- E. Payment Includes: Full compensation for required labor, products, tools, equipment, plant and facilities, transportation, services and incidentals; erection, application or installation of item of the Work; overhead and profit.
- F. Final payment for Work governed by unit prices will be made on basis of actual measurements and quantities accepted by Architect/Engineer multiplied by unit sum/price for Work incorporated in or made necessary by the Work.

- G. Measurement of Quantities:
1. Weigh Scales: Inspected, tested and certified by applicable State Weights and Measures department within past year.
 2. Platform Scales: Of sufficient size and capacity to accommodate conveying vehicle.
 3. Metering Devices: Inspected, tested and certified by applicable State department within past year.
 4. Measurement by Weight: Concrete reinforcing steel, rolled or formed steel or other metal shapes will be measured by handbook weights. Welded assemblies will be measured by handbook or scale weight.
 5. Measurement by Volume: Measured by cubic dimension using mean length, width and height or thickness.
 6. Measurement by Area: Measured by square dimension using mean length and width or radius.
 7. Linear Measurement: Measured by linear dimension, at item centerline or mean chord.
 8. Stipulated Sum/Price Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as completed item or unit of the Work.
- H. Unit Price Schedule:
1. Unit Price No. 1 – Horizontal Louver Blinds
 - a. Description: Includes material and labor to supply and install window treatments as directed by the Owner.
 - b. Unit of Measurement: Each.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

SHEPHERD UNIVERSITY
STUDENT CENTER
WINDOW & DOOR REPLACEMENT
REQUISITION NO. P0005400

CHANGE ORDER REQUEST PROPOSAL

Project Name: _____ Date: _____
Contractor Proposal Number: _____
Contractor: _____
Subcontractor: _____
Sub-Subcontractor: _____
C.O.R. Item or Work: _____
I. Direct Payroll Less Fringes, Insurance, Taxes*: _____
II. Fringes, Tax, Insurance Burden of Payroll: _____
III. Total Materials Costs**: _____
IV. Material Sales Tax: _____
V. Equipment Rentals (Attach Copy of Invoice): _____
VI. Contractor-Owned Equipment**: _____
VII. Total All Lines: _____
VIII. Subcontractors Costs (Attach Breakdown): _____
IX. Profit and Overhead on Subcontractors: _____
X. Total Lines VII, VIII and IX: _____

* Provide Itemization of Labor Hours and Worker Classification

** Provide Itemization.

Change Order Request Form is Required for Each Portion of Change Order Request Submission

END OF SECTION

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

1.02 DESCRIPTION OF WORK:

- A. The types of minimum requirements for procedures and performance or control work of a general nature include but are not necessarily limited to the following categories:
 - Surveys and layout.
 - Trades people and workmanship standards.
 - General installation provisions.
 - Cleaning and protection.

1.03 SURVEYS AND LAYOUT:

- A. General: The Contractor shall be solely responsible for properly laying out the work and for all lines and measurements for all of the work executed under the Contract Documents. The Owner nor his representative will in no case assume the responsibility for laying out the work.
- B. All dimensions and grades shown on Drawings are believed to be correct, but the Contractor shall verify them at the site and notify the Architect in writing of any discrepancies found before proceeding with the work; similarly as to final lines and grades established by official surveys, the Contractor shall check the Drawings against such established lines and grades and notify the Architect in writing of any discrepancies found. In the absence of such notifications, extra work caused by discrepancies shall not entitle the Contractor to additional compensation.
- C. Working from lines and levels established by property survey, and as shown in relation to the work, establish and maintain two bench marks near the building and other dependable markers to set lines and levels for the work at each story of construction and elsewhere on site as needed to properly locate each element of entire project. Calculate and measure required dimensions as shown (within recognized tolerances if not otherwise indicated); do not scale drawings to determine dimensions. The Contractor shall be solely responsible for the proper location and level of all the work and for the maintenance of the reference lines and bench marks.

