

**SECTION 011000
SUMMARY**

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes:
 - 1. Project information.
 - 2. Work covered by Contract Documents.
 - 3. Access to site.
 - 4. Work restrictions.
 - 5. Coordination with occupants.
 - 6. Work under separate contracts.
 - 7. Specification and drawing conventions.
- B. Related Sections:
 - 1. Division 01 Section "Multiple Contract Summary" for work under separate contracts.
 - 2. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.02 PROJECT INFORMATION

- A. Project Identification: Greenwood Lake UFSD - 2023 Capital Improvement Project
 - 1. Middel School SED # 44-21-11-02-0-001-027
 - 2. Elementary School SED # 44-21-11-02-0-002-016
- B. Project Location:
 - 1. Greenwood Lake Middle School, 1247 Lakes Road, Monroe, New York 10950
 - 2. Greenwood Lake Elementary School, 80 Waterstone Road, Greenwood Lake, New York 10925
- C. Owner: Greenwood Lake Union Free School District, PO Box 8 Greenwood Lake, New York 10925
 - 1. Owner's Rep: Robert Porras, Director of Facilities, (845) 782-8678 x 51120
 - a. Email: rporras@gwlufsd.org
- D. Architect: CPL, 26 IBM Road, Poughkeepsie, New York 12601
 - 1. Contact Person: Lauren Tarsio, AIA
 - a. Email: LTarsio@cplteam.com
 - b. Telephone Number: (518) 915-7456
- E. Construction Manager: Triton Construction Company, 1279 Route 300 1st Floor Newburgh, New York 12550
 - 1. Contact Person: Kevin Sawyer
 - a. Email: k-sawyer@tritonconstruction.net
 - b. Telephone Number: (212) 388-5700
- F. Submittal Web Site: The Architect requires the use of Autodesk Construction Cloud for delivery and return of submittals, shop drawings and requests for information. There are **no exceptions** to this requirement.

1.03 DEFINITIONS

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

1.04 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and consists of the following:
 - 1. Bathroom renovations as noted at both the Middle School and Elementary School.
 - 2. Interior finishes and renovations as noted at both the Middle School and Elementary School.
 - 3. Exterior site work and improvements as noted at both the Middle School and Elementary School
 - 4. Elevator controls replacement at the Middle School
 - 5. Locker Room renovation at the Middle School
- B. Type of Contract:
 - 1. Project will be constructed under coordinated, concurrent multiple contracts. See Division 01 Section "Multiple Contract Summary" for a description of work included under each of the multiple contracts and for the responsibilities of the Project coordinator.
 - 2. Before commencing Work, submit an updated copy of the Contractor's Construction Schedule showing the sequence, commencement and completion dates, (and move-out and -in dates of Owner's personnel) for all phases of Work.

1.05 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site for construction operations as indicated by requirements of this Section.
- B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Driveways, Walkways and Entrances: Keep all driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.06 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 7:00 p.m, Monday through Friday, except as otherwise indicated.
 - 1. School Vacations and Holidays: Work may occur at any times, as approved.
 - 2. Weekend Hours: Work may occur at any times, as approved.
 - 3. Hours for Utility Shutdowns: Only on weekends, holidays and school vacations as approved.
 - 4. Hours for Noisy Activity: For core drilling, powder-activated fasteners, and other disruptive activities, 3:30 p.m. to 11:00 p.m, or as otherwise approved.
 - 5. Special Events: The Owner will provide dates and times of special events that will restrict construction operations.

- 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:
 - 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 - 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify Owner not less than two days in advance of proposed disruptive operations.
 - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Nonsmoking Building: Smoking is not permitted within the building or grounds.
- F. Contractors are not permitted to use any building toilet facilities.

1.07 COORDINATION WITH OCCUPANTS

- A. **Partial Owner Occupancy:** Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. **Owner Limited Occupancy of Completed Areas of Construction:** Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
 - 1. 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.
 - 2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
 - 3. 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.
 - 4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.08 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

3. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
4. Drawing Coordination: Requirements for materials and products identified on the Drawings are described in detail in the Specifications. One or more of the following are used on the Drawings to identify materials and products:
 - B. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 1. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

PART 2 PRODUCTS (NOT APPLICABLE)**PART 3 EXECUTION (NOT APPLICABLE)****END OF SECTION 011000**

**SECTION 011200
MULTIPLE CONTRACT SUMMARY**

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes a summary of each contract, including responsibilities for coordination and temporary facilities and controls.
- B. Note the school district will have flooring at the MS and roofing at the ES & MS work occurring at the same time as this contract, coordination with all contractors will be required.
- C. Specific requirements of each contract are also indicated in individual Specification Sections and on Drawings.
- D. Related Sections include the following:
 - 1. Division 01 Section "Summary" for the Work covered by the Contract Documents, restrictions on use of the premises, Owner-occupancy requirements, and work restrictions.
 - 2. Division 01 Section "Project Management and Coordination" for general coordination requirements.
 - 3. Division 01 Section "Temporary Facilities and Controls" for specific requirements for temporary facilities and controls.

1.02 DEFINITIONS

- A. Permanent Enclosure: As determined by Architect, permanent or temporary roofing is complete, insulated, and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.03 GENERAL REQUIREMENTS OF CONTRACTS

- A. Extent of Contract: Unless the Agreement contains a more specific description of the Work, names and terminology on Drawings and in Specification Sections determine which contract includes a specific element of Project.
 - 1. Unless otherwise indicated, the Work described in this Section for each contract shall be complete systems and assemblies, including products, components, accessories, and installation required by the Contract Documents.
 - 2. Site excavation, concrete slab, bedding, back filling and landscape finished shall be provided by the General Construction Contract.
 - 3. Abandoning of the water tank in place shall be provided by the General Contractor and electrical contractor.
 - 4. Providing and installation of the water tank shall be provided by the Plumbing contractor and electrical contractor.
 - 5. Local custom and trade-union jurisdictional settlements do not control the scope of the Work of each contract. When a potential jurisdictional dispute or similar interruption of work is first identified or threatened, affected contractors shall negotiate a reasonable settlement to avoid or minimize interruption and delays.
 - 6. All contractors are responsible for the careful removal and reinstallation of ceiling where work must be installed above a ceiling not scheduled for removal.
 - 7. Trenches for the Work of each contract shall be provided by General Contractor.
 - 8. Cutting and Patching: Each contract shall perform its own cutting; patching shall be by the General Construction Contract. GC to refer to all other trades drawings for more information."

9. Through-penetration firestopping for the Work of each contract shall be provided by that contract for its own Work.
 10. Roof-mounted equipment curbs for the work of each contract shall be provided by that contract and installed by that contract and coordinated with the districts roofing contractor.
 11. Project closeout requirements.
 12. Each Contractor shall review the facility asbestos report to become familiar with any materials that may contain asbestos. If the contractor encounters materials that have not been tested for asbestos he shall cease work and contact the Project Coordinator. The Contractor will be held responsible for clean-up costs if they continue to remove materials that have not been tested for asbestos.
 13. All contractors are required to submit a photo along with the name and address of each employee that will work on district property from at least 14 days prior to commencing work.
 14. Cutting & patching of existing interior concrete slabs including bedding and compaction for all require under ground utility work shall be by the General Construction Contract.
- B. Substitutions: Each contractor shall cooperate with other contractors involved to coordinate approved substitutions with remainder of the Work.
- C. Temporary Facilities and Controls: In addition to specific responsibilities for temporary facilities and controls indicated in this Section and in Division 01 Section "Temporary Facilities and Controls," each contractor is responsible for the following:
1. Installation, operation, maintenance, and removal of each temporary facility usually considered as its own normal construction activity, and costs and use charges associated with each facility.
 2. Plug-in electric power cords and extension cords, supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
 3. Its own field office, complete with necessary furniture, utilities, and telephone service.
 4. Its own storage and fabrication sheds.
 5. Its own dust protection to control dust where dust partition are not scheduled or shown on the drawings but are necessary to protect the building from dust contamination.
 6. Temporary enclosures for its own construction activities.
 7. Staging and scaffolding for its own construction activities.
 8. General hoisting facilities for its own construction activities, up to 2 tons.
 9. Progress cleaning of its own areas on a daily basis.
 10. Secure lockup of its own tools, materials, and equipment.
 11. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.
- D. Temporary ventilation: Each Contractor to control fumes from construction operations including interior painting and "off gassing" of new finish materials.
- E. Each Contractor has been given the opportunity prior to bid to inspect the entire Project site for interferences to their Contract work and agrees to accept the site as it existing on the date of the bid opening.
1. It is the Owner's intention to continue to occupy the existing buildings and site for normal School operations during the Construction process. The Contractors all agree to:
 - a. Cooperate with the Owner's personnel in maintaining and facilitating access to the School buildings and its facilities by the School staff, Students, Owner's agents, service consultants and the public, throughout the construction process.

- b. Keep driveways and entrances serving the occupied School buildings clear and available to the Owner, the Owner's employees, the public, and to emergency vehicles at all times. Do not obstruct access to, or use these areas for parking, staging of equipment or materials. All access through these existing areas must be coordinated in advance and in accordance with the Owner's usage and occupancy schedule.
 - c. Schedule construction operations so as to minimize and conflicts or interruptions to the daily school functions. Coordinate any necessary interruptions with the designated project representative
 - d. All existing Owner-occupied areas of buildings (not turned over to the Project Contractors) need to remain operational at all times. The contractors are responsible to maintain all systems, such as but not limited to egress, fire alarm, clocks, electric, public address system, gas service, heat, etc.
- F. Each Prime Contractor shall:
- 1. Strive to maintain a safe environment for its employees, clients and vendors. The prime contractors' efforts for an effective response to the Novel Coronavirus (COVID-19) Pandemic will be guided by and in accordance with all applicable federal, state and local laws and guidelines issued by public health authorities such as the Centers for Disease Control and other governmental agencies.
 - 2. Provide field-engineering services, in addition to those provided by the General Work Prime Contract, to install site utilities included in the applicable Prime Contract.
 - 3. Coordinate construction schedule information in order to formulate one master schedule for the entire Project.
 - 4. Provide reflective vests to be worn by all on-site personnel at all times. Parties that do not abide by this requirement will be escorted off the premises.
 - 5. Provide erosion and Sediment Control and dewatering as it relates to any excavation associated with its own Prime Contract.
 - 6. Provide Sanitary Hand Solution and Personal Protective Equipment for its own employees.
 - 7. Provide access to all concealed systems as required for system maintenance and repair for items installed in their Prime Contract. This specifically talks to access panels needed for future maintenance by the district.
 - 8. Provide and maintain material lifting equipment required for the completion of their Contract requirements, and complying with NYS Labor Laws, OSHA Regulations, and other Federal, State, and local laws.
 - 9. Provide and maintain additional temporary stairs, ladders, ramps, scaffolding, and platforms required specifically for completion of work of their own Contract, and as further detailed in this section. All work needs to comply with the NYS Labor Laws, OSHA regulation, and other Federal, State, and local laws.
 - 10. Provide Fire Prevention materials and equipment for fire protection related to the work of their own Prime Contract. Provide fire extinguishers, fire blankets, and fire watch during all cutting and welding operations.
 - 11. Provide and supplemental lighting required to install the work of its own Contract, beyond the minimum OSHA levels provided under the Electrical Work Prime Contract.
 - 12. Provide traffic control for deliveries, and equipment needed to perform the work of their own Prime Contract.
 - 13. Provide protection of its own finished Work, after installation, until accepted by the Owner.
 - 14. Provide fire caulking for any penetration related to the work for its own Prime Contract.

15. Provide any office and storage trailers reequipped to complete the work of their own Prime Contract.

1.04 GENERAL CONSTRUCTION CONTRACT

- A. Work in the General Construction Contract includes, but is not limited to, the following:
 1. Remaining work not identified as work under other contracts.
 2. Concrete walks, including earthwork
 3. Asphalt concrete paving.
 4. Asbestos Abatement.
 5. Selective demolition.
 6. Slabs-on-grade, including earthwork, subdrainage systems, and insulation.
 7. Exterior closure, including walls, windows and louvers.
 8. Interior construction, including ceilings.
 9. Interior finishes including flooring, and finish carpentry.
 10. Miscellaneous items, including painting of mechanical and electrical work.
 11. Professional cleaning upon substantial completion including window washing, vacuuming of carpeting and waxing of flooring in all work areas for all trades.
 12. General contractor shall cut and patch interior concrete slabs for the installation of underground utilities by others, including bedding, compaction, and backfill.
- B. Temporary facilities and controls in the General Construction Contract include, but are not limited to, the following:
 1. Temporary facilities and controls that are not otherwise specifically assigned to the Mechanical Contract or Electrical Contract.
 2. Unpiped temporary toilet fixtures, wash facilities, and drinking water facilities, including disposable supplies.
 3. Temporary enclosure for building exterior, except as indicated.
 4. Special or unusual hoisting requirements for construction activities, including hoisting loads in excess of 2 tons, hoisting material or equipment into spaces below grade, and hoisting requirements outside building enclosure.
 5. Temporary signs.
 6. General waste disposal facilities including dumpsters for the project duration.
 7. Temporary fire-protection equipment.
 8. Barricades, warning signs, and lights.
 9. Site enclosure fence.
 10. Security enclosure and lockup.
 11. Restoration of Owner's existing facilities used as temporary facilities.
- C. Work in the General Construction Contract includes, but is not limited to, the work included in each of the following:
 1. Division 00 "Procurement and Contracting Requirements" as it pertains to Work of this Contract.
 2. Division 01 "General Requirements" as it pertains to Work of this Contract.
 3. Division 2 "Existing Conditions".
 4. Division 3 "Concrete."
 5. Division 4 "Masonry."
 6. Division 5 "Metals."
 7. Division 6 "Wood, Plastics, and Composites."
 8. Division 7 "Thermal and Moisture Protection".

9. Division 8 "Openings" except as indicated:
 10. Division 9 "Finishes"
 11. Division 10 "Specialties."
 12. Division 14 "Conveying Equipment."
 13. Division 31 "Earthwork."
 14. Division 32 "Exterior Improvements."
- D. Work in the General Construction Contract includes, but is not limited to, the work included in each of the following Drawings.
1. All Prefix "C" Drawings
 2. All Prefix "HZ" Drawings
 3. All Prefix "A" Drawings
 4. All Prefix "S" Drawings
 5. All Prefix "G" Drawings
 6. All Prefix "I" Drawings
 7. All references to other drawings from drawings listed above.
 8. Reference all other drawings for coordination, cutting & patching & cleaning.

1.05 MECHANICAL CONTRACT

- A. Work of the HVAC Contract includes, but is not limited to, the following:
1. HVAC systems and equipment.
 2. HVAC instrumentation and controls.
 3. HVAC testing, adjusting, and balancing.
 4. Building automation system.
 5. Mechanical connections to equipment furnished by the HVAC Contract
- B. Work in the Mechanical Contract includes, but is not limited to, the following:
1. Division 00 "Procurement and Contracting Requirements" as it pertains to Work of this Contract.
 2. Division 01 "General Requirements" as it pertains to Work of this Contract.
 3. Section 024119 "Selective Removals" for shutoff of utilities or removal of equipment and fixtures where indicated.
 4. Section 078413 "Penetration Firestopping."
 5. Division 23 "Heating Ventilating and Air Conditioning"
- C. Temporary facilities and controls in the Mechanical Contract include, but are not limited to, the following:
1. Temporary facilities and controls as required.
- D. Work in the Mechanical Construction Contract includes, but is not limited to, the work included in each of the following Drawings.
1. All Prefix "G" Drawings
 2. All Prefix "H" Drawings
 3. All references to other drawings.

1.06 PLUMBING CONTRACT

- A. Work of the Plumbing Contract includes, but is not limited to, the following:
1. Plumbing fixtures.
 2. Domestic water distribution.
 3. Sanitary waste.
 4. Plumbing connections to equipment furnished by the Plumbing Contract.

5. Water tank.
- B. Work in the Plumbing Contract includes, but is not limited to, the following:
 1. Division 00 "Procurement and Contracting Requirements" as it pertains to Work of this Contract.
 2. Division 01 "General Requirements" as it pertains to Work of this Contract.
 3. Section 024119 "Selective Structure Demolition" for shutoff of utilities where indicated.
 4. Section 078413 "Penetration Firestopping."
 5. Division 22 "Plumbing."
- C. Temporary facilities and controls in the Plumbing Contract include, but are not limited to, the following:
 1. Piped sewerage and drainage.
 2. Piped gas service.
 3. Piped water service.
 4. Plumbing connections to existing systems and temporary facilities and controls furnished by the Plumbing Contract.
- D. Work in the Plumbing Construction Contract includes, but is not limited to, the work included in each of the following Drawings.
 1. All Prefix "C" Drawings
 2. All Prefix "G" Drawings
 3. All Prefix "P" Drawings
 4. All references to other drawings from drawings listed above.

1.07 ELECTRICAL CONTRACT

- A. Work of the Electrical Contract includes, but is not limited to, the following:
 1. Site electrical distribution.
 2. Electrical service and distribution.
 3. Interior lighting.
 4. Electrical connections to equipment furnished by the Electrical, Mechanical, and General Construction Contract.
- B. Work in the Electrical Contract includes, but is not limited to, the following:
 1. Division 00 "Procurement and Contracting Requirements" as it pertains to Work of this Contract.
 2. Division 01 "General Requirements" as it pertains to Work of this Contract.
 3. Section 024119 "Selective Removals" for shutoff of utilities or removal of equipment and fixtures where indicated.
 4. Section 078413 "Penetration Firestopping".
 5. Division 26 "Electrical."
 6. Division 27 "Communications."
 7. Division 28 "Electronic Safety and Security."
- C. Temporary facilities and controls in the Electrical Contract include, but are not limited to, the following:
 1. Electric power service and distribution.
 2. Lighting, including site lighting.
 3. Electrical connections to existing systems and temporary facilities and controls furnished by the Electrical Contract.

- D. Work in the Electrical Construction Contract includes, but is not limited to, the work included in each of the following Drawings.
1. All Prefix "G" Drawings
 2. All Prefix "E" Drawings
 3. All Prefix "C" Drawings
 4. All references to other drawings from drawings listed above.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 011200

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**SECTION 013000
ADMINISTRATIVE REQUIREMENTS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Electronic document submittal service.
- C. Preconstruction meeting.
- D. Site mobilization meeting.
- E. Progress meetings.
- F. Construction progress schedule.
- G. Contractor's daily reports.
- H. Progress photographs.
- I. Coordination drawings.
- J. Submittals for review, information, and project closeout.
- K. Number of copies of submittals.
- L. Requests for Interpretation (RFI) procedures.
- M. Submittal procedures.

1.02 REFERENCE STANDARDS

- A. AIA G716 - Request for Information; 2004.

1.03 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 017000 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.
- B. Make the following types of submittals to Architect:
 - 1. Requests for Interpretation (RFI).
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Design data.
 - 6. Manufacturer's instructions and field reports.
 - 7. Applications for payment and change order requests.
 - 8. Progress schedules.
 - 9. Coordination drawings.
 - 10. Correction Punch List and Final Correction Punch List for Substantial Completion.
 - 11. Closeout submittals.

1.04 PROJECT COORDINATOR

- A. Project Coordinator: Construction Manager.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for access, traffic, and parking facilities.
- C. General Contractors to provide temporary material and equipment storage locations logistics plan to the Construction Manager for Approval.

- D. During construction, coordinate use of site and facilities through the Project Coordinator.
- E. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- F. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 011000 - DO NOT USE BSD SUMMARY.
- G. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- H. Make the following types of submittals to Architect through the Project Coordinator:
 - 1. Requests for Interpretation.
 - 2. Requests for substitution.
 - 3. Progress schedules.
 - 4. Coordination drawings.
 - 5. Correction Punch List and Final Correction Punch List for Substantial Completion.
 - 6. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF, MS Word, or MS Excel) format, as appropriate to the document, and transmitted via an Internet-based submittal service that receives, logs and stores documents, provides electronic stamping and signatures, and notifies addressees via email.
 - 1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
 - 2. Contractor and Architect are required to use this service.
 - 3. It is Contractor's responsibility to submit documents in allowable format.
 - 4. Subcontractors, suppliers, and Architect's consultants will be permitted to use the service at no extra charge.
 - 5. Users of the service need an email address, internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com, or Bluebeam PDF Revu, www.bluebeam.com), unless such software capability is provided by the service provider.
 - 6. Paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
 - 7. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.
- B. Submittal Service: The selected service is:
- C. Training: One, one-hour, web-based training session will be arranged for all participants, with representatives of Architect and Contractor participating; further training is the responsibility of the user of the service.

- D. Project Closeout: Architect will determine when to terminate the service for the project and is responsible for obtaining archive copies of files for Owner.

3.02 PRECONSTRUCTION MEETING

- A. Schedule meeting after Notice of Award.
- B. Attendance Required:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
 - 4. Construction Manager.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 - 5. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 6. Scheduling.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.03 SITE MOBILIZATION MEETING

- A. Project Coordinator will schedule meeting at the Project site prior to Contractor occupancy.
- B. Attendance Required:
 - 1. Contractor.
 - 2. Owner.
 - 3. Architect.
 - 4. Contractor's superintendent.
 - 5. Major subcontractors.
- C. Agenda:
 - 1. Use of premises by Owner and Contractor.
 - 2. Owner's requirements.
 - 3. Construction facilities and controls provided by Owner.
 - 4. Temporary utilities provided by Owner.
 - 5. Survey and building layout.
 - 6. Security and housekeeping procedures.
 - 7. Schedules.
 - 8. Application for payment procedures.
 - 9. Procedures for testing.
 - 10. Procedures for maintaining record documents.
 - 11. Requirements for start-up of equipment.
 - 12. Inspection and acceptance of equipment put into service during construction period.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.04 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the work at maximum weekly intervals.
- B. Project Coordinator will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required:
 - 1. Contractor.
 - 2. Owner.
 - 3. Architect.
 - 4. Contractor's superintendent.
 - 5. Major subcontractors.
- D. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems that impede, or will impede, planned progress.
 - 5. Review of submittals schedule and status of submittals.
 - 6. Maintenance of progress schedule.
 - 7. Corrective measures to regain projected schedules.
 - 8. Planned progress during succeeding work period.
 - 9. Maintenance of quality and work standards.
 - 10. Effect of proposed changes on progress schedule and coordination.
 - 11. Other business relating to work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.05 CONSTRUCTION PROGRESS SCHEDULE

- A. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- B. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 - 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- C. Within 10 days after joint review, submit complete schedule.
- D. Submit updated construction schedule with each Application for Payment once a month.

3.06 PROGRESS PHOTOGRAPHS

- A. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.
- B. Photography Type: Digital; electronic files.
- C. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.
 - 1. Delivery Medium: Via email.
 - 2. File Naming: Include project identification, date and time of view, and view identification.
 - 3. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.

3.07 COORDINATION DRAWINGS

- A. Provide information required by Project Coordinator for preparation of coordination drawings.

3.08 REQUESTS FOR INTERPRETATION (RFI)

- A. Definition: A request seeking one of the following:
1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 - b. Do not forward requests which solely require internal coordination between subcontractors.
 2. Prepare using software provided by the Electronic Document Submittal Service.
- D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
- E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 2. Owner's, Architect's, and Contractor's names.
 3. Discrete and consecutive RFI number, and descriptive subject/title.
 4. Issue date, and requested reply date.
 5. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 6. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
- F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- G. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
-

1. Indicate current status of every RFI. Update log promptly and on a regular basis.
 2. Note dates of when each request is made, and when a response is received.
 3. Highlight items requiring priority or expedited response.
 4. Highlight items for which a timely response has not been received to date.
 5. Identify and include improper or frivolous RFIs.
- H. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- I. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.

3.09 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
1. Coordinate with Contractor's construction schedule and schedule of values.
 2. Format schedule to allow tracking of status of submittals throughout duration of construction.
 3. Arrange information to include scheduled date for initial submittal, specification number and title, submittal category (for review or for information), description of item of work covered, and role and name of subcontractor.
 4. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.

3.10 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
1. Product data.
 2. Shop drawings.
 3. Samples for selection.
 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 017800 - Closeout Submittals.

3.11 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
1. Design data.
 2. Certificates.
 3. Test reports.

4. Inspection reports.
5. Manufacturer's instructions.
6. Manufacturer's field reports.
7. Other types indicated.

B. Submit for Architect's knowledge as contract administrator or for Owner.

3.12 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 017800 - Closeout Submittals:
 1. Project record documents.
 2. Operation and maintenance data.
 3. Warranties.
 4. Bonds.
 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.13 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.14 SUBMITTAL PROCEDURES

- A. General Requirements:
 1. Use a separate transmittal for each item.
 2. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.
 3. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
 4. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 5. Deliver each submittal on date noted in submittal schedule, unless an earlier date has been agreed to by all affected parties, and is of the benefit to the project.
 - a. Upload submittals in electronic form to Electronic Document Submittal Service website.
 6. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
 - b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 days.
 - c. For sequential reviews involving approval from authorities having jurisdiction (AHJ), in addition to Architect's approval, allow an additional 30 days.

7. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
- B. Product Data Procedures:
 1. Submit only information required by individual specification sections.
 2. Collect required information into a single submittal.
 3. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
 1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 2. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.

3.15 SUBMITTAL REVIEW

- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
- D. Architect's and consultants' actions on items submitted for review:
 1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Approved", or language with same legal meaning.
 - b. "Approved as Noted, Resubmission not required", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
 2. Not Authorizing fabrication, delivery, and installation:
- E. Architect's and consultants' actions on items submitted for information:
 1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION 013000

**SECTION 013100
PROJECT MANAGEMENT AND COORDINATION**

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Administrative and supervisory personnel.
 - 3. Requests for Information (RFIs).
 - 4. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Sections:
 - 1. Division 01 Section "Summary" for Project Information and phasing requirements
 - 2. Division 01 Section "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
 - 3. Division 01 Section "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
 - 4. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 5. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.
 - 6. Division 01 Section "General Commissioning Requirements" for coordinating the Work with Owner's commissioning authority.

1.02 DEFINITIONS

- A. RFI: Request from Owner, Architect, or Contractor seeking information from each other during construction.

1.03 INFORMATIONAL SUBMITTALS

- A. Use the Architects **Autodesk Construction Cloud** when up loading Submittals.
- B. Subcontract list is required by AIA Document A201 to be submitted as soon as practical prior to award of the Contract. Coordinate with submittal requirements for subcontract list in Procurement Requirements and Contracting Requirements if any.
- C. 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. Use form provided in specification section 00 6000 of the Project Manual. 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.

- D. Key Personnel Names: Within 15 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, 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 listing in project meeting room, in temporary field office, on Project Web site, and by each temporary telephone. Keep list current at all times.

1.04 COORDINATION

- A. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations included in different Sections that depend on each other for proper installation, connection, and operation.
1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components with other contractors to ensure maximum 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.
 9. Project closeout activities.
- 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. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.

1.05 KEY PERSONNEL

- A. Key Personnel Names: Within 5 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 email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
1. Post copies of list in project meeting room, or temporary field office, and by each temporary telephone. Keep list current at all times.

1.06 REQUESTS FOR INFORMATION (RFI)

- 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. Do not submit an RFI if information is readily available in the contract documents. Verify by contacting and questioning the Architect prior to submitting an RFI.
 2. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 3. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
 2. 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 solution(s) 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 provided in specification section 00 6000 of the Project Manual.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be refused without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.

- c. Requests for information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. 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 Division 01 Section "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 ten (10) days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use software log that is part of Project Web site. 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 dropped and not submitted.
 - 5. RFI description.
 - 6. Date the RFI was submitted.
 - 7. Date Architect's response was received.
 - 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 - 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
 - 1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 - 2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.07 ARCHITECTS WEBSITE

- A. The contractor will use **Autodesk Construction Cloud** for Submittals, Shop Drawings and RFI's Project Web site shall include the following functions:
 - 1. Project directory.
 - 2. Project correspondence.
 - 3. Meeting minutes.
 - 4. Contract modifications forms and logs.
 - 5. RFI forms and logs.
 - 6. Task and issue management.
 - 7. Photo documentation.
 - 8. Schedule and calendar management.
 - 9. Submittals forms and logs.
 - 10. Payment application forms.

11. Drawing and specification document hosting, viewing, and updating.
12. Online document collaboration.
13. Reminder and tracking functions.
14. Archiving functions.

1.08 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than fifteen (15) days after execution of the Agreement.
 1. Conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of Owner, Architect and their consultants; Contractors and their superintendents; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to decide matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Critical work sequencing and long-lead items.
 - c. Designation of key personnel and their duties.
 - d. Lines of communications.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures using **Autodesk Construction Cloud**.
 - k. Preparation of record documents
 - l. Use of the premises and existing building.
 - m. Work restrictions.
 - n. Working hours.
 - o. Owner's occupancy requirements and restrictions.
 - p. Responsibility for temporary facilities and controls.
 - q. Procedures for moisture and mold control.
 - r. Procedures for disruptions and shutdowns.
 - s. Construction waste management and recycling.
 - t. Parking availability.
 - u. Office, work, and storage areas.
 - v. Equipment deliveries and priorities.

- w. First aid.
- x. Security.
- y. Progress cleaning.
- 4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
 - 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 - 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 problems.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written recommendations.
 - 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. Progress Meetings: Architect will conduct progress meetings at regular intervals.

1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority 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) Documentation of information for payment requests.
 4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
 - E. Coordination Meetings: Conduct project coordination meetings at regular intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
 1. Attendees: In addition to representatives of Owner, and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
-

2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site 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.
- F. Project Closeout Meeting: Architect will conduct a Project closeout conference, at a time convenient to Owner and Architect, but no later than 60 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, 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. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - b. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - c. Preparation of Contractor's punch list.
 - d. Responsibility for removing temporary facilities and controls.

- e. Requirements for preparing operations and maintenance data.
 - f. Requirements for the Submittal of written warranties.
 - g. Requirements for demonstration and training.
 - h. Requirements for submission of record documents, record specifications and record submittals.
 - i. Owner's partial occupancy requirements.
 - j. Responsibility and schedule for final cleaning
 - k. Installation of Owner's furniture, fixtures, and equipment.
 - l. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - m. Responsibility and schedule for final cleaning.
4. Minutes: Entity conducting meeting will record and distribute meeting minutes.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)

END OF SECTION 013100

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**SECTION 013300
SUBMITTAL PROCEDURES**

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. This specification describes the procedures for submission of submittals and shop drawings using Autodesk Construction Cloud.
 - 1. **The Contractor will be required to use the Autodesk Construction Cloud for the transfer of Submittals, Shop Drawings and RFI's. There will be no exceptions to this requirement. The contractor will be given a login and password free of charge. For more information follow the procedure below.**
 - a. **Information and instructions for use are available for review by the contractor by contacting CPL. The Contractor is to provide an email address for the file to be sent. A PDF file will be emailed to the requesting contractor.**
- C. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
 - 2. Section 013100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
 - 3. Section 013200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
 - 4. Section 014000 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
 - 5. Section 017700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.
 - 6. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 7. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 - 8. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.02 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. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.03 SUBMITTAL GENERAL ADMINISTRATIVE REQUIREMENTS

- A. The Contractor shall prepare a Submittal Log containing the information required to be submitted under the Submittal article from each respective Specification Section. With each item listed the Contractor shall provide anticipated dates for submission to the Architect. The Architect will review and accept or request that corrections be made for subsequent acceptance. This acceptance will constitute an approval for the submittal, shop drawings and sample submissions to commence. **No Submittals or Shop Drawings will be reviewed by the Architect until an approved Submittal Schedule is in place.**
- B. The contractor shall prepare expected submittals in Autodesk Construction Cloud that correspond to all submittals listed on the submittal schedule at the time of submission of the submittal log. **These expected submittals are to follow the naming conventions laid out in section "1.5 Submittal Schedule" and "1.6 Submittal Identification".**
- C. The Contractor is responsible for all costs for creating electronic files for the submittal process. The Architect will not provide this service.
 - 1. The Submittal Cover Sheet located in Specification Section 0 06000 Project Forms shall be used for all Submittals.
 - a. An electronic form of the submittal cover is available from the Architect.
 - 2. The Submittal Cover sheet when scanned to a .PDF shall be the first page viewed in the individual file.
 - a. Each product submitted within a specification section shall have a Submittal Cover sheet **attached**. Combined submittals with one cover page will not be accepted.
 - b. Each Submittal Cover sheet shall be filled in completely. **Files that are sent with the Submittal Cover Sheet missing or not filled in correctly will not be reviewed.** The Architect will send a notice that the submittal is missing information. If the Contractor fails to correct or provide the proper submittal within 15 days, notice will be provided, and the submittal will be REJECTED.
 - 3. The Contractor(s) will be provided with a link to upload files to the Autodesk Construction Cloud Info Exchange. The site address and a "log in" will be provided to the Contractor(s) free of charge.
 - 4. A read only Record Submittal Log and RFI Log will be available from the Autodesk Construction Cloud for the Contractors reference in checking the status of the submittals and shop drawings.
- D. 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 transmittals of different types of submittals from related section for parts of the work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received. Delays associated with the above are the not the Architects responsibility and rests solely with the Contractor.

- E. Architect's Digital Data Files:
1. Architect will not furnish Contractor with digital drawings.
 2. Architect makes no representation as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.

1.04 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and Construction Manager and additional time for handling and reviewing submittals required by those corrections.
1. Submit a preliminary if not final Submittal Schedule for approval within 15 days after award of contract. **Failure to submit a submittal schedule within the required time frame will result in the refusal by the Architect to review any submittals. Delays associated with failure to receive the Submittal Schedule are the not the Architects responsibility and rest solely with the Contractor.**
- B. The information is required to be submitted under the Submittal article from each respective Specification Section. With each item listed the Contractor shall provide anticipated dates for submission to the Architect. The Architect will review and accept or request that corrections be made for subsequent acceptance. This acceptance will constitute a review for the submittal, shop drawings and sample submissions may commence. **No Submittals or Shop Drawings will be reviewed by the Architect until an approved Submittal Schedule is in place.**
1. The Submittal Schedule shall be coordinated with the overall Project Schedule to ensure that submittals are submitted and reviewed so as not to delay the Project Schedule.
 2. The Architect will not be responsible for ensuring that all required Shop Drawings, Product Data, Samples or similar submittals that are required to be submitted and reviewed under the Contract Documents are submitted by the Contractor. Submissions of Shop Drawings, Product Data, Samples or similar submittals are the Contractor's sole responsibility. Delays associated with the contractor's failure to provide the required submittals are the Contractors responsibility.
 3. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 4. Initial Submittal Schedule: Submit concurrently with startup construction schedule. Include submittals required during the first 30 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 5. Final Submittal Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule as required to reflect changes in current status and timing for submittals.
 6. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal Category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's final release or approval.
 - g. Scheduled dates for purchasing.

- h. Scheduled date of fabrication.
- i. Scheduled dates for installation.

1.05 SUBMITTAL IDENTIFICATION

- A. Submittal Cover Sheet: Attach one cover sheet for each product, shop drawing or sample. DO NOT combine submittals together with one cover sheet for multiple items. They will not be reviewed.
- B. Submittal Information: Include the following information in each submittal. Use the submittal cover form found in specification section 00 6000 Project Forms. An electronic form can be sent to the contractor upon request
 - 1. Contractor, Address, Phone/fax and or Email
 - 2. Contractors Submittal Number.
 - 3. Architects Project Number.
 - 4. Project Name (if not filled in by the Architect)
 - 5. Type of submittal being sent (select box)
 - 6. Product Identification including the following: Provide one submittal cover sheet for each product within a specification section
 - a. Specification Section Number
 - b. Contract Drawing Number
 - c. Product Name
 - d. Specification Reference: Part/Paragraph
 - e. Detail Reference
 - f. Manufacturer
 - 7. Contractors Approval: The contractor must acknowledge that they have reviewed the submittal for conformance with the Contract Documents and must sign and date the approval.
 - 8. Deviation from the Contract Documents: Where the submittal may not meet all of the requirements of the specified item. The contractor must indicate how the submitted item differs from the specified item.
 - 9. Contractor Comments: Any additional comments by the contractor should be indicated in this space. (Provide an attachment sheet for any other information required that will not fit on the cover sheet.)
- C. Deviations and Additional Information: On each individual submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information, revisions, line by line comparison and other information requested by Architect. Indicate by highlighting on each submittal or noting on attached separate sheet. Identify options requiring selection by Architect.
- D. File Naming (for uploading): Each submittal or shop drawing file uploaded to the project on the Autodesk Construction Cloud, shall have in the file name, the specification section number followed by the submittal number, the submittal abbreviation and the specification section name. For re-submissions an R1 would be added following submittal number. The file name must include the following information:

Example:

081416	001	PD	Flush Wood Door
Spec Section	Submittal No.	Submittal Abbrev	Specification Name

File to Read: 081416-001 PD - Flush Wood Doors

Re-submission to Read: 081416-001-R1-Flush Wood Doors

Submittal Abbr. required to be used in the file name on submittals are as follows:

CD	Coordination Drawings
CERT	Certifications
CLC	Calculations
DD	Design Data
EJ	Engineer's Judgement
LEED	LEED or PD/LEED
O&M	Operation and Maintenance Manuals
PD	Product Data
PHOTO	Photo
QD	Qualification Data
RPT	Report
SAMP	Sample
SCH	Schedule
SEL	Make a Selection
SD	Shop Drawing(s)
STDY	Study
TR	Test Results
WAR	Warranty

- E. When uploading submittals or RFI's to the Autodesk Construction Cloud, complete the online transmittal. The information required is derived from the contractor's submittal cover sheet or RFI. Instructions using the Autodesk Construction Cloud are available from CPL. These instructions can be emailed to the contractor.

1.06 SUBMITTAL DATA AND TESTING REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment. Each product within a specification section shall have a separate submittal cover.
1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable. Send full submittals for each product. **Partial submittals will not be reviewed until all required submittal information is received. The architect will not be responsible for project delays due to the contractor's failure to submit the required submittal information in a complete package.**
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.

- f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 - 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 - 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.
- B. Shop Drawings: Prepare project-specific information for each shop drawing. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. (unless submittal based on Architect's digital data drawing files is otherwise permitted).
 - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Description any conflicts with other trades.
 - h. Seal and signature of professional engineer if specified.
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
 - 1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package. If samples are delivered with product data, only the samples will be reviewed. The Product Data must be uploaded to the Autodesk Construction Cloud. A duplicate submittal cover sheet is to be uploaded to the Autodesk Construction Cloud as a record of sample delivery.
 - a. The Product Data is to be loaded concurrent with the delivery of samples. Samples may be delivered/given to the Architect. In the remarks column of the transmittal place "given to the Architect"
 - 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 - g. In addition to all hard copy and physical samples submitted, duplicate digital submittal is to be produced for review, record and tracking purposes through Autodesk Construction Cloud. Include same information as above as well as a high resolution, color, digital image of all samples with labeled information clearly visible for each physical sample.

3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - 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.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units, showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Information requirements for each submittal: Where submittal is requiring Schedules, Product Data, Qualification Data, Design Data, Certificates and Tests use the following protocol.
1. Schedules: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 2. Product Data. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 - a. Manufacturer and product name, and model number if applicable.
 - b. Number and name of room or space.
 - c. Location within room or space.
 3. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
 4. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
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5. Certificates:
 - a. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 - b. Insert definition of Contractor certificates here if required by individual Specification Sections. See the Evaluations.
 - c. Installer Certificates: Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 - d. Manufacturer Certificates: Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 - e. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
 - f. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
 - g. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.
 - h. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 - i. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 - j. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 - k. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
6. Test and Research Reports:
 - a. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
 - b. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
 - c. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 - d. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

- e. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
 - f. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 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.
- E. Submit the following submittals: Within 15 days of contract award.
- 1. Submittal Schedule including dates of anticipated review and approval.
 - a. **No submittals will be reviewed without an approved Submittal Schedule in place.**
 - 2. Subcontractor 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:
 - a. Name, address, telephone number and email address of entities performing subcontract or supplying products.
 - b. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Contractor's Construction Schedule: Comply with requirements specified in Section 013200 "Construction Progress Documentation."
 - 4. Schedule of Values: Comply with requirements specified in Section 01 2900 "Payment Procedures."
- F. Submit within the first 30 days after Contract Award
- 1. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 01 4329 "Special Inspections."
 - 2. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 - 3. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- G. Submit Field Test Reports during construction within 15 days of the testing date and as follows:
- 1. Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- H. Submit a minimum 30 days prior to Project Closeout:
- 1. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."
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2. Maintenance Data: Comply with requirements specified in Division 01 Section 017823 "Operation and Maintenance Data."

1.07 SUBMITTAL PROCESSING

- A. Processing Time: Allow time for submittal review, including time for re-submittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including re-submittals.
- B. The architect will not be responsible for project delays due to the contractor's failure to submit the required submittal information in time to allow for review based on the stipulated review time and to meet the project schedule.
- C. Initial Review: Allow 10 Calendar days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
- D. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
- E. Re-submittal Review: Allow 10 Calendar days for review of each re-submittal.
- F. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 Calendar days for initial review of each submittal.
- G. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 Calendar days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
- H. Where submittal are required to be approved that are part of an assembly or for items such as finishes where color selections are required. The submittal will be retained until all of the information related to these systems and color selections is provided and accepted.
- I. Products with multiple submittals may be held until all necessary information has been submitted for architect to make a complete review. Submittals dependent on coordinating information from related or dependent products; or products with critical interface with other products may be held until all information is submitted for architect to make a complete review and coordinate all required information. (example door frames will not be reviewed without door hardware)
- J. 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 reviewed notation from Architect's and Construction Manager's action stamp.
- K. 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.

1.08 SUBMITTAL PROCEDURES

- A. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- B. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- C. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- D. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- E. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- F. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- G. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- H. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- I. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 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.
- J. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."
- K. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- L. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

- M. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- N. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."
- O. Design Data: Prepare and submit 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.

1.09 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. Contractors Approval: Provide Contractor's approval signature and date on the Submittal Cover sheet certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

1.10 ARCHITECT'S ACTION

- A. Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will respond to each submittal indicating one of the following actions required:
 - 1. **No Exceptions Taken:** Architect takes no exception to the submittal. This part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
 - 2. **Furnish as Corrected:** No exceptions taken except what is identified by the Architect. The part of 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 acceptance will depend on that compliance. Furnish any additional related information as requested.
 - 3. **Revise and Re-Submit:** Revise the submittal based on the Architects comments and resubmit the submittal. Do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
 - a. Do not permit submittals marked "Revise and Resubmit" to be used at the Project Site, or elsewhere where Work is in progress.
 - 4. **Rejected:** The submittal is rejected. See Architects comments on why submittal was rejected.
 - a. Submittal has not been reviewed by the Contractor and so noted.
 - b. Submittal has been prepared without due regard for information called for or logically implied by the Contract Documents.
 - c. Information is not sufficiently complete or accurate to verify that work represented is in accordance with the Contract Documents.
 - d. Do not permit submittals marked "Rejected" to be used at the Project Site, or elsewhere where Work is in progress.
 - 5. **No Action Taken:** The submittal is not required and will not be reviewed.

- B. Submittals by Autodesk Construction Cloud: Architect and Construction Manager will indicate, on Autodesk Construction Cloud, the appropriate action.
- C. Informational Submittals: Architect will review each submittal and will not return it or will return it if it does not comply with requirements. The Architects action will be noted in the Autodesk Construction Cloud.
- D. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect. The Architects action will be noted in the Autodesk Construction Cloud and noted as a partial review until a full submittal can be received.
- E. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for re-submittal without review.
- F. Submittals not required by the Contract Documents will not be reviewed and will receive no action.

PART 2 PRODUCTS (NOT USED)**PART 3 EXECUTION (NOT USED)****END OF SECTION 013300**

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**SECTION 015001
TEMPORARY FACILITIES & CONTROLS-MULTIPLE PRIME CONTRACTS**

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection for Multiple Prime Contract projects.
- B. Temporary utilities include, but are not limited to, the following:
 - 1. Water service and distribution.
 - 2. Temporary electric power and light.
 - 3. Ventilation and Humidity Control
 - 4. Telephone service.
 - 5. Sanitary facilities, including drinking water.
 - 6. Storm and sanitary sewer.
- C. Support facilities include, but are not limited to, the following:
 - 1. Field offices and storage containers.
 - 2. Temporary roads and paving.
 - 3. Dewatering facilities and drains.
 - 4. Temporary partitions and enclosures.
 - 5. Hoists and temporary elevator use.
 - 6. Temporary project identification sign and project signage.
 - 7. Waste disposal services and dumpsters.
 - 8. Construction aids and miscellaneous services and facilities.
- D. Security and protection facilities include, but are not limited to, the following:
 - 1. Temporary fire protection.
 - 2. Barricades, warning signs, and lights.
 - 3. Environmental protection.
 - 4. Tree and plant protection.
 - 5. Security enclosure and lockup.
 - 6. Temporary enclosures.
 - 7. Temporary partitions.
 - 8. Sidewalk Bridge for maintaining legal exits.
 - 9. Enclosure fence for the work site.
 - 10. Environmental Protection
- E. Related Sections:
 - 1. Division 01 Section "Summary" for work restrictions and limitations on utility interruptions.

1.02 INFORMATIONAL SUBMITTALS

- A. Temporary Utilities: Each prime contractor shall submit reports of tests, inspections, meter readings, and similar procedures performed on temporary utilities.
- B. Implementation and Termination Schedule: Within 15 days of the date established for submittal of the Contractor's Construction Schedule, each prime contractor shall submit a schedule indicating implementation and termination of each temporary utility for which the Contractor is responsible.

- C. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.
- D. Erosion- and Sedimentation-Control Plan: Show compliance with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent
- E. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- F. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage, including delivery, handling, and storage provisions for materials subject to water absorption or water damage, discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water damaged Work.
 - 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.
- G. Dust-Control and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust-control 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 the work.
 - 2. HVAC system isolation schematic drawing.
 - 3. Location of proposed air filtration system discharge.
 - 4. Other dust-control measures.
 - 5. Waste management plan.
- H. Accessible Temporary Egress: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.03 DEFINITIONS

- A. Temporary Enclosure: As determined by Architect, temporary roofing is complete, insulated, all exterior wall openings are closed with temporary closures.
- B. Permanent Enclosure: As determined by Architect, permanent roofing is complete, insulated, and weather tight; exterior walls are insulated and weather tight; and all openings are closed with permanent construction or substantial temporary closures.
- C. Temporary Facilities: Construction, fixtures, fittings, and other built items required to accomplish the work but which are not incorporated into the finished work.
- D. Temporary Utilities: A type of temporary facility, primary sources of electric power, water, natural gas supply, etc., obtained from public utilities, other main distribution systems, or temporary sources constructed for the project, but not including the fixtures and equipment served.

- E. Temporary Services: Activities required during construction, which do not directly accomplish the work.

1.04 QUALITY ASSURANCE

- A. Regulations: The contractor shall comply with industry standards and with applicable laws and regulations of authorities having jurisdiction including, but not limited to, the following:
1. Building code requirements.
 2. Health and safety regulations.
 3. Utility company regulations.
 4. Police, fire department and rescue squad rules.
 5. Environmental protection regulations.
- B. Standards: The Contractor shall comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities."
- C. Trade Jurisdictions: Assigned responsibilities for installation and operation of temporary utilities are not intended to interfere with the normal application of trade regulations and union jurisdictions.
- D. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.05 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.
1. 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.
 2. 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.
 3. Gas Service from Existing System: Gas Service 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.
- B. Other entities using temporary services and facilities include, but are not limited to, the following:
1. Other nonprime contractors.
 2. The Owner's work forces.
 3. Occupants of the Project.
 4. The Architect.
 5. Testing agencies.
 6. Personnel of government agencies.

1.06 PROJECT CONDITIONS

- A. Temporary Utilities: Each prime contractor shall prepare a schedule indicating dates for implementation and termination of each temporary utility for which the Contractor is responsible. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary service to use of permanent service.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Relocate temporary services and facilities as the Work progresses. Do not overload facilities or permit them to interfere with progress. Take necessary fire-prevention measures. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on-site.
- C. Temporary Use of Permanent Facilities: If the Owner permits temporary use of the permanent facilities the Installer of each permanent service shall assume responsibility for its operation, maintenance, and protection during use as a construction facility prior to the Owner's acceptance, regardless of previously assigned responsibilities.

1.07 DIVISION OF RESPONSIBILITIES

- A. General: These Specifications assign each prime contractor specific responsibilities for providing certain temporary facilities used by other prime contractors and other entities at the site. The Contractor for General Construction is responsible for providing temporary facilities and controls that are not normal construction activities of other prime contractors and are not specifically assigned otherwise by this specification.
- B. EACH PRIME CONTRACTOR is responsible for the following:
 - 1. Installation, operation, maintenance, and removal of each temporary facility usually considered as its own normal construction activity, as well as the costs and use charges associated with each facility.
 - 2. Plug-in electric power cords and extension cords, supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
 - 3. Its own field office complete with necessary furniture, utilities, and telephone service.
 - 4. Its own storage containers for tools and storage of materials not incorporated into the building construction.
 - 5. Dewatering for their own construction operations.
 - 6. Temporary heat, ventilation, humidity control, and enclosure of the building prior to "Permanent Enclosure" where these facilities are necessary for its construction activity to protect the work, but have not yet been completed by the responsible prime contractor.
 - a. Temporary ventilation to control temperature and humidity is required by the Contractor responsible for installing the specified finish and equipment as these finishes may be damaged by excessive humidity or promote the growth of mold. The permanent HVAC system shall not be relied upon to provide the necessary ventilation or conditioning of the humidity in the building. Each Contractor is required to protect their work in place and provide the necessary ventilation and or humidity control.
 - 7. Temporary Generator if electrical power is not been installed to the site.
 - 8. Collection and disposal of its own hazardous, dangerous, unsanitary, or other harmful waste material.
 - 9. Collection of its waste material and transporting to a dumpster.
 - 10. Secure lockup of its own tools, materials, and equipment.

11. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.
- C. The **Contractor for General Construction** is responsible for the following:
1. Barricades, warning signs, and lights.
 2. General disposal of wastes and spoil from the site areas.
 3. Site Enclosure fence as indicated on logistics plan provided by GC.
 4. Snow and ice removal from all site construction areas.
 5. Containerized tap dispenser drinking-water with paper cup supply
 6. Barricades, warning signs, and lights related to the building work
 7. Temporary safety railings and stairs.
 8. Temporary toilets, including disposable supplies.
 9. Temporary wash facilities, including disposable supplies.
 10. Temporary enclosure of the building's roof windows and doors. Prior to "Permanent Enclosure"
 11. Temporary Ventilation and Humidity Control: Provide temporary ventilation in areas of confined space. Provide Dehumidification units where required upon building enclosure to protect installed finishes and moisture sensitive building materials.
 12. Temporary partitions indicated on drawings or specifically called for in specifications, required for project phasing or necessary to perform the work.
 13. General disposal of wastes for all prime contracts from the new and renovated building areas including costs for dumpsters.
 14. Building exit bridges and fences.
 15. Security enclosure and lockup.
 16. Directional signage and safety signage.
 17. GC to provide a site logistics plan to the construction manager for approval.
- D. The **Plumbing Contractor** is responsible for the following:
1. Piped temporary water service from 5" ft. outside the building to a point inside the building
 2. Temporary gas service to building heating units after temporary or permanent enclosure.
 3. Temporary piping for roof drains not permanently connected
 4. Temporary sewers and drainage from 5" ft. outside the building to a point inside the building
- E. The **Mechanical/ HVAC Contractor** is responsible for the following:
1. Temporary Heat after "Permanent Enclosure" where the permanent heating system is not ready for use or cannot be used.
- F. The **Electrical Contractor** is responsible for the following:
1. Temporary electric power service and branch distribution.
 2. Temporary generator. To keep portions of the building in service during power shutdowns or replacement of main services.
 3. Temporary lighting.
 4. Electric Power Service: With the exception of the project office trailers at the Site, use electric power from the Owner's existing system without metering and without payment of use charges.

PART 2 PRODUCTS**2.01 MATERIALS**

- A. General: Each prime contractor shall provide new materials. If acceptable to the Architect, undamaged, previously used materials in serviceable condition may be used. Provide materials suitable for use intended.
- B. Lumber and Plywood: Comply with requirements in Division 6 Section "Rough Carpentry."
 - 1. For job-built sheds within the construction area, provide UL-labeled, fire-treated lumber and plywood for framing, sheathing, and siding.
 - 2. For safety barriers, sidewalk bridges, and similar uses, provide minimum 5/8-inch- thick exterior plywood.
- C. Gypsum Wallboard: Provide 5/8 type x gypsum wallboard on interior walls of temporary offices or temporary partitions.
- D. Roofing Materials: Provide UL Class A standard-weight asphalt shingles or UL Class C mineral-surfaced roll roofing on roofs of job-built temporary offices, shops, and sheds.
- E. Tarpaulins: Provide waterproof, fire-resistant, UL-labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures, provide translucent, nylon-reinforced, laminated polyethylene or polyvinyl chloride, fire-retardant tarpaulins.
- F. 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.
- G. Dust-Control Adhesive-Surface Walk-off Mats: Provide mats minimum 36 by 60 inches.
- H. 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.
- I. Water: Provide potable water approved by local health authorities.
- J. Portable 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 and bottom rails. Provide galvanized steel bases for supporting posts.

2.02 EQUIPMENT

- A. General: Each prime contractor shall provide new equipment. If acceptable to the Architect, undamaged, previously used equipment in serviceable condition may be used. Provide equipment suitable for use intended.
- B. Water Hoses: Provide 3/4-inch heavy-duty, abrasion-resistant, flexible rubber hoses 100 feet long, with pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable shutoff nozzles at hose discharge.
- C. Electrical Outlets: Provide properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button, and pilot light for connection of power tools and equipment.
- D. Electrical Power Cords: Provide grounded extension cords. Use hard-service cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.

- E. Lamps and Light Fixtures: Provide general service incandescent lamps of wattage required for adequate illumination. Provide guard cages or tempered-glass enclosures, where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- F. Temporary Toilet Units: The General Contractor shall provide self-contained, single-occupant toilet units of the chemical, aerated recirculation, or combustion type. Provide units properly vented and fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- G. Fire Extinguishers: Each prime contractor will provide hand-carried, portable, UL-rated; Class A fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC, dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for the exposures.
 - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

2.03 TEMPORARY SUPPORT FACILITIES

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Temporary Field Offices: Each prime contractor shall provide its own prefabricated or mobile units or similar job-built construction with lockable entrances, operable windows, and serviceable finishes. Provide heated and air-conditioned units on foundations adequate for normal loading.
- 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.

2.04 TEMPORARY UTILITIES

- A. Temporary Sewer Service: The Contract for General Construction work is responsible for temporary sewer service until the permanent services are installed.
 - 1. This work includes but is not limited to excavation and backfill, holding tanks, freeze protection, disinfection and coordination with the sewer purveyor.]
- B. Temporary Water Service: The Contract for Plumbing work is responsible for temporary water service to the building until the permanent services are installed.
 - 1. This work includes but is not limited to excavation and backfill, tapping sleeves, temporary metering, freeze protection, disinfection and coordination with the water purveyor.
- C. Temporary Gas Service: The Contract for Plumbing work is responsible for temporary gas service to the building until the permanent services are installed.
 - 1. This work includes but is not limited to excavation and backfill, temporary metering, and coordination with the gas purveyor.
- D. Temporary Electric Service: The Contract for Electric work is responsible for temporary electric service to the building until the permanent services are installed.
 - 1. This work includes but is not limited to temporary utility poles, temporary metering, weather protected temporary panel with disconnect and coordination with the electric purveyor.
- E. Telephone Service: Each contractor is responsible for his or her own telephone service.
 - 1. Provide at least one telephone at each site with answering machine.

- a. Display construction-related phone numbers at each phone.
 - 1) Fire emergency number.
 - 2) Rescue emergency number.
 - 3) Physician.
 - 4) Prime Contractors' home offices.
 - 5) Owner's representative.
 - 6) Architect's representative
2. Equip each project superintendent/ foremen with a cellular telephone. This person shall be able to receive emergency calls 24 hrs. a day, 7 days a week.

PART 3 EXECUTION**3.01 INSTALLATION**

- A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Each prime contractor shall provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.02 TEMPORARY UTILITY INSTALLATION

- A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where the company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with company recommendations.
 1. Arrange with the company and existing users for a time when service can be interrupted, if necessary, to make connections for temporary services.
 2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
 3. Obtain easements to bring temporary utilities to the site where the Owner's easements cannot be used for that purpose.
 - B. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
 - C. The contractor shall provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
 - D. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
 1. Connect temporary sewers to municipal system as directed by authorities having jurisdiction.
 - E. Sewers and Drainage: If sewers are available, provide temporary connections to remove effluent that can be discharged.
 1. Filter out excessive amounts of soil, construction debris, chemicals, oils, and similar contaminants that might clog sewers or pollute waterways before discharge.
 2. Connect temporary sewers to the municipal system as directed by sewer department officials.
 3. Maintain temporary sewers and drainage facilities in a clean, sanitary condition. Following heavy use, restore normal conditions promptly.
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- F. Sanitary Facilities: The General Contractor will provide temporary toilets for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
 - 1. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Use of pit-type privies will not be permitted.
 - 2. Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide covered waste containers for used material.
- G. 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.
- H. Water Service: The Plumbing Contractor will install water service and distribution piping of sizes and pressures adequate for construction to the building until permanent water service is in use.
 - 1. Install water service and distribution piping of sizes and pressures adequate for construction and hose bibs on site as to provide service to all areas of construction activities as directed by the Architect, as required throughout the construction period.
 - 2. Sterilization: Sterilize temporary water piping prior to use.
- I. Drinking-Water Facilities: Each Contractor shall provide containerized, tap-dispenser, drinking-water units, including paper cup supply.
- J. Temporary Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
 - 1. Connect temporary service to Owner's existing power source, as directed by Owner.
- K. Temporary Electric Power Service: The Electrical Contractor will provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics at each building addition and maintain them during construction period. Include overload-protected disconnects, automatic ground-fault interrupters.
 - 1. Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
 - 2. Install electric power service underground, except where overhead service must be used.
 - 3. Power Distribution System: Install wiring overhead and rise vertically where least exposed to damage. Where permitted, wiring circuits not exceeding 125 V, ac 20 ampere rating, and lighting circuits may be nonmetallic-sheathed cable where overhead and exposed for surveillance.
 - 4. The Electrical Contractor will provide temporary power in the areas of renovation where the existing receptacles have been removed and the proximity to power source exceeds 50'.
 - 5. The Electrical Contractor will provide temporary engine generator sufficient to meet the demands of the construction work in progress when power has been temporarily disconnected or is required to keep existing building in operation during main electrical service work.
 - 6. Temporary Lighting: The Electrical Contractor will install and operate temporary lighting that will fulfill security and protection requirements without operating the entire system. Provide temporary lighting that will provide adequate illumination for construction operations and traffic conditions.
 - a. When an overhead floor or roof deck has been installed, The Electrical Contractor will provide temporary lighting with local switching.

- b. Security lighting for building exteriors shall be continuously operational and maintained.
 - c. Temporary lighting shall be maintained in accordance with OSHA standards for power and foot candle levels in all areas while workers occupy the space
 - d. The Electrical Contractor will provide temporary lighting in the areas of renovation where the existing fixtures have been removed and the new lighting has not been installed
- 7. Temporary heat provided shall be sufficient to maintain all areas of new, fully enclosed construction (and renovated areas of existing construction that, due to construction, are temporarily without permanent heat), including concealed ceiling or chase spaces, to a minimum 50 degrees F, 24 hours a day, in winter weather as cold as 15 degrees F outside.
- 8. Temporary heat must be installed, operated, maintained, and dismantled in a safe, legal manner.
- 9. Provide adequate ventilation as required by Codes and labor laws in all areas of Project limits as part of the work of this Section.
- L. Ventilation and Humidity Control: The General Contractor will 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.
- M. Temporary Telephones: Each prime contractor will provide temporary telephone service with answering machine or require Project Superintendents / Forman to carry cellular phones. The telephones shall be provided throughout the construction period for all personnel engaged in construction activities.
- N. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
 - 1. Prior to commencing work, The Mechanical/ HVAC Contractor will isolate the HVAC system in area where work is to be performed in accordance with approved coordination drawings.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
 - b. The General Contractor will 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. The General Contractor will 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. Each Contractor will perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.

3.03 SUPPORT FACILITIES INSTALLATION

- A. Each prime contractor will locate field offices, storage trailers, sanitary facilities, and other temporary construction and support facilities for easy access.

1. Maintain support facilities until near Substantial Completion. Remove prior to Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to the Owner.
2. Plan for locations of storage trailers shall be provided by the GC. Plan must be coordinated and approved with the District before staging area is set up.
- B. Storage trailers/ containers: Each prime contractor will install storage containers equipped to accommodate materials and equipment involved. Storage trailers are to be located at each site in the designated staging areas located on the phasing plans.
- C. Temporary Roads and Parking areas: Unless otherwise noted on the drawings, the General Contractor will construct and maintain temporary roads and parking areas to support the indicated loading adequately and to withstand exposure to traffic during the construction period. Locate temporary roads, storage areas, as indicated on the Phasing Plans.
 1. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas in same location as permanent roads and paved areas. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.
 2. Temporary Roads and Parking areas: Use granular materials that will support the intended loading and traffic and maintain the areas throughout the construction period.
 3. Install temporary paving to minimize the need to rework the installations and result in permanent roads and paved areas without damage or deterioration when occupied by the Owner.
 4. Extend temporary roads in and around the construction area as necessary to accommodate delivery and storage of materials, equipment usage, administration, and supervision.
- 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. Temporary Parking: Parking at most sites is limited to the staging areas and the areas adjacent the new building. Parking on the street or in owners designated lots is prohibited.
- F. Temporary Parking/Staging and Access Roads
 1. Construction parking will not be allowed adjacent to the construction site.
 - a. See site plan for construction parking
 2. The General Contractor will provide access for suitable parking areas. Re-grade and re-seed store any areas disturbed by parking/ staging.
 - a. Parking Areas: Includes contractors' employees and construction vehicle parking. Minimum of 6-inch reference Item. #304.3 course.
 - b. Access Roads: Includes access roads for delivery through staging area to building work areas, and to equipment and storage areas and sheds. Minimum of 10-feet wide, 9-inch reference Item. #304.3 course.
 - c. Temporary parking by construction personnel shall be allowed only in areas so designated. Owner does not have space for construction parking in existing parking lots or roadways and will subsequently have vehicles in violation of parking prohibitions towed from site and back-charged with all fees to the Contractor.
 3. Traffic Regulations:
 - a. Access through Owner's entrances shall be limited
 - b. Utilize only entrances/temporary roads as designated

- c. Maintain all site traffic regulations.
- G. Dewatering Facilities and Drains: Each Contractor will comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
 - 1. The General Contractor will dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties nor endanger permanent Work or temporary facilities.
 - 2. The General Contractor will remove snow and ice as required to minimize accumulations.
- H. Collection and Disposal of Waste: Each prime contractor will collect waste from their construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. The owner will enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg F. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly.
- I. The General Construction Contractor will provide waste-collection containers in sizes adequate to handle waste from construction operations. The General Construction Contractor will provide dumpsters at the site for use by all other prime and subcontracts.
 - 1. Exceptions:
 - a. Civil/Site Contractor
 - b. Asbestos Contractor
 - c. Roofing Contractor
 - 2. Comply with requirements of authorities having jurisdiction. Comply with Division 01 Section "Execution" for progress cleaning requirements.
- J. Stairs: General Construction Contractor will provide temporary stairs in areas of new construction until permanent stairs are available. Provide temporary stairs where ladders are not adequate. Cover finished permanent stairs with a protective covering of plywood or similar material so finishes will be undamaged at the time of acceptance.
- K. Existing Stair Usage: Use of Owner's existing stairs will be permitted, as long as 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, despite such protection, stairs become damaged, restore damaged areas so no evidence remains of correction work.
- L. Temporary Lifts and Hoists: Each prime contractor will provide facilities for hoisting materials.
- M. Existing Elevator Use: Use of Owner's existing elevators will be permitted, provided elevators are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore elevators to condition existing before initial use, including replacing worn cables, guide shoes, and similar items of limited life.
 - 1. Do not load elevators beyond their rated weight capacity.
 - 2. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevator car and entrance doors and frame. If, despite such protection, elevators become damaged, engage elevator Installer to restore damaged work so no evidence remains of correction work. Return items that cannot be refinished in field to the shop, make required repairs and refinish entire unit, or provide new units as required.

3.04 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Temporary Facility Changeover: Except for using permanent fire protection as soon as available, do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion, or longer, as requested by the Architect.
- B. Protection of Existing Facilities: Each contractor will 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.
- C. Environmental Protection: Each contractor will 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.. Avoid using tools and equipment that produce harmful noise. Restrict use of noise-making tools and equipment to hours that will minimize complaints from persons or firms near the site.
 - 1. Comply with work restrictions specified in Division 01 Section "Summary."
- D. Temporary Erosion and Sedimentation Control: The General and Electrical Contractor will provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to authorities having jurisdiction .
 - 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant- protection zones.
 - 2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
 - 3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from the project site during the course of the project.
 - 4. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
- E. Stormwater Control: The General Contractor will 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.
- F. Temporary Site Lighting: The Electrical Contractor Install exterior yard and sign lights so signs are visible when Work is being performed.
- G. Enclosure Fence: The General Construction Contractor when excavation begins will install an enclosure fence with lockable entrance gates. Install in a manner that will prevent the public and animals from easily entering the site, except by the entrance gates.
 - 1. Provide open-mesh, 6' high chain link fence with posts.
 - 2. Extent of Fence:
 - a. GC to provide logistics plan to construction manager for approval.
 - 3. Provide min. 2 double swing access gates and man gates. Each gate is to have a chain and padlock.
 - 4. Provide (2) keys for each lock to the District Representative .
 - 5. Remove fence upon completion of all exterior activities or sooner if directed by District Representative

- H. Pest Control: The General Contractor shall 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. Obtain extended warranty for Owner. Perform control operations lawfully, using environmentally safe materials.
- I. Barricades, Warning Signs, and Lights: The General Contractor will comply with standards and code requirements for erecting structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed, provide lighting, including flashing red or amber lights.
- J. Project Identification and Temporary Signs : The General Contractor will prepare 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.
 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. Support on posts or framing of preservative-treated wood or steel.
 - a. Size: 4-feet by 8-feet by 3/4-inch thick.
 4. Paint sign panel and applied graphics with exterior-grade alkyd gloss enamel over exterior primer.
 5. See sample sign following this section.
- K. Temporary Signs: The General Contractor will prepare signs to provide directional information to construction personnel and visitors for each site. Unauthorized signs are not permitted.
1. For construction traffic control/flow at entrances/exits, as designated by the Owner.
 2. For warning signs as required
 3. Per OSHA standards as necessary
 4. For trailer identification
 5. For "No Smoking" safe work site at multiple locations.
- L. Temporary Egress: The General Contractor will maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.
- M. Temporary Enclosures: Each prime contractor will provide temporary enclosure for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities.
1. Where heat is needed and the "Permanent Enclosure" is not complete, the contractor responsible for the work will provide temporary enclosures where there is no other provision for containment of heat. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
 2. Install tarpaulins securely, with incombustible wood framing and other materials. Close openings of 25 sq. ft. or less with plywood or similar materials.
 3. Close openings through floor or roof decks and horizontal surfaces with load-bearing, wood-framed construction.
 4. Where temporary wood or plywood enclosure exceeds 100 sq. ft. in area, use UL labeled, fire-retardant-treated material for framing and main sheathing.

5. Temporary closures for specific openings for the contractor to perform their work are the responsibility of Contractor creating the opening and shall be installed to protect building from exterior elements.
- N. Temporary Partitions: General Construction Contractor will provide floor-to-ceiling dustproof partitions to limit dust, dirt migration, fumes and noise to separate areas occupied by the Owner.
1. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side, and fire-retardant plywood on construction operations side.
 2. Construct dustproof partitions with 2 layers of 3-mil polyethylene sheet on each side. Cover floor with 2 layers of 3-mil polyethylene sheet, extending sheets 18 inches up the sidewalls. Overlap and tape full length of joints. Cover floor with fire-retardant plywood.
 - a. Construct vestibule and airlock at each entrance through temporary partition with not less than 48 inches between doors. Maintain water-dampened foot mats in vestibule.
 3. Insulate partitions to provide noise protection to occupied areas.
 4. Seal joints and perimeter. Equip partitions with dustproof doors and security locks.
 5. Protect air-handling equipment.
 6. Weather strip openings.
 7. Provide walk-off mats at each entrance through temporary partition.
- O. Temporary Fire Protection: Each prime contractor until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10, "Standard for Portable Fire Extinguishers," and NFPA 241, "Standard for Safeguarding Construction, Alterations, and Demolition Operations."
1. 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.
 2. Prohibit smoking in construction areas.
 3. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one extinguisher on each floor at or near each usable stairwell.
 4. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for fighting fires. Prohibit smoking in hazardous fire-exposure areas.
 5. Store combustible materials in containers in fire-safe locations
 6. Provide supervision of welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
- P. Security Enclosure and Lockup: The General Construction Contractor will install substantial temporary enclosure of partially completed areas of construction. Provide temporary doors and locking entrances to prevent unauthorized entrance, vandalism, theft and similar violations of security.
1. Storage: Each prime contractor is responsible at for their materials and equipment to be stored, and are of value or attractive for theft, provide a secure lockup. Coordinate work in connection with the installation and control release of material to minimize the opportunity for theft and vandalism.

3.05 MOISTURE AND MOLD CONTROL

- A. Contractor's Moisture-Protection Plan: Each Contractor is to 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 Permanent 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 permanent 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. HVAC/Mechanical Contractor is to provide temporary dehumidification and ventilation until the building systems are operational and the spaces are substantially completed.
 - 4. 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 daily readings over a forty-eight hour period. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
 - c. Remove materials that can not be completely restored to their manufactured moisture level in 48 hours.

3.06 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.
- B. Maintenance: Maintain facilities and good operating condition until removal. Protect from damage by freezing temperatures and similar elements.
 - 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.

2. Protection: Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- 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: Unless the Architect requests that it be maintained longer each prime contractor will remove each temporary facility when the need has ended, when 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 the 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 the property of each prime contractor.
 2. The **General** Contractor will remove temporary paving not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil in the area. 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 the temporary entrances, as required by the governing authority. The General Construction Contractor will remove any temporary paving that was noted as General Contractor on the phasing drawings or installed to execute the work.
- F. At Substantial Completion: Each prime contractor shall repair, renovate, and clean permanent facilities related to their contract used during construction period. Comply with final cleaning requirements specified in Division 01 Section "Closeout Procedures."

END OF SECTION 015001

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**SECTION 061000
ROUGH CARPENTRY**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Roofing nailers.
- B. Preservative treated wood materials.
- C. Fire retardant treated wood materials.
- D. Concealed wood blocking, nailers, and supports.

1.02 REFERENCE STANDARDS

- A. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2016a.
- B. ASTM D2898 - Standard Practice for Accelerated Weathering of Fire-Retardant-Treated Wood for Fire Testing; 2010 (Reapproved 2017).
- C. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2020.
- D. AWPA U1 - Use Category System: User Specification for Treated Wood; 2021.
- E. PS 20 - American Softwood Lumber Standard; 2021.

1.03 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittal procedures.
- B. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.
 - 1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used and net amount of preservative retained.
 - 2. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Include physical properties of treated materials based on testing by a qualified independent testing agency.
 - 3. For products receiving a waterborne treatment, include statement that moisture content of treated materials was reduced to levels specified before shipment to Project site.

1.04 INFORMATIONAL SUBMITTALS

- A. Material Certificates: For dimension lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the ALSC Board of Review
- B. Evaluation Reports: For the following, from ICC-ES:
 - 1. Wood-preservative-treated wood.
 - 2. Fire-retardant-treated wood.
 - 3. Post-installed anchors.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

- B. Fire Retardant Treated Wood: Prevent exposure to precipitation during shipping, storage, and installation.

1.06 WARRANTY

- A. See Section 017800 - Closeout Submittals for additional warranty requirements.
- B. Correct defective work within a two-year period commencing on Date of Substantial Completion.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
 - 1. If no species is specified, provide species graded by the agency specified; if no grading agency is specified, provide lumber graded by grading agency meeting the specified requirements.
 - 2. Grading Agency: Grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee at www.alsc.org, and who provides grading service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.

2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS

- A. Sizes: Nominal sizes as indicated on drawings, S4S.
- B. Moisture Content: S-dry or MC19.

2.03 ACCESSORIES

- A. Fasteners and Anchors:
 - 1. Metal and Finish: Hot-dipped galvanized steel complying with ASTM A153/A153M for high humidity and preservative-treated wood locations, unfinished steel elsewhere.

2.04 FACTORY WOOD TREATMENT

- A. Treated Lumber and Plywood: Comply with requirements of AWWA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
 - 1. Fire-Retardant Treated Wood: Mark each piece of wood with producer's stamp indicating compliance with specified requirements.
 - 2. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWWA standards.
- B. Fire Retardant Treatment:
 - 1. Manufacturers:
 - a. Lonza Group; ____: www.wolmanizedwood.com/#sle.
 - b. Hoover Treated Wood Products, Inc; ____: www.frtw.com/#sle.
 - c. Koppers, Inc; ____: www.koppersperformancechemicals.com/#sle.
 - d. Substitutions: See Section 016000 - Product Requirements.
 - 2. Exterior Type: AWWA U1, Category UCFB, Commodity Specification H, chemically treated and pressure impregnated; capable of providing a maximum flame spread index of 25 when tested in accordance with ASTM E84, with no evidence of significant combustion when test is extended for an additional 20 minutes both before and after accelerated weathering test performed in accordance with ASTM D2898.

- a. Kiln dry wood after treatment to a maximum moisture content of 19 percent for lumber and 15 percent for plywood.
 - b. Do not use treated wood in direct contact with the ground.
- 3. Interior Type A: AWWPA U1, Use Category UCFA, Commodity Specification H, low temperature (low hygroscopic) type, chemically treated and pressure impregnated; capable of providing a maximum flame spread index of 25 when tested in accordance with ASTM E84, with no evidence of significant combustion when test is extended for an additional 20 minutes.
 - a. Kiln dry wood after treatment to a maximum moisture content of 19 percent for lumber and 15 percent for plywood.
 - b. Interior rough carpentry items are to be fire retardant treated.
 - c. Treat rough carpentry items as indicated .
 - d. Do not use treated wood in applications exposed to weather or where the wood may become wet.
- C. Preservative Treatment:
 - 1. Manufacturers:
 - a. Lonza Group; ____: www.wolmanizedwood.com/#sle.
 - b. Koppers Performance Chemicals, Inc; ____: www.koppersperformancechemicals.com/#sle.
 - c. Substitutions: See Section 016000 - Product Requirements.
 - 2. Preservative Pressure Treatment of Lumber Above Grade: AWWPA U1, Use Category UC3B, Commodity Specification A using waterborne preservative.
 - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
 - b. Treat lumber in contact with roofing, flashing, or waterproofing.
 - c. Treat lumber in contact with masonry or concrete.

PART 3 EXECUTION

3.01 INSTALLATION - GENERAL

- A. Select material sizes to minimize waste.

3.02 BLOCKING, NAILERS, AND SUPPORTS

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
- B. In walls, provide blocking attached to studs as backing and support for wall-mounted items, unless item can be securely fastened to two or more studs or other method of support is explicitly indicated.
- C. Provide the following specific nonstructural framing and blocking:
 - 1. Cabinets and shelf supports.
 - 2. Grab bars.
 - 3. Towel and bath accessories.

3.03 ROOF-RELATED CARPENTRY

- A. Coordinate installation of roofing carpentry with deck construction, framing of roof openings, and roofing assembly installation.

3.04 CLEANING

- A. Waste Disposal: See Section 017419 - Construction Waste Management and Disposal.
 - 1. Comply with applicable regulations.

- 2. Do not burn scrap on project site.
- 3. Do not burn scraps that have been pressure treated.
- 4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or "waste-to-energy" facilities.
- B. Do not leave wood, shavings, sawdust, etc. on the ground or buried in fill.
- C. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION 061000