

APRIL 28, 2026

**PROJECT MANUAL**  
NCWSA OFFICE ADDITION 100% DESIGN

# NEWTON COUNTY WATER AND SEWAGE AUTHORITY

NCWSA Office  
11325 Brown Bridge Road  
Covington, Georgia 30016

Wendel Project No 616202



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## 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. Project Information
- B. Work Covered by Contract Documents
- C. Work under separate contracts
- D. Access to site
- E. Coordination with occupants
- F. Contractor use of premises
- G. Work restrictions
- H. Specification and drawing conventions

#### 1.3 PROJECT INFORMATION

- A. Project Identification: NCWSA Office Addition
  - 1. Project Location: 11325 Brown Bridge Road, Project Location Address 2, Covington, Georgia 30016
- B. Owner: Newton County Water & Sewer Authority
- C. Architect: Wendel Architecture, P.C., 1100 Abernathy Road, NE, Suite 1050, Atlanta, GA 30328.
- D. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents.
  - 1. Civil - Brown & Caldwell.
  - 2. Structural - PES Engineers.
  - 3. Mechanical - Wendel.
  - 4. Electrical - Wendel.
  - 5. Plumbing - Wendel.
  - 6. Fire Protection - Wendel.
- E. Construction Manager: Construction Manager Name
  - 1. Construction Manager has been engaged for this Project to serve as an advisor to the Owner and to provide assistance in administering the Contract for Construction between

the Owner and each Contractor, according to a separate contract between Owner and Construction Manager.

2. Construction Manager for the Project is the Project's Constructor. The terms "Construction Manager" and "Contractor" are synonymous.

#### 1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:  
Addition to and partial renovation of the NCWSA Administration Building

#### 1.5 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Concurrent Work: Owner will award and will assign to separate contractor(s) separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.
  1. Audio/Visual.
  2. Security.
  3. Low-Voltage.

#### 1.6 ACCESS TO SITE

- A. General: Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. General: 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.
- C. 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. Limits: Confine construction operations to \_\_\_.
  2. Limits: Limit site disturbance, including earthwork and clearing of vegetation, to 40 feet beyond building perimeter; 10 feet beyond surface walkways, patios, surface parking, and utilities less than 12 inches in diameter; 15 feet beyond primary roadway curbs and main utility branch trenches; and 25 feet beyond constructed areas with permeable surfaces (such as pervious paving areas, stormwater detention facilities, and playing fields) that require additional staging areas in order to limit compaction in the constructed area.
  3. Driveways, Walkways and Entrances: Keep driveways parking garage 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 storage of materials.
- D. Deliveries shall be coordinated with the Construction Manager.
- E. Schedule deliveries to minimize use of driveways and entrances by construction operations
- F. Schedule deliveries to minimize space and time requirements for storage construction operations.

- G. 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.

## 1.7 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 approval of authorities having jurisdiction.
  - 2. Provide not less than 48 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.
- C. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
  - 1. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
  - 2. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
  - 3. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

## 1.8 CONTRACTOR USE OF PREMISES

- A. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
  - 1. Owner Occupancy: Allow for Owner occupancy and use by the public for the entire duration of the project. Owner's operations are continuous, 24 hours per day, 7 days per week, 365 days per year.
  - 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
  - 3. Owner's existing parking lots are not to be used for parking of construction workers vehicles or staging of materials or equipment, unless authorized specifically by the Owner.

4. All deliveries to the Contractor at the site must be accepted at the site by the Contractor, regardless of time of delivery. The Owner will not accept deliveries for the Contractor at any time.

B. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair any damage caused by weather or construction operations. Take all precautions necessary to protect the building and its occupants during the construction period. Restore to new condition any lawn, pavement, sidewalk, etc., damage by construction and staging operations.

1. Repair lawns with sod matching existing lawns, not with seed.

#### 1.9 WORK RESTRICTIONS

A. Work Restrictions, General: Comply with restrictions on construction operations. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7 a.m. to 3:30 p.m., Monday through Friday, unless otherwise indicated.

Weekend Hours: To Be Determined by Owner

Early Morning Hours: To Be Determined by Owner

Hours for Utility Shutdowns: To Be Determined by Owner

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 providing temporary utility services according to requirements indicated:

Notify Owner's Representative not less than seven (7) days in advance of proposed utility interruptions.

Obtain Owner's Representative written permission before proceeding with utility interruptions.

D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

Notify Owner's Representative not less than seven (7) days in advance of proposed disruptive operations.

Obtain Owner's Representative written permission before proceeding with disruptive operations.

E. Nonsmoking Building: Smoking is not permitted within the building and the Project site at any time. There will be no exceptions.

F. Controlled Substances: Use of tobacco products and other controlled substances within the building is not permitted.

G. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

H. Employee Screening: Comply with Owner's requirements for drug screening of Contractor personnel working on Project site.

1. Maintain list of approved screened personnel with Owner's representative.

#### 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.
- B. These conventions are as follows:
  - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents are abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  - 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
  - 3. 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.
  - 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- D. 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:
  - Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  - Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.
  - Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

#### 1.11 MISCELLANEOUS PROVISIONS

- A. Project Superintendent: The Owner must approve the Contractor's project superintendent for the work. Submit resume of proposed superintendent together with Bid.
  - Full Time Superintendent: The Contractor's project superintendent is required to be on site full time for the duration of the project or until such time as mutually agreed upon by the Owner, Architect, and Contractor. No substitution of project superintendents by the Contractor after work begins will be allowed without prior approval by Architect, Construction Manager, and Owner.
- B. Licensed Contractors/Subcontractors: Prime Contractor and all Subcontractors must be licensed to work in each of their perspective fields of work on the Project.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 011000

## SECTION 012100 - ALLOWANCES

### 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 governing allowances.
  - 1. Certain items are 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 direction will be provided to Contractor by the Architect. Additional requirements will be issued by Change Order, if any, by the Architect.
- B. Types of allowances include the following:
  - 1. Lump-sum allowances.

#### 1.3 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, inform Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At the Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

#### 1.4 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.6 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.7 LUMP-SUM, UNIT-COST, AND QUANTITY ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by the Architect under allowance and shall include taxes and freight and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner or selected by Architect under allowance shall be included as part of the Contract Sum and not as part of the allowance.

1.8 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed by Architect for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, and similar costs.
- C. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

1.9 TESTING AND INSPECTING ALLOWANCES

- A. Testing and inspecting allowances include the cost of engaging testing agencies, actual tests and inspections, and reporting results.
- B. The allowance does not include incidental labor required to assist the testing agency or costs for retesting if previous tests and inspections result in failure. The cost for incidental labor to assist the testing agency shall be included in the Contract Sum.
- C. Costs of services not required by the Contract Documents are not included in the allowance.
- D. At Project closeout, credit unused amounts remaining in the testing and inspecting allowance to Owner by Change Order.

1.10 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, submit a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1. Include installation costs in purchase amount only where indicated as part of the allowance.
  2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
  3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
  4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measurement or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
  2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

## PART 2 PRODUCTS (NOT USED)

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

### 3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

### 3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. \_\_\_\_\_; LUMP-SUM Allowance: Include the sum of \_\_\_\_\_; Include as specified in Section " \_\_\_\_\_ " and as shown on Drawings.
1. This allowance includes material cost, receiving, handling, and installation, and Contractor overhead and profit .
  2. Coordinate quantity allowance adjustment with corresponding unit-price requirements in Section 012200 "Unit Prices."

END OF SECTION 012100

## SECTION 012200 - UNIT PRICES

### 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 unit prices.

#### 1.3 DEFINITIONS

- A. Unit price is an amount proposed by bidders, stated on the Bid or Proposal Form, incorporated in the Agreement and applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.
- B. Bidders are advised that quantity allowances of work, if specified in the Contract Documents, are approximate only and are subject to increase or decrease, and that the work shall be performed at the Unit Prices stated on the Bid or Proposal Form whether the quantities are increased or decreased.

#### 1.4 PROCEDURES

- A. Unit prices include all necessary and incidental material, plus cost for delivery, installation, rental, insurance, applicable taxes, overhead, and profit and similar costs.
- B. Measurement and Payment: See individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right question or to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by the Owner's designated representative.
- D. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

### PART 2 PRODUCTS (NOT USED)

### PART 3 EXECUTION

#### 3.1 SCHEDULE OF UNIT PRICES

NCWSA Office Addition – 100% Design  
Wendel Project No. 616202

END OF SECTION 012200

## 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 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 accepted in writing by the Owner and enumerated in the Agreement, or added to the Agreement by Change Order.
  - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate 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.
- B. Execute accepted alternates under the same conditions as other work of the Contract.
- C. Schedule: A schedule of alternates 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

END OF SECTION 012300

## SECTION 012600 - CONTRACT MODIFICATION 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 handling and processing Contract modifications.

#### 1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue through Construction Manager supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

#### 1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
  2. Within 14 calendar days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
  3. Include costs of labor and supervision directly attributable to the change.
  4. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
  5. Quotation Form: Use forms acceptable to Architect .
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect .
  1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
  2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
7. Proposal Request Form: Use form acceptable to Architect.

#### 1.5 ADMINISTRATIVE CHANGE ORDERS

- A. Allowance Adjustment: See Section 012100 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.
- B. Unit-Price Adjustment: See Section 012200 "Unit Prices" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect measured scope of unit-price work.

#### 1.6 CHANGE ORDER PROCEDURES

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

#### 1.7 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
  1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 012600

## SECTION 012900 - PAYMENT 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 necessary to prepare and process Applications for Payment.

#### 1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

#### 1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with continuation sheets.
    - b. Submittal schedule.
  - 2. Submit the schedule of values to Architect at earliest possible date, but no later than five (5) calendar days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
  - 1. Identification: Include the following Project identification on the schedule of values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number(s).
    - d. Contractor's name and address.
    - e. Date of submittal.
  - 2. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of the Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.

- f. Change Orders (numbers) that affect value.
- g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
  - 1) Labor.
  - 2) Materials.
  - 3) Equipment.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five (5) percent of the Contract Sum.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored but not yet installed.
  - a. Differentiate between items stored on-site and items stored off-site. Regardless of on- or off-site storage, provide evidence of insurance for such.
6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
8. Purchase Contracts: Provide a separate line item in the schedule of values for each purchase contract. Show line-item value of purchase contract. Indicate owner payments or deposits, if any, and balance to be paid by Contractor.
9. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
10. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### 1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Submit Application for Payment to Architect by the 20th of the month. The period covered by each Application for Payment is one month, ending on the last day of the month .
  1. Submit draft copy of Application for Payment seven (7) calendar days prior to due date for review by Architect.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.

- E. **Stored Materials:** Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
  - 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
  - 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
  - 3. Provide summary documentation for stored materials indicating the following:
    - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
    - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
    - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. **Transmittal:** Submit three (3) signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours.
- G. **Waivers of Mechanic's Lien:** With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
  - 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  - 2. When an application shows completion of an item, submit conditional final or full waivers.
  - 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  - 4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. **Initial Application for Payment:** Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
  - 1. List of subcontractors.
  - 2. Schedule of values.
  - 3. Contractor's construction schedule (preliminary if not final).
  - 4. Products list (preliminary if not final).
  - 5. Schedule of unit prices.
  - 6. Submittal schedule (preliminary if not final).
  - 7. List of Contractor's staff assignments.
  - 8. List of Contractor's principal consultants.
  - 9. Copies of building permits.
  - 10. Initial progress report.
  - 11. Report of preconstruction conference.
  - 12. Certificates of insurance and insurance policies.
  - 13. Performance and payment bonds.
  - 14. Data needed to acquire Owner's insurance.
- I. **Application for Payment at Substantial Completion:** After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

NCWSA Office Addition – 100% Design  
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1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
  1. Evidence of completion of Project closeout requirements.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 012900

PARTIAL RELEASE AND WAIVER OF MECHANIC'S LIEN

PROJECT NAME:

PROJECT ADDRESS:

OWNER:

CONTRACTOR/SUPPLIER:

CONTRACTOR/SUPPLIER'S CONTRACT NUMBER:

THROUGH PERIOD ENDING:

PARTIAL PAYMENT AMOUNT:

CONTRACTOR/SUPPLIER has provided labor, materials, rentals and/or services (collectively, "Work") on the above-described Project.

CONTRACTOR/SUPPLIER, for and in consideration of Partial Payment Amount to be paid upon execution of this Partial Release, does for itself, its successors, administrations and assigns, hereby affirm and agree as follows with respect to all Work performed to date and for which payment has been made pursuant to this Partial Release, except as noted below in Paragraph 3:

1. All labor employed in connection with the Work and the Project and all related payroll taxes and charges (such as withholding taxes, social security taxes and worker's compensation, disability and unemployment taxes and/or insurance premiums) have been paid in full; and
2. All materials, tools, equipment, supplies and services furnished and used upon or in connection with the Work and the Project have been paid for in full; and all sales, use, excise and similar taxes on or in connection with the same have been fully paid; and
3. Upon receipt by CONTRACTOR/SUPPLIER of a check from OWNER in the Partial Payment Amount described above, payable to the CONTRACTOR/SUPPLIER, and when the check has been paid, this document shall become effective to release and forever discharge the OWNER and their respective officers, directors, agents, servants and employees, and all lands, improvements, chattels, and other real and personal property connected with or a part of the Project from any and all claims, demands, liens and claims of lien whatsoever, which it now has or hereafter might or could have arising out of the performance of all Work for which payment has been made.

CONTRACTOR/SUPPLIER will, at its sole cost and expense, forever hold harmless OWNER from any and all claims and demands and will defend against and obtain the discharge of any liens and claims of lien of others arising out of or in connection with the work, including, without limitation, those claimed or asserted by any employee, supplier or subcontractor of the CONTRACTOR/SUPPLIER (or any employee or supplier of any subcontractor/supplier of the undersigned), governmental agency or any insurance carrier; and

CONTRACTOR/SUPPLIER warrants that the amount of payments received or to be received represents the total value earned by CONTRACTOR/SUPPLIER for materials, labor, rentals, equipment and services supplied to the Project for the period indicated above, for the above-described contract.

CONTRACTOR/SUPPLIER warrants that it has not and will not assign any claims for payment or right to perfect a lien against such land and improvements and appurtenances and warrants that it has the right to execute this waiver and release.

This release and waiver may not be changed orally.

CONTRACTOR/SUPPLIER agrees that the OWNER of the Project, any lender, and any title insurer may rely upon this waiver and release.

IN WITNESS WHEREOF,  
has hereunto set her/his hand this

, of \_\_\_\_\_,  
day of \_\_\_\_\_, 20\_\_.

WITNESS: \_\_\_\_\_

CONTRACTOR/SUPPLIER:  
AUTHORIZED AGENT:  
SIGNATURE:  
TITLE:

STATE OF GEORGIA     )  
                                  ) SS.:  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

(Signature and office of individual taking acknowledgment.)

FINAL RELEASE AND WAIVER OF MECHANIC'S LIEN

PROJECT NAME:  
PROJECT ADDRESS:  
OWNER:  
CONTRACTOR/SUPPLIER:  
CONTRACTOR/SUPPLIER'S CONTRACT NUMBER:  
THROUGH PERIOD ENDING:  
PARTIAL PAYMENT AMOUNT:

CONTRACTOR/SUPPLIER has provided labor, materials, rentals and/or services (collectively, "Work") on the above-described Project.

CONTRACTOR/SUPPLIER, for and in consideration of Payment Amount to be paid upon execution of this Final Release, does for itself, its successors, administrations and assigns, hereby affirm and agree as follows with respect to all Work performed to date and for which payment has been made pursuant to this Final Release, except as noted below in Paragraph 3:

1. All labor employed in connection with the Work and the Project and all related payroll taxes and charges (such as withholding taxes, social security taxes and worker's compensation, disability and unemployment taxes and/or insurance premiums) have been paid in full; and
2. All materials, tools, equipment, supplies and services furnished and used upon or in connection with the Work and the Project have been paid for in full; and all sales, use, excise and similar taxes on or in connection with the same have been fully paid; and
3. Upon receipt by CONTRACTOR/SUPPLIER of a check from the OWNER in the Payment Amount described above, payable to the CONTRACTOR/SUPPLIER, and when the check has been paid, this document shall become effective to release and forever discharge the OWNER and their respective officers, directors, agents, servants and employees, and all lands, improvements, chattels, and other real and personal property connected with or a part of the Project from any and all claims, demands, liens and claims of lien whatsoever, which it now has or hereafter might or could have arising out of the performance of all Work for which payment has been made.

CONTRACTOR/SUPPLIER will, at its sole cost and expense, forever hold harmless, OWNER from any and all claims and demands and will defend against and obtain the discharge of any liens and claims of lien of others arising out of or in connection with the work, including, without limitation, those claimed or asserted by any employee, supplier or subcontractor of the CONTRACTOR/SUPPLIER (or any employee or supplier of any subcontractor/supplier of the undersigned), governmental agency or any insurance carrier; and

CONTRACTOR/SUPPLIER warrants that the amount of payments received or to be received represents the total value earned by CONTRACTOR/SUPPLIER for materials, labor, rentals, equipment and services supplied to the Project for the above-described contract.

CONTRACTOR/SUPPLIER warrants that it has not and will not assign any claims for payment or right to perfect a lien against such land and improvements and appurtenances and warrants that it has the right to execute this waiver and release.

This release and waiver may not be changed orally.

CONTRACTOR/SUPPLIER agrees that the OWNER of the Project, any lender, any title insurer may rely upon this waiver and release.

IN WITNESS WHEREOF,  
has hereunto set her/his hand this \_\_\_\_\_, of \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CONTRACTOR/SUPPLIER:  
AUTHORIZED AGENT:  
SIGNATURE:  
TITLE:

WITNESS: \_\_\_\_\_

STATE OF GEORGIA     )  
                                  ) SS.:  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

(Signature and office of individual taking acknowledgment.)

## 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. Requests for Information (RFIs).
  - 4. Project meetings.
- B. Each contractor shall cooperate and participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

#### 1.3 DEFINITIONS

- A. RFI: Request from Owner, Construction Manager, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
  - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.
  - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: Within 7 calendar days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
  - 1. Post copies of list in project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

#### 1.5 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 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.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

## 1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown 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 the 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 the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate 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. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
6. 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.
7. Electrical Work: Show the following:
  - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.
  - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
  - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
  - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
8. Fire-Protection System: Show the following:
  - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
9. Review: Architect will review coordination drawings to confirm that 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 changes as directed and resubmit.
10. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format: DWG, Version AutoCAD, operating in Microsoft Windows operating system.
  2. File Submittal Format: Submit or post coordination drawing files using Portable Data File (PDF) format.
  3. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
    - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
    - b. Digital Data Software Program: Drawings are available in AutoCAD 2013 operating in Microsoft Windows.
    - c. Contractor shall execute a data licensing agreement in the form of Agreement included in this Project Manual.
    - d. The signed Agreement and handling and administration fee for the full set of CAD files must be received by the Architect before digital data drawings are furnished to the Contractor.