1.04 TRADES PERSONS AND WORKMANSHIP STANDARDS:

General: Instigate and maintain procedures to ensure that persons performing work at site are skilled and knowledgeable in methods and craftsmanship needed to produce required quality-levels for workmanship in completed work. Remove and replace work which does not comply with workmanship standards as specified and as recognized in the construction industry for applications indicated. Remove and replace other work damaged or deteriorated by faulty workmanship or its replacement.

1.05 GENERAL INSTALLATION PROVISIONS:

- A. Installer's Inspection of Conditions: Require Installer of each major unit of work to inspect substrate to receive work, and conditions under which work will be performed, and to report, in writing to Contractor, unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to Installer.

- B. Manufacturer's Instructions: Where installations include manufactured products, comply with manufacturer's applicable instructions and recommendations for installation, to extent these are more explicit or more stringent than requirements indicated in Contract Documents.
- C. Inspect each item of materials or equipment immediately prior to installation, and reject damaged and defective items.
- D. Provide attachment and connection devices and methods for securing work properly as it is installed; true to line and level, and within recognized industry tolerances if not otherwise indicated. Allow for expansions and building movements. Provide uniform joint widths in exposed work, organized for best possible visual effect. Refer questionable visual-effect choices to the Architect for final decision.
- E. Recheck measurements and dimensions of the work, as an integral step of starting each installation.
- F. Install work during conditions of temperature, humidity, exposure, forecasted weather, and status of project completion which will ensure best possible results for each unit of work, in coordination with entire work. Isolate each unit of work from non-compatible work, as required to prevent deterioration.
- G. Concealed Work: Coordinate enclosure of work, including backfilling, placing concrete or other work which will conceal mechanical and electrical lines, reinforcing and other items with the Architect and with required inspections and tests, so as to minimize necessity of uncovering work for that purpose. Record exact locations of mechanical, electrical and site utility work on Record Drawings.
- H. Mounting Heights: Where mounting heights are not indicated, mount individual units of work at industry-recognized standard mounting heights, or at heights specified by applicable codes, for applications indicated. Refer questionable mounting height choices to the Architect for final decision.

1.06 COORDINATION - MECHANICAL AND ELECTRICAL:

- A. Enclose and conceal from view wiring, conduit, ducts, heat piping, sprinkler piping, water piping and other utility lines in habitable rooms and spaces, unless otherwise shown or specified. Do not leave wiring, conduits, pipes, etc., exposed in a habitable space so as to interfere with occupancy of that room.
 - 1. Where not otherwise shown or approved, use adjacent masonry, lath and plaster, gypsum board or other finish construction to form the enclosing chase or furring.
 - 2. Enclose all such utilities with furring, chases or other enclosures as required, whether or not an enclosure is specifically shown.
- B. Locate sprinkler heads, ceiling diffusers, lighting fixtures, grilles, speakers and other similar items occurring in exposed grid suspended ceiling systems centered in lay-in panels in both directions or to fill a full ceiling grid module.
- C. Coordination: Do not fabricate or install ductwork, electric conduit, pull boxes, piping and other mechanical items above suspended ceilings until the Contractor has verified that there will be no interference between trades and that the design requirements shown and specified for room construction, equipment, fixtures and finishes can be maintained. Prior to installation, promptly report to the Architect apparent interference or difficulties anticipated.

1.07 CLEANING AND PROTECTION:

01205-2

PROCEDURES AND CONTROLS

Shepherd University

- Student Ctr - Window & Door Replacement

- A. General: During handling and installation of work at project site, clean and protect work in progress and adjoining work on a basis of perpetual maintenance. Apply suitable protective covering on newly installed work where reasonably required to ensure freedom from damage or deterioration at time of substantial completion; otherwise, clean and perform maintenance on newly installed work as frequently as necessary through remainder of construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- B. Limiting Exposure of Work: To extent possible through reasonable control and protection methods, supervise performance of work in a manner and by means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging, or otherwise deleterious exposures during construction period. Such exposures include where applicable (but not by way of limitation) static loading, dynamic loading, internal pressures, external pressures, high or low temperatures, thermal shock, high or low humidity, air contamination or pollution, water, ice, solvents, chemicals, light, radiation, puncture, abrasion, heavy traffic, soiling, bacteria, insect infestation, combustion, electrical current, high speed operation, improper lubrication, unusual wear, misuse, incompatible interface, destructive testing, misalignment, excessive weathering, unprotected storage, improper shipping/handling, theft and vandalism.

1.08 FIRE SAFETY REQUIREMENTS:

- A. General: The following "Fire Safety Requirements" applies as it relates to construction of school facilities and is an integral part of this Section.
- B. FIRE SAFETY REQUIREMENTS FOR PARTIAL OCCUPANCY OF NEW SCHOOL FACILITIES UNDER CONSTRUCTION

New School Construction:

The following requirements are considered to be minimal requirements necessary to the safety of student occupants of new school facilities. It shall be the general requirement that all new school facilities be fully completed prior to student occupancy. It is recognized, however, in unusual circumstances it may become necessary to provide for partial occupancy of an educational facility. In these circumstances the following fire safety requirements shall be met prior to student occupancy:

1. All required fire protection equipment and built-in fire safety devices shall be installed, tested by fire officials and approved prior to student occupancy of the facility. Include in this requirement, among others, are the following:
 - a. Automatic sprinkler protection.
 - b. Complete fire alarm installation including the correct installation of the annunciator panel.
 - c. Exit lighting.
 - d. Emergency white lighting.
 - e. All required fire doors.
 - f. All-weather road access to the building.
 - g. Installation of fire extinguishers.
2. Required student egress facilities, including corridors, exit ways and walkways, leading from these required means of egress shall meet the requirements of applicable codes and be fully complete prior to student occupancy.
3. All combustible trash and debris shall be removed from the school facility prior to its occupancy.
4. Required utility services including telephone, electric light service and water service for fire protection shall be permanently installed prior to occupancy.
5. A one-hour fire rated and smoke proof separation shall be provided separating any construction area, or hazardous area, from those areas occupied by students. This fire

- and smoke barrier shall not have any door openings into student occupied areas.
6. During the time a school facility is occupied by students, no paint spraying, floor finishing or tiling shall be performed if the process involves flammable mastic, dusts or other flammable coatings. The use of open flame torches or welding of any kind shall not be permitted in student occupied areas. No testing or initial start-ups of boilers, furnaces or similar potentially hazardous equipment shall be performed during the time the school is occupied by students.
 7. Any construction shed, trailer or storage of combustible material shall be located a minimum of thirty feet away from any school building.
 8. Every effort shall be made to see that the final inspection is scheduled between the hours of 8:30 and 5:00 PM on normal County work days to assure at least a twenty-four hour time span prior to opening of the school in order to provide an appropriate time frame for notifying all interested parties involved in the outcome of the inspection.
 9. Required ceiling assemblies and corridor partitioning and separation shall be fully completed prior to student occupancy.
 10. All electrical wiring in student occupied areas shall be completed in a permanent fashion. There shall be no exposed wiring which could subject students to shock hazards.
 11. There shall be present prior to occupancy adequate facilities for handling the trash accumulation associated with school construction.
 12. Storage of combustible construction materials shall not be allowed in the school facility unless protected with an automatic sprinkler system and separated from the student area by a minimum of one hour fire separation.

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. All Bid Documents, including, but not limited to: Drawings and general provisions of the Contract, including Instructions to Bidders, Supplemental Instructions to bidders, General Conditions, Supplementary Conditions, Addenda and Division 1 of these Specifications Sections, apply to this section.