#### 1.7 REQUESTS FOR INFORMATION (RFIS)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
  3. Architect will not review RFI's submitted via fax or verbal requests.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
  2. Project number.
  3. Date.
  4. Name of Contractor.
  5. Name of Architect.
  6. RFI number, numbered sequentially.
  7. RFI subject.
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  12. Contractor's signature.

13. 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: Form immediately following this section.
    1. Attachments shall be electronic files in Adobe Acrobat PDF format.
  - D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow five business days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following business 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 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 10 business 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. Include 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.
  - F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify within Architect five business days if Contractor disagrees with response.
    1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
- 1.8 PROJECT MEETINGS
- A. General: Where indicated, the Contractor shall schedule and conduct meetings and conferences at Project site unless otherwise indicated.

1. Attendees: Contractor shall 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.
  2. Agenda: Contractor shall prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: Contractor shall be responsible for conducting meeting and will record significant discussions and agreements achieved. Contractor shall distribute the meeting minutes to everyone concerned, including Owner, Contractor, and Architect within three business days of the meeting.
- B. Preconstruction Conference: Contractor 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 business days after execution of the Agreement.
1. Conduct the conference to review responsibilities and personnel assignments.
  2. Attendees: Authorized representatives of Owner, Contractor; 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.
  3. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Phasing.
    - c. Critical work sequencing and long-lead items.
    - d. Designation of key personnel and their duties.
    - e. Lines of communications.
    - f. Procedures for processing field decisions and Change Orders.
    - g. Procedures for RFIs.
    - h. Procedures for testing and inspecting.
    - i. Procedures for processing Applications for Payment.
    - j. Distribution of the Contract Documents.
    - k. Submittal procedures.
    - l. Preparation of record documents.
    - m. Use of the premises and existing building.
    - n. Work restrictions.
    - o. Working hours.
    - p. Owner's occupancy requirements.
    - q. Responsibility for temporary facilities and controls.
    - r. Procedures for moisture and mold control.
    - s. Procedures for disruptions and shutdowns.
    - t. Construction waste management and recycling.
    - u. Parking availability.
    - v. Office, work, and storage areas.
    - w. Equipment deliveries and priorities.
    - x. First aid.
    - y. Security.
    - z. Progress cleaning.
  4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

- C. Preinstallation Conferences: Contractor shall conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction. Preinstallation conferences shall include conferences identified in individual Specification Sections.
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, Contractor and Owner's Representative, 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: Contractor shall schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 calendar days prior to the scheduled date of Substantial Completion.
1. Contractor shall 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. Submittal of written warranties.
    - d. Requirements for completing LEED and or sustainable design documentation.
    - e. Requirements for preparing operations and maintenance data.
    - f. Requirements for delivery of material samples, attic stock, and spare parts.
    - g. Requirements for demonstration and training.
    - h. Preparation of Contractor's punch list.
    - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
    - j. Submittal procedures.
    - k. Coordination of separate contracts.
    - 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: Contractor shall record and distribute meeting minutes.
- E. Progress Meetings: Contractor shall conduct progress meetings at biweekly intervals minimally.
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 utilization.

- 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: Contractor shall 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: Contractor shall conduct Project coordination meetings at bi-weekly intervals, minimally. 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, ; 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 utilization.
      - 8) Temporary facilities and controls.
      - 9) Work hours.

- 10) Hazards and risks.
  - 11) Progress cleaning.
  - 12) Quality and work standards.
  - 13) Change Orders.
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

## REQUEST FOR INFORMATION

Contractor's Name:  
Address:  
City, State, Zip:  
Phone:  
Email:

---

Contractor's RFI No.: \_\_\_\_\_ Date: \_\_\_\_\_  
RFI Title: \_\_\_\_\_ Job No.: \_\_\_\_\_

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PROJECT: NCWSA Office  
PROJECT No: 616202  
TO: Wendel  
1100 Abernathy Road, Suite 1050  
AAttllaannttaa,, GGAA Williamsville, New York, 14221  
ATTN: .  
name@wendelcompanies.com

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QUESTION:

ANSWER:

NCWSA Office Addition – 100% Design  
Wendel Project No. 616202

Note: The response to this RFI is for clarification of the contract documents. The response is NOT authorization to proceed with additional work.

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

## SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

### 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 documenting the progress of construction during performance of the Work, including but not limited to, the following:
  1. Preliminary construction schedule.
  2. Contractor's construction schedule.
  3. Submittal schedule.
  4. Daily construction reports.
  5. Material location reports.
  6. Site condition reports.
  7. Special reports.

#### 1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
  1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
  2. Predecessor Activity: An activity that precedes another activity in the network.
  3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
  1. Float time belongs to Owner.
  2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
  3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
  - 1. Working electronic copy of schedule file, where indicated.
  - 2. PDF electronic file.
  - 3. Two (2) paper copies.
- B. Qualification Data for Scheduling Consultant: For consultant or in-house persons specified in “Quality Assurance” Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- C. Preliminary construction schedule.
  - 1. Approval of startup construction schedule will not constitute approval of schedule of values for cost-loaded activities.
- D. Submittals Schedule: Submit submittals schedule, conforming to dates on the Contractor’s Construction Schedule. Include any required submittals not included on the schedule. Arrange the following information in a tabular format:
  - 1. Scheduled dates for first submittal.
  - 2. Specification Section number and title.
  - 3. Submittal category (action or informational)
  - 4. Name of subcontractor.
  - 5. Description of the Work covered.
  - 6. Scheduled date for Architect’s and Owner’s final release or approval.
- E. Contractor's Construction Schedule: Submit on 11”x17” paper for review as required to display entire schedule for entire construction period.
  - 1. Submit a working electronic copy of schedule, using software indicated, and labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.
- F. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description and resource loading, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
  - 1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
  - 2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
  - 3. Total Float Report: List of all activities sorted in ascending order of total float.
    - a. Daily Construction Reports: Submit at weekly intervals.
- G. Material Location Reports: Submit at monthly intervals.
- H. Site Condition Reports: Submit at time of discovery of differing conditions.
- I. Special Reports: Submit at time of unusual event.
- J. Two Week Look-Ahead Schedules: Submit at weekly intervals.

## 1.5 QUALITY ASSURANCE

- A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 24 hours of Architect's request. This shall be a consultant to the contractor or an in-house scheduling specialist, if approved by Owner.
- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination" and Section Section 011000 "Summary Single Prime". Review methods and procedures related to the preliminary construction schedule and Contractor's construction schedule, including, but not limited to, the following:
  - 1. Review software limitations and content and format for reports.
  - 2. Verify availability of qualified personnel needed to develop and update schedule.
  - 3. Discuss constraints, including phasing, work stages, area separations, interim milestones, and partial Owner occupancy .
  - 4. Review delivery dates for Owner-furnished products.
  - 5. Review schedule for work of Owner's separate contracts.
  - 6. Review submittal requirements and procedures.
  - 7. Review time required for review of submittals and resubmittals.
  - 8. Review requirements for tests and inspections by independent testing and inspecting agencies.
  - 9. Review time required for Project closeout and Owner startup procedures, including commissioning activities.
  - 10. Review and finalize list of construction activities to be included in schedule.
  - 11. Review procedures for updating schedule.

## 1.6 COORDINATION

- A. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
  - 1. Secure time commitments for performing critical elements of the Work from entities involved.
  - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

## PART 2 PRODUCTS

### 2.1 SUBMITTAL SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required per construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
  - 1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
  - 2. Initial Submittal: Submit within 10 business days of Notice to Proceed. Include submittals required during the first 60 calendar days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.

3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule. Update monthly as required.

## 2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for Notice to Proceed to date of Substantial Completion .
  1. Contract completion date(s) shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Activities: Treat each story or separate area as a separate numbered activity for each main element of the Work. Include the following:
  1. Activity Duration
  2. Procurement Activities
  3. Submittal Review Time
  4. Startup and Testing Time
  5. Commissioning
  6. Substantial Completion
  7. Punch List and Final Completion
- C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
  1. Phasing: Arrange list of activities on schedule by phase.
  2. Work under More Than One Contract: Include a separate activity for each contract.
  3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
  4. Products Ordered in Ad vance: Include a separate activity for each product. Include delivery date as provided or as indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
  5. Owner-Furnished Products: Include a separate activity for each product. Include delivery date as provided or as indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
  6. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordination with existing construction.
    - b. Limitations of continued occupancies.
    - c. Uninterruptible services.
    - d. Partial occupancy before Substantial Completion.
    - e. Use of premises restrictions.
    - f. Provisions for future construction.
    - g. Seasonal variations.
    - h. Environmental control.
  7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
    - a. Subcontract awards.
    - b. Submittals.
    - c. Purchases.
    - d. Mockups.
    - e. Fabrication.
    - f. Sample testing.

- g. Deliveries.
    - h. Installation.
    - i. Tests and inspections.
    - j. Adjusting.
    - k. Curing.
    - l. Building flush-out.
    - m. Startup and placement into final use and operation.
    - n. Commissioning
  - 8. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
    - a. Structural completion.
    - b. Temporary enclosure and space conditioning.
    - c. Permanent space enclosure.
    - d. Completion of mechanical installation.
    - e. Completion of electrical installation.
    - f. Substantial Completion.
    - g. Final Completion.
  - 9. Other Constraints: .
- D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion and the following interim milestones:
- 1. Temporary enclosure and space conditioning.
- E. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
- F. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
- 2.3 PRELIMINARY CONSTRUCTION SCHEDULE
- A. Bar-Chart Schedule: Submit startup, horizontal, bar-chart-type construction schedule within calendar days of date established for Notice to Proceed .
- 2.4 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)
- A. General: Prepare network diagrams using AON (activity-on-node) format.
  - B. CPM Schedule: Prepare Contractor's construction schedule using a time-scaled CPM network analysis diagram for the Work.
    - 1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 30 calendar days after date established for Notice of Award .

- a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates.
  2. Conduct educational workshops to train and inform key Project personnel, including subcontractors' personnel, in proper methods of providing data and using CPM schedule information.
  3. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
  4. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.
- C. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a network to identify probable critical paths.
1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
    - a. Preparation and processing of submittals.
    - b. Mobilization and demobilization.
    - c. Purchase of materials.
    - d. Delivery.
    - e. Fabrication.
    - f. Utility interruptions.
    - g. Installation.
    - h. Work by Owner that may affect or be affected by Contractor's activities.
    - i. Startup Testing and commissioning .
    - j. Punch list and final completion.
    - k. Activities occurring following final completion.
  2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
  3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
  4. Format: Mark the critical path.
    - a. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.
    - b. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
  5. Contractor or subcontractor and the Work or activity.
  6. Description of activity.
  7. Main events of activity.
  8. Immediate preceding and succeeding activities.
  9. Early and late start dates.
  10. Early and late finish dates.
  11. Activity duration in workdays.
  12. Total float or slack time.

- D. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.
  2. Changes in early and late start dates.
  3. Changes in early and late finish dates.
  4. Changes in activity durations in workdays.
  5. Changes in the critical path.
  6. Changes in total float or slack time.
  7. Changes in the Contract Time.

## 2.5 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
1. List of subcontractors at Project site.
  2. List of separate contractors at Project site.
  3. Approximate count of personnel at Project site.
  4. Equipment at Project site.
  5. Material deliveries.
  6. High and low temperatures and general weather conditions, including presence of rain or snow.
  7. Accidents.
  8. Meetings and significant decisions.
  9. Unusual events (see special reports).
  10. Stoppages, delays, shortages, and losses.
  11. Meter readings and similar recordings.
  12. Emergency procedures.
  13. Orders and requests of authorities having jurisdiction.
  14. Change Orders received and implemented.
  15. Construction Change Directives received and implemented.
  16. Services connected and disconnected.
  17. Equipment or system tests, commissioning, and startups.
  18. Partial completions and occupancies.
  19. Substantial Completions authorized.
  20. Locations of Work.
- B. Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:
1. Material stored prior to previous report and remaining in storage.
  2. Material stored prior to previous report and since removed from storage and installed.
  3. Material stored following previous report and remaining in storage.
- C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

## 2.6 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.
- C. Two Week Look-Ahead Schedules: Contractor will submit a 2 week look-ahead schedule each week on a specific day of the week to be determined at the Preconstruction meeting. Each schedule will show specific work activities over that 2 week period and also areas of coordination required with other contractors and involved entities. These schedules will also show delivery dates of critical material or equipment items.
  - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.

## PART 3 EXECUTION

### 3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Scheduling Consultant: If necessary, Contractor shall engage and pay for a consultant to provide planning, evaluation, and reporting using CPM scheduling.
  - 1. In-House Option: Owner may waive the requirement to retain a consultant if Contractor demonstrates they employ skilled personnel with experience in CPM scheduling and reporting techniques. Submit qualifications.
  - 2. Meetings: Scheduling consultant shall attend all meetings related to Project progress, alleged delays, and time impact.
- B. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
  - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  - 3. As the Work progresses, indicate final completion percentage for each activity.
- C. Distribution: Distribute copies of approved schedule to Architect, Construction Manager, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Owner with a need-to-know schedule responsibility.
  - 1. Post copies in Project meeting rooms and temporary field offices.
  - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 013200

## SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

### 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 the following:
  1. Preconstruction photographs.
  2. Periodic construction photographs.
  3. Final completion construction photographs.

#### 1.3 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit image files within three business days of taking photographs.
  1. Digital Camera: Minimum sensor resolution of 8 megapixels.
  2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph, accompanied by key plan file.
  3. Identification: Provide the following information with each image description in file metadata tag:
    - a. Name of Project.
    - b. Name and contact information for photographer.
    - c. Name of Construction Manager .
    - d. Name of Contractor.
    - e. Date photograph was taken.
    - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
    - g. Unique sequential identifier keyed to accompanying key plan.

### PART 2 PRODUCTS

#### 2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.

### PART 3 EXECUTION

### 3.1 CONSTRUCTION PHOTOGRAPHS

- A. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
  - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
  
- B. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
  - 1. Date and Time: Include date and time in file name for each image.
  - 2. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect .
  
- C. Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Construction Manager .
  - 1. Flag excavation areas and construction limits before taking construction photographs.
  - 2. Take minimum 20 photographs to show existing conditions adjacent to property before starting the Work.
  - 3. Take minimum 20 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
  - 4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
  
- D. Periodic Construction Photographs: Take minimum 20 photographs weekly, as required to document construction progress, with timing each month adjusted to coincide with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
  
- E. Final Completion Construction Photographs: Take 20 color photographs after date of Substantial Completion for submission as project record documents. Construction Manager will inform photographer of desired vantage points.
  
- F. Additional Photographs: Construction Manager may request photographs in addition to periodic photographs specified..
  - 1. Three days' notice will be given, where feasible.
  - 2. In emergency situations, take additional photographs within 24 hours of request.
  - 3. Circumstances that could require additional photographs include, but are not limited to, the following:
    - a. Immediate follow-up when on-site events result in construction damage or losses.
    - b. Photographs to clarify Contractor's "Request for Information."
    - c. Photographs to be taken at fabrication locations away from Project site.
    - d. Substantial Completion of a major phase or component of the Work.

END OF SECTION 013233



# Submittal Transmittal

Submittal No. \_\_\_\_\_

PROJECT: \_\_\_\_\_ PROJECT #: \_\_\_\_\_

OWNER: \_\_\_\_\_ A/E: \_\_\_\_\_

CONTRACT # & NAME \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_  
(NAME, ADDRESS, TELEPHONE & FAX NUMBERS)

NEW SUBMITTAL  RESUBMITTAL Date: \_\_\_\_\_

This submittal is:  AS SPECIFIED REMARKS: \_\_\_\_\_

NUMBER OF COPIES SUBMITTED: (8 maximum) \_\_\_\_\_

TYPE OF SUBMITTAL: **(CHECK ALL THAT APPLY)**

- ( ) PRODUCT DATA/CATALOG CUT                      ( ) SAMPLE                      ( ) COLOR SELECTION
- ( ) SHOP DRAWINGS                                      ( ) SCHEDULE                      ( ) WARRANTY
- ( ) TEST REPORT                                              ( ) RECORD DOCUMENT              ( ) PERFORMANCE DATA
- ( ) OPERATIONS & MAINTENANCE DATA              ( ) OTHER \_\_\_\_\_

<p><b>SPEC. SECTION:</b> _____</p> <p><b>PARAGRAPH(S):</b> _____</p> <p><b>DWG. REF. NO.:</b> _____</p>	<p style="text-align: center;"><b>CONTRACTOR CERTIFICATION</b></p> <p>CONTRACTOR CERTIFIES THAT THE INFORMATION SUBMITTED COMPLIES WITH THE CONTRACT DOCUMENT REQUIREMENTS.</p> <p>By: _____</p> <p>Date: _____</p> <p><b>NOTE: Contractor shall apply an approval stamp to each copy of each submittal.</b></p>
---------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DESCRIPTION OF SUBMITTAL: \_\_\_\_\_

PRODUCT NAME: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

CONTRACTOR or SUBCONTRACTOR: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

## 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 requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples and other submittals.

#### 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."
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- D. Portable Document Format (PDF): An open standard for electronic documents, licensed by Adobe Systems, used for representing documents in a device-independent and display resolution-independent fixed-layout document format.
- E. Cloud-Based Construction Management Software Application (CMSA): Any of a number of proprietary file management collaborative systems intended for internet-connected device use. The intent of these applications is to enable dispersed users access to shared documents for storage, organization, retrieval, editing, tracking, reporting or other functions, with such access usually controlled by invitation and security protocols. More than one such application type or specific programs may be used, depending on Owner preferences.
  - 1. Project preferred CMSA: Procure

#### 1.4 SUBMITTAL PROCEDURES

- A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals.
  - 1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings and Project Record Drawings.