1.02 SUMMARY

- A. This Section includes the following:
 - 1. Shop Drawings
 - 2. Product Data
 - 3. Samples
 - 4. Color/Pattern Selection
 - 5. Maintenance/Operation Manuals
 - 6. Warranties/Bonds
 - 7. Other submittals required by the Contract Documents, and re-submittals necessary to establish compliance with the specified requirements.
 - 8. Submittal cover sheet.
- B. Related Sections: Individual requirements for submittals also may be described in pertinent Sections of these Specifications, The following sections contain requirements that relate to this section.
 - 1. Section 01200 - Price and Payment Procedures
 - 2. Section 01400 - Quality Requirements
 - 3. Various Sections - Warranties

1.03 DEFINITIONS

- A. General: Work-related submittals of this section are categorized for convenience as follows, but not limited to:
 - 1. Shop Drawings: Include specially-prepared technical data for this Project, including drawings, diagrams, performance curves, data sheets, schedules, templates, patterns, reports, calculations, instructions, measurements and similar information not in standard print for general application to a range of similar projects.
 - 2. Product Data: Includes standard printed information on materials, products and systems; not specially-prepared for this project, other than the designation of selections from among available choices printed therein.
 - 3. Samples: Includes both fabricated and un-fabricated physical examples of materials, products and units of work; both as complete units and as smaller portions of units of work; either for limited visual inspection or (where indicated) for more detailed testing and analysis.
 - 4. Mock-Ups: Are a special form of samples, which are too large or otherwise inconvenient for handling in specified manner for transmittal of sample submittals.

1.04 QUALITY ASSURANCE

- A. Coordination of Submittals:
 - 1. Prior to each transmittal of a submittal, carefully review, verify and coordinate all aspects of each item being submitted.
 - 2. Verify that each item, and the submittal for it, conforms in all respects with the specified requirements.
 - 3. Each copy of all submittals shall bear the required Contractor's Certification Stamp indicating that his review, verification and coordination has been performed.

4. Any submittals not bearing said stamp will be returned to the Contractor for re-submission without further consideration, in such event, it will be deemed that the Contractor has not complied with this requirement and that the Contractor shall bear the risk of all delays to the same extent as if no submittal had been made.
5. Identification of Submittals: Place a copy of the submittal cover sheet on each copy of all submittals for identification. On the cover sheet indicate the:
 - a. Project name
 - b. Date
 - c. The name of the Contractor that prepared the submittal
 - d. Specification Section Number, Title and item reference within, if applicable
 - e. Drawing sheet number and detail reference(s), designation(s)
 - f. Any submittals that do not include the required cover sheet shall be returned to the Contractor for resubmission.
6. Submittal Transmittal Requirements:
 - a. Submit original
 - b. Identify items from only one Division of the Contract Documents on each transmittal, i.e. do not list items from Division 8 and 9 on the same transmittal.
7. Resubmittals:
 - a. Reference the original submittal number on your new transmittal, e.g. Resubmittal of "15000-001" or "15000-001R".

1.05 CONTRACTORS RESPONSIBILITIES

- A. Contractors responsibilities for compliance with the requirements of Contract Documents is not relieved by Architects/Consulting Engineer's review of submittals
- B. Notify Architect, in writing at time of submittal, of any deviations from requirements of Contract Documents.
- C. Begin no work which requires submittals until return of submittals with Architect/Consulting Engineer's stamp and initials or signature indicating review.
- D. After Architect/Consulting Engineer's review, the General Contractor will distribute submittal copies to involved Contractors. Contractors shall ascertain that they have received all submittal information to properly execute and coordinate their work.
- E. When a shop drawing or other submittal must be resubmitted by the Contractor, no changes other than those required as a result of the previous submission shall be made without the Architect/Consulting Engineer being made aware of the change. If such changes are made without so advising the Architect/Consulting Engineer, the Contractor will assume all responsibility for the possible consequences.
- F. No portion of the work requiring a shop drawing, sample, or catalog data shall be started nor shall any materials be fabricated or installed prior to the review of such item.

1.06 PROCESSING OF SUBMITTALS

- A. Shop Drawings, Product Data and Samples:
 1. The Contractor shall, within forty-five (45) calendar days (or sooner, if required elsewhere in the Contract Documents) after receiving the Owner's signed Contract, Notice to Proceed, or "Letter of Intent", forward all submittals to the Architect for review and/or approval.
 2. Transmittal of Submittals:
 - a. Transmit each submittal from Contractor to Architect using a transmittal form.
 - b. Record on transmittal form deviations from Contract Documents requirements, including minor variations and limitations. Include the Contractor's Certificate that the information complies with the Contract Document's requirements.

1.07 CONTRACTORS "SUBMITTAL STAMP"

- A. Representation: By his submittal of any shop drawings, samples, and product data, the Contractor thereby represents that he has determined and verified all field measurements, field construction criteria, materials dimensions, catalog numbers and similar data, or will do so; and that he has checked and coordinated each item with other applicable approved shop drawings and the Contract Documents requirements.
- B. The Contractor shall stamp all shop drawings, samples and product data with the following certification:

"I certify that the specification requirements have been met and all dimensions, conditions and quantities are verified as shown and/or corrected on this submittal."

Signed: _____
(For) Contractor

Date: _____

- C. Submittals received without the above certification will be returned, not reviewed.

1.08 SUBSTITUTION REJECTION

- A. If a non approved substitution is submitted, it will be returned "Submit Specified Item". Only previously approved substitutions will be reviewed. Refer to Section 01600 for substitution request procedures.

PART 2 PRODUCTS

Not Applicable

PART 3 EXECUTION

3.01 SHOP DRAWINGS

- A. Before submitting shop drawings for the Architect's review, the Contractor shall check them for accuracy, shall ascertain that all work contiguous with and having bearing on other work shown on shop drawings is accurately drawn and that the work is in conformity with the Contract Document requirements.
 - 1. The submission of shop drawings or re-submission of corrected shop drawings constitutes evidence that the Contractor accepts and is willing to perform the work as shown, in a workmanlike manner, and in accordance with the best standard practice.
 - 2. Verify:
 - a. Field measurements
 - b. Field construction criteria
 - c. Catalog numbers and similar data
- B. Types of prints and copies required:
 - 1. Submit one reproducible and six (6) prints of each required Shop Drawings indicating accurately and in scale sufficiently large enough to show all pertinent aspects of the item and its method of connection to the work.
 - 2. Review comments of the Architect or his Consultant Engineer will be shown on the reproducible and all prints. The General Contractor will print copies from the reproducible for his needs.
 - 3. The Architect/Consulting Engineers distribute the copies of the shop drawings for the Owner and their use.
- C. Do not use Shop Drawings without an appropriate final stamp indicating action taken in connection with construction.

D. Copies of approved shop drawings shall be maintained on site.

3.02 PRODUCT DATA

- A. Before submitting product data for Architect's review the Contractor shall assemble the Product Data into a single submittal for each element of construction or system, including printed formation such as manufacturer's installation instructions, catalog cuts, color charts, letter of certification, roughing-in diagrams and templates, standard wiring diagrams, performance curves, maintenance data, calculations and schedules.
- B. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products, mark copies to indicate those items being submitted.
- C. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
- D. Number of Copies Required:
 - 1. Submit seven (7) copies of all Product Data for approval.
 - a. One (1) copy will be returned to the General Contractor for distribution.
 - b. Six (6) copies will be retained by the Architect for distribution to the Owner and Consultants.
 - c. If any Contractor wishes more returned, they should increase their initial submittal accordingly.