- a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
  - b. Digital Drawing Software Program: The Contract Drawings are available in .
  - c. Contractor shall execute a data licensing agreement in the form included in Project Manual.
    - 1) To request electronic files, complete “Request Form for Electronic Files”.
    - 2) Include “Processing Fee” in amount as indicated on the request form.
- 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 different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Architect reserve(s) 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 upon 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 business days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Construction Manager 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 business 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 20 additional business 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 business days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor .
  6. Transmittal for Sample Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return without review or discard submittals received from sources other than Contractor. Transmit each submittal using the transmittal form at the end of this section.
- D. Electronic Submittals: Identify and incorporate information in each electronic submittal file 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.
    - a. File name shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01) and the Section Name. Resubmittals shall include the sequential number increasing with each resubmittal (e.g., 061000.02).
    - b. Do not co-mingle submittals from different Specification Sections unless specifically approved by Architect.
  3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect .
  4. Transmittal Form for Electronic Submittals: Use Software-generated from electronic project management software or electronic form acceptable to Owner and Architect, containing the following information:
    - a. Project name.
    - b. Date.
    - c. Name and address of Architect.
    - d. Name of Construction Manager.
    - e. Name of Contractor.
    - f. Name of firm or entity that prepared submittal.
    - g. Names of subcontractor, manufacturer, and supplier.
    - h. Category and type of submittal.
    - i. Submittal purpose and description.
    - j. Specification Section number and title.
    - k. Specification paragraph number or drawing designation and generic name for each of multiple items.
    - l. Drawing number and detail references, as appropriate.
    - m. Location(s) where product is to be installed, as appropriate.
    - n. Related physical samples submitted directly.
    - o. Indication of full or partial submittal.
    - p. Transmittal number, numbered consecutively.
    - q. Submittal and transmittal distribution record.
    - r. Other necessary identification.
    - s. Remarks.
  5. Metadata: Include the following information as keywords in the electronic submittal file metadata:
    - a. Project name.
    - b. Number and title of appropriate Specification Section.
    - c. Manufacturer name.
    - d. Product name.
- E. Options: Identify options requiring selection by Architect.
- F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.

- G. 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[s].
- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, and installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- I. 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[s].

## PART 2 PRODUCTS

### 2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  - 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
  - 2. Mark each copy of each submittal to show which products and options are applicable.
  - 3. Include the following information, as applicable:
    - a. Manufacturer's written recommendations.
    - b. Manufacturer's product specifications.
    - c. Color charts showing full range of available colors.
    - d. Manufacturer catalog cuts.
    - e. Wiring diagrams showing factory-installed wiring.
    - f. Printed performance curves.
    - g. Operational range diagrams.
    - h. Mill reports.
    - i. Standard product operating and maintenance manuals.
    - j. Compliance with recognized trade association standards.
    - k. Compliance with recognized testing agency standards.
    - l. Application of testing agency labels and seals.
    - m. Notation of coordination requirements.
  - 4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams showing factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
  - 1. Preparation: Include the following information, as applicable:
    - a. Dimensions.

- b. Identification of products.
  - c. Fabrication and installation drawings.
  - d. Roughing-in and setting diagrams.
  - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
  - f. Shop work manufacturing instructions.
  - g. Templates and patterns.
  - h. Schedules.
  - i. Design calculations.
  - j. Compliance with specified standards.
  - k. Notation of coordination requirements.
  - l. Notation of dimensions established by field measurement.
2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  3. 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 sheet size used for Contract Document Drawings.
  4. Number of Copies: Submit two black-line prints and one electronic file copy of each submittal. Architect will return the one print marked with action taken to the Contractor for distribution. Contractor shall make necessary copies from the returned print.
- D. Samples: Prepare physical units of materials or products, including the following:
1. 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.
  2. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the 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.
  3. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Architect's sample where so indicated. Attach label on unexposed side that includes the following:
    - a. Generic description of Sample.
    - b. Product name or name of manufacturer.
    - c. Sample source.
  4. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
    - a. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least three sets of paired units that show approximate limits of the variations.
    - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, and details of assembly, connections, operation, and similar construction characteristics.
  5. Number of Samples for Initial Selection: Submit two full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return one submittal with options selected.

6. Number of Samples for Verification: Submit two full sets of Samples. Architect will retain one Sample set; remainder will be returned marked with action taken to the Contractor for distribution.
    - a. Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
  7. Disposition: Contractor to maintain one set 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.
- E. Submittals requiring compliance with other sections in the Project Manual.
1. Contractor's Construction Schedule.
  2. Submittals Schedule.
  3. Application for Payment.
  4. Schedule of Values.
  5. Subcontract List.

## 2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by individual Specification Sections and elsewhere in the Contract Documents.
1. Number of Copies: Submit two copies of each submittal, unless otherwise indicated. Architect will not return copies, unless they are rejected for noncompliance with the Contract Documents.
  2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
  3. Test and Inspection Reports: Comply with requirements in Division 1 Section "Quality Requirements."
- B. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- C. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
- D. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- E. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific Project.

- F. **Manufacturer Certificates:** Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.
- G. **Material Certificates:** Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
- H. **Material Test Reports:** Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
- I. **Preconstruction Test Reports:** Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.
- J. **Compatibility Test Reports:** Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- K. **Field Test Reports:** Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements.
- L. **Product Test Reports:** Prepare written reports indicating current product produced by manufacturer complies with requirements. 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.
- M. **Research/Evaluation Reports:** Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
  - 1. Name of evaluation organization.
  - 2. Date of evaluation.
  - 3. Time period when report is in effect.
  - 4. Product and manufacturers' names.
  - 5. Description of product.
  - 6. Test procedures and results.
  - 7. Limitations of use.
- N. **Maintenance Data:** Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment.
- O. **Design Data:** Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- P. **Manufacturer's Instructions:** Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a

product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:

1. Preparation of substrates.
2. Required substrate tolerances.
3. Sequence of installation or erection.
4. Required installation tolerances.
5. Required adjustments.
6. Recommendations for cleaning and protection.

- Q. Manufacturers Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
1. Name, address, and telephone number of factory-authorized service representative making report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Statement that products at Project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.
- R. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- S. Material Safety Data Sheets: Keep on site and submit information directly to Owner. If submitted to Architect, Architect will not review this information but will return it with no action taken.

## 2.3 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file or three (3) paper copies of certificate, signed and sealed by the responsible design professional licensed in the jurisdiction of the Project for each product, assembly or system specifically assigned to Contractor to be designed or certified by a design professional.
1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads and other factors used in performing these services.

## PART 3 EXECUTION

### 3.1 CONTRACTOR'S REVIEW

- A. Action 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. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."
- C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

### 3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
  - 1. Architect's Action:
    - a. Final Unrestricted Release: When the Architect marks a submittal "No Exceptions Taken" the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
    - b. Final-But-Restricted Release: When the Architect marks a submittal "Provide as Corrected," the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
    - c. Returned for Resubmittal: When the Architect marks a submittal "Revise and Resubmit," do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay.
      - 1) Do not use, or allow others to use, submittals marked "Revise and Resubmit" at the Project Site or elsewhere where Work is in progress.
    - d. Returned for Resubmittal: When the Architect marks a submittal "Rejected", the Architect has not completed a full review, because it is clear that the submittal does not reflect the requirements of the Contract Documents. Do not proceed with work covered by the submittal, including purchasing, fabrication, delivery or other activity. Revise or prepare a new submittal that complies with the Contract Documents.
    - e. Other Action: If the submittal is primarily for information purposes, record purposes, special processing, or other contractor activity, the submittal will be returned marked "Reviewed for General Conformance Only". These submittals have been received and processed for information only and not approved or disapproved by the architect.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will reject and return it if it does not comply with Contract Document requirements.

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- D. Submittals not required by the Contract Documents will not be reviewed and will be discarded or returned without action.

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 inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
  - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, and Construction Manager or authorities having jurisdiction are not limited by provisions of this Section.
  - 4. Specific test and inspection requirements are not specified in this Section.

#### 1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Construction Manager.
- C. Mockups: Full-size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.
  - 1. Integrated Exterior Mockups: Mockups of the exterior envelope erected separately from the building but on Project site, consisting of multiple products, assemblies, and subassemblies.

- 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.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.
- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
  - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- J. Experienced: Unless otherwise indicated in individual Specification sections, when used with an entity or individual, "experienced" 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.

#### 1.4 CONFLICTING REQUIREMENTS

- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

#### 1.5 ACTION SUBMITTALS

- A. Shop Drawings: For integrated exterior and or laboratory mockups, provide plans, sections, and elevations, indicating materials and size of mockup construction.
  - 1. Indicate manufacturer and model number of individual components.
  - 2. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

#### 1.6 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. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
  - 1. Specification Section number and title.
  - 2. Entity responsible for performing tests and inspections.
  - 3. Description of test and inspection.
  - 4. Identification of applicable standards.
  - 5. Identification of test and inspection methods.
  - 6. Number of tests and inspections required.
  - 7. Time schedule or time span for tests and inspections.
  - 8. Requirements for obtaining samples.
  - 9. Unique characteristics of each quality-control service.

#### 1.7 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 14 calendar days of Notice to Proceed, and not less than seven calendar days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
  - 1. Project quality-control manager may also serve as Project superintendent.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
  - 1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.
  - 2. Special inspections required by authorities having jurisdiction and indicated on the "Statement of Special Inspections." Refer to Section 014100 "Special Inspections and Structural Testing".
  - 3. Owner-performed tests and inspections indicated in the Contract Documents, including tests and inspections indicated to be performed by the Commissioning Authority, if applicable.
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into

compliance with standards of workmanship established by Contract requirements and approved mockups.

- F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

## 1.8 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, and telephone number of testing agency.
  4. Dates and locations of samples and tests or inspections.
  5. Names of individuals making tests and inspections.
  6. Description of the Work and test and inspection method.
  7. Identification of product and Specification Section.
  8. Complete test or inspection data.
  9. Test and inspection results and an interpretation of test results.
  10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
  11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
  12. Name and signature of laboratory inspector.
  13. Recommendations on retesting and reinspecting.
- 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, and telephone number 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 whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
  1. Name, address, and telephone number of factory-authorized service representative making report.
  2. Statement that equipment complies with requirements.
  3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  4. Statement whether conditions, products, and installation will affect warranty.

5. Other required items indicated in individual Specification Sections.

- D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

## 1.9 QUALITY ASSURANCE

- A. General: 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.
- 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, 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 are similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
  2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- H. 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 installation 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:
1. Contractor responsibilities include the following:
    - a. Provide test specimens representative of proposed products and construction.
    - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
    - c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
    - d. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
    - e. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
    - f. When testing is complete, remove test specimens, assemblies, and mockups[, and laboratory mockups]; do not reuse products on Project.
  2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, Owner, and Construction Manager, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect .
  2. Notify Architect seven (7) calendar days in advance of dates and times when mockups will be constructed.
  3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at Project.
  4. Demonstrate the proposed range of aesthetic effects and workmanship.
  5. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
    - a. Allow seven calendar days for initial review and each re-review of each mockup.
  6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  7. Demolish and remove mockups when directed unless otherwise indicated.
- L. Integrated Exterior Mockups: Construct integrated exterior mockup as indicated on Drawings. Coordinate installation of exterior envelope materials and products for which mockups are required in individual Specification Sections, along with supporting materials.

#### 1.10 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.

2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
  3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
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. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
    - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting 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 inspecting 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. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections.
- D. 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.
- E. 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.
- F. Testing Agency Responsibilities: Cooperate with Architect and Construction Manager and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Construction Manager and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
  3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
  4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.

5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  6. Do not perform any duties of Contractor.
- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  4. Facilities for storage and field curing of test samples.
  5. Delivery of samples to testing agencies.
  6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  7. Security and protection for samples and for testing and inspecting equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- 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 as the Work progresses.
1. Distribution: Distribute schedule to Owner, Architect and Construction Manager testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

#### 1.11 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Refer to Specification Section 014100 "Special Inspections and Structural testing".

### 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 and Construction Manager reference during normal working hours.

### 3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  - 1. Provide materials and comply with installation requirements specified in other Specification Sections 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.

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, Construction Manager, or Owner. Other terms including "requested," "authorized," "selected," "approved," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.
- J. "Installer": Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
  - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.

- K. "Experienced": When used with an entity, "experienced" means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

### 1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

### 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. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities.
- C. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities.
- D. 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.
- E. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities.

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.

#### 1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities 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 and without payment of use charges. Provide connections and extensions of services 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 and without payment of use charges. Provide connections and extensions of services as required for construction operations.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.
- B. Erosion- and Sedimentation-Control Plan: Show compliance with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
- C. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- D. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage.
  - 1. Describe delivery, handling, and storage provisions for materials subject to water absorption or water damage.
  - 2. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water-damaged Work.
  - 3. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these

operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.

- E. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Include the following:
  - 1. Locations of dust-control partitions at each phase of work.
  - 2. HVAC system isolation schematic drawing.
  - 3. Location of proposed air-filtration system discharge.
  - 4. Waste handling procedures.
  - 5. Other dust-control measures.

## 1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines, ICC/ANSI A117.1 and local jurisdictional requirements, whichever is more stringent.

## 1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

## PART 2 PRODUCTS

### 2.1 MATERIALS

- A. Chain-Link Fencing: Minimum 2-inch, 0.148-inch-thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch-OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top rails.
- B. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil minimum thickness, with flame-spread rating of 15 or less per ASTM E 84 and passing NFPA 701 Test Method 2.
- C. Dust-Control Adhesive-Surface Walk-off Mats: Provide mats minimum 36 by 60 inches.
- D. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively.

### 2.2 TEMPORARY FACILITIES

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Contractor's Field Office: Of sufficient size to accommodate needs of Construction Manager, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
  - 1. Furniture required for Project-site documents including file cabinets, plan tables, plan racks, and bookcases.
  - 2. Conference room of sufficient size to accommodate meetings of 12 individuals. Provide electrical power service and 120-V ac duplex receptacles, with no fewer than one receptacle on each wall. Furnish room with conference table, chairs, and 4-foot-square tack and marker boards.
  - 3. Drinking water and private toilet.
  - 4. Coffee machine and supplies.
  - 5. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 deg F.
  - 6. Lighting fixtures capable of maintaining average illumination of 20 fc at desk height.
- C. 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.

## 2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
  - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
  - 2. Heating Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.
  - 3. Permanent HVAC System: Use of permanent HVAC system is not permitted during construction.

## PART 3 EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. 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.

### 3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
  - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- C. Sanitary Facilities: Provide temporary toilets, wash 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.
- D. Heating: Provide temporary heating required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- E. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
  - 1. Prior to commencing work, isolate the HVAC system in area where work is to be performed according to coordination drawings.
    - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
    - b. Maintain negative air pressure within work area using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
  - 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
  - 3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.
- F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
  - 1. Provide dehumidification systems when required to reduce substrate moisture levels to level required to allow installation or application of finishes.
- G. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
- H. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
  - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
  - 2. Install lighting for Project identification sign.
- I. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install one telephone line for each field office.
  - 1. At each telephone, post a list of important telephone numbers.

- a. Police and fire departments.
  - b. Ambulance service.
  - c. Contractor's home office.
  - d. Contractor's emergency after-hours telephone number.
  - e. Architect's office.
  - f. Engineers' offices.
  - g. Owner's office.
  - h. Principal subcontractors' field and home offices.
2. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.

### 3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
  1. Provide construction for temporary offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
  2. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas as indicated or within construction limits indicated on Drawings.
  1. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
- C. Temporary Use of Permanent Roads and Paved Areas: Locate temporary roads and paved areas in same location as permanent roads and paved areas. Construct and maintain temporary roads and paved areas adequate for construction operations. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.
  1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
  2. Prepare subgrade and install subbase and base for temporary roads and paved areas according to Section 312000 "Earth Moving."
  3. Recondition base after temporary use, including removing contaminated material, regrading, proofrolling, compacting, and testing.
- D. Traffic Controls: Comply with requirements of authorities having jurisdiction.
  1. Protect existing site improvements to remain including curbs, pavement, and utilities.
  2. Maintain access for fire-fighting equipment and access to fire hydrants.
- E. Parking: Provide temporary parking areas for construction personnel.
- F. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
  1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
  2. Remove snow and ice as required to minimize accumulations.

- G. Project Identification and Temporary Signs: Prepare Project identification and other signs in sizes indicated. Install signs where indicated to inform public and persons seeking entrance to Project. Do not permit installation of unauthorized signs.
  - 1. Engage an experienced sign painter to apply graphics for Project identification signs. Comply with details indicated, or if not indicated, provide 4 foot by 8 foot sign comprised of  $\frac{3}{4}$  inch exterior grade plywood mounted on 4 x 4 preservative treated wood posts set 4 feet into the ground. Sign content and layout as directed by Architect. Submit shop drawings for approval prior to fabrication and installation.
  - 2. Prepare temporary signs to provide directional information to construction personnel and visitors.
  - 3. Construct signs of exterior-type Grade B-B high-density concrete form overlay plywood in sizes and thicknesses indicated. Support on posts or framing of preservative-treated wood or steel.
  - 4. Paint sign panel and applied graphics with exterior-grade alkyd gloss enamel over exterior primer.
  - 5. Maintain and touchup signs so they are legible at all times.
- H. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution."
- I. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
  - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- J. Temporary Elevator Use: Use of elevators is not permitted.
- K. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate.
- L. Existing Stair Usage: Use of Owner's existing stairs will be permitted, provided stairs are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore stairs to condition existing before initial use.
  - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, restore damaged areas so no evidence remains of correction work.
- M. Temporary Use of Permanent Stairs: Use of new stairs for construction traffic will be permitted, provided stairs are protected and finishes restored to new condition at time of Substantial Completion.

### 3.4 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.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
  - 1. Comply with work restrictions specified in Section 011000 - Summary .

- C. Temporary Erosion and Sedimentation Control: Comply with requirements specified in Section 311000 - Site Clearing and/or Stormwater Pollution Prevention Plan (SWPPP).
- D. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- E. Tree and Plant Protection: Comply with requirements specified in Section 311000 - Site Clearing.
- F. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using environmentally safe materials.
- G. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.
  - 1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
  - 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to Owner.
- H. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each work day.
- I. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- J. Temporary Egress: Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.
- K. Covered Walkway: Erect protective, covered walkway for passage of individuals through or adjacent to Project site. Coordinate with entrance gates, other facilities, and obstructions. Comply with regulations of authorities having jurisdiction and requirements indicated on Drawings.
  - 1. Construct covered walkways using scaffold or shoring framing.
  - 2. Provide overhead decking, protective enclosure walls, handrails, barricades, warning signs, exit signs, lights, safe and well-drained walkways, and similar provisions for protection and safe passage.
  - 3. Paint and maintain appearance of walkway for duration of the Work.
- L. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
  - 1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- M. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
  - 1. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.

2. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
  3. Insulate partitions to control noise transmission to occupied areas.
  4. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
  5. Protect air-handling equipment.
  6. Provide walk-off mats at each entrance through temporary partition.
- N. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
1. Prohibit smoking in construction areas.
  2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
  3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

### 3.5 MOISTURE AND MOLD CONTROL

- A. Contractor's Moisture-Protection Plan: Avoid trapping water in finished work. Document visible signs of mold that may appear during construction.
- B. Exposed Construction Phase: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:
1. Protect porous materials from water damage.
  2. Protect stored and installed material from flowing or standing water.
  3. Keep porous and organic materials from coming into prolonged contact with concrete.
  4. Remove standing water from decks.
  5. Keep deck openings covered or dammed.
- C. Partially Enclosed Construction Phase: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
  2. Keep interior spaces reasonably clean and protected from water damage.
  3. Periodically collect and remove waste containing cellulose or other organic matter.
  4. Discard or replace water-damaged material.
  5. Do not install material that is wet.
  6. Discard, replace, or clean stored or installed material that begins to grow mold.
  7. Perform work in a sequence that allows any wet materials adequate time to dry before enclosing the material in drywall or other interior finishes.
- D. Controlled Construction Phase of Construction: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
  2. Use permanent HVAC system to control humidity.
  3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.

- a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective.
- b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
- c. Remove materials that cannot be completely restored to their manufactured moisture level within 48 hours.

### 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.
- C. Operate Project-identification-sign lighting daily from dusk until 12:00 midnight.
- D. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- E. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
  1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
  2. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
  3. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 - Closeout Procedures.

END OF SECTION 015000

## SECTION 015639 - TEMPORARY TREE AND PLANT PROTECTION

### 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 general protection and pruning of existing trees and plants that are affected by execution of the Work, whether temporary or permanent construction.

#### 1.3 RELATED REQUIREMENTS

- A. Section 329300 - Plants for maintenance of replacement plants if required.

#### 1.4 REFERENCE STANDARDS

- A. ANSI A300 Part 1 - American National Standard for Tree Care Operations - Tree, Shrub, and Other Woody Plant Management - Standard Practices (Pruning).

#### 1.5 DEFINITIONS

- A. Caliper: Diameter of a trunk measured by a diameter tape at a height 6 inches above the ground for trees up to and including 4-inch size at this height.
- B. DBH: Diameter breast height; diameter of a trunk as measured by a diameter tape at a height 54 inches above the ground line for trees with caliper of 4 inches or greater as measured at a height of 6 inches above the ground.
- C. Dripline: Vertical projection to the ground surface from the furthest lateral extent of a tree or shrub canopy.
- D. Plant-Protection Zone: Area surrounding individual trees, groups of trees, shrubs, or other vegetation to be protected during construction and indicated on Drawings.
- E. Tree Canopy: The layer of leaves, branches, and stems of trees that cover the ground when viewed from above.
- F. Tree-Protection Zone: Area surrounding individual trees or groups of trees to be protected during construction and indicated on Drawings or defined by a circle concentric with each tree with a radius 12 times the tree's caliper size or defined by the dripline of the tree canopy.
- G. Vegetation: Trees, shrubs, groundcovers, grass, and other plants.

#### 1.6 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project Site.
  - 1. Review methods and procedures related to temporary tree and plant protection including, but not limited to, the following:
    - a. Tree-service firm's personnel, and equipment needed to make progress and avoid delays.
    - b. Arborist's responsibilities.
    - c. Quality-control program.
    - d. Coordination of Work and equipment movement with the locations of protection zones.
    - e. Trenching by hand or with air spade within protection zones.
    - f. Field quality control.

## 1.7 SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings:
  - 1. Include plans, elevations, sections, and locations of protection-zone fencing and signage, showing relation of equipment-movement routes and material storage locations with protection zones.
  - 2. Detail fabrication and assembly of protection-zone fencing and signage.
  - 3. Indicate extent of trenching by hand or with air spade within protection zones.
- C. Tree Pruning Schedule: Written schedule detailing scope and extent of pruning of trees to remain that interfere with or are affected by construction.
  - 1. Species and size of tree.
  - 2. Location on site plan. Include unique identifier for each.
  - 3. Reason for pruning.
  - 4. Description of pruning to be performed.
  - 5. Description of maintenance following pruning.
- D. Qualification Data: For Arborist and tree service firm.
- E. Certification: From Arborist, certifying that trees indicated to remain have been protected during construction according to recognized standards and that trees were promptly and properly treated and repaired when damaged.
- F. Maintenance Recommendations: From Arborist, for care and protection of trees affected by construction during and after completing the Work.
- G. Existing Conditions: Documentation of existing trees and plantings indicated to remain, which establishes preconstruction conditions that might be misconstrued as damage caused by construction activities.
  - 1. Use sufficiently detailed photographs or video recordings.
  - 2. Include plans and notations to indicate specific wounds and damage conditions of each tree or other plants designated to remain.
- H. Quality-control program.

## 1.8 QUALITY ASSURANCE

- A. Arborist Qualifications: Certified Arborist as certified by ISA or Registered Consulting Arborist as designated by ASCA.
- B. Quality-Control Program: Prepare a written program to systematically demonstrate the ability of personnel to properly follow procedures and handle materials and equipment during the Work without damaging trees and plantings. Include dimensioned diagrams for placement of protection zone fencing and signage, the Arborist's and tree-service firm's responsibilities, instructions given to workers on the use and care of protection zones, and enforcement of requirements for protection zones.

## 1.9 FIELD CONDITIONS

- A. The following practices are prohibited within protection zones:
  - 1. Storage of construction materials, debris, or excavated material.
  - 2. Moving or parking vehicles or equipment.
  - 3. Foot traffic.
  - 4. Erection of sheds or structures.
  - 5. Impoundment of water.
  - 6. Excavation or other digging unless otherwise indicated.
  - 7. Attachment of signs to or wrapping materials around trees or plants unless otherwise indicated.
- B. Do not direct vehicle or equipment exhaust toward protection zones.
- C. Prohibit heat sources, flames, ignition sources, and smoking within or near protection zones and organic mulch.

## PART 2 PRODUCTS

### 2.1 MATERIALS

- A. Backfill Soil: Planting soil of suitable moisture content and granular texture for placing around tree; free of stones, roots, plants, sod, clods, clay lumps, pockets of coarse sand, concrete slurry, concrete layers or chunks, cement, plaster, building debris, and other extraneous materials harmful to plant growth.
  - 1. Planting Soil: Planting soil as specified in Section 329113 - Planting Soil.
- B. Protection-Zone Fencing: Fencing fixed in position and meeting one of the following requirements: Previously used materials may be used when approved by Architect.
  - 1. Chain-Link Protection-Zone Fencing: Galvanized-steel fencing fabricated from minimum 2-inch opening, 0.148-inch-diameter wire chain-link fabric; with pipe posts, minimum 2-3/8-inch-OD line posts, and 2-7/8-inch-OD corner and pull posts; with 0.177-inch-diameter top tension wire and 0.177-inch-diameter bottom tension wire; with tie wires, hog ring ties, and other accessories for a complete fence system.
    - a. Height: 48 inches.
- C. Protection-Zone Signage: Shop-fabricated, rigid plastic or metal sheet with attachment holes prepunched and reinforced; legibly printed with nonfading lettering and as follows:

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Erosion and Sedimentation Control: Examine the site to verify that temporary erosion- and sedimentation-control measures are in place. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross protection zones.
- B. Prepare written report, endorsed by Arborist, listing conditions detrimental to tree and plant protection.

### 3.2 PREPARATION

- A. Locate and clearly identify trees, shrubs, and other vegetation to remain. Tie a 1-inch blue vinyl tape around each tree trunk, or around groups of plants, at 54 inches above the ground.
- B. Protect tree root systems from damage caused by runoff or spillage of noxious materials while mixing, placing, or storing construction materials. Protect root systems from ponding, eroding, or excessive wetting caused by dewatering operations.
- C. Tree-Protection Zones: Mulch areas inside tree-protection zones and other areas indicated. Do not exceed indicated thickness of mulch.
  - 1. Apply 3-inch uniform thickness of organic mulch unless otherwise indicated. Do not place mulch within 6 inches of tree trunks.

### 3.3 PROTECTION ZONES

- A. Protection-Zone Fencing: Install protection-zone fencing along edges of protection zones before materials or equipment are brought on the site and construction operations begin in a manner that will prevent people from easily entering protected areas except by entrance gates. Construct fencing so as not to obstruct safe passage or visibility at vehicle intersections where fencing is located adjacent to pedestrian walkways or in close proximity to street intersections, drives, or other vehicular circulation.
  - 1. Posts: Set or drive posts into ground one-third the total height of the fence without concrete footings. Where a post is located on existing paving or concrete to remain, provide appropriate means of post support acceptable to Architect.
  - 2. Access Gates: Install; adjust to operate smoothly, easily, and quietly; free of binding, warp, excessive deflection, distortion, nonalignment, misplacement, disruption, or malfunction throughout entire operational range. Confirm that latches and locks engage accurately and securely without forcing or binding.
- B. Protection-Zone Signage: Install protection-zone signage in visibly prominent locations in a manner approved by Architect. Install one sign spaced approximately every 20 feet on protection-zone fencing, but no fewer than four signs with each facing a different direction.
- C. Maintain protection zones free of weeds and trash.
- D. Maintain protection-zone fencing and signage in good condition as acceptable to Architect and remove when construction operations are complete and equipment has been removed from the site.
  - 1. Do not remove protection-zone fencing, even temporarily, to allow deliveries or equipment access through the protection zone.

2. Temporary access is permitted subject to preapproval in writing by Arborist if a root buffer effective against soil compaction is constructed as directed by Arborist. Maintain root buffer so long as access is permitted.

### 3.4 EXCAVATION

- A. General: Excavate and trench up to edge of protection zones according to requirements in Division 31 Sections unless otherwise indicated.
- B. Trenching within Protection Zones: Where utility trenches are required within protection zones, excavate under or around tree roots by hand or with air spade, or tunnel under the roots by drilling, auger boring, or pipe jacking. Do not cut main lateral tree roots or taproots; cut only smaller roots less than 2-inches diameter that interfere with installation of utilities. Cut roots as required for root pruning. If excavating by hand, use narrow-tine spading forks to comb soil and expose roots.
- C. Do not allow exposed roots to dry out before placing permanent backfill. Provide temporary earth cover or pack with peat moss and wrap with burlap. Water and maintain in a moist condition. Temporarily support and protect roots from damage until they are permanently relocated and covered with soil.

### 3.5 ROOT PRUNING

- A. Root pruning shall be performed as directed by Arborist.
- B. Prune tree roots that are affected by temporary and permanent construction. Prune roots as follows:
  1. Cut roots manually by digging a trench and cutting exposed roots with sharp pruning instruments; do not break, tear, chop, or slant the cuts. Do not use a backhoe or other equipment that rips, tears, or pulls roots.
  2. Cut Ends: Do not paint cut root ends.
  3. Temporarily support and protect roots from damage until they are permanently redirected and covered with soil.
  4. Cover exposed roots with burlap and water regularly.
  5. Backfill as soon as possible according to requirements in Division 31 Sections.
- C. Root Pruning within Protection Zone: Clear and excavate by hand or with air spade to the depth of the required excavation to minimize damage to tree root systems. If excavating by hand, use narrow-tine spading forks to comb soil to expose roots. Cleanly cut roots as close to excavation as possible.

### 3.6 CROWN PRUNING

- A. Prune branches that are affected by temporary and permanent construction. Prune branches as directed by Arborist.
  1. Prune to remove only broken, dying, or dead branches unless otherwise indicated. Do not prune for shape unless otherwise indicated.
  2. Do not remove or reduce living branches to compensate for root loss caused by damaging or cutting root system.
  3. Pruning Standards: Prune trees according to ANSI A300 Part 1.
    - a. Type of Pruning: Raising and reducing.

- B. Unless otherwise directed by Arborist and acceptable to Architect, do not cut tree leaders.
- C. Cut branches with sharp pruning instruments; do not break or chop.
- D. Do not paint or apply sealants to wounds.
- E. Provide subsequent maintenance pruning during Contract period as recommended by Arborist.
- F. Chip removed branches and spread with Protection Zone as mulch or dispose of off-site.

### 3.7 REGRADING

- A. Lowering Grade: Where new finish grade is indicated below existing grade around trees, slope grade beyond the protection zone. Maintain existing grades within the protection zone.
- B. Lowering Grade within Protection Zone: Where new finish grade is indicated below existing grade around trees, slope grade away from trees as recommended by Arborist unless otherwise indicated.
  - 1. Root Pruning: Prune tree roots exposed by lowering the grade. Do not cut main lateral roots or taproots; cut only smaller, less than 2-inch diameter roots. Cut roots as required for root pruning.
- C. Raising Grade: Where new finish grade is indicated above existing grade around trees, slope grade beyond the protection zone. Maintain existing grades within the protection zone.
- D. Minor Fill within Protection Zone: Where existing grade is 2 inches or less below elevation of finish grade, fill with backfill soil. Place backfill soil in a single uncompacted layer and hand grade to required finish elevations.

### 3.8 FIELD QUALITY CONTROL

- A. Inspections: Engage a qualified Arborist to direct plant-protection measures in the vicinity of trees, shrubs, and other vegetation indicated to remain and to prepare inspection reports.

### 3.9 REPAIR AND REPLACEMENT

- A. General: Repair or replace trees, shrubs, and other vegetation indicated to remain or to be relocated that are damaged by construction operations, in a manner approved by Architect.
  - 1. Submit details of proposed pruning and repairs.
  - 2. Perform repairs of damaged trunks, branches, and roots within 24 hours according to Arborist's written instructions.
  - 3. Replace trees and other plants that cannot be repaired and restored to full-growth status, as determined by Architect.
- B. Trees: Remove and replace trees indicated to remain that are more than 40 percent dead or in an unhealthy condition before the end of the corrections period or are damaged during construction operations that Arborist determines are incapable of restoring to normal growth pattern.
  - 1. Small Trees: Provide new trees of same size and species as those being replaced for each tree that measures 3-inches or smaller in caliper size.
  - 2. Large Trees: Provide new tree(s) of 3-inch caliper size. The number of trees to be provided shall be calculated using the Trunk Formula Technique as described in Guide for Plant Appraisal, current edition, by Council of Tree and Landscape Appraisers.

- a. Species: As selected by Architect.
- 3. Plant and maintain new trees as specified in Section 329300 - Plants.
  - C. Excess Mulch: Rake mulched area within protection zones, being careful not to injure roots. Rake to loosen and remove mulch that exceeds a 3-inch uniform thickness to remain.
  - D. Soil Aeration: Where directed by Arborist, aerate surface soil compacted during construction. Aerate 10 feet beyond drip line and no closer than 36 inches to tree trunk. Drill 2-inch-diameter holes a minimum of 12 inches deep at 24 inches o.c. Backfill holes with an equal mix of augered soil and sand and/or compost.

### 3.10 DISPOSAL OF SURPLUS AND WASTE MATERIALS

- A. Disposal: Remove excess excavated material, displaced trees, trash, and debris and legally dispose of them off Owner's property.

END OF SECTION 015639

SECTION 01 57 13

TEMPORARY EROSION AND SEDIMENTATION CONTROL (TESC)

PART 1 GENERAL

1.1 SCOPE

- A This section covers work to implement structural and nonstructural best management practices (BMPs) to control soil erosion by wind or water and keep eroded sediments and other construction-generated pollutants from moving off project sites. Requirements described in this section and shown on drawings are part of the project Temporary Erosion and Sedimentation Control Plan (TESC Plan) and are the minimum for all project construction sites and conditions. This specification covers all project activities, including material sources, disposal sites, and offsite mitigation areas unless specific project activities are excluded elsewhere in this specification or in other contract documents controlling the work.
- B Temporary and permanent erosion and sedimentation controls include grassing and mulching of disturbed areas and structural barriers at those locations which will ensure that erosion during construction will be maintained within acceptable limits. Acceptable limits are as established by Section 402 of the Federal Clean Water Act and applicable codes, ordinances, rules, regulations, and laws of state, local, and municipal authorities having jurisdiction (AHJ). For installation and maintenance guidance, refer to the Manual for Erosion and Sediment Control in Georgia, latest edition.
- C Other Regulations: A local government erosion and sediment control permit may apply and some local agency requirements may be more stringent than this specification.

1.2 SYSTEM DESCRIPTION

- A Erosion and Sediment Control: Provide, maintain, and operate temporary facilities to control erosion and sediment releases during construction period.
- B Erosion and Sediment Control (ESC) Qualified Personnel:
  - 1. Identify the ESC Qualified Personnel at the preconstruction discussions and in the TESC Plan. The ESC Qualified Personnel shall have certification in construction site erosion and sediment control as required by State and Local jurisdictional requirements.
  - 2. The ESC Qualified Personnel shall implement the TESC Plan, including the following:
    - a. Installing and maintaining all temporary erosion and sediment control BMPs included in the TESC Plan to assure continued performance of their intended function. Damaged or inadequate TESC BMPs shall be corrected immediately.
    - b. Updating TESC Plan to reflect current field conditions.
    - c. Terminating TESC Plan.
  - 3. When a TESC Plan is included in the contract plans, ESC Qualified Personnel shall also inspect all areas disturbed by construction activities, all onsite erosion and sediment control Best Management Practices (BMPs), all stormwater discharge points, and all temporarily stabilized inactive sites per schedule in the Local Erosion Control Permit or as directed by Engineer. Complete erosion and sediment control inspection form provided by AHJ for each inspection and submit a copy to Engineer no later than end of the next working day following inspection.
- C Personnel Training: Prior to commencement of construction, responsible personnel must have an understanding of the State or Local Erosion Control Permit requirements and their specific

responsibilities under the permit. At a minimum, personnel must be trained to understand the following as it relates to the scope of their job duties:

1. The location of all stormwater controls and how to maintain them.
2. Procedures for complying with the pollution prevention requirements.
3. Procedures for conducting inspections, recording findings, and taking corrective action.
4. Creation and maintenance of required documentation and files.

D Temporary Erosion and Sediment Control Plan (Stormwater Pollution Prevention Plan):

1. A Draft TESC Plan is furnished as part of the drawings, which helps fulfill part of the plan requirement of the Local Erosion Control Permit. This initial TESC Plan may be used as the basis of the construction TESC Plan. Additional or revised erosion and sediment control features, not shown on the initial TESC Plan, may be required depending on methods of operation and schedule.
2. For each phase of the scheduled work indicated on the TESC Plan, all the BMPs proposed and installed for erosion and sediment control during construction shall be noted on an updated TESC Plan, which also includes all temporary slopes.
3. Required minimum elements included in the TESC Plan and SWPPP are provided by the AHJ's erosion control manual and NPDES permit.
4. Active TESC Plan and implementation schedules must be prepared by a competent and qualified individual per State and/or local requirements. Furnish a signed copy of the TESC Plan with individual's name, title, state certifications, and employing firm if different than Contractor's firm.
5. Do not begin any Site activities that have potential to cause erosion or sediment movement until the TESC Plan and implementation schedules are approved by Engineer.
6. Keep a copy of the approved, active TESC Plan with updated changes onsite during all construction activities.
7. Continually update the TESC Plan and implementation schedules as needed for unexpected storm or other events to ensure that sediment-laden water does not leave the construction site. Changes to the TESC Plan shall be incorporated no later than 24 hours after implementation.

E Owner or Engineer may identify additional temporary control measures if it appears pollution or erosion may result from weather, nature of materials, or progress on the work.

F Install all sediment control devices including, but not limited to, sediment ponds, perimeter silt fencing, or other sediment trapping BMPs prior to any ground disturbing activity. Do not expose more erodible earth than necessary during clearing, grubbing, excavation, borrow, or fill activities without written approval by Engineer. Engineer may increase or decrease the limits based on project conditions. Erodible earth is defined as any surface where soils, grinding, or other materials may be capable of being displaced and transported by rain, wind, or surface water runoff. Cover inactive areas of erodible earth, whether at final grade or not, within specified time period per Local permit requirements, using an approved soil covering practice. Phase clearing and grading to maximum extent practical to prevent exposed inactive areas from becoming a source of erosion.

G Water Management:

1. Manage site water in accordance with the conditions of the waste discharge permit from a local permitting authority. If site water management is not subject to permit, manage as follows:
  - a. Groundwater: When groundwater is encountered in an excavation, treat and discharge as follows:
    - 1) When groundwater conforms to State or local jurisdictional Water Quality Standards, it may bypass detention and treatment facilities and be routed directly to its normal discharge point at a rate and method that will not cause erosion.
    - 2) When turbidity of groundwater is similar to turbidity of site runoff, groundwater may be treated using same detention and treatment facilities being used to treat the site runoff and then discharged at a rate that will not cause erosion.
    - 3) When groundwater turbidity is greater than turbidity of site runoff, treat groundwater separately until turbidity is similar to or better than site runoff, and then it may be combined with site runoff and treated as described above.
  - b. Process Water:
    - 1) Do not discharge high pH process water or wastewater (non-stormwater) that is generated onsite, including water generated during concrete grinding, rubblizing, washout, and hydrodemolition activities, to waters of the jurisdiction, including wetlands. Water may be infiltrated upon approval of Engineer. Offsite disposal of concrete process water is subject to approval of Engineer.
    - 2) Treat all water generated onsite from construction or washing activities that is more turbid than site runoff separately until turbidity is the same or less than site runoff, and then it may be combined with site runoff and treated as described above. Water may be infiltrated upon approval of Engineer.
  - c. Offsite Water: Prior to disruption of normal watercourse, intercept offsite stormwater and pipe it either through or around the project site. This water shall not be combined with onsite stormwater. Discharge offsite water at its preconstruction outfall point preventing an increase in erosion below the site. Submit proposed method for performing this work for Engineer's approval.
- H Dispersion/Infiltration: Convey water only to dispersion or infiltration areas designated in the TESC Plan or to sites approved by Owner. Water shall be conveyed to designated dispersion areas at a rate such that, when runoff leaves the area and enters waters of the jurisdiction, the required turbidity standards are achieved. Convey water to designated infiltration areas at a rate that does not produce surface runoff.
- I Detention/Retention Pond Construction: Whether permanent or temporary, construct before beginning other grading and excavation work in the area that drains into that pond. Install temporary conveyances concurrently with grading in accordance with the TESC Plan so that newly graded areas drain to the pond as they are exposed.
- J Pollution Control: Use BMPs to prevent or minimize stormwater exposure to pollutants from spills; vehicles and equipment fueling, maintenance, and storage; other cleaning and maintenance activities; and waste handling activities. These pollutants include fuel, hydraulic fluid, and other oils from vehicles and machinery, as well as debris, leftover paints, solvents, and glues from construction operations. Implement the following BMPs when applicable:

1. Written spill prevention and response procedures
  2. Employee training on spill prevention and proper disposal procedures
  3. Spill kits in all vehicles
  4. Regular maintenance schedule for vehicles and machinery
  5. Material delivery and storage controls
  6. Training and signage
  7. Covered storage areas for waste and supplies
- K If Owner or Engineer orders the work suspended, continue to control erosion, pollution, and runoff during the shutdown.
- L Nothing in this section shall relieve Contractor from complying with other contract requirements.

### 1.3 SUBMITTALS

- A Submit product data in accordance with the requirements of Section 01 33 00 of these Specifications.
- B Prior to any construction activity, the Contractor shall submit, for the Engineer's approval, a schedule for the accomplishment of temporary and permanent erosion and sedimentation control work. No work shall be started until the erosion and sedimentation control schedule and methods of operation have been approved by the Engineer.
- C When a TESC Plan is included on drawings, either adopt or modify the TESC Plan. Provide a schedule for TESC Plan implementation and incorporate it into Contractor's progress schedule. Obtain Engineer's approval of the TESC Plan and schedule before any work begins.
- D Modified TESC Plans shall meet all requirements of the applicable jurisdictions.
- E The TESC Plan shall cover all areas that may be affected inside and outside the limits of the project (including all Owner-provided sources, disposal sites, and haul roads, and all nearby land, streams, and other bodies of water).
- F Allow at least 5 working days for Engineer to review any original or revised TESC Plan. Failure to approve all or part of any such plan shall not make Owner liable to Contractor for any work delays.
- G Provide proposed changes to the TESC plans for approval by the Engineer per jurisdictional requirements. Allow at least 5 working days for Engineer to review, approve and incorporated any revisions to the current TESC Plan.

### 1.4 QUALITY ASSURANCE

- A The temporary and permanent erosion and sedimentation control measures shown on the Drawings are minimum requirements. Any additional erosion and sedimentation control measures required by the Contractor's means, methods, techniques and sequence of operation will be installed by the Contractor at no additional cost to the Owner.
- B Perform all work under this Section in accordance with all pertinent rules and regulations including, but not necessarily limited to, those stated in these Specifications. Where provisions of pertinent rules and regulations conflict with these Specifications, the more stringent provisions shall govern.
- C Provide all materials and promptly take all actions necessary to achieve effective erosion and sedimentation control in accordance with the Erosion and Sedimentation Act of 1975, local ordinances, other permits, local enforcing agency guidelines and these Specifications.
- D Basic Principles

1. Coordinate the land disturbance activities to fit the topography, soil types and conditions.
2. Minimize the disturbed area and the duration of exposure to erosive elements.
3. Provide temporary or permanent stabilization to disturbed areas immediately after rough grading is complete.
4. Safely convey run-off from the site to a stable outlet to prevent flooding and damage to downstream facilities resulting from increased runoff from the site.
5. Retain sediment on-site that was generated on-site.
6. Minimize encroachment upon watercourses.

E Implementation

1. The Contractor is solely responsible for the control of erosion within the Project site and the prevention of sedimentation from leaving the Project site or entering waterways.
2. The Contractor shall install temporary and permanent erosion and sedimentation controls which will ensure that runoff from the disturbed area of the Project site shall pass through a filter system before exiting the Project site.
3. The Contractor shall provide temporary and permanent erosion and sedimentation control measures to prevent silt and sediment from entering the waterways. The Contractor shall maintain the required undisturbed vegetative buffer along any on-site stream, pond or regulated waterway, per State and local regulations. If disturbance of a vegetative buffer is permitted, the Contractor shall exercise extreme care during land disturbance operations within this buffer to prevent degradation of the stream, pond or regulated waterway.
4. The Contractor shall limit land disturbance activity to those areas shown on the Drawings.
5. The Contractor shall maintain erosion and sedimentation control measures within disturbed areas on the entire site at no additional cost to the Owner until the acceptance of the Project. Maintenance shall include mulching, re-seeding, clean-out of sediment barriers and sediment ponds, replacement of washed-out or undermined rip rap and erosion control materials, to the satisfaction of the Engineer.
6. All fines imposed for improper erosion and sedimentation control shall be paid by the Contractor.
7. The Contractor shall use all means necessary to control dust on and near the work and all off-site borrow areas, in accordance to the Manual for Erosion and Sediment Control in Georgia, latest edition. The Contractor should thoroughly moisten all surfaces and/or control dust within the acceptable means and methods required by State and local regulations, as required to prevent dust from being a nuisance to the public, neighbors and concurrent performance of work on the site.

F References:

1. This section contains references to the following documents. They are a part of this section as specified and modified. Where a referenced document contains references to other standards, those documents are included as references under this section as if referenced directly. In the event of conflict between the requirements of this section and those of the listed documents, the requirements of this section shall prevail.
2. Unless otherwise specified, references to documents shall mean the documents in effect at the time of Advertisement for Bids or Invitation to Bid (or on the effective date of the Agreement if there were no Bids). If referenced documents have been discontinued by the issuing organization, references to those documents shall mean the replacement

documents issued or otherwise identified by that organization or, if there are no replacement documents, the last version of the document before it was discontinued. Where document dates are given in the following listing, references to those documents shall mean the specific document version associated with that date, regardless of whether the document has been superseded by a version with a later date, discontinued or replaced.

<b>Reference</b>	<b>Title</b>
AASHTO M 252	Standard Specification for Corrugated Polyethylene Drainage Pipe
AASHTO M 288	Standard Specification for Geosynthetic Specification for Highway Applications
ASTM C139	Standard Specification for Concrete Masonry Units for Construction of Catch Basins and Manholes
ASTM D638	Standard Test Method for Tensile Properties of Plastics
ASTM D822/D822M	Standard Practice for Filtered Open-Flame Carbon-Arc Exposures of Paint and Related Coatings
ASTM D977	Standard Specifications for Anionic Emulsified Asphalt
ASTM D2974	Standard Test Methods for Moisture, Ash, and Organic Matter of Peat and other Organic Soils
ASTM D3776/D3776M	Standard Test Methods for Mass Per Unit Area (Weight) of Fabric
ASTM D3786/D3786M	Standard Test Method for Bursting Strength of Textile Fabrics—Diaphragm Bursting Strength Tester Method
ASTM D4355/D4355M	Standard Test Method for Deterioration of Geotextiles by Exposure to Light, Moisture and Heat in a Xenon Arc Type Apparatus
ASTM D4397	Standard Specification for Polyethylene Sheeting for Construction, Industrial, and Agricultural Applications
ASTM D4491/D4491M	Standard Test Methods for Water Permeability of Geotextiles by Permittivity
ASTM D4533/D4533M	Standard Test Method for Trapezoid Tearing Strength of Geotextiles
ASTM D4632/D4632M	Standard Test Method for Grab Breaking Load and Elongation of Geotextiles
ASTM D4751	Standard Test Method for Determining Apparent Opening Size of a Geotextile
ASTM D5035	Standard Test Method for Breaking Force and Elongation of Textile Fabrics (Strip Method)
ASTM D6241	Standard Test Method for Static Puncture Strength of Geotextiles and Geotextile-Related Products Using a 50-mm Probe
ASTM D6459	Standard Test method for Determination of Rolled Erosion Control Product (RECP) Performance in Protecting Hillslopes from Rainfall-Induced Erosion

Reference	Title
ASTM D6460	Standard Test Method for Determination of Rolled Erosion Control Product (RECP) Performance in Protecting Earthen Channels from Stormwater-Induced Erosion
ASTM M6475	Standard Test Method for Measuring mass per Unit Area of Erosion Control Blankets
ASTM D7322/D7322M	Standard Test Method for Determination of Rolled Erosion Control Product (RECP) Ability to Encourage Seed Germination and Plant Growth Under Bench-Scale Conditions
ASTM D7367	Standard Test Method for Determining Water Holding Capacity of Fiber Mulches for Hydraulic Planting
ASTM G23	Standard Practice for Operating Light-Exposure Apparatus (Carbon-Arc Type) With and Without Water for Exposure of Nonmetallic Materials
National Stone, Sand and Gravel Association (NSSGA)	Quarried Stone for Erosion and Sediment Control, 1991
NWS	Precipitation-Frequency of the United States by State/Territory, 2012
NWS	Precipitation Frequency Data Server, 2012
USDA NRCS	Urban Hydrology for Small Watersheds; 1986. Technical Release 55

**PART 2 PRODUCTS**

**2.1 GEOTEXTILE**

- A Geotextiles shall consist only of long chain polymeric fibers or yarns formed into a stable network such that the fibers or yarns retain their position relative to each other during handling, placement, and design service life. At least 95 percent by weight of the material shall be polyolefins or polyesters. The material shall be free from defects or tears. Geotextile shall also be free of any treatment or coating which might adversely alter its hydraulic or physical properties after installation. Geotextile properties as described in Tables 1-3.

<b>Table 1. Geotextile for Permanent Erosion Control</b>							
<b>Geotextile Property</b>	<b>ASTM Test Method</b>	<b>Geotextile Property Requirements</b>					
		<b>Permanent Erosion Control</b>				<b>Ditch Lining</b>	
		<b>Moderate Survivability</b>		<b>High Survivability</b>			
		<b>Woven</b>	<b>Non-woven</b>	<b>Woven</b>	<b>Non-woven</b>	<b>Woven</b>	<b>Non-woven</b>
AOS	D4751	See Table 2		See Table 2		U.S. No. 30 max.	
Water permittivity	D4491	See Table 2		See Table 2		0.02 sec-1 min.	
Grab tensile strength, in machine and x-machine direction	D4632/D4632M	250 lb. min.	160 lb. min.	315 lb. min.	200 lb. min.	250 lb. min.	160 lb. min.

<b>Table 1. Geotextile for Permanent Erosion Control</b>							
<b>Geotextile Property</b>	<b>ASTM Test Method</b>	<b>Geotextile Property Requirements</b>					
		<b>Permanent Erosion Control</b>				<b>Ditch Lining</b>	
		<b>Moderate Survivability</b>		<b>High Survivability</b>			
		<b>Woven</b>	<b>Non-woven</b>	<b>Woven</b>	<b>Non-woven</b>	<b>Woven</b>	<b>Non-woven</b>
Grab failure strain, in machine and x-machine direction	D4632/D4632M	15% -50%	≥ 50%	15% -50%	≥ 50%	< 50%	≥ 50%
Seam breaking strength	D4632/D4632M	220 lb. min.	140 lb. min.	270 lb. min.	180 lb. min.	220 lb. min.	140 lb. min.
Puncture resistance	D6241	495 lb. min.	310 lb. min.	620 lb. min.	430 lb. min.	495 lb. min.	310 lb. min.
Tear strength, in machine and x-machine direction	D4533	80 lb. min.	50 lb. min.	112 lb. min.	79 lb. min.	80 lb. min.	50 lb. min.
Ultraviolet (UV) radiation stability	D4355	70% strength retained min., after 500 hours in xenon arc device					

<b>Table 2. Filtration Properties for Geotextile for Permanent Erosion Control</b>				
<b>Geotextile Property</b>	<b>ASTM Test Method</b>	<b>Geotextile Property Requirements</b>		
		<b>Class A</b>	<b>Class B</b>	<b>Class C</b>
AOS	D4751	U.S. No. 40 max.	U.S. No. 60 max.	U.S. No. 70 max.
Water permittivity	D4491	0.7 sec-1 min.	0.4 sec-1 min.	0.2 sec-1 min.

<b>Table 3. Geotextile for Temporary Silt Fence</b>			
<b>Geotextile Property</b>	<b>ASTM Test Method</b>	<b>Geotextile Property Requirements</b>	
		<b>Unsupported Between Posts</b>	<b>Supported Between Posts with Wire or Polymeric Mesh</b>
AOS	D4751	U.S. No. 30 max. for silt wovens, U.S. No. 50 for all other geotextile types, U.S. No. 100 min.	
Water permittivity	D4491	0.2 sec-1 min.	
Grab tensile strength, in machine and x-machine direction	D4632/D4632M	180 lb. min. in machine direction, 100 lb. min. in x-machine direction	100 lb. min.

<b>Table 3. Geotextile for Temporary Silt Fence</b>			
<b>Geotextile Property</b>	<b>ASTM Test Method</b>	<b>Geotextile Property Requirements</b>	
		<b>Unsupported Between Posts</b>	<b>Supported Between Posts with Wire or Polymeric Mesh</b>
Grab failure strain, in machine and x-machine direction	D4632/ D4632M	30% max. at 180 lb. or more	
Ultraviolet (UV) radiation stability	D4355	705 strength retained min., after 500 hours in xenon arc device	

2.2 SEDIMENT BARRIERS

A Silt Fence

1. Silt fence shall meet the requirements of Manual for Erosion and Sediment Control in Georgia, latest edition.
2. Reinforced silt fence is a combination of silt fence fabric with woven wire reinforcement. Reinforced silt fence woven wire reinforcement shall meet the requirements of Manual for Erosion and Sediment Control in Georgia, latest edition.
3. Silt fence fabric shall meet the requirements of Section 2.01, Geotextiles.

2.3 INLET PROTECTION

A Sediment Barrier Inlet Protection

1. Filter Fabric with Supporting Frame: Reinforced silt fence supported by steel posts shall be used to encompass inlet. See Silt Fence this Part.
2. Wattles Fiber Rolls: Product shall be used to encompass inlet. See Wattles Fiber Rolls this Part.
3. Compost Sock: Compost socks shall be used to encompass inlet. See Compost Sock this Part.
4. Sand Bag Barrier: Sand Bag Barriers shall be used to encompass inlet. See Sand Bag Barrier this Part.

B Curb Inlet Protection

1. Wrapped Masonary Units: Concrete blocks shall be standard 8 inch x 8 inch x 16 inch concrete masonry units and shall be in accordance with ASTM C139, Concrete Masonry Units for Construction and wrapped in filter fabric. Filter fabric shall be in shall be polypropylene, polyethylene, or polyamide woven fabric with a minimum unit weight of 4 ounces per square yard and meet the following criteria:
  - a. Greater than 300 psi Mullen Burst Strength using ASTM D3786/D3786M Standard Test Method forHydraulic Bursting Strength of Textile Fabrics-Diaphragm Bursting Strength Tester Method.
  - b. Greater than 70 percent UV Stability using ASTM D4355/D4355M Standard Test Method for Deterioration of Geotextiles by Exposure to Light, Moisture, and Heat in a Xenon Arc Type Apparatus.

2. Gravel Curb Inlet Filter: Gravel bags constructed by wrapping 1/2 to 3/4 inch gravel with filter fabric meeting criteria in this sub-section, wire, plastic mesh, or equivalent material and encompassing inlet.

3. Sand Bag Barrier: Sand Bag Barriers shall be used to encompass inlet. See Sand Bag Barrier this Part.

C Pre-fabricated Frame and Filter assembly: Refer to manufacturer’s specifications for product list.

D Inlet Inserts [Silt Sack]: Refer to manufacturer’s specifications for product list.

2.4 CONSTRUCTION EXIT

A Stone: Use sound, tough, durable stone resistant to the action of air and water. Slabby or shaley pieces will not be acceptable. Aggregate size shall be in accordance with the NSSGA Size R-2 (1.5 to 3.5-inch stone).

B Geotextile: The geotextile underliner must be placed the full length and width of the entrance. Geotextile selection shall be based on AASHTO M288-98 specification:

1. For subgrades with a CBR greater than or equal to 3 or shear strength greater than 90 kPa, geotextile must meet requirements of section AASHTO M288-96 Section 7.3, Separation Requirements.
2. For subgrades with a CBR between 1 and 3 or sheer strength between 30 and 90 kPa, geotextile must meet requirements of section AASHTO M288-96 Section 7.4, Stabilization Requirements.

2.5 EROSION CONTROL MATTING AND BLANKETS

A All blanket and matting materials shall be according to Manual for Erosion and Sediment Control in Georgia, latest edition.

B Temporary erosion control blanket shall be made of natural plant fibers. Supply independent test results meeting the following:

Properties	ASTM Test Method	Requirements
Protecting slopes from rainfall-induced erosion	D6459: Test in one soil type. Soil tested shall be sandy loam as defined by the NRCS Soil Texture Triangle.	Maximum C factor of 0.15 using revised universal soil loss equation (RUSLE)
Dry weight per unit area	D6475	0.36 lb./sq. yd. minimum
Performance in protecting earthen channels from stormwater-induced erosion	D6460: Test in one soil type. Soil tested shall be loam as defined by the NRCS Soil Texture Triangle.	1.0 lb/sq. ft. minimum
See germination enhancement	D7322	200 percent minimum
Netting, if present, shall be biodegradable with a life span not to exceed 1 year.		

C Temporary Erosion Control Blankets: Use in concentrated flow areas, all slopes steeper than 3:1 and with a height of ten feet or greater, and cuts and fills within stream buffers, shall be stabilized with the appropriate erosion control matting or blankets.

1. Straw blankets: Shall consist of weed-free straw from agricultural crops formed into a blanket. Blankets shall have a top side of photodegradable plastic mesh with a maximum mesh size of 5/16 x 5/16 inch sewn to the straw with biodegradable thread that is

appropriate for slopes. The blanket shall have a minimum thickness of 3/8 inch and minimum dry weight of 0.5 pounds per square yard.

2. Excelsior blankets: Shall consist of curled wood excelsior (80% of fibers are six inches or longer) formed into a blanket. The blanket shall have clear markings indicating the top side of the blanket and be smolder resistant. Blankets shall have photodegradable plastic mesh having a maximum mesh size of 1 1/2x3 inches. The blanket shall have a minimum thickness of 1/4 of an inch and a minimum dry weight of 0.8 pounds per square yard. Slopes require excelsior matting with the top side of the blanket covered in the plastic mesh, and for waterways, both sides of the blanket require plastic mesh.
  3. Coconut fiber blankets: Shall consist of 100% coconut fiber formed into a blanket. The minimum thickness of the blanket shall be 1/4 of an inch with a minimum dry weight of 0.5 pounds per square yard. Blankets shall have photodegradable plastic mesh, with a maximum mesh size of 5/8 x 5/8 inch and sewn to the fiber with a breakdown resistant synthetic yarn. Plastic mesh is required on both sides of the blanket if used in waterways. A maximum of two inches is allowable for the stitch pattern and row spacing.
  4. Wood fiber blankets: Shall consist of reprocessed wood fibers that does not possess or contain any growth or germination inhibiting factors. The blanket shall have a photodegradable plastic mesh, with a maximum mesh size of 5/8 x 3/4 inch, securely bonded to the top of the mat. The blanket shall have a minimum dry weight of 0.35 pounds per square yard. A maximum of two inches is allowable for the stitch pattern and row spacing. This practice shall be applied only to slopes.
  5. Jute Mesh: To be applied to slopes. Jute mesh with a 48 inch width shall show between 76 and 80 warpings and a one yard length shall show between 39 to 43 weftings. The woven mesh shall be at least 45 inches wide. Yarn shall have a unit weight of at least 0.9 pounds per square yard, but not more than 1.5 pounds per square yard.
- D Permanent Erosion Control Blankets: Use in concentrated flow areas, all slopes steeper than 3:1 and with a height of ten feet or greater, and cuts and fills within stream buffers, shall be stabilized with the appropriate erosion control matting or blankets.
1. Permanent matting shall consist of a lofty web of mechanically or melt bonded polymer nettings, monofilaments or fibers which are entangled to form a strong and dimensionally stable matrix. Polymer welding, thermal or polymer fusion, or the placement of fibers between two high strength, bi-axially oriented nets bound securely together by parallel lock stitching with polyolefin, nylon or polyester threads are all appropriate bonding methods. Mats shall maintain their shape before, during, and after installation, under dry or water saturated conditions. Mats must be stabilized against ultraviolet degradation and shall be inert to chemicals normally encountered in a natural soil environment.
  2. The mat shall conform to the following physical properties:

Property	Minimum Value
Thickness	0.5 inch
Weight	0.6 PSY
Roll Width	38 inches
Tensile Strength (ASTM D5035-6" strip)	
Length (50% elongation)	15 lbs./in.

Property	Minimum Value
Length (ultimate)	20 lbs./in.
Width (50% elongation)	5 lbs./in.
Width (ultimate)	10 lbs./in.
Ultraviolet Stability (1000hrs. in an Atlas ARC Weatherometer, ASTM G 23, Type D in accordance with ASTM D 822)	80%

E Stapling and Anchoring Materials:

1. Temporary Blankets: Staples shall be used to anchor temporary blankets. U-shaped wire (11 gauge or greater) staples with legs at least 6 inches in length and a crown of one inch or appropriate biodegradable staples can be used. Staples shall be of sufficient thickness for soil penetration without undue distortion.
2. Permanent Matting: Sound wood stakes, 1x3 inches stock sawn in a triangular shape, shall be used. Depending on the compaction of the soil, select stakes with a length from 12 to 18 inches. U-shaped staples shall be 11 gauge steel or greater, with legs at a minimum of 8 inches length with a 2 inch crown.

2.6 TOPSOILING

- A Topsoil should be friable and loamy, free of debris, objectionable weeds and stones and contain no toxic substance that may be harmful to plant growth. A pH range of 5.0-7.5 is acceptable. Soluble salts should not exceed 500 ppm. Refer to specification 32 91 19.13 Topsoil.
- B Topsoil stockpiles shall be contained by sediment barriers to prevent sedimentation on adjacent areas. Stockpiles shall be stabilized in accordance with specifications for Temporary Mulching and Temporary Grassing, or Polyacrylamide (PAM), specified in this Part.

2.7 TEMPORARY MULCHING

- A Dry straw: Shall be applied at a depth of 2 to 4 inches providing complete soil coverage. Material shall be clean, seed-free cereal straw.
- B Wood waste (chips, sawdust or bark): Shall be applied at a depth of 2 to 3 inches. Organic material from the clearing stage of development should remain on site, be chipped, and applied as mulch.
- C Mulch Binder: Mulch on slopes exceeding 3 (horizontal) to 1 (vertical) shall be held in place by the use of a mulch binder, as approved by the Engineer. The mulch binder shall be non toxic to plant and animal life and shall be approved by the Engineer.

2.8 TEMPORARY GRASSING

- A Grassing materials shall meet the requirements of the Manual for Erosion and Sediment Control in Georgia, latest edition.
- B Seed rate, fertilization, lime application and other requirements shall be provided as shown on the Drawings.
- C Water: Water shall be free of excess and harmful chemicals, organisms and substances which may be harmful to plant growth or obnoxious to traffic. Salt or brackish water shall not be used. Water shall be furnished by the Contractor.

2.9 PERMANENT GRASSING & SODDING

- A Refer to specifications 32 92 19.13 - Top Soiling, Seeding, and Sodding.

PART 3 EXECUTION

3.1 GENERAL

TEMPORARY EROSION AND  
SEDIMENTATION CONTROL  
(TESC)

- A Temporary and permanent erosion and sedimentation control measures shall prevent erosion and prevent sediment from exiting the site. If, in the opinion of the Engineer, the Contractor's temporary erosion and sedimentation control measures are inadequate, the Contractor shall provide additional maintenance for existing measures or additional devices to control erosion and sedimentation on the site at no additional cost to the Owner.
- B All erosion and sedimentation control devices and structures shall be inspected by the ESC Qualified Personnel, as defined by State and local regulations, whichever is more stringent. Frequency of all inspections shall be determined by State and/or local permit requirements as outlined in the prepared TESC, Stormwater Pollution Prevention Plan (SWPPP) and State and local permit regulations.
- C All erosion and sedimentation control measures and devices shall be constructed and maintained as indicated on the Drawings, in the prepared SWPPP, or specified herein until adequate permanent disturbed area stabilization has been provided and accepted by the Engineer. Once adequate permanent stabilization has been provided and accepted by the Engineer, all temporary erosion and sedimentation control structures and devices shall be removed.
- D Construction activities must avoid or minimize excavation and creation of bare ground during wet weather.
- E The intentional washing of sediment into storm sewers or drainage ways must not occur. Vacuuming or dry sweeping and material pickup must be used to cleanup released sediments.
- F Inspect BMPs in accordance with the schedule in the State and/or local permit or as directed by Engineer.
- G Complete an inspection report within 24 hours of an inspection. Each inspection report shall be signed and identify corrective actions. Document that corrective actions are performed within 7 days of identification. Keep a copy of all inspection reports at the site or at an easily accessible location.
- H Initiate repair or replacement of damaged erosion and sediment control BMPs immediately and work completed by end of next work day. Significant replacement or repair must be completed within 7 days, unless infeasible.
- I Within 24 hours, remediate any significant sediment that has left construction site. Investigate cause of the sediment release and implement steps to prevent a recurrence of discharge within same 24 hours. Perform in-stream cleanup of sediment according to applicable regulations.
- J At end of each work day, stabilize or cover soil stockpiles or implement other BMPs to prevent discharges to surface waters or conveyance systems leading to surface waters.
- K Temporarily stabilize soils at end of shift before holidays and weekends, if needed. Ensure soils are stable during rain events at all times of year.
- L Initiate stabilization by no later than end of next work day after construction work in an area has stopped permanently or temporarily.
- M Provide permanent erosion control measures on all exposed areas. Do not remove temporary sediment control practices until permanent vegetation or other cover of exposed areas is established. However, do remove all temporary erosion control measures as exposed areas become stabilized, unless doing so conflicts with local requirements. Properly dispose of construction materials and waste, including sediment retained by temporary BMPs.

### 3.2 INSTALLATION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROLS

#### TEMPORARY EROSION AND SEDIMENTATION CONTROL (TESC)

A Sediment Barriers

1. Sediment barriers shall not be used in any flowing stream, creek or river.
2. Sediment barriers shall be installed as shown on the Drawings and as directed by the Engineer.
3. Along stream buffers and other sensitive areas, two rows of reinforced silt fence or one row of reinforced silt fence backed by haybales shall be used.
4. Sediment barriers shall be maintained to ensure the depth of impounded sediment is no more than one-third of the original height of the barrier or as directed by the Engineer. Torn, damaged, destroyed or washed-out barriers shall be repaired, reinforced or replaced with new material and installed as shown on the Drawings and as directed by the Engineer.
5. Sediment Barrier Removal
  - a. Sediment barriers shall be removed once the disturbed area has been stabilized with a permanent vegetative cover and the sediment barrier is no longer required as directed by the Engineer.
  - b. Accumulated sediment shall be removed from the barrier and spread over the site.
  - c. All non-biodegradable parts of the barrier shall be disposed of properly. The straw bales may be spread evenly across disturbed areas as a mulching material.
  - d. The disturbed area created by barrier removal shall be permanently stabilized.

B Inlet Sediment Traps

1. Inlet Sediment Traps shall be installed as shown on the Drawings and as directed by the Engineer.
2. For each Inlet Sediment Traps type the following installation guidelines shall be used:
  - a. Filter Fabric with Supporting Frame: Reinforced silt fence supported by steel posts shall be used. The stakes shall be spaced evenly around the perimeter of the inlet a maximum of 3 feet apart, and securely driven into the ground, approximately 18 inches deep. The fabric shall be entrenched 12 inches and backfilled with crushed stone or compacted soil. Fabric and wire shall be securely fastened to the posts, and fabric ends must be overlapped a minimum of 18 inches or wrapped together around a post to provide a continuous fabric barrier around the inlet.
  - b. Baffle Box: The baffle box shall be constructed of 2" x 4" boards spaced a maximum of 1 inch apart or of plywood with weep holes 2 inches in diameter. The weep holes shall be placed approximately 6 inches on center vertically and horizontally. Gravel shall be placed outside the box, all around the inlet, to a depth of 2 to 4 inches. The entire box is wrapped in filter fabric that shall be entrenched 12 inches and backfilled.
  - c. Block and Gravel Drop Inlet Protection: One block is placed on each side of the structure on its side in the bottom row to allow pool drainage. The foundation shall be excavated at least 2 inches below the crest of the storm drain. The bottom row of blocks are placed against the edge of the storm drain for lateral support and to avoid washouts when overflow occurs. If needed, lateral support shall be given to subsequent rows by placing 2" x 4" wood studs through block openings. Hardware cloth or comparable wire mesh with 1/2 inch openings shall be fitted over all block openings to hold gravel in place. Clean gravel shall be placed 2 inches below the top of the block on a 2:1 slope or flatter and smoothed to an even grade.

- d. Gravel Drop Inlet Protection: Stone and gravel are used to trap sediment. The slope toward the inlet shall be no steeper than 3:1. A minimum 1 foot wide level stone area shall be left between the structure and around the inlet to prevent gravel from entering the inlet. On the slope toward the inlet, stone 3 inches in diameter and larger shall be used. On the slope away from the inlet, 1/2 to 3/4 inch gravel shall be used at a minimum thickness of 1 foot.
  - e. Excavated Inlet Sediment Trap: The sediment trap shall be placed immediately around the inlet. The excavation shall be constructed immediately outside of the sediment trap and provide a minimum depth of 1.5 feet for sediment storage.
  - f. Curb Inlet Protection: On existing paved areas or once new pavement areas have been installed, a curb inlet filter shall be installed on inlets receiving runoff from disturbed areas. A gap of approximately 4 inches shall be left between the inlet filter and the inlet to allow for overflow and prevent hazardous ponding in the roadway.
  - g. Pre-fabricated Frame and Filter assembly: Refer to manufacturer's specifications for installation and maintenance.
3. The trap shall be inspected daily and after each rain and repairs made as needed. Sediment shall be removed when the sediment has accumulated to one-third the height of the trap. Sediment shall be removed from curb inlet protection immediately. For excavated inlet sediment traps, sediment shall be removed when one-third of the sediment storage capacity has been lost to sediment accumulation.
  4. Sediment Barrier Removal
    - a. Sediment barrier shall be removed once the disturbed area has been stabilized with a permanent vegetative cover and the sediment barrier is no longer required as directed by the Engineer.
    - b. Accumulated sediment shall be removed from the barrier and spread over the site.
    - c. All non-biodegradable parts of the barrier shall be disposed of properly. The straw bales may be spread evenly across disturbed areas as a mulching material.
    - d. The disturbed area created by barrier removal shall be permanently stabilized.
- C Check Dams
1. Check dams shall not be used in any flowing stream, creek or river.
  2. Check dams shall be installed as shown on the Drawings and as directed by the Engineer.
  3. Stone check dams:
    - a. Mechanical or hand placement shall be required to insure complete coverage of entire width of ditch or swale and that center of dam is lower than edges.
    - b. A geotextile should be used as a separator between the graded stone and the soil base and abutments. The geotextile shall be placed immediately adjacent to the subgrade without any voids and extend five feet beyond the downstream toe of the dam to prevent scour.
  4. Straw Bale Check Dams: Stake and embed straw bales a minimum of 4 inches deep.
  5. Height: The center of the check dam must be at least 9 inches lower than outer edges. Dam height should be 2 feet maximum measured to center of check dam.
  6. Side Slopes: Side slopes shall be 2:1 or flatter.

7. Spacing: Two or more check dams in series shall be used for drainage areas greater than one acre. Maximum spacing between dams should be such that the toe of the upstream dam is at the same elevation as the top of the downstream dam.
8. Check dams shall be maintained to ensure the depth of impounded sediment is no more than one-third of the original height of the check dam or as directed by the Engineer. Damaged, destroyed or washed-out check dams shall be repaired, reinforced or replaced with new material and installed as shown on the Drawings and as directed by the Engineer.
9. Check Dams removal
  - a. Check dams shall be removed [shall remain] once the disturbed area has been stabilized with a permanent vegetative cover and the sediment barrier is no longer required as directed by the Engineer.
  - b. Accumulated sediment shall be removed from the check dams and spread over the site.
  - c. All non-biodegradable parts of the barrier shall be disposed of properly. The straw bales may be spread evenly across disturbed areas as a mulching material.
  - d. The disturbed area created by check dam removal shall be permanently stabilized.

D Construction Exit

1. Construction Exit shall be placed as shown on the Drawings or as directed by the Engineer. A construction exit shall be located at any point traffic will be leaving a disturbed area to a public right-of-way, street, alley, sidewalk or parking area.
2. Placement of Construction Exit Material: The ground surface upon which the construction exit material is to be placed shall be prepared to a smooth condition free from obstructions, depressions or debris. The geotextile underliner shall be placed to provide a minimum number of overlaps and a minimum width of one foot of overlap at each joint. The stone shall be placed with its top elevation conforming to the surrounding roadway elevations. The stone shall be dropped no more than three feet during construction.
3. Construction Exit Maintenance: The Contractor shall regularly maintain the exit with the top dressing of stone to prevent tracking or flow of soil onto public rights-of-way and paved surfaces as directed by the Engineer. This shall require periodic top dressing with 1.5-3.5 inch stone, as conditions demand.
4. Construction Exit Removal: Construction exit(s) shall be removed and properly disposed of when the disturbed area has been properly stabilized, the tracking or flow of soil onto public rights-of-way or paved surfaces has ceased and as directed by the Engineer.

E Polyacrylamide (PAM)

1. Application rates shall conform to manufacturer's guidelines for application.
2. Maintenance will consist of reapplying anionic PAM to disturbed areas including high use traffic areas which interfere in the performance of this practice.

F Erosion Control Matting and Blankets

1. Erosion Control Matting and Blankets be placed as shown on the Drawings and as directed by the Engineer.
2. After the site has been shaped and graded to the approved design, prepare a friable seedbed relatively free from clods and rocks more than one inch in diameter, and any foreign material that will prevent contact of the soil stabilization mat with the soil surface.

Surface must be smooth to ensure proper contact of blankets or matting to the soil surface. If necessary, redirect any runoff from the ditch or slope during installation.

3. Follow manufacturer's recommendations and follow details as shown on the Drawings for laying and stapling.
4. All erosion control blankets and matting should be inspected periodically following installation, particularly after rainstorms to check for erosion and undermining. Any dislocation or failure should be repaired immediately. If washouts or breakage occurs, reinstall the material after repairing damage to the slope or ditch. Continue to monitor these areas until they become permanently stabilized.

#### G Filter Ring

1. Filter Rings be placed as shown on the Drawings and as directed by the Engineer.
2. The filter ring shall be constructed at a height no less than two feet from grade.
3. Mechanical or hand placement of stone shall be required to uniformly surround the structure to be supplemented. Refer to Rip Rap, within this specification, for rock riprap specifications.
4. When utilized below a storm drain outlet, it shall be placed such that it does not create a condition causing water to back-up into the storm drain and inhibit the function of the storm drain system.
5. Maintenance: The filter ring must be kept clear of trash and debris. This will require continuous monitoring and maintenance, which includes sediment removal when one-half full. Structures are temporary and should be removed when the land-disturbing project has been stabilized.

#### H Rock Filter Dam

1. Mechanical or hand placement will be required to insure that the rock dam extends completely across the channel and securely ties into both channel banks. The center of the dam must be no less than six inches lower than the lowest side, to serve as a type of weir. Gabions can be installed to serve as rock filter dams, but should follow recommended sizing and installation specifications. Refer to Gabions in this specification.
2. Geotextiles should be used as a separator between the graded stone, the soil base, and the abutments. The geotextile should be placed immediately adjacent to the subgrade without any voids and extend five feet beyond the downstream toe of the dam to prevent scour.
3. Maintenance: Rock dams should be removed once disturbed areas have been stabilized. Periodic inspection and required maintenance must be provided. Sediment shall be removed when it reaches a depth of one-half of the original height of the dam.

#### I Retrofitting

1. Retrofit structures shall be placed as shown on the Drawings and as directed by the Engineer.
2. Perforated Half-Round Pipe with Stone Filter:
  - a. Diameter of half-round pipe should be 1.5 times the diameter of the principal pipe outlet or wider than the greatest width of the concrete weir.
3. Shall be fixed by specified means (bolts, etc) to concrete outlet structure.
4. Slotted Board Dam with Stone:
  - a. Shall be installed with minimum size 4x4 inch posts.
  - b. Boards should have 0.5-1.0 inch space between them.

5. Maintenance: Retrofit structures shall be kept clear of trash and debris. This will require continuous monitoring and maintenance, which includes sediment removal when one-third of the sediment storage capacity has been lost. Structures are temporary and shall be removed when disturbed areas have been permanently stabilized.

J Temporary Sediment Basin

1. Site Preparation: Areas under the embankment and under structural works shall be cleared, grubbed, and stripped of topsoil. All trees, vegetation, roots and other objectionable material shall be removed and disposed of by approved methods. In order to facilitate clean-out or restoration, the pool area (measured at the top of the pipe spillway) will be cleared of all brush and trees.
2. Cut-off Trench: A cut-off trench will be excavated along the centerline of earth fill embankments. The minimum depth shall be 2 feet. The cut-off trench shall extend up both abutments to the riser crest elevation. The minimum bottom width shall be 4 feet, but wide enough to permit operation of compaction equipment. The side slopes shall be no steeper than 1:1. Compaction requirements shall be the same as those for the embankment. The trench shall be drained during the backfilling and compaction operations.
3. Embankment: The fill material shall be taken from approved areas shown on the Drawings. It shall be clean mineral soil free of roots, woody vegetation, oversized stones, rocks or other objectionable material. Relatively pervious materials such as sand or gravel (Unified Soil Classes GW, GP, SW & SP) shall be placed in the downstream section of the embankment. Areas on which fills are to be placed shall be scarified prior to placement of fill. The fill material shall contain sufficient moisture so that it can be formed by hand into a ball without crumbling. If water can be squeezed out of the ball, it is too wet for proper compaction. Fill material shall be placed in six-inch to eight-inch thick continuous layers over the entire length of the fill. Compaction shall be obtained by routing and hauling the construction equipment over the fill so that the entire surface of the fill is traversed by at least one wheel or tread track of the equipment or by the use of a compactor. The embankment shall be constructed to an elevation 5 percent higher than the design height to allow for settlement.
4. Principal Spillway: The riser shall be securely attached to the pipe or pipe stub by welding the full circumference making a watertight structural connection. The pipe stub must be attached to the riser at the same percent (angle) of grade as the outlet conduit. The connection between the riser and the riser base shall be watertight. All connections between pipe sections must be achieved by approved watertight band assemblies. The pipe and riser shall be placed on a firm, smooth foundation of impervious soil as the embankment is constructed. Breaching the embankment is unacceptable. Pervious materials such as sand, gravel, or crushed stone shall not be used as backfill around the pipe or anti-seep collar. The fill material around the pipe spillway shall be placed in four inch layers and compacted under and around the pipe to at least the same density as the adjacent embankment. Care must be taken not to raise the pipe from firm contact with its foundation when compacting under the pipe haunches. A minimum depth of two feet of hand compacted backfill shall be placed over the pipe spillway before crossing it with construction equipment.

5. **Emergency Spillway:** The emergency spillway shall be installed in undisturbed ground. The achievement of planned elevations, grades, design width, entrance and exit channel slopes are critical to the successful operation of the emergency spillway and must be constructed within a tolerance of  $\pm 0.2$  feet. If the emergency spillway requires erosion protection other than vegetation, the lining shall not compromise the capacity of the emergency spillway, e.g. the emergency spillway shall be over-excavated so that the lining will be flush with the slope surface.
6. **Vegetative Treatment:** Stabilize the embankment and all other disturbed areas in accordance with the appropriate permanent vegetative measure, see Specification 32 92 19 Seeding, immediately following construction. In no case shall the embankment remain unstabilized for more than seven (7) days.
7. **Erosion and Pollution Control:** Construction operations will be carried out in such a manner that erosion and water pollution will be minimized. State and local law concerning pollution abatement shall be complied with.
8. **Maintenance:** Repair all damages caused by soil erosion or construction equipment at or before the end of each working day. Sediment shall be removed from the basin when it reaches the specified distance below the top of the riser. Sediment shall not enter adjacent streams or drainage ways during sediment removal or disposal. The sediment shall not be deposited downstream from the embankment, adjacent to a stream or floodplain.
9. **Final Disposal:** When temporary structures have served their intended purpose and the contributing drainage area has been properly stabilized, the embankment and resulting sediment deposits are to be leveled or otherwise disposed of in accordance with approved sediment control plan. The proposed use of a sediment basin site will often dictate final disposition of the basin and any sediment contained therein. If the site is scheduled for future construction, then the embankment and trapped sediment must be removed, safely disposed of, and backfilled with a structural fill. When the basin area is to remain open space, the pond may be pumped dry, graded and backfilled.

**K Storm Drain Outlet Protection**

1. Ensure that the subgrade for the filter and riprap follows the required lines and grades shown in the plan. Compact any fill required in the subgrade to the density of the surrounding undisturbed material. Low areas in the subgrade on undisturbed soil may also be filled by increasing the riprap thickness.
2. The riprap and gravel filter must conform to the specified grading limits shown in the plans.
3. Geotextile must meet design requirements and be properly protected from punching or tearing during installation. Repair any damage by removing the riprap and placing another piece of filter fabric over the damaged area. All connecting joints should overlap a minimum of 1 ft. If the damage is extensive, replace the entire filter fabric.
4. Riprap may be placed by equipment, but take care to avoid damaging the filter.
5. The minimum thickness of the riprap should be 1.5 times the maximum stone diameter.
6. Construct the apron on zero grade with no overfall at the end. Make the top of the riprap at the downstream end level with the receiving area or slightly below it.

7. Ensure that the apron is properly aligned with the receiving stream and preferably straight throughout its length. If a curve is needed to fit site conditions, place it in the upper section of the apron.
8. Immediately after construction, stabilize all disturbed areas with vegetation.
9. Filter: Install a filter to prevent soil movement through the openings in the riprap. The filter should consist of a graded gravel layer or a synthetic filter cloth.
10. Maintenance: Inspect riprap outlet structures after heavy rains to see if any erosion around or below the riprap has taken place or if stones have been dislodged. Immediately make all needed repairs to prevent further damage.

L Topsoiling

1. Testing: Field exploration should be made to determine whether the quantity and quality of surface soil justifies stripping.
2. Stripping: Stripping should be confined to the immediate construction area. A 4 to 6 inch stripping depth is common, but may vary depending on the particular soil.
3. Topsoil pH: If pH value is less than 6.0, lime shall be applied and incorporated with the topsoil to adjust the pH to 6.5 or higher.
4. Stockpiles: The location of topsoil stockpiles should not obstruct natural drainage or cause off-site environmental damage.
5. Stabilization: Stockpiles shall be contained by sediment barriers to prevent sedimentation on adjacent areas. Stockpiles shall be stabilized in accordance with specifications Temporary Mulching and Grassing or PAM that are contained within this specification
6. Liming: Soil tests should be used to determine the pH of the soil. Where the pH of the subsoil is 5.0 or less or composed of heavy clays, agricultural limestone shall be spread at the rate of 100 pounds per 1,000 square feet. Lime shall be distributed uniformly over designated areas and worked into the soil in conjunction with tillage operations.
7. Bonding: Use one of the following methods to insure bonding of topsoil and subsoil:
  - a. Tilling: After the areas to be topsoiled have been brought to grade, and immediately prior to dumping and spreading the topsoil, the subgrade shall be loosened by discing or scarifying to a depth of at least 3 inches to permit bonding of the topsoil to the subsoil.
  - b. Tracking: Passing a bulldozer over the entire surface area of the slope to leave horizontal depressions.
8. Applying Topsoil:
  - a. Topsoil should be handled only when it is dry enough to work without damaging soil structure.
  - b. A uniform application of 5 inches (unsettled) is recommended, but may be adjusted at the discretion of the Engineer.

M Temporary Mulching

1. When mulch is used without seeding, mulch shall be applied to provide full coverage of the exposed area. Mulch shall be applied as follows:
  - a. Dry straw or hay mulch and wood chips shall be applied uniformly by hand or by mechanical equipment.

- b. If the area will eventually be covered with perennial vegetation, 20-30 pounds of nitrogen per acre in addition to the normal amount shall be applied to offset the uptake of nitrogen caused by the decomposition of the organic mulches.
  - c. Apply mulch binder on exposed areas, where indicated on the Drawings or as instructed by the Engineer.
2. Anchoring Mulch:
- a. Straw mulch can be pressed into the soil with a disk harrow with the disk set straight or with a special "packer disk." Disks may be smooth or serrated and should be 20 inches or more in diameter and 8 to 12 inches apart. The edges of the disk should be dull enough not to cut the mulch but to press it into the soil leaving much of it in an erect position.
  - b. Straw mulch shall be anchored immediately after application.
  - c. Straw mulch spread with special blower-type equipment may be anchored with Grade SS-1 emulsified asphalt in accordance with ASTM D977. The asphalt emulsion shall be sprayed onto the mulch as it is ejected from the machine. Use 100 gallons of emulsified asphalt and 100 gallons of water per ton of mulch.
  - d. For Straw mulch, plastic mesh or netting with mesh no larger than one inch by one inch shall be installed according to manufacturer's specifications.
  - e. Netting of the appropriate size shall be used to anchor wood waste. Openings of the netting shall not be larger than the average size of the wood waste chips.

N Temporary Grassing

1. Seed Bed Preparation:
  - a. When a hydraulic seeder is used, seedbed preparation is not required.
  - b. When using conventional or hand seeding, seedbed preparation is not required if the soil material is loose and not sealed by rainfall.
  - c. When soil has been sealed by rainfall or consists of smooth cut slopes, the soil shall be pitted, trenched or otherwise scarified to provide a place for seed to lodge and germinate.
2. Select a grass or grass-legume mixture suitable to the area and season of the year.
3. Seed shall be applied uniformly by hand, cyclone seeder, drill, culti-packer- seeder, or hydraulic seeder (slurry including seed and fertilizer). Drill or cultipacker seeders should normally place seed one-quarter to one-half inch deep. Appropriate depth of planting is ten times the seed diameter.
4. Soil should be "raked" lightly to cover seed with soil if seeded by hand.
5. Irrigation: During times of drought, water shall be applied at a rate not causing runoff and erosion. The soil shall be thoroughly wetted to a depth that will insure germination of the seed. Subsequent applications should be made when needed.
6. Temporary Stabilization: Temporary stabilization shall be provided as shown on the Drawings and conforming to these Specifications to control erosion on the site.  
Temporary stabilization shall be provided to any area which will not receive permanent stabilization within the next 14 calendar days.

O Permanent Grassing & Sodding

1. Refer to specifications 32 92 19 Seeding and 32 92 23 Sodding for installation and maintenance.

2. Permanent Stabilization

- a. Permanent stabilization shall be provided as shown on the Drawings and conforming to these Specifications to control erosion on the site. Permanent stabilization shall be provided to all areas of land disturbance within seven calendar days of the completion of land disturbance for any area greater than 0.25 acre.
- b. Grass or sod removed or damaged in residential areas shall be replanted with the same variety within seven calendar days of the completion of work in any area.
- c. Where permanent stabilization cannot be immediately established because of an inappropriate season, the Contractor shall provide temporary stabilization. The {GT#156} shall return to the site at the appropriate season to provide permanent stabilization in areas that received only temporary stabilization.

3.3 CLEAN-UP

- A Dispose of all excess erosion and sedimentation control materials in a manner satisfactory to the Engineer.
- B All temporary erosion control measures shall be removed after final stabilization of the site has occurred, unless otherwise noted on the Drawings or instructed by the Engineer.
- C Final clean-up shall be performed in accordance with the requirements of Section 01 74 23 of these Specifications.

END OF SECTION

## 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, handling, manufacturers' standard warranties on products, special warranties and comparable products.

#### 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. Products salvaged, reused or repurposed from other projects are not considered new products.
  - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance and other characteristics that are equivalent or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis of design" or "basis of design product" including make, model number or other designation to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

#### 1.4 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
  - 2. Architect's Action: If necessary Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor, through the Construction Manager of approval

or rejection of proposed comparable product request within business ten (10) days of receipt of request, or five (5) business days of receipt of additional information or documentation, whichever is later.

- a. Form of Approval: As specified in Section 013300 Submittal Procedures.
- b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

- B. Basis of Design Product Specification Submittal: Comply with requirements in Section 013300 Submittal Procedures. Show compliance with requirements.

## 1.5 QUALITY ASSURANCE

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

## 1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft 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 to determine that products are undamaged and properly protected.
- C. Storage:
1. Store products to allow for inspection and measurement of quantity or counting of units.
  2. Store materials in a manner that will not endanger Project structure.
  3. Store products that are subject to damage by the elements, under cover in a weather tight enclosure above ground, and with ventilation adequate to prevent condensation.
  4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment by covering construction.
  5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
  6. Protect stored products from damage, and liquids from freezing.

7. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location and security procedures 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 warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
  2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for 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 with the Specifications, 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 not in conflict with 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.
- B. Product Selection Procedures:

1. **Product:** Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products for Contractor's convenience will not be considered.
  2. **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 for Contractor's convenience will not be considered.
  3. **Products:**
    - a. **Restricted List:** Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products for Contractor's convenience will not be considered, unless otherwise indicated.
    - b. **Nonrestricted List:** 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. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.
  4. **Manufacturers:**
    - a. **Restricted List:** Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products for Contractor's convenience will not be considered, unless otherwise indicated.
    - b. **Nonrestricted List:** 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. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.
  5. **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 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.
- C. **Visual Matching Specification:** Where Specifications require "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.
- D. **Visual Selection Specification:** Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or 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.

## 2.2 COMPARABLE PRODUCTS

- A. **Conditions for Consideration:** 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 these requirements:
1. Evidence that the proposed product does not require revisions to the Contract Documents, and that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.

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2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of Architects, Construction Managers, and Owners, if requested.
5. Samples, if requested.

PART 3 EXECUTION (NOT USED)

END OF SECTION 016000

## SECTION 017300 - EXECUTION

### 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 general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
  1. Construction layout.
  2. Field engineering and surveying.
  3. Installation of the Work.
  4. Cutting and patching.
  5. Correction of the work.
  6. Coordination of Owner-installed products.
  7. Progress cleaning.
  8. Dust control.
  9. Starting and adjusting.
  10. Protection of installed construction.

#### 1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For licensed land surveyor.
- B. Certificates: Submit certificate signed by licensed land surveyor or certifying that location and elevation of improvements comply with requirements.
- C. Cutting and Patching Plan: Submit plan describing procedures at least 14 calendar days prior to the time cutting and patching will be performed. Include the following information:
  1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
  2. Changes to In-Place (Existing) Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
  3. Products: List products to be used for patching and firms or entities that will perform patching work.
  4. Dates: Indicate when cutting and patching will be performed.

5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.
    - a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.
  6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations prepared by Contractor's licensed Professional Engineer showing integration of reinforcement with original structure.
  7. Describe cutting and patching procedures of lead based paint.
- D. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.
- E. Certified Surveys: Submit two copies signed by licensed land surveyor.

#### 1.5 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
- B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
1. Structural Elements: Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection and load-deflection ratio. Structural elements include the following:
    - a. Primary structural systems.
    - b. Secondary and miscellaneous structural systems.
    - c. Lintels.
    - d. Bearing walls and retaining walls.
  2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include the following:
    - a. Primary operational systems and equipment.
    - b. Fire separation assemblies.
    - c. Air or smoke barriers.
    - d. Fire-suppression systems.
    - e. Mechanical systems piping and ducts.
    - f. Control systems.
    - g. Communication systems.
    - h. Fire-detection and -alarm systems.
    - i. Conveying systems.
    - j. Electrical wiring systems.
    - k. Operating systems of special construction.
  3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in

reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:

- a. Water, moisture, or vapor barriers.
  - b. Membranes and flashings.
  - c. Exterior curtain-wall construction.
  - d. Sprayed fire-resistive material.
  - e. Equipment supports.
  - f. Piping, ductwork, vessels, and equipment.
  - g. Noise- and vibration-control elements and systems.
4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- C. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
- D. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

## PART 2 PRODUCTS

### 2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place (Existing) Materials: Use materials for patching identical to in-place (existing) materials. For exposed surfaces, use materials that visually match in-place (existing) 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 (existing) materials.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
  2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

- B. 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 and electrical systems to verify actual locations of connections before equipment and fixture installation.
  - 2. Examine walls, floors, and roofs 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.
- C. 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.
  - 2. List of detrimental conditions, including substrates.
  - 3. List of unacceptable installation tolerances.
  - 4. Recommended corrections.
- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions and the cost of any and all remedial work required due to installation on unacceptable surfaces and substrates or under improper conditions shall be borne by the Contractor.
- E. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
  - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility and/or Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
  - 1. Refer to Section 011000 - Summary for utility interruptions.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 013100 - Project Management and Coordination.

### 3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Construction Manager promptly.
- B. General: Engage a licensed land surveyor to lay out the Work using accepted surveying practices.
  - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
  - 2. Establish limits on use of Project site.
  - 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
  - 4. Inform installers of lines and levels to which they must comply.
  - 5. Check the location, level and plumb, of every major element as the Work progresses.
  - 6. Notify Architect and Construction Manager when deviations from required lines and levels exceed allowable tolerances.
  - 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Construction Manager.

### 3.4 FIELD ENGINEERING

- A. Identification: Refer to drawings for existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
  - 1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
  - 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
  - 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.

### 3.5 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  1. Make vertical work plumb and make horizontal work level.
  2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful 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 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.
  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. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### 3.6 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 - Summary .
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  - 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
  - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  - 6. Proceed with patching after construction operations requiring cutting are complete.
- H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
  - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
  - 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
    - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.

- b. Restore damaged pipe covering to its original condition.
  3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
  4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
  5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

### 3.7 CORRECTION OF THE WORK

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

### 3.8 PROGRESS CLEANING

- A. General: Maintain and clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
  1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  2. Do not hold waste materials more than seven calendar days during normal weather or three calendar days if the temperature is expected to rise above 80 deg F.
  3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
    - 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.
  5. Do not transport construction debris through occupied areas of existing facilities.

- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Maintain and 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. Public Roads: Roads shall be cleared of all mud, dust, debris, etc. on a daily basis or as directed by Architect , Construction Manager, or Owner .
- E. 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.
- F. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- G. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- H. 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" or Section 017419 "Construction Waste Management and Disposal" .
- I. 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.
- J. 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.
- K. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.
- L. Responsibilities of the Construction Manager and Contractor(s) :
  - 1. The Contractor shall provide and service dumpsters for the use of all Contractors.
  - 2. Dumpsters shall be located at each site, accessible to building and roads. Each Contractor may legally load acceptable construction debris into the Dumpsters from this project only. Cost of all disposal fees shall be by the Contractor and dumpsters shall remain on the project until project completion, or as directed by Owner. The Contractor shall secure dumpsters during off-hours. This excludes asbestos items.
  - 3. The Contractor is responsible for clean-up and disposal of waste materials, debris and rubbish on a daily basis.
  - 4. The Owner may issue written notification of insufficient cleaning relative to the requirements of this Section. Upon issuance of the cleaning notice:
    - a. All waste and accumulation of trash containing the Contractor's debris shall be removed from the Owner's premises within 24 hours of notification.
    - b. All designated project areas containing the Contractor's debris or requiring general housekeeping shall be left fine broom clean (interior) or raked clean (exterior or

- rough surface). Sweeping compound shall be used for all interior broom cleaning to control dust.
- c. Failure by the Contractor to comply with the 24 hour requirement of the notice to the satisfaction of the Owner will result in a cleaning program directed by the Owner at the expense of the Contractor. Cost of clean-up performed by the Owner will be deducted from the Contractor's Request for Payment.
5. Maintain areas under Contractor's control free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
  6. Daily clean interior areas to provide suitable conditions for work.
  7. Broom clean interior areas prior to start of surface finishing, and continue cleaning on an as-needed basis.
  8. Control cleaning operations so that dust and other particles will not adhere to wet or newly-coated surfaces.
  9. Remove waste materials, debris, and rubbish from site or to a dumpster provided by the Contractor daily.
  10. The Contractor shall provide end-of-day clean-up of work areas of all prime contractors on a daily basis, conforming to requirements above.

### 3.9 DUST CONTROL

- A. The Contractor shall at all times control the spread of dust and dirt during the execution of the work. Use water mist, temporary closures, and other suitable methods. Use wet saws for cutting. Provide walk-off mats at entrances and exits to construction areas.
  1. Do not use water when it may damage existing construction or create hazardous or objectionable conditions.
  2. Wet mop floors to eliminate trackable dust and dirt and wipe down walls and doors of dust and dirt.

### 3.10 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- 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."

### 3.11 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

- C. Supervise construction operations to ensure that in progress work is not stored on and/or effects completed construction such as floors and walls, which are subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.
- D. Roof Areas:
  - 1. Construction traffic and storage of materials on completed roof surfaces is not allowed. Where work is required, the contractor shall submit a protection plan, 14 calendar days prior to scheduled commencement of the work. Protection plan to include the following: Type of work to be performed.
  - 2. Location of work areas.
  - 3. Route of materials and workers to work area.
  - 4. Materials and methods to be used.
  - 5. Proceed with work after Owners authorization. Damage to roof surfaces shall be repaired and the cost of any and all remedial work shall be borne by the Contractor.

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.
  5. Repair of the Work.

#### 1.3 ACTION SUBMITTALS

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

#### 1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest control inspection.

#### 1.5 MAINTENANCE MATERIAL SUBMITTALS

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

#### 1.6 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 business 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, final completion construction photographic documentation, 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 Construction Manager. Label with manufacturer's name and model number where applicable.
    - 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 Architect's signature for receipt of submittals.
  5. Submit test/adjust/balance records.
  6. Submit sustainable design submittals required in applicable individual "Sustainable" Section.
  7. 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 business 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. Advise Owner of changeover in heat and other utilities.
  7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
  8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  9. Complete final cleaning requirements, including touchup painting.
  10. Touch up 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 business days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Construction Manager will either proceed with

inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: 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.

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

#### 1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Contractor shall prepare Punch List to include the following: 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. Use Wendel's standard Punch List format or Procore format
  1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  3. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Architect
    - d. Name of Contractor.
    - e. Page number.
  4. Submit list of incomplete items in the following format:
    - a. MS Excel electronic file. Architect, will return annotated file.
    - b. PDF electronic file. Architect, will return annotated file.

## 1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 business 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.
  - 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 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.
  - 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

## PART 2 PRODUCTS

### 2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## PART 3 EXECUTION

### 3.1 FINAL CLEANING

- A. General: 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, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
  - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
  - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
  - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
  - e. Remove snow and ice to provide safe access to building.
  - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
  - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
  - h. Sweep concrete floors broom clean in unoccupied spaces.
  - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
  - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
  - k. Remove labels that are not permanent.
  - l. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
  - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  - o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
    - 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.
  - p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
  - q. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with pest control requirements in Section 015000 "Temporary Facilities and Controls." Prepare written report.
- D. Construction Waste Disposal: Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls"
- E. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

### 3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
  
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
  - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
  - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.
    - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
  - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
  - 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

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.
  2. Emergency manuals.
  3. Operation manuals for systems, subsystems, and equipment.
  4. Product maintenance manuals.
  5. Systems and equipment 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. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed 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 operations and maintenance submittals are acceptable.
  2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operations and maintenance manuals in the following format:
  1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.
    - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
    - b. Enable inserted reviewer comments on draft submittals.
  2. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect, through Construction Manager, will return two copies.

- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 business 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 business days before commencing demonstration and training. Architect will return copy with comments.
  - 1. Correct or revise each manual to comply with Architect comments. Submit copies of each corrected manual within 15 business days of receipt of Architect comments and prior to commencing demonstration and training.

## PART 2 PRODUCTS

### 2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following:
  - 1. List of documents.
  - 2. List of systems.
  - 3. List of equipment.
  - 4. Table of contents.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
- D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

### 2.2 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
  - 1. Title page.
  - 2. Table of contents.
  - 3. Manual contents.
- B. Title Page: Include the following information:
  - 1. Subject matter included in manual.
  - 2. Name and address of Project.
  - 3. Name and address of Owner.

4. Date of submittal.
  5. Name and contact information for Contractor.
  6. Name and contact information for Construction Manager. (if applicable)
  7. Name and contact information for Architect.
  8. Name and contact information for Commissioning Authority. (if applicable)
  9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
  10. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. 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: Enable bookmarking of 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.
- F. 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 paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
    - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
    - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
  2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section 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.

4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
  - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
  - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

## 2.3 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for each of the following:
  1. Type of emergency.
  2. Emergency instructions.
  3. Emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
  1. Fire.
  2. Flood.
  3. Gas leak.
  4. Water leak.
  5. Power failure.
  6. Water outage.
  7. System, subsystem, or equipment failure.
  8. Chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include the following, as applicable:
  1. Instructions on stopping.
  2. Shutdown instructions for each type of emergency.
  3. Operating instructions for conditions outside normal operating limits.
  4. Required sequences for electric or electronic systems.
  5. Special operating instructions and procedures.

## 2.4 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
  1. System, subsystem, and equipment descriptions. 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. Wiring diagrams.
  7. Control diagrams.

8. Piped system diagrams.
  9. Precautions against improper use.
  10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
1. Product name and model number. 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.
- C. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
  2. Equipment or system break-in procedures.
  3. Routine and normal operating instructions.
  4. Regulation and control procedures.
  5. Instructions on stopping.
  6. Normal shutdown instructions.
  7. Seasonal and weekend operating instructions.
  8. Required sequences for electric or electronic systems.
  9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

## 2.5 PRODUCT MAINTENANCE MANUALS

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
  2. Manufacturer's name.
  3. Color, pattern, and texture.
  4. Material and chemical composition.
  5. Reordering information for specially manufactured products.

- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
  - 1. Inspection procedures.
  - 2. Types of cleaning agents to be used and methods of cleaning.
  - 3. List of cleaning agents and methods of cleaning detrimental to product.
  - 4. Schedule for routine cleaning and maintenance.
  - 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
  - 1. Include procedures to follow and required notifications for warranty claims.

## 2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
  - 1. Standard maintenance instructions and bulletins.
  - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
  - 3. Identification and nomenclature of parts and components.
  - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
  - 1. Test and inspection instructions.
  - 2. Troubleshooting guide.
  - 3. Precautions against improper maintenance.
  - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  - 5. Aligning, adjusting, and checking instructions.
  - 6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
  - 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
  - 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.

- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
  - 1. Include procedures to follow and required notifications for warranty claims.

## PART 3 EXECUTION

### 3.1 MANUAL PREPARATION

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
  - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
  - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
  - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
  - 1. Do not use original project record documents as part of operation and maintenance manuals.
  - 2. Comply with requirements of newly prepared record Drawings in Section 017839 "Project Record Documents."
- F. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

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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.

#### 1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit one (1) set(s) of marked-up record prints.
  - 2. Number of Copies: Submit copies of Project Record Drawings as follows:
    - a. Initial Submittal:
      - 1) Submit one (1) paper-copy set(s) of marked-up record prints.
      - 2) Submit PDF electronic files of scanned record prints and one (1) of file prints.
      - 3) Submit record digital data files and one (1) set(s) of plots.
      - 4) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
    - b. Re-submittal:
      - 1) Submit three (3) paper-copy set(s) of marked-up record prints.
      - 2) Submit PDF electronic files of scanned record prints and three (3) set(s) of prints.
      - 3) Print each drawing, whether or not changes and additional information were recorded.
    - c. Final Submittal:
      - 1) Submit one (1) paper-copy set(s) of marked-up record prints.
      - 2) Submit record digital data files and three (3) set(s) of record digital data file plots.
      - 3) Plot each drawing file, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit one paper copy, INSERT # OF COPIES HERE, and annotated electronic PDF(s) and directories of Project's Specifications, including addenda and contract modifications.

- C. Record Product Data: Submit one paper copy, INSERT NUMBER OF COPIES HERE, and annotated electronic PDF(s) 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 one paper copy, INSERT NUMBER OF COPIES HERE, and annotated electronic PDF(s) and directories of each submittal.
- E. Reports: Submit weekly written report indicating items incorporated into project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

## PART 2 PRODUCTS

### 2.1 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, when such installation varies from that shown originally. Require individual person or entity who obtained record data, whether that individual or entity is an installer, subcontractor or similar entity, to provide information for preparation of corresponding marked-up record prints.
    - a. Clearly record and identify information about concealed elements that would be difficult to identify, measure or record later.
    - b. Accurately record information in an acceptable drawing technique.
    - c. Record data immediately after revealing or obtaining it.
    - d. Record and check the markup before enclosing or concealing installations.
    - e. Cross-reference record prints to corresponding photographic documentation.
  - 2. Maintain on Project site at all times, in an approved location, and in a clean, dry and legible condition, one set of Project Drawings and one set of Submittals. These documents shall be used to record as-built conditions on a day-to-day basis, and shall be kept current and available for inspection by the Construction Manager during working hours.
  - 3. Content: Types of items requiring marking include, but are not limited to, the following:
    - a. Dimensional changes to Drawings.
    - b. Concealed insulation types, thicknesses and R-Values.
    - c. Locations of discontinuous insulation, if any.
    - d. Revisions to details shown on Drawings.
    - e. Depths of foundations below first floor.
    - f. Locations and depths of underground utilities.
    - g. Revisions to routing of piping and conduits.
    - h. Revisions to electrical circuitry.
    - i. Actual equipment locations.
    - j. Duct size and routing.
    - k. Locations of concealed internal utilities.
    - l. Changes made by Change Order or Construction Change Directive.
    - m. Changes made following Architect's written orders.

- n. Details not on the original Contract Drawings.
  - o. Field records for variable and concealed conditions.
  - p. Actual installed information about Work that is otherwise shown only schematically.
4. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
  5. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  6. Mark important additional information that was either shown schematically or omitted from original Drawings.
  7. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect . When authorized, prepare a full set of corrected digital data files of the Contract Drawings:
1. Format: Same digital data software program, version, and operating system as the original Contract Drawings.
  2. Format: DWG: Autodesk AutoCAD, current version.
  3. Format: RVT Autodesk Revit, current version.
  4. Format: Annotated electronic PDF with comment function enabled.
  5. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
  6. Refer instances of uncertainty to Architect for resolution.
  7. Architect will furnish Contractor one set of digital data files of the Contract Drawings for use in recording information.
    - a. See Section 013300 Submittal Procedures for requirements related to use of Architect 's digital data files.
    - b. Architect will provide data file layer information. Record markups in separate layers.
- C. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
  2. Consult Architect for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared record Drawings into record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- D. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Format: Annotated electronic PDF, with comment function enabled.

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:
  - a. Project name.
  - b. Date.
  - c. Designation "PROJECT RECORD DRAWINGS".
  - d. Name of Architect and Construction Manager .
  - e. Name of Contractor.

## 2.2 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. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
  3. Record the name of manufacturer, supplier, installer and other information necessary to provide a record of selections made.
  4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
  5. Note related Change Orders, record Product Data, and record Drawings where applicable.
- B. Format: Submit record Specifications as paper copy, annotated electronic PDF(s) and directories, or scanned electronic PDF(s) of marked-up paper copy of Specifications

## 2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
  1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  3. Note related Change Orders , record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as paper copy, annotated electronic PDF(s) and directories, or scanned electronic PDF(s) of marked-up paper copy of Specifications
  1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

## 2.4 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 paper copy, annotated electronic PDF(s) and directories, or scanned electronic PDF(s) of marked-up miscellaneous record submittals .
  - 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

## PART 3 EXECUTION

### 3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition protected from deterioration and loss. Provide access to project record documents for Architect reference during normal working hours.

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. Demonstration of operation of systems, subsystems, and equipment.
  - 2. Training in operation and maintenance of systems, subsystems, and equipment.
  - 3. Demonstration and training video recordings.

#### 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. Qualification Data: For instructor.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.
- D. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

#### 1.4 CLOSEOUT SUBMITTALS

- A. Demonstration and Training Video Recordings: Submit two copies within ten business days of end of each training module.
  - 1. Identification: On each copy, provide an applied label with the following information:
    - a. Name of Project.
    - b. Name and address of videographer.
    - c. Name of Architect.
    - d. Name of Construction Manager
    - e. Name of Contractor.
    - f. Date of video recording.
  - 2. Transcript: Prepared and bound in format matching operation and maintenance manuals. Mark appropriate identification on front and spine of each binder. Include a cover sheet

with same label information as the corresponding video recording. Include name of Project and date of video recording on each page.

3. At completion of training, submit complete training manual(s) for Owner's use prepared and bound in format matching operation and maintenance manuals

## 1.5 QUALITY ASSURANCE

- A. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 014000 - Quality Requirements, experienced in operation and maintenance procedures and training.
- B. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events similar to those required.
- C. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 013100 - Project Management and Coordination. Review methods and procedures related to demonstration and training including, but not limited to, the following:
  1. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
  2. Review required content of instruction.
  3. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

## 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 has been reviewed and approved by Architect.

## PART 2 PRODUCTS

### 2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and 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. Operations manuals.
  - c. Maintenance manuals.
  - d. Project record documents.
  - e. Identification systems.
  - f. Warranties and bonds.
  - g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
  - a. Instructions on meaning of warnings, trouble indications, and error messages.
  - b. Instructions on stopping.
  - c. Shutdown instructions for each type of emergency.
  - d. Operating instructions for conditions outside of normal operating limits.
  - e. Sequences for electric or electronic systems.
  - f. Special operating instructions and procedures.
  - g. Include name and contact information for each equipment manufacturers installed products.
4. Operations: Include the following, as applicable:
  - a. Startup procedures.
  - b. Equipment or system break-in procedures.
  - c. Routine and normal operating instructions.
  - d. Regulation and control procedures.
  - e. Control sequences.
  - f. Safety procedures.
  - g. Instructions on stopping.
  - h. Normal shutdown instructions.
  - i. Operating procedures for emergencies.
  - j. Operating procedures for system, subsystem, or equipment failure.
  - k. Seasonal and weekend operating instructions.
  - l. Required sequences for electric or electronic systems.
  - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
  - a. Alignments.
  - b. Checking adjustments.
  - c. Noise and vibration adjustments.
  - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
  - a. Diagnostic instructions.
  - b. Test and inspection procedures.
7. Maintenance: Include the following:
  - a. Inspection procedures.
  - b. Types of cleaning agents to be used and methods of cleaning.
  - c. List of cleaning agents and methods of cleaning detrimental to product.

- d. Procedures for routine cleaning
- e. Procedures for preventive maintenance.
- f. Procedures for routine maintenance.
- g. Instruction on use of special tools.
- 8. Repairs: Include the following:
  - a. Diagnosis instructions.
  - b. Repair instructions.
  - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  - d. Instructions for identifying parts and components.
  - e. Review of spare parts needed for operation and maintenance.

## PART 3 EXECUTION

### 3.1 PREPARATION

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

### 3.2 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
- B. 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 with at least fourteen calendar days' advance notice.
- C. 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.
- D. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

### 3.3 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
  - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Video: Provide minimum 640 x 480 video resolution converted to format file type acceptable to Owner, on electronic media.

1. Electronic Media: Read-only format compact disc acceptable to Owner, with commercial-grade graphic label.
  2. File Hierarchy: Organize folder structure and file locations according to project manual table of contents. Provide complete screen-based menu.
  3. File Names: Utilize file names based upon name of equipment generally described in video segment, as identified in Project specifications.
  4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the Equipment Demonstration and Training DVD that describes the following for each Contractor involved on the Project, arranged according to Project table of contents:
    - a. Name of Contractor/Installer.
    - b. Business address.
    - c. Business phone number.
    - d. Point of contact.
    - e. E-mail address.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
1. Film training session(s) in segments not to exceed 15 minutes.
    - a. Produce segments to present a single significant piece of equipment per segment.
    - b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
    - c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.
1. Furnish additional portable lighting as required.
- E. Narration: Describe scenes on video recording by audio narration by microphone while video recording is recorded. Include description of items being viewed.
- F. Transcript: Provide a transcript of the narration. Display images and running time captured from videotape opposite the corresponding narration segment.
- G. Preproduced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

END OF SECTION 017900