3.03 SAMPLES

- A. Before submitting samples to the Architect for approval, the Contractor shall assure himself that material represented thereby conforms to Contract Requirements and is readily available in the quantity required.
- B. Provide samples identical to the precise article proposed to be provided.
 - 1. Identify as described in "Identification of Submittals"
 - 2. Provide samples of the size required when a specific sample size is noted.
- C. Number of samples required:
 - 1. Unless otherwise specified, submit four (4) sets of each sample.
 - 2. By prearrangement in specific cases, a single sample may be submitted for review and, when approved, be installed in the work at a location agreed upon by the Architect.
- D. Field samples/mock-ups: Of sufficient size to clearly illustrate functional characteristics of product or material unless otherwise indicated by the projects Architect.
 - 1. Construct each complete, including work of all trades required in finished work.

3.04 COLORS, FINISH AND/OR PATTERN SELECTION

- A. Submit the precise color and pattern that is specifically called out in the Contract Documents unless a choice of colors or patterns are requested.
- B. Number of Copies Required:
 - 1. Submit Four (4) color or pattern samples of each specified item requiring color and/or pattern selection.

3.05 CONSULTANT REVIEWS

- A. A maximum of two (2) reviews will be provided by the A/E consultants.
- B. If a third or more consultant reviews are required, the Contractor will be invoiced on a time and material basis.
 - 1. The cost of additional reviews will be invoiced to the General Contractor with payment due in thirty (30) calendar days from the date of the invoice.

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Quality assurance and control of installation.
- B. References.
- C. Manufacturers' field services and reports.

1.02 RELATED SECTIONS

- A. Section 01330 - Submittal Procedures: Submission of Manufacturers' Instructions and Certificates.
- B. Section 01600 - Material and Equipment: Requirements for material and product quality.

1.03 QUALITY ASSURANCE/CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply fully with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- D. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons qualified to produce workmanship of specified quality.
- F. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.

1.04 REFERENCES

- A. Conform to reference standard by date of issue current on date of Contract Documents.
- B. Obtain copies of standards when required by Contract Documents.
- C. Should specified reference standards conflict with Contract Documents, request clarification for Architect/Engineer before proceeding.
- D. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

1.05 MANUFACTURERS' FIELD SERVICES AND REPORTS

- A. Submit qualifications of observer to Architect/Engineer 30 days in advance of required observations. Observer subject to approval of Architect/Engineer and Owner.

- B. When specified in individual specification Sections, require material or Product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance of equipment and as applicable, and to initiate instructions when necessary.
- C. Individuals to report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- D. Submit report in triplicate within 30 days of observation to Architect/Engineer for review.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary Utilities: Electricity, water, and sanitary facilities.
- B. Temporary Controls: Barriers, protection of the Work, and water control.
- C. Construction Facilities: Progress cleaning.

1.02 RELATED SECTIONS

- A. Section 01700 - Contract Closeout: Final cleaning.

1.03 TEMPORARY ELECTRICITY

- A. Owner will pay for power service required from existing Utility source.
- B. Provide temporary electric feeder from existing building electrical service. Power consumption shall not disrupt Owner's need for continuous service.
- C. Provide power outlets for construction operations, with branch wiring and distribution boxes. Provide flexible power cords as required.
- D. Provide main service disconnect and over-current protection at convenient location.
- E. Permanent convenience receptacles may be utilized during construction.

1.04 TEMPORARY WATER SERVICE

- A. Owner will pay for suitable quality water service required. Connect to existing water source for construction operations.
- B. Extend branch piping with outlets located so water is available by hoses with threaded connections.

1.05 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures.
- B. At end of construction, return facilities to same or better condition than originally found.

1.06 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas to allow for Owner's use of site, and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Provide protection for plant life designated to remain. Replace damaged plant life.
- D. Protect non-owned vehicular traffic, stored materials, site and structures from damage

1.07 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual specification Sections.

- B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to minimize damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

1.08 SECURITY

- A. Provide security and facilities to protect Work, and existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.
- B. Coordinate with Owner's security program.

1.09 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Remove waste materials, debris, and rubbish from site weekly and dispose off-site.
- E. Cleaning of construction debris shall occur daily for both the building and site.

1.10 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary above grade or buried utilities, equipment, facilities, materials, prior to Substantial Completion inspection.
- B. Remove underground installations to a minimum depth of 2 feet. Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Products.
- B. Transportation and handling.
- C. Storage and protection.
- D. Product options.
- E. Substitutions.

1.02 RELATED SECTIONS

- A. Section 00100 - Instructions to Bidders: Product options and substitution procedures.
- B. Section 01400 - Quality Control: Product quality monitoring.

1.03 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer, for similar components.

1.04 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

1.05 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well-drained area. Provide mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.

- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

1.06 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

1.07 SUBSTITUTIONS

- A. Instructions to Bidders specify time restrictions for submitting requests for Substitutions during the bidding period to requirements specified in this Section.
- B. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that the Bidder:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Will provide the same warranty for the Substitution as for the specified product.
 - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension which may subsequently become apparent.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:
 - 1. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
 - 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence.
 - 3. The Architect/Engineer will notify Contractor, in writing, of decision to accept or reject request.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Adjusting.
- D. Project record documents.

1.02 RELATED SECTIONS

- A. Section 01500 - Construction Facilities and Temporary Controls: Progress cleaning.
- B. Section 01740 - Warranties and Bonds.

1.03 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect/Engineer's inspection.
- B. Provide submittals to Architect/Engineer that are required by governing or other authorities.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- D. Owner will occupy portions of the building as specified in Section 01010.

1.04 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean equipment and fixtures to a sanitary condition.
- C. Clean debris from roofs, gutters, downspouts, and drainage systems.
- D. Clean site; sweep paved areas, rake clean landscaped surfaces disturbed by construction.
- E. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.05 ADJUSTING

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation.

1.06 PROJECT RECORD DOCUMENTS

- A. Maintain on site, one set of the following record documents; record actual revisions to the Work:
 - 1. Contract Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other Modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Material Safety Data sheets for each material used.
- B. Store Record Documents separate from documents used for construction.

- C. Record information concurrent with construction progress.
- D. Specifications: Legibly mark and record at each Product section description of actual Products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and Modifications.
- E. Record Documents and Shop Drawings: Legibly mark each item to record actual construction:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Contract Drawings.
- F. Delete Architect/Engineer title block and seal from all documents.
- G. Submit documents and bond material safety data sheets to Architect/Engineer with claim for final Application for Payment.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preparation and submittal.
- B. Time and schedule of submittals.

1.02 RELATED SECTIONS

- A. Section 00050 - Invitation to Bid - Instructions to Bidders: Bid Bonds.
- B. Section 00300 - AIA A201-2007-General Conditions: Performance Bond and Labor and Material Payment Bonds, Warranty, and Correction of Work.
- C. Section 01700 - Contract Closeout: Contract closeout procedures.
- D. Individual Specifications Sections: Warranties required for specific products or Work.

1.03 FORM OF SUBMITTALS

- A. Bind in commercial quality, 8-1/2 x 11 inch, Clear Vue with three-"D"-ring side binders with hardback, cleanable, plastic covers.
- B. Label cover of each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; Project numbers; name, address and telephone number of Contractor and equipment supplier; and name of responsible principal, Architect and Mechanical/ Electrical Engineer.
- C. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification Section in which specified, and the name of the product or work item.
- D. Directory: Provide directory identifying all firms, their project managers, addresses and telephone numbers.
- E. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

1.04 PREPARATION OF SUBMITTALS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item or work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.

1.05 TIME OF SUBMITTALS

- A. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.

- B. Make other submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.
- C. For items of Work when acceptance is delayed beyond Date of Substantial Completion, submit within ten days after acceptance, listing the date of acceptance as the beginning of the warranty period.

1.06 DEMONSTRATIONS AND TRAINING

- A. Provide required demonstrations and training as specified in individual sections.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION