

TAPS ADMIN & OPERATIONS BUILDING

TEXOMA AREA PARATRANSIT SYSTEM

6104 TEXCOMA PKWY,

SHERMAN, TX 75090



TECHNICAL SPECIFICATIONS

ADDENDUM NO. 1

April 16, 2024

HZ Project R315639.02



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Fort Worth, TX 76102
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SIGNED SHEET

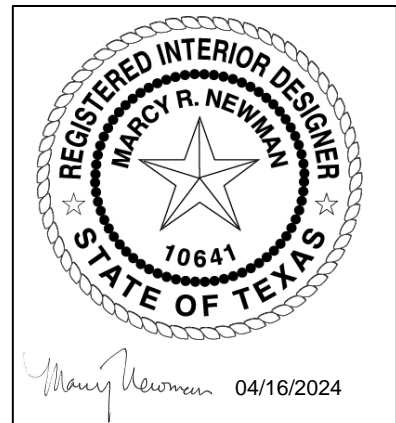
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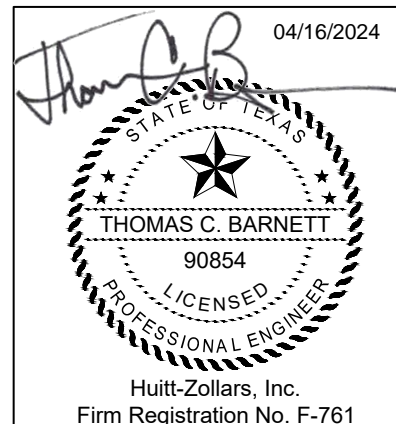
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DOCUMENT 00 31 32 - GEOTECHNICAL DATA

1.1 GEOTECHNICAL DATA

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of Bidders' own investigations. They are made available for Bidders' convenience and information. This Document and its attachments are not part of the Contract Documents.
- B. Because subsurface conditions indicated by the soil borings are a sampling in relation to the entire construction area, and for other reasons, the Owner, the Architect, the Architect's consultants, and the firm reporting the subsurface conditions do not warranty the conditions below the depths of the borings or that the strata logged from the borings are necessarily typical of the entire site. Any party using the information described in the soil borings and geotechnical report shall accept full responsibility for its use.
- C. A geotechnical investigation report for Project, prepared by Amarillo Testing & Engineering, Inc., dated August 8, 2021, is available for viewing as appended to this Document.
 - 1. The opinions expressed in this report are those of a geotechnical engineer and represent interpretations of subsoil conditions, tests, and results of analyses conducted by a geotechnical engineer. Owner is not responsible for interpretations or conclusions drawn from the data.
 - 2. Any party using information described in the geotechnical report shall make additional test borings and conduct other exploratory operations that may be required to determine the character of subsurface materials that may be encountered.

END OF DOCUMENT 00 31 32

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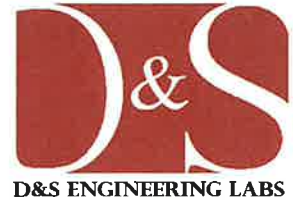
Geotechnical Engineering Report

Texoma Parkway Building Sherman, Texas

October 28, 2022



October 28, 2022



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**GEOTECHNICAL INVESTIGATION
D&S ENGINEERING #G22-2228
TEXOMA PARKWAY BUILDING
SHERMAN, TEXAS**

Mr. Ho,

As requested, D&S Engineering Labs, LLC has completed the Geotechnical Investigation for the above referenced project. This investigation was conducted in accordance with Proposal No. GP22-2228 dated July 22, 2022. Authorization to proceed was received on August 3, 2022.

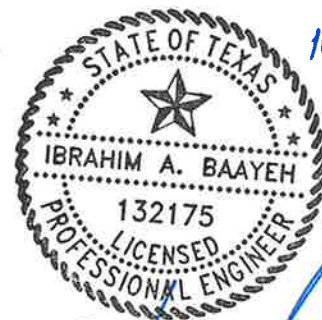
We appreciate the opportunity to provide professional geotechnical engineering services to you. We are available to discuss any questions which may arise regarding this report. Please do not hesitate to call when we can provide any additional services.

Sincerely,

D&S Engineering Labs, LLC

A handwritten signature in blue ink that reads 'Saurav Sinha'.

Saurav Sinha, P.E.
Senior Geotechnical Engineer



A handwritten signature in blue ink that reads 'Ibrahim A. Baayeh'.

Ibrahim A. Baayeh, P.E.
Director of Geotechnical Engineering

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APPENDIX A – BORING LOGS AND SUPPORTING DATA
APPENDIX B – GENERAL DESCRIPTION OF PROCEDURES

**GEOTECHNICAL INVESTIGATION
TEXOMA PARKWAY BUILDING
SHERMAN, TEXAS**

1.0 PROJECT DESCRIPTION

This report presents the results of the geotechnical investigation conducted for the proposed administration building that is to be located at 6104 Texoma Parkway in Sherman, Texas. The project consists of design and construction of an approximately 11,000 sq-ft administration building and associated pavements. We understand that the new building addition will be constructed along the east side of the existing building.

The project site was covered with short, maintained grasses and pavements. Based on visual site observations and available USGS topographic maps, the site appears to slope gently towards the west with an elevation change across the proposed development on the order of about 3 feet. Grading plans were not available at the time of this report; therefore, we anticipate finished grades will be at or near existing grades. Recommended design parameters provided herein should be expected to change should there be significant quantities of cut or fill; therefore, we recommend that this office be permitted to review final grading and design plans prior to construction to confirm and/or revise the conclusions and recommendations provided herein

2.0 PURPOSE AND SCOPE

The purpose of this investigation was to:

- Identify the subsurface stratigraphy and groundwater conditions present at the site.
- Evaluate the physical and engineering properties of the subsurface soil and bedrock strata for use in the geotechnical analyses.
- Provide geotechnical recommendations for use in the design and construction of the proposed structures and related site work.

The scope of this investigation consisted of:

- Drilling and sampling of five (5) soil borings were advanced across the site. Three (3) were advanced within the footprint of the proposed structure area to depths of about 25 feet. Two (2) borings were advanced to depths of about 10 feet within the proposed pavement areas.
- Laboratory testing of selected soil and bedrock samples obtained during the field investigation.
- Preparation of a Geotechnical Report that includes:

- Evaluation of potential soil heave through Potential Vertical Movement (PVM) estimates.
- Recommendations for the design and construction of the foundations.
- Recommendations for pavements and pavement subgrade preparation.
- Recommendations for earthwork.

3.0 FIELD AND LABORATORY INVESTIGATION

3.1 General

The borings were advanced using a truck-mounted drilling rig, equipped with continuous hollow-stem flight augers. Undisturbed samples of cohesive soils and weathered bedrock strata were obtained using 3-inch diameter tube samplers that were advanced into the soils in 1-foot increments by the continuous thrust of a hydraulic ram located on the drilling equipment. After sample extrusion, an estimate of the material stiffness of each cohesive soil sample was obtained in the field using a hand penetrometer.

Subsurface materials were also intermittently tested in-situ using cone penetration tests in order to determine their resistance to penetration. For this test, a 3-inch diameter steel cone is driven by the energy of a 170-pound hammer falling freely from a height of 24 inches and striking an anvil located at the top of the drill string. Depending on the resistance of the soil materials, either the number of blows of the hammer required to provide 12 inches of penetration is recorded (as two increments of 6 inches each), or the inches of penetration of the cone resulting from 100 blows of the hammer are recorded (as two increments of 50 blows each).

All samples obtained were extruded in the field, placed in plastic bags to minimize changes in the natural moisture condition, labeled according to the appropriate boring number and depth, and placed in protective cardboard boxes for transportation to the laboratory. The approximate locations of the borings performed at the site are shown on the boring location map that is included in Appendix A. The specific depths, thicknesses and descriptions of the strata encountered are presented on the individual Boring Log illustrations, which are also included in Appendix A. The approximate surface elevations shown on the boring logs were interpolated from the USGS topview website, which provides spot elevations and contours in 10-foot intervals. Strata boundaries shown on the boring logs are approximate.

3.2 Laboratory Testing

Laboratory tests were performed to identify the relevant engineering characteristics of the subsurface materials encountered and to provide data for developing engineering design parameters. The subsurface materials recovered during the field exploration were initially logged in the field by the drill crew and were later described by a Staff Engineer after the samples arrived in the laboratory. These descriptions

were later refined by a Geotechnical Engineer based on results of the laboratory tests performed. All recovered soil samples were classified and described in part using the Unified Soil Classification System (USCS) and other accepted procedures.

In order to determine soil characteristics and to aid in classifying the soils, classification testing was performed on selected samples as requested by the Geotechnical Engineer. Classification testing was performed in general accordance with the following ASTM testing standards:

- Moisture Content ASTM D2216
- Atterberg Limits ASTM D4318
- Percent of Particles Finer than No 200 Sieve ASTM D1140

Additional tests were performed to aid in evaluating strength, volume change, and chemical characteristics, which consisted of the following:

- Overburden Swells ASTM D4546
- Unconfined Compressive Strength of Soil Samples ASTM D2166
- Soluble Sulfates TEX-145-E

The results of these tests are presented at the corresponding sample depths on the appropriate Boring Log illustrations. The classification tests are described in more detail in Appendix B (General Description of Procedures).

3.2.1 Overburden Swell Tests

Selected samples of the near-surface cohesive soils were subjected to overburden swell tests. For this test, a sample is placed in a consolidometer and is subjected to the estimated in-situ overburden pressure. The sample is then inundated with water and allowed to swell. Moisture contents are determined both before and after completion of the test. Test results are recorded as the percent swell, with initial and final moisture content. The results from overburden swell tests performed indicate a high potential for swell with changes in soil moisture content.

3.2.2 Unconfined Compression Tests

Unconfined compressive strength testing was performed on selected samples of the cohesive soils. These tests were performed in general accordance with ASTM D2166. During each test, a cylindrical specimen is subjected to an axial load that is applied at a constant rate of strain until either failure or a large strain (i.e., greater than 15 percent) occurs. Once the test is completed, the unit weight of the sample is determined based on the moisture content.

3.2.3 Soluble Sulfates

Soluble sulfate tests were performed on representative samples obtained. These results are provided in Appendix A (Boring Logs and Supporting Data). Subgrade materials in some areas of Texas has experienced sulfate-induced heave treatment with calcium-based additives such as lime. In general, a sulfate level less than 3,000 ppm is considered to have an acceptably low potential for sulfate induced heaving. The result of the sulfate test performed on representative near-surface soil sample from test boring in this study indicate values of about 100 ppm, and thus should be considered to pose a minimal risk of sulfate-induced heaving after lime treatment. However, additional sulfate testing is recommended to be performed prior to construction for the subgrade to receive lime treatment.

4.0 SITE CONDITIONS

4.1 Stratigraphy

Based upon a review of the recovered samples, as well as the Geologic Atlas of Texas, Sherman Sheet, this site is in an area characterized by soil and bedrock strata associated with the Eagle Ford Formation. The Eagle Ford Formation is typically composed of clay soils overlying shale bedrock.

At the ground surface within Borings B1, B3, P1 and P2 fill materials consisting primarily of sandy lean clays. The fill materials encountered were generally very stiff to hard in consistency, light brown and reddish tan in color, and contained few to some aggregate fragments. The fill materials extended to depths of about 2 to 7 feet below current site grades.

Below the fill materials within Borings B1, B3, P1 and P2, and at the ground surface within Boring B2 native soils consisting of fat and lean clays were encountered. The native clays present were generally stiff to hard in consistency, various shades of brown and reddish tan in color, variably shaley in nature, and contained varying amounts of iron oxide stains, calcareous and ferrous nodules, gypsum and sand. The clay soils extended to at least the maximum depths explored of about 10 to 25 feet below current site grades.

4.2 Groundwater

Groundwater seepage was observed within Borings B1 and B2 during drilling at depths of about 24 feet and measured at depths of about 24 feet upon completion of drilling activities. Groundwater seepage was not encountered within the remaining borings either during or upon the completion of drilling operations. It should be noted groundwater levels may fluctuate with seasonal and annual variations in rainfall and may vary as a result of development and landscape irrigation. Groundwater is often

contained within the joints, fractures and other rock mass defects present in bedrock strata. When intercepted, these defects can produce appreciable amounts of water for a period of time, especially if those defects are extensive and well inter-connected.

5.0 ENGINEERING ANALYSIS

5.1 Estimated Potential Vertical Movement (PVM)

Potential Vertical Movement (PVM) was evaluated utilizing a variety of different methods for predicting movement, as described in Appendix B, and based on our experience and professional opinion. An active zone or seasonal moisture variation depth of about 10 feet were considered in our analysis.

The near-surface soils at this site were generally found to be in a dry to wet moisture condition at the time of our field investigation. Based upon the results of our analysis, the site is estimated to possess a PVM of about 3 inches at the soil moisture conditions existing at the time of the filed investigation. If the near surface soils are allowed to dry appreciably to significant depth prior to or during construction, the potential for post-construction vertical movement may increase. Please note that dry, average, and wet are relative terms based on moisture content and plasticity.

6.0 FOUNDATION RECOMMENDATIONS

The near-surface soils present at the site currently have a moderate to high potential for post-construction vertical movement with changes in soil moisture content. We have assumed that the structural loads will be typical for the type and size of the building proposed. Final determination of the foundation type to be utilized for this project should be made by the Structural Engineer based on loading, economic factors, and risk tolerance.

If movements on the order of 1-inch are not considered tolerable, an underreamed shaft (belled pier) foundation system or straight shaft drilled pier may be utilized with either a soil supported floor slab or structurally supported grade beams and suspended floor slab. This pier-and-beam type foundation system provides the least risk of soil-related post-construction vertical movements as the structure is isolated from the underlying expansive soils.

Alternatively, if some soil-related movement is considered acceptable, structural support for the proposed new retail building addition may be provided utilizing a combination of shallow isolated and/or continuous footings used in conjunction with a soil supported floor slab. Based on the type of structure and the estimated degree of potential soil movement, we recommend that the subgrade be prepared as outlined in the Earthwork Recommendations section of this report to provide a uniform building pad and limit soil-related movements to the order of 1-inch or less for all shallow, ground supported foundation options provided in this report.

Please note that shallow foundations and soil-supported floor systems may experience some vertical movement with changes in soil moisture content. Non-load bearing walls, partitions, and other elements bearing on the floor slab will reflect these movements should they occur. However, with appropriate design, adherence to good construction practices and appropriate post-construction maintenance, these potential movements can be reduced. The majority of the movement is expected to occur within 10 feet of the perimeter of the building, and any walls bearing on the slab in the areas of movement may exhibit distress.

6.1 Underream Shafts (Belled Piers) Foundation Recommendations

Structural loads for the new building may be supported on auger-excavated, reinforced concrete underreamed drilled shafts founded in the lean clay soils and/or weathered shale strata at a minimum depth of 14 feet below existing or finished grades, whichever is deeper. Underreamed piers supporting structural loads may be designed using an allowable end bearing pressure of 6,000 pounds per square foot (psf). Such piers should have a shaft diameter of at least 18 inches. The bell diameter should not exceed 3.0 times the shaft diameter, and the minimum clearance between the edges of bells should be equal to twice the diameter of the largest adjacent bell. For uplift considerations, piers should not be spaced closer than two underream diameters (edge to edge) based on the diameter of the larger underream. Closer pier spacings may result in reduced uplift capacity. We should be contacted to review closer pier spacings on a case-by-case basis.

There will be no reduction in uplift resistance contribution from the weight of soil above bell and weight of drilled pier.

The piers should contain sufficient steel reinforcement to resist the uplift pressures that will be exerted by the near surface soils. These pressures are approximated to be on the order of 1,000 psf of shaft area over the upper 10 feet of any shaft in contact with near surface overburden soils. Typically, ½ percent of steel by cross-sectional area is sufficient for this purpose (ACI 318). Uplift forces acting on individual shafts will be resisted by the vertical shaft load plus the weight of a conical wedge of soil above the underream. This weight of soil should be taken as a wedge extending upward from the base of the underream at an angle of 40 degrees from vertical.

Drilled-and-underreamed drilled shaft foundations designed and constructed in accordance with the information provided in this report will have a Factor of Safety of at least 2.5 against shear failure and may experience potential settlements of fractions of an inch. We recommend drilling test piers prior to finalizing the foundation design to assess the feasibility of this foundation type.

6.2 Straight-Sided Drilled Shafts

The new structures may be supported on auger-excavated, straight-sided, reinforced concrete drilled shafts at minimum depths of about 15 feet below existing

grades. We recommend that straight-sided drilled piers for structural loads be a minimum of 18 inches in diameter.

Straight-sided drilled shafts may be designed to transfer imposed loads into the bearing strata using a combination of end-bearing and skin friction as outlined in Table 2 below. The drilled piers should have adequate embedment depth to develop the required axial and uplift/lateral resistance.

The allowable side frictions noted in Table 3 may be taken from a minimum depth of 10 feet below existing or finished grades, or from the bottom of any temporary casing used, whichever is deeper, to resist both axial loading and uplift.

Table 2. Recommended Drilled Shaft Design Parameters

Material	Depth Below Existing Grades (ft)	Allowable Side Friction (psf)	Allowable End Bearing (psf)
NATIVE CLAYS	10 - 15	800	-
NATIVE CLAYS	>15	1,000	10,000

The shafts should be provided with sufficient steel reinforcement throughout their length to resist potential uplift pressures that will be exerted. For the near surface soils, we recommend using an uplift pressure of 800 psf over an average depth of about 10 feet. Typically, one-half ($\frac{1}{2}$) of a percent of steel by cross-sectional area is sufficient for this purpose (ACI 318). However, the final amount of reinforcement required should be determined based on the information provided herein, and should be the greater of that determination, or ACI 318. Uplift forces acting on individual shafts will be resisted by the dead weight of the structure, plus the concrete-to-bearing stratum adhesion acting on that portion of the shaft that is in intimate contact with the bearing stratum from a depth of 10 feet below existing or finished grades, or from the bottom of any temporary casing used, whichever is deeper.

There is no reduction in allowable capacities for shafts in proximity to each other. However, for a two-shaft system, there is an 18 percent reduction in the available perimeter area for side friction capacity for shafts in contact (tangent). The area reduction can be extrapolated linearly to zero at one shaft diameter clear spacing. Please contact this office if other close proximity geometries need to be considered.

We anticipate that a straight-sided drilled pier foundation system designed and constructed in accordance with the information provided in this report will have a factor of safety in excess of 2.5 against shear failure and may experience settlements of small fractions of an inch.

6.2.1 Drilled Shaft Construction Considerations

Groundwater seepage was observed within Borings B1 and B2 during drilling at depths of about 24 feet and measured at depths of about 24 feet upon completion of drilling activities. Groundwater seepage was not encountered within the remaining borings either during or upon the completion of drilling operations. The amount of water present in rock mass defects may fluctuate over time. In many cases, the rate of seepage would suggest that groundwater may be controlled using conventional pumps. In the event that excessive groundwater seepage is encountered that cannot be controlled with conventional pumps, sumps, or other means, or in the event that excessive sidewall sloughing occurs, temporary casing will be necessary and should be available locally. Concrete should be onsite during drilling operations, to facilitate placement immediately after drilling of each shaft is complete.

The installation of all drilled piers should be observed by experienced geotechnical personnel during construction to verify compliance with design assumptions including: 1) verticality of the shaft excavations, 2) minimum pier diameter and depth, 3) identification of the bearing stratum, 4) correct amount of reinforcement, 5) proper removal of loose material, and 6) that groundwater seepage, if encountered, is properly controlled. D&S would be pleased to provide these services in support of this project.

During construction of the drilled shafts, care should be taken to avoid creating an oversized cap (“mushroom”) near the ground surface that is larger than the shaft diameter. These “mushrooms” provide a resistance surface that near-surface soils can heave against. If near-surface soils are prone to sloughing, a condition which can result in “mushrooming”, the tops of the shafts should be formed in the sloughing soils using cardboard or other smooth circular forms equal to the diameter of the shaft.

Concrete used for the shafts should have a slump of 8 inches \pm 1 inch. Individual shafts should be excavated in a continuous operation and concrete should be placed as soon as after completion of the drilling as is practical. All pier holes should be filled with concrete within 8 hours after completion of drilling. If under-reamed piers will be used, concrete should be placed within 4 hours after completion of drilling the under-ream. In the event of equipment breakdown, any uncompleted open shaft should be backfilled with soil to be redrilled at a later date. This office should be contacted when shafts have reached the target depth but cannot be completed.

6.2.2 Pier-Supported Grade Beams

For pier-supported grade beams, a minimum void space of 8 inches should be provided beneath all grade beams. If the floor slab and/or other portions

of the foundation will be suspended in addition to the grade beams, it is recommended an 8-inch void be maintained below all suspended portions of the foundation. Two methods are typically utilized for constructing a suspended floor slab system. These include constructing a crawl space using pan and joist type construction utilizing either concrete or steel beams and raising the floor slab well above the underlying expansive soils or using cardboard carton forms to create a void.

If a pan and joist system is used, and if utility lines are suspended beneath the slab, the void space clearance should be increased to either a minimum of 2 feet to provide for access to these lines, or to provide a minimum of 12 inches clearance below the lowest suspended utility. Flexible connections or oversized penetration sleeves should be considered in the design of utilities to accommodate potential future movements of soil supported utility lines, especially where these lines approach or enter stationary elements or structures. If a crawl space is employed, provisions should be made for positive drainage of the crawl space floor. Sufficient ventilation should also be provided where construction with metal beams and joists is planned, to limit corrosion of the metal components.

Structural cardboard carton forms (void boxes) may also be used to provide the required voids beneath the grade beams and slabs; however, trapezoidal void boxes should not be used. Care should be taken to assure that the void boxes are not allowed to become wet or are crushed prior to or during concrete placement and finishing operations. Masonite or other protective material should be placed on top of the carton forms per manufacturer recommendations to reduce the risk of crushing the cardboard forms during concrete placement and finishing operations. We strongly recommend that side retainers be placed along the grade beam carton forms to prevent soil from infiltrating the void space after the carton forms deteriorate.

The bottom of all grade beam and slab excavations should be essentially free of any loose or soft material prior to the placement of concrete. All grade beams and floor slabs should be adequately reinforced to minimize cracking as normal movements occur in the foundation soils. Required fill under the void boxes may be any clean soil and should be compacted in accordance with the Earthwork Recommendation section in this report. If needed, a thin (less than 3-inches thick) leveling bed of lean concrete or flowable fill may be used.

If grade beams are formed, the exterior side of the grade beams around the structure should be carefully backfilled with on-site clayey soils. The backfill soils should be compacted to at least 95 percent of the maximum dry density, as determined by ASTM D698 (standard Proctor), and should be placed at a moisture content that is at least two (2) percentage point above the optimum moisture content, as determined by the same test. This fill should extend the

full depth of the grade beam plus void space and should extend a minimum distance of two feet away from the exterior grade beam perimeter.

6.3 Shallow Foundations

Alternatively, if potential post-construction movements on the order of 1-inch can be tolerated, a shallow footing foundation system may be utilized for support of the new structure. If a shallow foundation system is selected, we recommend that structural loads for the building be supported on reinforced concrete, monolithic shallow footings founded at a depth of at least 24 inches below final exterior grade in reworked soils. The shallow footings should be a minimum of 18 inches in width for strip footings and may be designed using a net allowable bearing pressure of 2,000 pounds per square foot (psf) when bearing on a properly prepared subgrade as outlined in the Earthwork Recommendations section of this report.

The bottom of all footing excavations should be essentially free of any loose or soft material prior to the placement of concrete. All footings and floor slabs should be adequately reinforced to minimize cracking, as normal movements will occur in the foundation soils.

If footings are formed, the exterior sides of the footings around the structure should be carefully backfilled with clay soils. The backfill soils should be compacted to at least 95 percent of the maximum dry density for the backfill material as determined by ASTM D698 (standard Proctor method). The backfill should also be placed at a moisture content that is at least two (2) percentage points above the optimum moisture content, as determined by that same test. This fill should extend to the full depth of the footing and should extend a minimum distance of two feet away from the exterior footing perimeter.

All footings or footing segments should be constructed in a relatively seamless operation, with excavation activities and placement of the reinforcement steel and concrete occurring within the same day. In the event that concrete cannot be placed in newly excavated footings within 5 days of excavating, the base of the excavated footing should be deepened a few inches and be covered with a thin seal of lean concrete. We recommend a representative of a qualified geotechnical engineer observe all footing excavations prior to placing concrete to verify bearing stratum competence. Any footing excavations left open overnight should be observed by the geotechnical representative prior to placing concrete in order to determine stratum degradation and the amount of additional depth of excavation required. D&S would be pleased provide these services in support of this project.

6.4 Soil-Supported Floor System

A soil-supported floor slab in conjunction with a pier and beam system or shallow foundation system may be utilized for this project if some post-construction movements are considered acceptable. A ground-supported floor system has an

increased risk of potential vertical movement resulting from subgrade soil volume changes, which may occur as a result of changes in soil moisture content. The majority of such movement typically occurs in the perimeter 10 feet of buildings with slabs constructed with Finished Floor Elevations near those of the final exterior grades. Any walls bearing on the slab in the areas of movement may exhibit distress. We recommend that the subgrade be prepared according to the Earthwork Recommendations section of this report in order to reduce the potential for post-construction movement to about 1-inch. The floor slab should be doweled to the grade beams at the locations of exterior doors in order to prevent vertical steps from forming at these high-traffic areas.

In order to reduce the effects of seasonal moisture fluctuations and subsequent possible soil movement beneath soil-supported floor slabs as described above, consideration is often given to the installation of a horizontal barrier around the perimeter of the structure. This barrier may be in the form of an independent barrier, such as a minimum 5-foot-wide sidewalk. The joints between the building and any sidewalks and pavements should be sealed and the seals inspected periodically and re-sealed as necessary through the life of the structure.

We understand that sidewalks are not always practical or desired around the full perimeters of some facilities. Where landscaping will be present adjacent to building perimeters, diligent post-construction maintenance should be employed to prevent excessive wetting or drying of those adjacent soils, while maintaining a consistent soil moisture condition around the foundations as much as possible throughout the year.

7.0 EARTHWORK RECOMMENDATIONS

The near-surface soils present have a moderate potential for post-construction vertical movement with changes in subsurface soil moisture changes. We have the following earthwork recommendations to provide a uniform building pad and limit the potential for post-construction movements to the order of 1-inch for all ground-supported foundation options provided in this report. Recommendations for preparation of a structurally suspended floor slab building pad are also provided in the following sections. Please note that more stringent tolerances limiting potential post-construction vertical movement will require more extensive effort.

7.1 Soil Preparation for Shallow Foundations and Soil-Supported Floor Slabs

- Strip the site of all vegetation and remove any remaining organic or deleterious material including tree roots, root balls and matted roots. Typically, 4 to 6 inches are sufficient for this purpose.
- After stripping and performing any necessary grade cuts, excavate to a common elevation at least 5 feet below existing or finished pad elevation, whichever is

deeper. The excavation should extend at least 5 feet beyond the perimeter of the new structure. The excavated soil may be stockpiled for future reuse.

- Prior to placement of any grade-raise fill, scarify, rework, and recompact the exposed stripped subgrade to a depth of 12 inches. The scarified and reworked soils should be compacted to at least 95 percent of the maximum dry density, as determined by ASTM D698 (standard Proctor), and placed at a moisture content that is at least two (2) percentage points above the optimum moisture content (+2%), as determined by the same test.
- Within 24 hours of recompacting the reworked excavated exposed subgrade, begin fill operations with debris-free imported soil to no higher than 12 inches below the bottom of finished subgrade elevation. The fill soil should be spread across the building pad in a uniform thickness atop the scarified and recompacted layer. The fill soil should be placed in maximum 8-inch compacted lifts, be compacted to at least 95 percent of the maximum dry density as determined by ASTM D698 (standard Proctor) and be placed at a moisture content that is at least two (2) percentage points above the optimum moisture content, as determined by that same test ($\geq +2\%$). Grade raise fill within the building pad areas may be onsite soils or imported materials having a Liquid Limit (LL) of 50 or less, a Plasticity Index (PI) of 30 or less, a minimum of 30% of the material passing a No. 200 mesh sieve and be essentially free of particles in excess of 4 inches in their longest direction.
- Provide a minimum of 12 inches of select fill on top of the re-worked fill. Select fill should have a liquid limit less than 35, a plasticity index between 6 and 18, and a minimum of 30 percent passing the No. 200 sieve. The select fill should be placed in maximum 6-inch compacted lifts and be compacted to at least 95 percent of the maximum density as determined by ASTM D698, and to a moisture content of optimum or greater as determined by that same test.
- The moisture content of the subgrade should be maintained up to the time of concrete placement. Depending on the speed of the earthwork layers, on hot or windy days, sprinkling with water atop the subgrade may be required, to maintain the compaction moisture content.
- Water should not be allowed to pond on the prepared subgrade either during fill placement, or after reaching final subgrade elevation. To that end, the subgrade surfaces should be shaped to shed water to the edges of the respective pads.
- Place a minimum 15-mil thick vapor barrier beneath all floor slabs (Stego or equivalent). All seams and penetrations through the barrier should be sealed in accordance with the manufacturer's requirements.

- Each lift of fill placed should be tested for moisture content and degree of compaction by a testing laboratory at the rate of one (1) test per 3,000 square feet, with a minimum of two tests performed per lift within the building pad, one (1) test per lift per 100 linear feet for flatwork areas, and one (1) test per lift per 100 linear feet of utility trench backfill. D&S would be pleased to provide these services in support of this project.

7.2 Soil Preparation for Structurally Suspended Floor Slabs

- Strip the site of all vegetation and remove any remaining organic or deleterious material including tree roots, root balls and matted roots within the new building areas. Typically, 4 to 6 inches are sufficient for this purpose.
- After stripping and performing any required cuts, scarify, rework, and recompact the exposed bottom of the excavated subgrade to a depth of 12 inches. The scarified and reworked soils should be compacted to at least 95 percent of the maximum dry density, as determined by ASTM D698 (standard Proctor), and to a moisture content that is at least two (2) percentage points above the optimum moisture content ($\geq +2\%$), as determined by the same test. This procedure should extend at least 5 feet beyond the perimeter of the new structure or 2 feet beyond the sidewalk, whichever is greater.
- After scarifying and recompacting, begin required fill operations using debris-free on-site or imported soil to no higher than the bottom of the void boxes. The grade-raise soil fill should be placed in maximum 12-inch compacted lifts and should be compacted in similar fashion to the scarified soils noted above. Grade raise fill within the building pad areas may be on site material or imported material having a maximum Liquid Limit (LL) of 50, a maximum Plasticity Index (PI) of 30, a minimum of 30% of material passing a No. 200 mesh sieve and be essentially free of particles in excess of 4 inches in their longest direction.
- Place a minimum 15-mil thick vapor barrier beneath all floor slabs (Stego or equivalent). The barrier should be securely bonded to the underside of the floor slab during concrete placement and curing and maintain that bond throughout the design life of the structure. All seams and penetrations through the barrier should be sealed in accordance with the manufacturer's requirements

7.3 Additional Considerations

In order to minimize the potential for post-construction vertical movement, consideration should be given to the following:

- Trees or shrubbery with a mature height greater than 6 feet and/or that require excessive amounts of water should not be planted near structures or flatwork.

- Trees should not be planted closer than the mature tree's height from structures or flatwork.
- Water should not be allowed to pond next to the foundations. Rainfall roof runoff should be collected and conveyed to downspouts. Downspouts should be directed to discharge at least 5 feet away from the foundations.
- The moisture content of subgrade soils that are in proximity to the structures should be maintained as close as possible to a consistent level throughout the year. However, we strongly recommend that excessive watering near foundations be avoided.
- Exposed ground should be sloped at a minimum 5 percent away from the building for at least 10 feet beyond the perimeter of the building.

8.0 PAVEMENT RECOMMENDATIONS

8.1 General

The pavement design recommendations provided herein are derived from the subgrade information that was obtained from our geotechnical investigation, design assumptions based on project information, our experience with similar projects in this area, and on the guidelines and recommendations of the American Concrete Pavement Association (ACPA). It is ultimately the responsibility of the Civil Engineer of Record and/or other design professionals who are responsible for pavement design to provide the final pavement design and associated specifications for this project.

8.2 Behavior Characteristics of Expansive Soils Beneath Pavement

Near-surface soils at this site are considered to generally have a low to moderate potential for appreciable volume change with changes in soil moisture content. The moisture content can be stabilized to some degree in these soils by covering them with an impermeable surface, such as pavement. However, if moisture is introduced as a result of surface water percolation or poor drainage, the soils can heave and/or soften, causing distress to pavements in contact with the soil in the form of cracks.

The edges of pavement are particularly prone to moisture variations, and so these areas therefore often experience the most distress. When cracks appear on the surface of the pavement, these openings can allow moisture to enter the pavement subgrade, which can lead to further weakening of the pavement section as well as accelerated failure of the pavement surface.

In order to minimize the potential impacts of expansive soil on paved areas and to improve the long-term performance of the pavement, we have the following recommendations:

- Design a crowned pavement with edge slopes. A minimum slope of five percent within the first 5 feet from the edge of the pavement is considered ideal.
- Subgrade treatments intended to reduce the soil's potential for vertical movement or to increase the subgrade stability should extend to at least two (2) feet beyond the back of curbs or edges of pavements.
- Avoid long areas of low-sloping roadway and adjust slopes to provide maximum drainage away from pavement edges.

8.3 Subgrade Strength Characteristics

We recommend that a California Bearing Ratio (CBR) value of 3 be used in the design with a corresponding resilient modulus of 4,100 psi. For compacted lime treated soils or compacted aggregate base course, we also recommend a resilient modulus of 20,000 psi.

8.4 Pavement Subgrade Preparation Recommendations

The anticipated subgrade soils in the pavement areas will be generally fat clay soils which have poor subgrade characteristics and can become soft and pump with an increase in moisture content. A commonly used method to reduce the potential for pumping, improve the strength properties of the subgrade soils, provide a working platform, and provide a uniform subgrade in this area is to treat the soils with lime or to install an aggregate base layer.

- Remove all surface vegetation, including tree root balls and root mats, pavements, and similar unsuitable materials from within the limits of the project. Typically, 6 to 12 inches is sufficient for this purpose.
- Perform any cut operations as needed. We anticipate that excavation of overburden soils can be accomplished with conventional earthwork equipment and methods.
- After stripping and performing necessary cuts, the exposed subgrade should be proof rolled. Proof rolling should consist of rolling the entire pavement subgrade in mutually perpendicular directions with a heavily loaded, tandem-axle dump truck weighing at least 25 tons or other approved equipment capable of applying similar loading conditions. Any soft, wet, or weak soils that are observed to rut or pump excessively during proof rolling should be removed and replaced with well-compacted, on-site clayey material as outlined below. The proof rolling operation should be performed under the observation of a qualified geotechnical engineer. D&S would welcome the opportunity to perform these services for this project.

- After proof rolling, all exposed surfaces in areas to receive fill should be scarified and reworked to a depth of 12 inches. The soils should then be recompacted to a minimum of 95 percent of the maximum dry density obtained in accordance with ASTM D698 (standard Proctor), and to a moisture content that is at least one (1) percentage points ($\geq +1\%$) above the material's optimum moisture content, as determined by the same test.
- Fill may be derived from on-site or may be imported as long as the materials are essentially free of organic materials and particles in excess of 4 inches their maximum dimension. The fill should be placed in maximum 8-inch compacted lifts, compacted to at least 95 percent of the maximum dry density, as determined by ASTM D698 (standard Proctor), and be placed at a moisture content that is at least one percentage point ($\geq +1\%$) above the optimum moisture content, as determined by the same test. Prior to compaction, each lift of fill should first be processed throughout its thickness to break up and reduce clod sizes and blended to achieve a material of uniform density and moisture content. Once blended, compaction should be performed with a heavy tamping foot roller. Once compacted, if the surface of the embankment is too smooth, it may not bond properly with the succeeding layer. If this occurs, the surface of the compacted lift should be roughened and loosened by dicing before the succeeding layer is placed
- Water required to bring the fill material to the proper moisture content should be applied evenly through each layer. Any layers that become significantly altered by weather conditions should be reprocessed in order to meet recommended requirements. On hot or windy days, the use of water spraying methods may be required in order to keep each lift moist prior to placement of the subsequent lift. Furthermore, the subsurface soils should be kept moist prior to placing the pavement by water sprinkling or spraying methods.
- Fill materials should be placed on a properly prepared subgrade as outlined above. The combined excavation, placement, and spreading operation should be performed in such a manner as to obtain blending of the material, and to assure that, once compacted, the materials, will have the most practicable degree of compaction and stability. Materials obtained from on-site should be mixed and not segregated.
- Soil imported from off-site sources should be tested for compliance with the recommendations herein and approved by the project geotechnical engineer prior to being used as fill. Imported materials should consist of lean clays (maximum Plasticity Index of 30) that are essentially free of organic materials and particles larger than 4 inches in their maximum dimension.
- Place aggregate base in accordance with the recommendations outlined in subsequent sections.

- Water should not be allowed to pond within or adjacent to the pavement corridor once grading and compaction/testing have begun, particularly once aggregate base is placed. To that end, the pavement subgrade surface should be shaped in a way that will allow water to shed from one or more edges of the prepared subgrade.
- Field density and moisture content testing should be performed at the rate of one test per lift per 100 linear feet of roadway for drive aisles, and at the rate of one test per lift per 5,000 square feet in pavement parking areas.

8.4.1 Lime Treatment

- After completion of proof rolling and any grade raise fills, mix lime slurry into the prepared subgrade soil after scarifying to the lime treatment depth to achieve a treated subgrade with an estimated 6 percent lime by dry weight measure. However, the final amount of lime used should be determined once subgrade preparation is nearly complete. The amount of lime used should be sufficient to reduce the Plasticity Index of the soil to 15 or below (Atterberg Lime series) or to increase pH of the soil-lime mixture to 12.4 (pH series). To account for potential construction and site variability, an additional 1 to 2 percent lime should be added to these test quantities. The hydrated lime should be applied only in an area where the initial mixing operations can be completed the same working day. The area of lime treated subgrade should extend a minimum of 2 feet beyond the back of curbs or edges.
- Hydrated lime should be applied such that mixing operations can be completed during the same working day. The hydrated lime should be placed by the slurry method, meaning that the hydrated lime should be mixed with water in trucks or in tanks and applied as a thin water suspension or slurry. The distributor truck or tank should be equipped with an agitator, which will maintain the lime and water in a uniform mixture. The material and hydrated lime should be thoroughly mixed by a rotary mixer or other device to obtain a homogeneous, friable mixture of material and lime that is free from clods and left to cure from one to seven days.
- Within our experience, we have found that a curing period of 48 to 72 hours is adequate for these sulfate bearing soils at this site. During the curing period, the material should be kept moist at least 3% above optimum. After the specified "mellowing duration", the soil-lime mixture should be remixed and tested for sufficient pulverization and mixing in accordance with TxDOT Item 260. After the required curing time, the material should be uniformly mixed using a rotary mixer capable of reducing the size of the particles so that, when all non-slaking aggregates

retained on a no. 4 sieve are removed, the remainder of the material shall meet the following requirements when tested dry by laboratory sieves:

- Minimum passing 1-3/4 inch sieve = 100%
- Minimum passing no. 4 sieve = 60%
- After achieving the required gradation, the treated soil-lime mixture should then be immediately compacted to at least 95 percent of the maximum dry density, as determined by ASTM D698 (standard Proctor), and placed at a moisture content that is above the optimum moisture content, as determined by the same test. During compaction, it may be necessary to allow the lime treated soils to dry to achieve density but at a higher moisture content as possible.
- During the interval of time between application and mixing, the hydrated lime should not be exposed to the open air for a period exceeding six hours.
- To reduce the potential for subgrade soil moisture changes at the edges of pavements, the lime treated subgrade should extend a minimum of 2 feet past the back of the roadway curbs.
- Field density and moisture content testing should be performed at the rate of one (1) test per lift per 5,000 square feet of lime treated soils in pavement areas.

8.4.2 Aggregate Base

Aggregate base may be placed over the prepared subgrade in accordance with the following recommendations prior to placing the pavement.

- Aggregate base should be TxDOT Type A or D and meeting the gradation, durability, and plasticity requirements of TxDOT Item 247 Grade 1-2 or better (2014). Aggregate base material should be uniformly compacted to a minimum of 95% of the maximum standard Proctor dry density (ASTM D698) and placed at a moisture content that is sufficient to achieve density.
- After proof rolling, and prior to the placement of aggregate base, the exposed subgrade beneath pavement areas should be scarified and reworked to a depth of 12 inches, moisture added or removed as required, and the subgrade soils recompacted to a minimum of 95 percent of the maximum dry density of the materials obtained in accordance with ASTM D698 (standard Proctor test) and that is at or above the material's optimum moisture content, as determined by the

same test. The rework and aggregate base should extend to at least 24-inches beyond the outside edges of curbs.

- Field density and moisture content testing should be performed at the rate of one test per lift per 100 linear feet of roadway for drive aisles, and at the rate of one test per 5,000 square feet in pavement parking areas.

8.5 Rigid Pavement

We recommend that Portland Cement Concrete Pavement for this site have a minimum thickness of 6 inches for parking areas of automobiles and all light duty trucks over 6-inches of lime treated soil or aggregate base. Concrete thickness should be increased to 7 inches for fire lanes, dumpster areas, and drive lanes receiving up to 25 loaded heavy (18-wheel) trucks per day over 8 inches of lime treatment or aggregate base. Actual traffic loading, frequency, and intensity may require an increase in these minimum recommendations, as may local governing design criteria. We have the following concrete mix design recommendations:

The more stringent of the recommendations in this report or the design criteria for the governing agency should be followed.

- Recommended minimum 28-day design compressive strength: 3,500 psi with nominal aggregate size no greater than 1 inch.
- 15 to 20 percent fly ash may be used with the approval of the Civil Engineer of record.
- Curing compound should be applied within one hour of finishing operations.

8.6 Pavement Joints and Cutting

The performance of concrete pavement depends to a large degree on the design, construction, and long-term maintenance of concrete joints. The following recommendations and observations are offered for consideration by the Civil Engineer and/or pavement Designer-of-Record.

The concrete pavements should have adequately spaced contraction joints to control shrinkage cracking. Past experience indicates that reinforced concrete pavements with sealed contraction joints on a 12 to 15-foot spacing, cut to a depth of one-quarter to one-third of the pavement thickness, have generally exhibited less uncontrolled post-construction cracking than pavements with wider spacing. The contraction joint pattern should divide the pavement into panels that are approximately square where the panel length should not exceed 25 percent more than the panel width. Saw cut, post placement formed contraction joints should be saw cut as soon as the concrete can support the saw cutting equipment and personnel and before shrinkage cracks appear, on the order of 4 to 6 hours after concrete placement.

Isolation joints should be used wherever the pavement will abut a structural element subject to a different magnitude of movement, e.g., light poles, retaining walls, existing pavement, stairways, entryway piers, building walls, or manholes.

In order to minimize the potential differential movement across the pavement areas, all joints including contraction, isolation and construction joints should be sealed to minimize the potential for infiltration of surface water. Rubberized asphalt, silicone or other suitable flexible sealant may be used to seal the joints. Maintenance should include periodic inspection of these joints and resealed as necessary.

8.7 Pavement Reinforcing Steel

We recommend that a minimum of 0.1 percent of steel be used for all concrete pavements. For a 6 to 7-inch thick concrete pavement section, this reinforcement ratio is approximately equivalent to No. 3 bars spaced at 18-inches center-to-center both ways. Reinforcement requirements may increase depending on specific traffic loading and design life parameters.

9.0 OTHER CONSTRUCTION

9.1 Utility and Service Lines

Backfill for utility lines should consist of on-site material and should be placed in accordance with the following recommendations. The on-site fill soil should be placed in maximum 6-inch compacted lifts, compacted to a minimum of 95 percent of the maximum dry density, as determined by ASTM D698 (standard Proctor), and placed at a moisture content that is at least the optimum moisture content, as determined by that same test. It is not uncommon to realize some settlement along the trench backfill. Therefore, the final lift of backfill may be mounded somewhat to accommodate such settlements, where possible. We also recommend that the utility trenches be visually inspected during the excavation process to ensure that undesirable fill that was not detected by the test borings does not exist at the site. This office should be notified immediately if any such fill is detected.

Utility lines connected to the structure may experience differential movement in response to changing moisture conditions in expansive soil. These movements may result in damage to the lines, especially at connections. Flexible connections may be considered to account for potential differential movement between the building and utilities.

Utility excavations should be sloped so that water within excavations will flow to a low point away from the active construction where it can be removed from before backfilling. Compaction of bedding material should not be water jetted. Compacted backfill above the utilities should be on-site clays to limit the percolation of surface water.

9.2 Exterior Flatwork

Concrete flatwork should include high tensile steel reinforcement to reduce the formation and size of cracks. Flatwork should also include frequent and regularly spaced expansion/control joints and dowels to limit vertical offsets between neighboring flatwork slabs. Structure entrances should either be part of the structure or designed to tolerate vertical movement without inhibiting access. The moisture content of the subgrade should be maintained up to the time of concrete placement. If subgrade soils are allowed to dry below the levels recommended herein, additional moisture conditioning of the soils may be required. These recommendations are intended to reduce possible distress to exterior flatwork but will not prevent movement and/or vertical offsets between slabs.

9.3 Surface Drainage

Proper drainage is critical to the performance and condition of building foundations and flatwork. Positive surface drainage should be provided that directs surface water away from these elements. Where possible, we recommend that exterior grades slope away from foundations at the rate of five (5) percent in the first five (5) feet, and preferably ten (10) feet away. The slopes should direct water away from the structure and these grades should be maintained throughout construction and the life of the structure.

The location of gutter downspouts should be designed such that these items will not create moisture concentrations at or beneath the structure or flatwork. Downspouts should discharge well away from the structure and should not be allowed to erode surface soil.

Moisture related issues can be positively addressed by constructing continuous exterior flatwork that extends to the building line. Where this occurs, the joints created at the interface of the flatwork and building line should be sealed with a flexible joint sealer to prevent the infiltration of water. Open cracks that may develop in the flatwork should also be sealed. The joint and any cracks that develop should be resealed as they become apparent and should be part of a periodic inspection and maintenance program.

9.4 Landscaping

Landscaping against and around the exterior of the structure can adversely affect subgrade moisture resulting in localized differential movements if not properly maintained. Landscaping elements (such as edging) should not prohibit or slow the drainage of water that could result in water ponding next to foundations or edges of flatwork. When feasible, irrigation lines and heads should not be placed in close proximity to the foundation to prevent the collection of water near the foundation or flatwork, particularly in the event of leaking lines or sprinkler heads.

Trees (if planned) should not be placed in proximity to the structure or movement sensitive flatwork, as trees are known to cause localized soil shrinkage due to desiccation of the soil by the root system, possibly leading to differential movements of the structure in excess of those anticipated herein. The desiccation zone varies by tree, but trees should not be planted closer to structures than the mature tree height, and in no case, should the dripline of the mature tree extend closer than 10-feet of rooflines. To the extent practical, it is recommended that trees scheduled for removal (where required) in the vicinity of the proposed structure and pavements be removed as far in advance of slab construction as possible, ideally by several months or longer. This will tend to restore a more favorable soil moisture equilibrium which will, in turn, tend to minimize the potential for greater than anticipated post-construction ground movements. A moist but not overly wet soil condition should be maintained at all times in all landscaped areas near the building after construction to minimize soil volume changes caused by changing soil moisture conditions.

9.5 Site Grading

Clay cut and fill slopes should be gentle and preferably should not exceed 4 horizontals to 1 vertical (4H:1V).

Excess water ponding on and beside roadways, sidewalks, and ground-supported slabs can cause unacceptable heave of these structures. To reduce this potential heave, good surface drainage should be established. In addition, final grades in the vicinity of structures, pavements, and flatwork should provide for positive drainage away from these elements.

9.6 Excavations

Excavations greater than 5 feet in height/depth should be in accordance with OSHA 29CFR 1926, Subpart P. Temporary construction slopes should incorporate excavation protection systems or should be sloped back. Where the excavation does not extend close to building lines, these areas may be laid back. Borings from this investigation indicated that the soils may be classified as Type B per OSHA regulations up to 10 feet from existing grades. Where space allows, temporary slopes should be sloped at 1 horizontal to 1 vertical (1H:1V) or flatter.

Where excavation slopes greater than five (5) feet in height cannot be laid back, these areas will require installation of a temporary retention system or shoring to protect the existing construction, restrain the subsurface soils and maintain the integrity of the excavation. We recommend that monitoring points be established around the retention system and that these locations be monitored during and after the excavation activities to confirm the integrity of the retention system.

The slopes and temporary retention system should be verified by and designed by the contractor's engineer and should not be surcharged by traffic, construction equipment, or permanent structures. The slopes and temporary retention system

should be adequately maintained and periodically inspected to ensure the safety of the excavation and surrounding property.

10.0 SEISMIC CONSIDERATION

The seismic site classification is based on the 2018 International Building Code (IBC) and is a classification of the site based on the type of soil encountered at the site and their engineering properties. Based on the general geologic information gathered in accordance with Table 20.3-1 of ASCE 7-10, we recommend that Soil Site Class "D" be used at this site.

11.0 LIMITATIONS

The professional geotechnical engineering services performed for this project, the findings obtained, and the recommendations prepared were accomplished in accordance with currently accepted geotechnical engineering principles and practices.

Variations in the subsurface conditions are noted at the specific boring locations for this study. As such, all users of this report should be aware that differences in depths and thicknesses of strata encountered can vary between the boring locations. Statements in the report as to subsurface conditions across the site are extrapolated from the data obtained at the specific boring locations. The number and spacing of the exploration borings were chosen to obtain geotechnical information for the design and construction of multi-family residential structures. If there are any conditions differing significantly from those described herein, D&S should be notified to re-evaluate the recommendations contained in this report.

Recommendations contained herein are not considered applicable for an indefinite period of time. Our office must be contacted to reevaluate the contents of this report if construction does not begin within a one-year period after completion of this report.

The scope of services provided herein does not include an environmental assessment of the site or investigation for the presence or absence of hazardous materials in the soil, surface water, or groundwater.

All contractors referring to this geotechnical report should draw their own conclusions regarding excavations, construction, etc. for bidding purposes. D&S is not responsible for conclusions, opinions or recommendations made by others based on these data. The report is intended to guide preparation of project specifications and should not be used as a substitute for the project specifications.

Recommendations provided in this report are based on our understanding of information provided by the Client to us regarding the scope of work for this project. If the Client notes any differences, our office should be contacted immediately since this may materially alter the recommendations.

This report has been prepared for the exclusive use of our client for specific applications to the project discussed and has been prepared in accordance with generally accepted geotechnical engineering practices. No warranties, express or implied, are intended or made. Site safety, excavation support, and dewatering requirements are the responsibility of others. In the event that changes in the nature, design, or location of the project as outlined in this report are planned, the conclusions and recommendations contained in this report shall not be considered valid unless D&S reviews the changes and either verifies or modifies the conclusions of this report in writing.

APPENDIX A - BORING LOGS AND SUPPORTING DATA



BORING LOCATIONS ARE INTENDED FOR GRAPHICAL REFERENCE ONLY



SHERMAN

PLAN OF BORINGS
TEXOMA PARKWAY BUILDING

TEXAS

SHEET NO.
G1

DATE DRILLED
October 13, 2022



****BORING LOCATIONS ARE INTENDED FOR GRAPHICAL REFERENCE ONLY****



SHERMAN





PLAN OF BORINGS
TEXOMA PARKWAY BUILDING








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






SHEET NO.
G2

DATE DRILLED
October 13, 2022

LITHOLOGIC SYMBOLS

ARTIFICIAL		Asphalt
		Aggregate Base
		Concrete
		Fill

SOIL		CH: High Plasticity Clay
		CL: Low Plasticity Clay
		GP: Poorly-graded Gravel
		GW: Well-graded Gravel
		SC: Clayey Sand
		SP: Poorly-graded Sand
		SW: Well-graded Sand

ROCK		Limestone
		Mudstone
		Shale
		Sandstone
		Weathered Limestone
		Weathered Shale
		Weathered Sandstone

CONSISTENCY OF SOILS

CONSISTENCY: FINE GRAINED SOILS		
Consistency	SPT (blowcounts)	PP (tsf)
Very Soft	0 - 2	< 0.25
Soft	3 - 4	0.25 - 0.5
Medium Stiff	5 - 8	0.5 - 1.0
Stiff	9 - 15	1.0 - 2.0
Very Stiff	16 - 30	2.0 - 4.0
Hard	> 30	> 4.0

CONDITION OF SOILS

CONDITION: COARSE GRAINED SOILS			
Condition	SPT (blowcounts)	TCP (values)	Relative Density (%)
Very Loose	0 - 4	< 8	0 - 15
Loose	5 - 10	8 - 20	15 - 35
Medium Dense	11 - 30	20 - 80	35 - 65
Dense	31 - 50	80 - 5 in./100	65 - 85
Very Dense	> 50	0 in. - 5 in./100	85 - 100

SECONDARY COMPONENTS

QUANTITY DESCRIPTORS	
Trace	< 5% of sample
Few	5% to 10%
Little	10% to 25%
Some	25% to 35%
With	> 35%

RELATIVE HARDNESS OF ROCK MASS

Designation	Description
Very Soft	Can be carved with a knife. Can be excavated readily with point of pick. Pieces 1" or more in thickness can be broken by finger pressure. Readily scratched with fingernail.
Soft	Can be gouged or grooved readily with knife or pick point. Can be excavated in chips to pieces several inches in size by moderate blows with the pick point. Small, thin pieces can be broken by finger pressure.
Medium Hard	Can be grooved or gouged 1/4" deep by firm pressure on knife or pick point. Can be excavated in small chips to pieces about 1" maximum size by hard blows with the point of a pick.
Moderately Hard	Can be scratched with knife or pick. Gouges or grooves 1/4" deep can be excavated by hard blow of the point of a pick. Hand specimens can be detached by a moderate blow.
Hard	Can be scratched with knife or pick only with difficulty. Hard blow of hammer required to detach a hand specimen.
Very Hard	Cannot be scratched with knife or sharp pick. Breaking of hand specimens requires several hard blows from a hammer or pick.

WEATHERING OF ROCK MASS

Designation	Description
Fresh	No visible sign of weathering
Slightly weathered	Penetrative weathering on open discontinuity surfaces, but only slight weathering of rock material
Moderately weathered	Weathering extends throughout rock mass, but the rock material is not friable
Highly weathered	Weathering extends throughout rock mass, and the rock material is partly friable
Completely weathered	Rock is wholly decomposed and in a friable condition but the rock texture and structure are preserved
Residual Soil	A soil material with the original texture, structure, and mineralogy of the rock completely destroyed

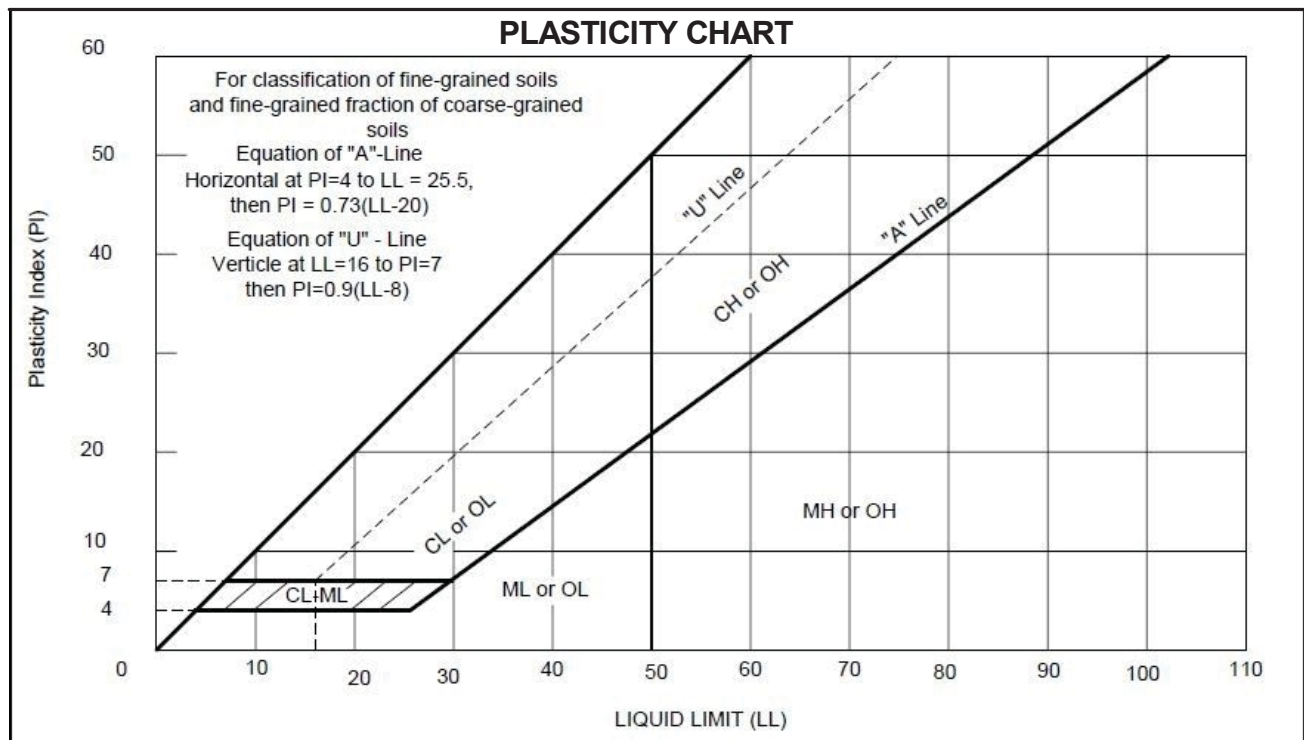


UNIFIED SOIL CLASSIFICATION SYSTEM

ADAPTED FROM ASTM D 2487

SOIL CLASSIFICATION CHART

MAJOR DIVISIONS			GROUP SYMBOL	GROUP NAME
COARSE GRAINED SOILS MORE THAN 50% OF MATERIAL IS RETAINED ON THE NO. 200 SIEVE	GRAVELS MORE THAN 50% OF COARSE FRACTION RETAINED ON NO. 4 SIEVE	CLEAN GRAVELS <i>Cu</i> ≥ 4 and 1 ≤ <i>Cc</i> ≤ 3 (LESS THAN 5% FINES)	GW	WELL-GRADED GRAVEL
			GP	POORLY-GRADED GRAVEL
		GRAVELS WITH FINES (MORE THAN 12% FINES)	GM	SILTY GRAVEL
			GC	CLAYEY GRAVEL
	SANDS MORE THAN 50% OF COARSE FRACTION PASSING THE NO. 4 SIEVE	CLEAN SANDS <i>Cu</i> ≥ 6 and 1 ≤ <i>Cc</i> ≤ 3 (LESS THAN 5% FINES)	SW	WELL-GRADED SAND
			SP	POORLY-GRADED SAND
		SANDS WITH FINES (MORE THAN 12% FINES)	SM	SILTY SAND
			SC	CLAYEY SAND
FINE GRAINED SOILS MORE THAN 50% OF MATERIAL PASSES THROUGH THE NO. 200 SIEVE	SILTS AND CLAYS LIQUID LIMIT LESS THAN 50	INORGANIC PI > 7 and plots on or above "A" line	CL	LEAN CLAY
			ML	SILT
		ORGANIC $\frac{\text{Liquid limit} - \text{oven dried}}{\text{Liquid limit} - \text{not dried}} < 0.75$	OL	ORGANIC CLAY ORGANIC SILT
	SILTS AND CLAYS LIQUID LIMIT GREATER THAN 50	INORGANIC PI plots on or above "A" line	CH	FAT CLAY
			MH	ELASTIC SILT
		ORGANIC $\frac{\text{Liquid limit} - \text{oven dried}}{\text{Liquid limit} - \text{not dried}} < 0.75$	OH	ORGANIC CLAY ORGANIC SILT
HIGHLY ORGANIC SOILS	PRIMARILY ORGANIC MATTER, DARK IN COLOR, AND ORGANIC ODOR		PT	PEAT





SOLUBLE SULFATE CONTENT RESULTS

TEX 145-E

PROJECT: Texoma Parkway Building

PROJECT NUMBER: G22-2228

CLIENT: Huitt-Zollars, Inc.

LOCATION: Sherman, TX

Boring Number:	Depth (feet):	Soil Description	Soluble Sulfate Content (ppm)
B2	1-2	LEAN CLAY (CL); brown, light brown	100



SWELL TEST RESULTS

PROJECT: Texoma Parkway Building

CLIENT: Huitt-Zollars, Inc.

PROJECT NUMBER: G22-2228

LOCATION: Sherman, TX

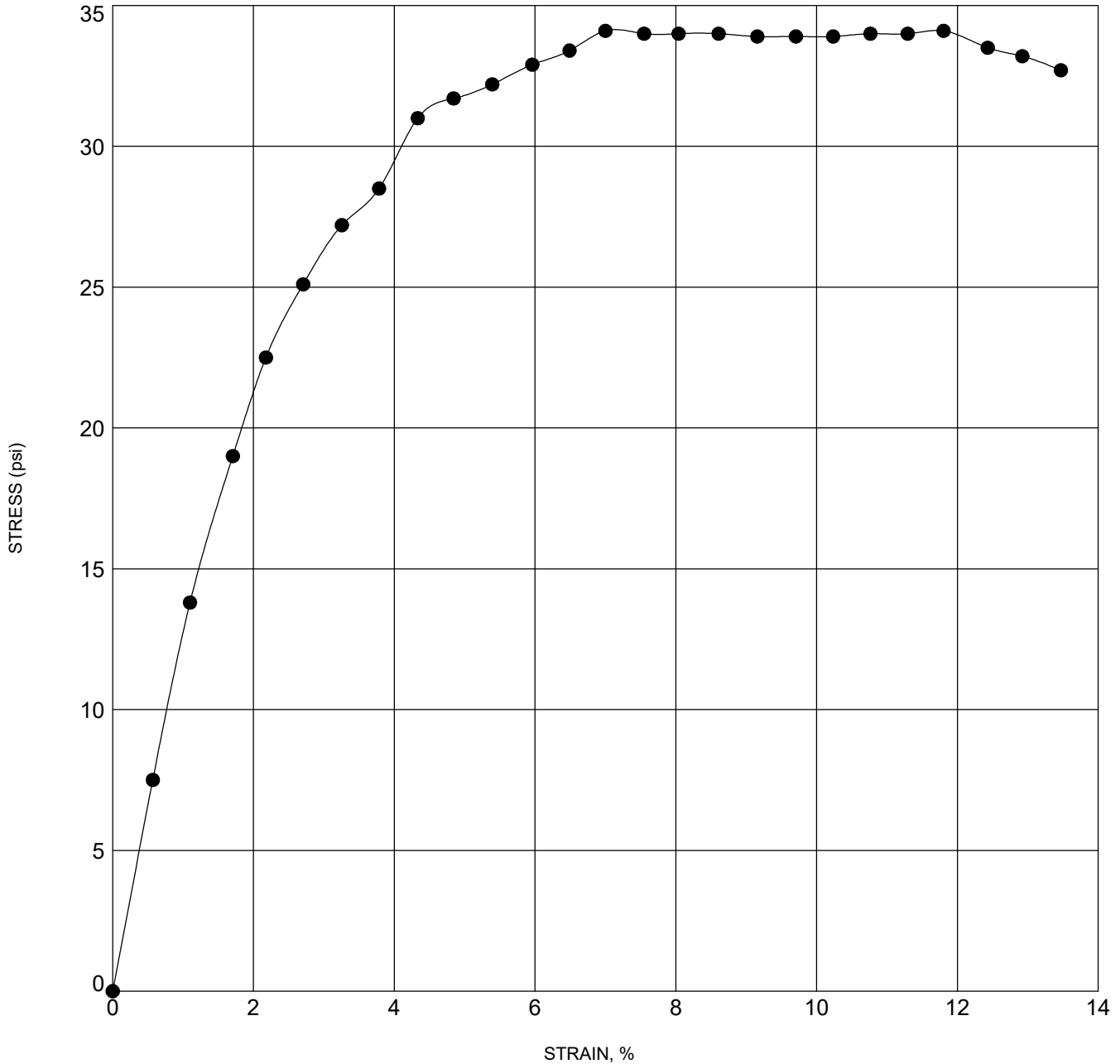
Boring Number	Depth feet	Initial Moisture Content, %	Applied Pressure, psf	Vertical Swell, %
B1	7-8	24.3	791	5.3
B2	1-2	15.9	130	11.5



UNCONFINED COMPRESSION TEST

PROJECT: Texoma Parkway Building
 PROJECT NUMBER: G22-2228

CLIENT: Huitt-Zollars, Inc.
 LOCATION: Sherman, TX



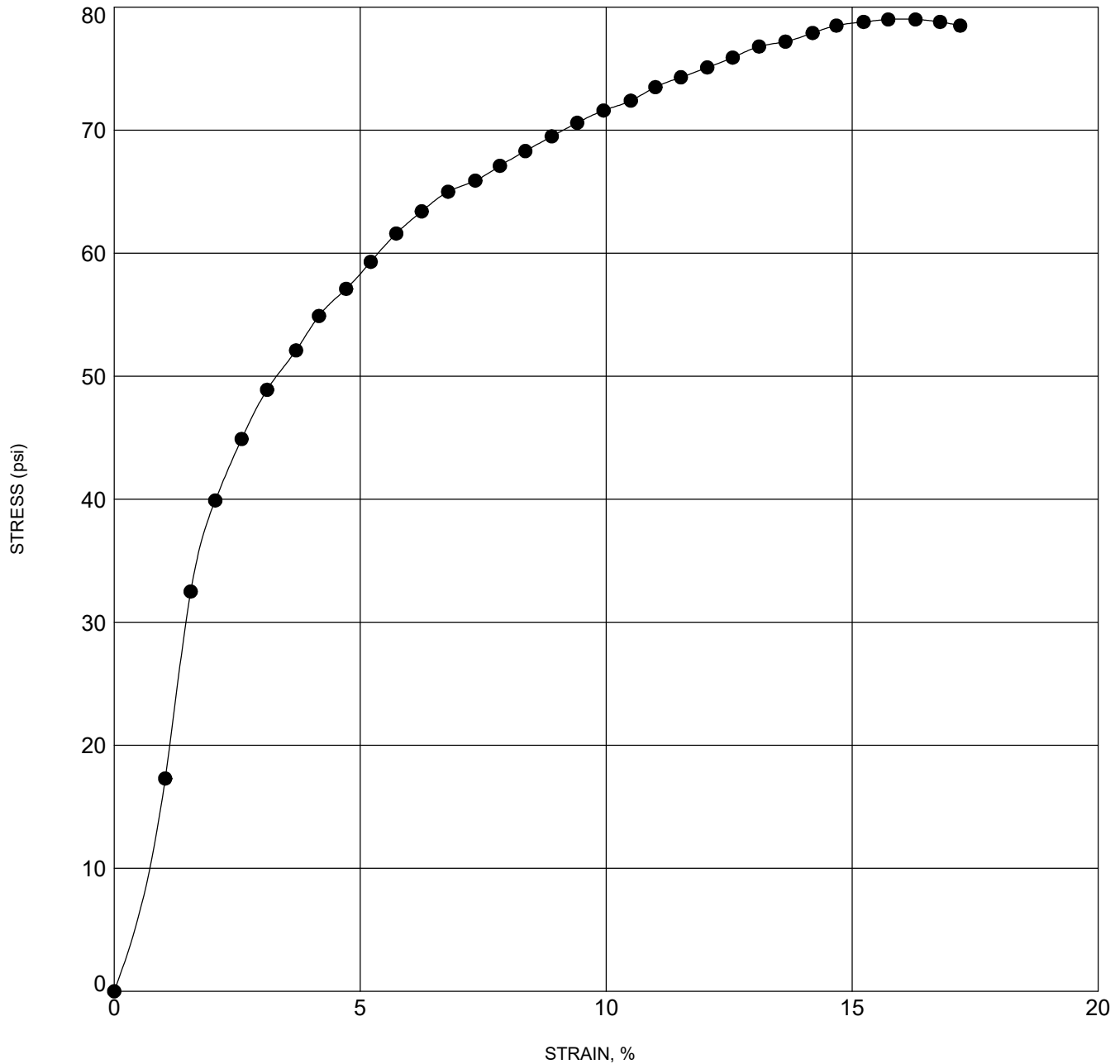
Borehole	Depth	Description	γ_d	MC%
B1	9.0	FAT CLAY (CH); very stiff to hard; light brown, reddish tan; shaley	104.2	21.2



UNCONFINED COMPRESSION TEST

PROJECT: Texoma Parkway Building
 PROJECT NUMBER: G22-2228

CLIENT: Huitt-Zollars, Inc.
 LOCATION: Sherman, TX



Borehole	Depth	Description	γ_d	MC%
● B3	14.0	LEAN CLAY (CL); stiff to very stiff; brown, light brown	114.4	16.3

APPENDIX B - GENERAL DESCRIPTION OF PROCEDURES

ANALYTICAL METHODS TO PREDICT MOVEMENT

CLASSIFICATION TESTS

Classification testing is perhaps the most basic, yet fundamental tool available for predicting potential movements of clay soils. Classification testing typically consists of moisture content, Atterberg Limits, and Grain-size distribution determinations. From these results a general assessment of a soil's propensity for volume change with changes in soil moisture content can be made.

Moisture Content

By studying the moisture content of the soils at varying depths and comparing them with the results of Atterberg Limits, one can estimate a rough order of magnitude of potential soil movement at various moisture contents, as well as movements with moisture changes. These tests are typically performed in accordance with ASTM D2216.

Atterberg Limits

Atterberg limits determine the liquid limit (LL), plastic limit (PL), and plasticity index (PI) of a soil. The liquid limit is the moisture content at which a soil begins to behave as a viscous fluid. The plastic limit is the moisture content at which a soil becomes workable like putty, and at which a clay soil begins to crumble when rolled into a thin thread (1/8" diameter). The PI is the numerical difference between the moisture constants at the liquid limit and the plastic limit. This test is typically performed in accordance with ASTM D4318.

Clay mineralogy and the particle size influence the Atterberg Limits values, with certain minerals (e.g., montmorillonite) and smaller particle sizes having higher PI values, and therefore higher movement potential.

A soil with a PI below about 15 to 18 is considered to be generally stable and should not experience significant movement with changes in moisture content. Soils with a PI above about 30 to 35 are considered to be highly active and may exhibit considerable movement with changes in moisture content.

Fat clays with very high liquid limits, weakly cemented sandy clays, or silty clays are examples of soils in which it can be difficult to predict movement from classification testing alone.

Grain-size Distribution

The simplest grain-size distribution test involves washing a soil specimen over the No. 200 mesh sieve with an opening size of 0.075 mm (ASTM D1140). This particle size has been defined by the engineering community as the demarcation between coarse-grained and fine-grained soils. Particles smaller than this size can be further distinguished between silt-size and clay-size particles by use of a Hydrometer test (ASTM D422). A more complete grain-size distribution test that uses sieves to relative amount of particles according is the Sieve Gradation Analysis of Soils (ASTM D6913). Once the characteristics of the soil are determined through classification testing, a number of movement prediction techniques are available to predict the potential movement of the soils. Some of these are discussed in general below.

TEXAS DEPARTMENT OF TRANSPORTATION METHOD 124-E

The Texas Department of Transportation (TxDOT) has developed a generally simplistic method to predict movements for highways based on the plasticity index of the soil. The TxDOT method is empirical and is based on the Atterberg limits and moisture content of the subsurface soil. This method generally assumes three different initial moisture conditions: dry, “as-is”, and wet. Computation of each over an assumed depth of seasonal moisture variation (usually about 15 feet or less) provides an estimate of potential movement at each initial condition. This method requires a number of additional assumptions to develop a potential movement estimate. As such, the predicted movements generally possess large uncertainties when applied to the analysis of conditions under building slabs and foundations. In our opinion, estimates derived by this method should not be used alone in determination of potential movement.

SWELL TESTS

Swell tests can lead to more accurate site-specific predictions of potential vertical movement by measuring actual swell volumes at in situ initial moisture contents. One-dimensional swell tests are almost always performed for this measurement. Though swell is a three-dimensional process, the one-dimensional test provides greatly improved potential vertical movement estimates than other methods alone, particularly when the results are “weighted” with respect to depth, putting more emphasis on the swell characteristics closer to the surface and less on values at depth.

POTENTIAL VERTICAL MOVEMENT

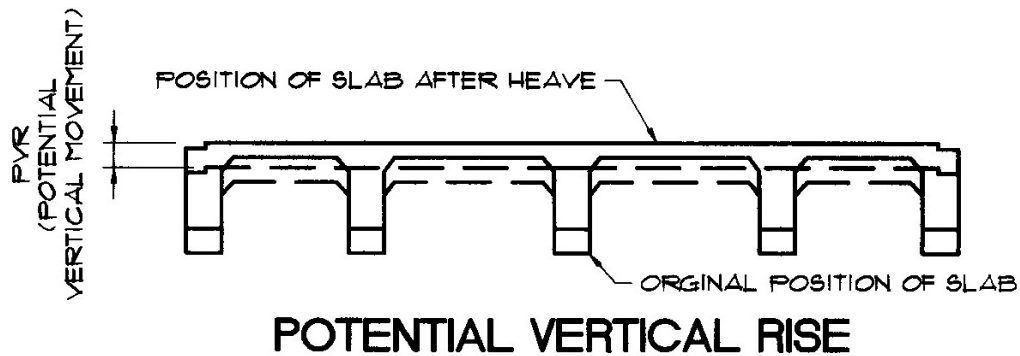
A general index for movement is known as the Potential Vertical Rise (PVR). The actual term PVR refers to the TxDOT Method 124-E mentioned above. For the purpose of this report the term Potential Vertical Movement (PVM) will be used since PVM estimates are derived using multiple analytical techniques, not just TxDOT methods.

It should be noted that all slabs and foundations constructed on clay or clayey soils have at least some risk of potential vertical movement due to changes in soil moisture contents. To eliminate that risk, slabs, and foundation elements (e.g., grade beams) should be designed as structural elements physically separated by some distance from the subgrade soils (usually 6 to 12 inches).

In some cases, a floor slab with movements as little as 1/4 of an inch may result in damage to interior walls, such as cracking in sheet rock or masonry walls, or separation of floor tiles. However, these cracks are often minor, and most people consider them 'livable'. In other cases, movement of one inch may cause significant damage, inconvenience, or even create a hazard (trip hazard or others).

Vertical movement of clay soils under slab on grade foundations due to soil moisture changes can result from a variety of causes, including poor site grading and drainage, improperly prepared subgrade, trees, and large shrubbery located too close to structures, utility leaks or breaks, poor subgrade maintenance such as inadequate or excessive irrigation, or other causes. A sampling of more common moisture control procedures to reduce the potential for movement due to these causes is presented in Appendix B.

PVM is generally considered to be a measurement of the change in height of a foundation from the elevation it was originally placed. Experience and generally accepted practice suggest that if the PVM of a site is less than one inch, the associated differential movement will be minor and acceptable to most people.

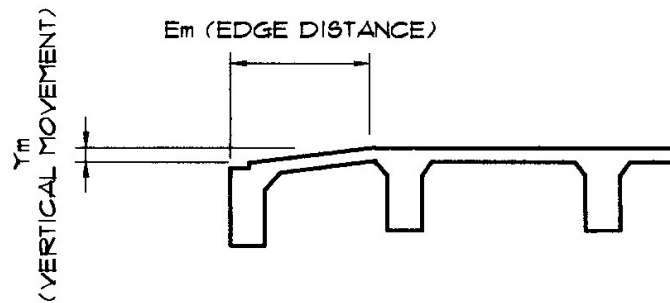


SETTLEMENT

Settlement is a measure of a downward movement due to consolidation of soil. This can occur from improperly placed fill (uncompacted or under-compacted), loose native soil, or from large amounts of unconfined sandy material. Properly compacted fill may settle approximately 1 percent of its depth, particularly when fill depths exceed 10 feet.

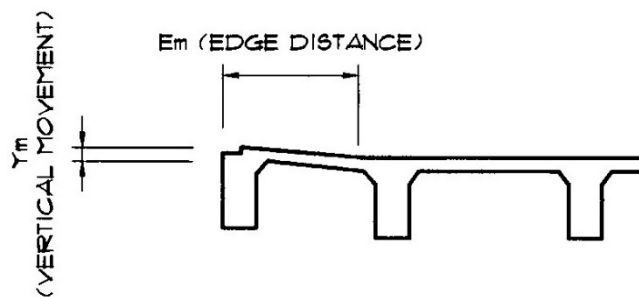
EDGE AND CENTER LIFT MOVEMENT (y_m)

The Post-Tensioning Institute (PTI) has developed a parameter of movement defined as the differential movement (y_m) estimated using the change in soil surface elevation in two locations separated by a distance e_m within which the differential movement will occur; e_m being measured from the exterior of a building to some distance toward the interior. All calculations for this report are based on the modified PTI procedure in addition to our judgment as necessary for specific site conditions. The minimum movements given in the PTI are for climatic conditions only and have been modified somewhat to account for site conditions which may increase the actual parameters.



CENTER LIFT PARAMETERS

“Center lift” occurs when the center, or some portion of the center of the building, is higher than the exterior. This can occur when the soil around the exterior shrinks, or the soil under the center of the building swells, or a combination of both occurs.



EDGE LIFT PARAMETERS

“Edge lift” occurs when the edge, or some portion of the exterior of the building, is higher than the center. This can occur when the soil around the exterior swells. It is not uncommon to have both the center lift and the edge lift phenomena occurring on the same building, in different areas.

SPECIAL COMMENTARY ON CONCRETE AND EARTHWORK

RESTRAINT TO SHRINKAGE CRACKS

One of the characteristics of concrete is that during the curing process shrinkage occurs and if there are any restraints to prevent the concrete from shrinking cracks can form. In a typical slab on grade or structurally suspended foundation there will be cracks due to interior beams and piers that restrict shrinkage. This restriction is called Restraint to Shrinkage (RTS). In post tensioned slabs, the post tensioning strands are slack when installed and must be stressed at a later time. The best procedure is to stress the cables approximately 30% within one to two days of placing the concrete. Then the cables are stressed fully when the concrete reaches greater strength, usually in 7 days. During this time before the cables are stressed fully, the concrete may crack more than conventionally reinforced slabs. When the cables are stressed, some of the cracks will pull together. These RTS cracks do not normally adversely affect the overall performance of the foundation. It should be noted that for exposed floors, especially those that will be painted, stained, or stamped, these cracks may be aesthetically unacceptable. Any tile which is applied directly to concrete or over a mortar bed over concrete has a high probability of minor cracks occurring in the tile due to RTS. It is recommended if tile is used to install expansion joints in appropriate locations to minimize these cracks.

UTILITY TRENCH EXCAVATION

Trench excavation for utilities should be sloped or braced in the interest of safety. Attention is drawn to OSHA Safety and Health Standards (29 CFR 1926/1910), Subpart P, regarding trench excavations greater than 5 feet in depth.

FIELD SUPERVISION AND DENSITY TESTING

Field density and moisture content determinations should be made on each lift of fill at a frequency of one (1) test per lift per 3,000 square feet of fill, with a minimum of two (2) tests per lift within each building pad, one (1) test per lift per 100 linear feet of grade beam and/or footing perimeter backfill, one (1) test per lift per 100 linear feet of utility trench backfill, and one (1) test per lift per 5,000 square feet of pavement area. Supervision by the field technician and the project engineer is required. Some adjustments in the test frequencies may be required based upon the general fill types and soil conditions at the time of fill placement.

It is recommended that all site and subgrade preparation, proof rolling, and pavement construction be monitored by a qualified engineering firm. Density tests should be performed to verify proper compaction and moisture content of any earthwork. Inspection should be performed prior to and during concrete placement operations. D&S would be pleased to assist you on this project.

14805 Trinity Boulevard, Fort Worth, Texas 76155
Geotechnical 817.529.8464 Corporate 903.420.0014
www.dsenglabs.com

Texas Engineering Firm Registration # F-12796
Oklahoma Engineering Firm Certificate of Authorization CA 7181



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SECTION 009113 - ADDENDA

1.1 PROJECT INFORMATION

- A. Project Name: TAPS Admin & Operations Building
- B. Owner: Texoma Area Paratransit System
- C. Owner Project Number: R315639.02
- D. Architect: Huitt-Zollars, Inc.
- E. Architect Project Number: R315639.02
- F. Date of Addendum: 04/16/2024

1.2 NOTICE TO BIDDERS

- A. This Addendum is issued to all registered plan holders pursuant to the Instructions to Bidders and Conditions of the Contract. This Addendum serves to clarify, revise, and supersede information in the Project Manual, Drawings, and previously issued Addenda. Portions of the Addendum affecting the Contract Documents will be incorporated into the Contract by enumeration of the Addendum in the Owner/Contractor Agreement.
- B. The Bidder shall acknowledge receipt of this Addendum in the appropriate space on the Bid Form.
- C. The date for receipt of bids is, at same time and location.
 - 1. Bid Date: 04/26/2024.

1.3 ATTACHMENTS

- A. This Addendum includes the following attached Documents and Specification Sections:
 - 1. Document A-101 – DEMO & FLOOR PLAN; A-702 – ROOM FINISH PLAN & SCHEDULE; A-703 – INTERIOR ELEVATIONS; A-704 – MILLWORK SECTIONS, dated 04/16/2024, (reissued).Section 003132 – Geotechnical Data; 003132a - G22-2228 Texoma Parkway Building - Sherman, TX; 011000 – Summary; 012500 – Substitution Procedures; 012600 – Contract Modification Procedures; 012900 – Payment Procedures; 013100 – Project Management and Coordination; 013200 – Construction Progress Documentation; 013233 – Photographic Documentation; 013300 – Submittal Procedures; 014000 – Quality Requirements; 014200 – References; 015000 – Temporary Facilities and Controls; 015723 – Temporary Storm Water Pollution Control; 016000 – Product Requirements; 017300 – Execution; 017419 – Construction Waste Management and Disposal; 017700 – Closeout Procedures; 017823 – Operation and Maintenance Data; 017839 – Project Record Documents; 017900 – Demonstration and Training; 10101 –

Visual Display Units; 10155 – Toilet Compartments; 10505 – Phenolic Lockers, dated 04/16/2024, (new).

1.4 REVISIONS TO DRAWING SHEETS

- A. Sheet A-101- DEMO & FLOOR PLAN (not reissued).
 - 1. Drawing Notes by Symbol: Contractor Furnished Contractor Installed, Owner Furnished Contractor Installed, Owner Furnished Owner Installed was added to the applicable items in notes.
- B. Sheet A-702- ROOM FINISH PLAN & SCHEDULE (not reissued).
 - 1. Finish Plan Key Notes: Added information on lockers, markerboards, and tackboards.
 - 2. Room Finish Schedule Legend: Toilet partitions added to the schedule.
- C. Sheet A-703 – INTERIOR ELEVATIONS (not reissued).
 - 1. D2: Under Counter Fridge note was updated to include CFCI.
- D. Sheet A-704 – MILLWORK SECTIONS (not reissued).
 - 1. C1: Refrigerator note was updated to include CFCI.

END OF DOCUMENT 009113

SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Project information.
 - 2. Work covered by Contract Documents.
 - 3. Future work not part of this Project.
 - 4. Owner-furnished/Contractor-installed (OFICI) products.
 - 5. Owner-furnished/Owner-installed (OFOI) products.
 - 6. Contractor's use of site and premises.
 - 7. Coordination with occupants.
 - 8. Work restrictions.
 - 9. Specification and Drawing conventions.
 - 10. Miscellaneous provisions.
- B. Related Requirements:
 - 1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.
 - 2. Section 017300 "Execution" for coordination of Owner-installed products.

1.3 DEFINITIONS

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

1.4 PROJECT INFORMATION

- A. Project Identification: TAPS Admin & Operations Building, Project No. R315639.02.
 - 1. Project Location: 6104 Texoma Pkwy, Sherman, TX 75090.
- B. Owner: Texoma Area Paratransit System, 6104 Texoma Pkwy, Sherman, TX 75090.
 - 1. Owner's Representative:
 - a. Primary: Shellie White
shellie.white@transdev.com 580-775-8736
- C. Architect: Huitt-Zollars, Inc. 500 W. 7th St, Fort Worth, Texas 76102.
 - 1. Architect's Representative: Bill Hoelscher, whoelscher@huitt-zollars.com, (817) 335-3000.

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

1. Cost Estimating
EudaCorp
707 W. Victory Blvd., #102A
Fort Worth, Texas 76104
(682) 235-5143
2. Geotechnical Engineer
D&S Engineering Labs
14805 Trinity Boulevard
Fort Worth, TX 76155
(817) 529-8464

1.5 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:
1. Texoma Area Paratransit System (TAPS) Admin and Operations Building is located in Sherman, Texas on a site that is approximately 4.5 acres in size. The site access is provided from Texoma Parkway. The project includes the existing building is approximately SF with 1,200SF being renovated. An approximate 6,800SF addition will be constructed to the East of the existing building and other Work indicated in the Contract Documents.
- B. Type of Contract:
1. Project will be constructed under a single prime contract.

1.6 OWNER-FURNISHED/CONTRACTOR-INSTALLED (OFCI) PRODUCTS

- A. Owner's Responsibilities: Owner will furnish products indicated and perform the following, as applicable:
1. Provide to Contractor Owner-reviewed Product Data, Shop Drawings, and Samples.
 2. Provide for delivery of Owner-furnished products to Project site.
 3. Upon delivery, inspect, with Contractor present, delivered items.
 - a. If Owner-furnished products are damaged, defective, or missing, arrange for replacement.
 4. Obtain manufacturer's inspections, service, and warranties.
 5. Inform Contractor of earliest available delivery date for Owner-furnished products.
- B. Contractor's Responsibilities: The Work includes the following, as applicable:
1. Designate delivery dates of Owner-furnished products in Contractor's construction schedule, utilizing Owner-furnished earliest available delivery dates.
 2. Review Owner-reviewed Product Data, Shop Drawings, and Samples, noting discrepancies and other issues in providing for Owner-furnished products in the Work.
 3. Receive, unload, handle, store, protect, and install Owner-furnished products.
 4. Make building services connections for Owner-furnished products.

5. Protect Owner-furnished products from damage during storage, handling, and installation and prior to Substantial Completion.
6. Repair or replace Owner-furnished products damaged following receipt.

1.7 OWNER-FURNISHED/OWNER-INSTALLED (OFOI) PRODUCTS

- A. The Owner will furnish and install products indicated.

1.8 CONTRACTOR-FURNISHED/OWNER-INSTALLED (CFOI) PRODUCTS

- 1.9 This article defines responsibilities of Owner and Contractor for Contractor-furnished/Owner-installed items.

- 1.10 Retain first paragraph below if Contractor furnishes products for a project that will subsequently be installed by Owner. Revise to suit Project. See the Evaluations for model text.

- 1.11 Contractor shall furnish products indicated. The Work includes unloading, handling, storing, and protecting Contractor-furnished products as directed and turning them over to Owner at Project closeout.

1.12 CONTRACTOR'S USE OF SITE AND PREMISES

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

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

1. Limits on Use of Site: Confine construction operations to The addition and renovation limits.

2. 

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

- a. Schedule deliveries to minimize use of driveways and entrances by construction operations.

- b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

- D. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.13 COORDINATION WITH OCCUPANTS

- 1.14 Full Owner Occupancy: Owner will occupy Project site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.

- 1.15 Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.

- 1.16 Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

- 1.17 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.

- 1.18 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.

- 1.19 Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

- 1.20 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.

1.21 Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.

1.22 Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.

1.23 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.

1.24 On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.25 WORK RESTRICTIONS

A. Comply with restrictions on construction operations.

1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.

B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging for temporary utility services according to requirements indicated:

1. Notify Architect Owner not less than two days in advance of proposed utility interruptions.

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

C. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances within the existing building on Project site is not permitted.

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

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

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

1.26 SPECIFICATION AND DRAWING CONVENTIONS

A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
 3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

SECTION 01 25 00 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit documentation identifying product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use CSI Form 13.1A.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.

- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - h. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - i. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - j. Cost information, including a proposal of change, if any, in the Contract Sum.
 - k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - l. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

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

1.6 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.7 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.

- B. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after the Notice to Proceed. Requests received after that time may be considered or rejected at discretion of Architect.
 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Substitution request is fully documented and properly submitted.
 - e. Requested substitution will not adversely affect Contractor's construction schedule.
 - f. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - g. Requested substitution is compatible with other portions of the Work.
 - h. Requested substitution has been coordinated with other portions of the Work.
 - i. Requested substitution provides specified warranty.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 25 00

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SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
 - 1. Section 012500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.
 - 2. Section 013100 "Project Management and Coordination" for requirements for forms for contract modifications provided as part of web-based Project management software.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710.

1.4 PROPOSAL REQUESTS

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

- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 7. Proposal Request Form: Use form acceptable to Architect.

1.5 CHANGE ORDER PROCEDURES

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

1.6 CONSTRUCTION CHANGE DIRECTIVE

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00

SECTION 01 29 00 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 2. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.3 DEFINITIONS

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

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
 - 1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Owner's name.
 - c. Name of Architect.
 - d. Architect's Project number.
 - e. Contractor's name and address.
 - f. Date of submittal.
 - 2. Arrange schedule of values consistent with format of AIA Document G703.

3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
4. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site.
5. Temporary Facilities: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
6. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
7. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments, as certified by Architect and paid for by Owner.
- B. Payment Application Times: Submit Application for Payment to Architect by the last of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
 1. Submit draft copy of Application for Payment seven days prior to due date for review by Architect.
- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Do not include items stored off-site.
 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.

2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Schedule of unit prices.
 6. Submittal schedule (preliminary if not final).
 7. List of Contractor's staff assignments.
 8. List of Contractor's principal sub-contractors..
 9. Copies of building permits.
 10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 11. Initial progress report.
 12. Report of preconstruction conference.
 13. Certificates of insurance and insurance policies.
 14. Performance and payment bonds.
 15. Data needed to acquire Owner's insurance.

- I. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
 1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 - a. Complete administrative actions, submittals, and Work preceding this application, as described in Section 017700 "Closeout Procedures."
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
 1. Evidence of completion of Project closeout requirements.
 2. Certification of completion of final punch list items.
 3. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 4. Updated final statement, accounting for final changes to the Contract Sum.
 5. AIA Document G706.
 6. AIA Document G706A.
 7. AIA Document G707.
 8. Evidence that claims have been settled.
 9. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 10. Final liquidated damages settlement statement.
 11. Proof that taxes, fees, and similar obligations are paid.
 12. Waivers and releases.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 29 00

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. RFIs.
 - 3. Digital project management procedures.
 - 4. Web-based Project management software package.
 - 5. Project meetings.
- B. Related Requirements:
 - 1. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
 - 2. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

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

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: Within 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, cellular telephone

numbers, and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in Project meeting room, in temporary field office, and in prominent location in each built facility. Keep list current at all times.

1.5 GENERAL COORDINATION PROCEDURES

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

1.6 REQUEST FOR INFORMATION (RFI)

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

3. Owner's Project number.
 4. Name of Architect.
 5. Architect's Project number.
 6. Date.
 7. Name of Contractor.
 8. RFI number, numbered sequentially.
 9. RFI subject.
 10. Specification Section number and title and related paragraphs, as appropriate.
 11. Drawing number and detail references, as appropriate.
 12. Field dimensions and conditions, as appropriate.
 13. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 14. Contractor's signature.
 15. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: AIA Document G716.
1. Attachments shall be electronic files in PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 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 web-based Project management software. Include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number, including RFIs that were returned without action or withdrawn.

5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.

1.7 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's CAD drawings will be provided by Architect for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. Digital Drawing Software Program: Contract Drawings are available in Autodesk AutoCAD version 2011.
 4. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.
 - a. Subcontractors and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of Agreement acceptable to Owner and Architect.
 5. The following digital data files will be furnished for each appropriate discipline:
 - a. Floor plans.
 - b. Reflected ceiling plans.
- B. Web-Based Project Management Software Package: Provide, or use Architect's web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.
1. Web-based Project management software includes, at a minimum, the following features:
 - a. Compilation of Project data, including Contractor, subcontractors, Architect, Architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
 - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
 - c. Document workflow planning, allowing customization of workflow between project entities.
 - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
 - e. Track status of each Project communication in real time, and log time and date when responses are provided.
 - f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
 - g. Processing and tracking of payment applications.
 - h. Processing and tracking of contract modifications.

- i. Creating and distributing meeting minutes.
 - j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
 - k. Management of construction progress photographs.
 2. Provide up to [seven] <Insert number> Project management software user licenses for use of Owner[, Owner's Commissioning Authority] [, Construction Manager], Architect, and Architect's consultants. Provide [eight] <Insert number> hours of software training at Architect's office for web-based Project software users.
 3. At completion of Project, provide digital archive in format that is readable by common desktop software applications in format acceptable to Architect. Provide data in locked format to prevent further changes.
- C. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
 1. Assemble complete submittal package into a single indexed file, incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.8 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times a minimum of 10 days prior to meeting.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
 1. Attendees: Authorized representatives of Owner Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.

- h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Preparation of Record Documents.
 - o. Use of the premises.
 - p. Work restrictions.
 - q. Working hours.
 - r. Owner's occupancy requirements.
 - s. Responsibility for temporary facilities and controls.
 - t. Procedures for moisture and mold control.
 - u. Procedures for disruptions and shutdowns.
 - v. Construction waste management and recycling.
 - w. Parking availability.
 - x. Office, work, and storage areas.
 - y. Equipment deliveries and priorities.
 - z. First aid.
 - aa. Security.
 - bb. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for coordination with other construction.
- 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Possible conflicts.
 - i. Compatibility requirements.
 - j. Time schedules.
 - k. Weather limitations.
 - l. Manufacturer's written instructions.
 - m. Warranty requirements.
 - n. Compatibility of materials.
 - o. Acceptability of substrates.
 - p. Temporary facilities and controls.
 - q. Space and access limitations.

- r. Regulations of authorities having jurisdiction.
 - s. Testing and inspecting requirements.
 - t. Installation procedures.
 - u. Coordination with other work.
 - v. Required performance results.
 - w. Protection of adjacent work.
 - x. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of Record Documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Procedures for completing and archiving web-based Project software site data files.
 - d. Submittal of written warranties.
 - e. Requirements for preparing operations and maintenance data.
 - f. Requirements for delivery of material samples, attic stock, and spare parts.
 - g. Requirements for demonstration and training.
 - h. Preparation of Contractor's punch list.
 - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - j. Submittal procedures.
 - k. Owner's partial occupancy requirements.
 - l. Installation of Owner's furniture, fixtures, and equipment.
 - m. Responsibility for removing temporary facilities and controls.
 4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: Conduct progress meetings at weekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site use.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of Proposal Requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

SECTION 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Startup construction schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Construction schedule updating reports.
 - 4. Daily construction reports.
 - 5. Material location reports.
 - 6. Site condition reports.
 - 7. Unusual event reports.
- B. Related Requirements:
 - 1. Section 014000 "Quality Requirements" for schedule of tests and inspections.
 - 2. Section 012900 "Payment Procedures" for schedule of values and requirements for use of cost-loaded schedule for Applications for Payment.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction Project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. Event: The starting or ending point of an activity.
- C. Float: The measure of leeway in starting and completing an activity.
 - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

- D. Resource Loading: The allocation of manpower and equipment necessary for completing an activity as scheduled.

1.4 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
 - 1. Working electronic copy of schedule file.
 - 2. PDF file.
- B. Startup construction schedule.
- C. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
 - 1. Submit a working digital copy of schedule, using software indicated, and labeled to comply with requirements for submittals.
- D. Construction Schedule Updating Reports: Submit with Applications for Payment.
- E. Daily Construction Reports: Submit at weekly intervals.
- F. Material Location Reports: Submit at monthly intervals.
- G. Site Condition Reports: Submit at time of discovery of differing conditions.
- H. Unusual Event Reports: Submit at time of unusual event.

1.5 COORDINATION

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

1.6 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
- B. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Final Completion.
 - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each floor or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
 - 1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.

2. Procurement Activities: Include procurement process activities for the following long lead-time items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 3. Submittal Review Time: Include review and resubmittal times indicated in Section 013300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
 4. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
 5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
 6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and Final Completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 2. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 3. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Uninterruptible services.
 - b. Use-of-premises restrictions.
 - c. Seasonal variations.
 - d. Environmental control.
 4. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Submittals.
 - b. Purchases.
 - c. Fabrication.
 - d. Sample testing.
 - e. Deliveries.
 - f. Installation.
 - g. Tests and inspections.
 - h. Adjusting.
 - i. Curing.
 - j. Startup and placement into final use and operation.
 5. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Structural completion.
 - b. Temporary enclosure and space conditioning.
 - c. Permanent space enclosure.
 - d. Completion of mechanical installation.
 - e. Completion of electrical installation.
 - f. Substantial Completion.

- E. Cost Correlation: Superimpose a cost correlation timeline, indicating planned and actual costs. On the line, show planned and actual dollar volume of the Work performed as of planned and actual dates used for preparation of payment requests.
 - 1. See Section 012900 "Payment Procedures" for cost reporting and payment procedures.
- F. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
 - 1. Unresolved issues.
 - 2. Unanswered Requests for Information.
 - 3. Rejected or unreturned submittals.
 - 4. Notations on returned submittals.
 - 5. Pending modifications affecting the Work and the Contract Time.
- G. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Final Completion percentage for each activity.
- H. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.
- I. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

1.7 STARTUP CONSTRUCTION SCHEDULE

- A. Gantt-Chart Schedule: Submit startup, horizontal, Gantt-chart-type construction schedule within seven days of date established for the Notice to Proceed.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

1.8 GANTT-CHART SCHEDULE REQUIREMENTS

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's Construction Schedule within 30 days of date established for the Notice to Proceed.
 - 1. Base schedule on the startup construction schedule and additional information received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
 - 1. For construction activities that require three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

1.9 REPORTS

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

Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

- D. Unusual Event Reports: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, responses by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.
1. Submit unusual event reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 32 00

SECTION 01 32 33 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Concealed Work photographs.
 - 3. Periodic construction photographs.
 - 4. Final Completion construction photographs.
- B. Related Requirements:
 - 1. Section 017700 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.
 - 2. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.3 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit image files within three days of taking photographs.
 - 1. Submit photos on CD-ROM or thumb-drive or by uploading to web-based Project management software site. Include copy of key plan indicating each photograph's location and direction.
 - 2. Identification: Provide the following information with each image description in file metadata tag or in web-based Project management software site:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Date photograph was taken.
 - f. Description of location, vantage point, and direction.
 - g. Unique sequential identifier keyed to accompanying key plan.
- C. Time-Lapse Photographs: One photo once a day, capture at same elevation, direction and time of day.
 - 1. Submit time-lapse sequence photographs monthly on CD-ROM or thumb drive or by uploading to web-based Project management software site.

2. Identification: For each recording, provide the following information in file metadata tag or on web-based Project management software site:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Date(s) and time(s) video recording was recorded.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.

1.4 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels. Use flash in low light levels or backlit conditions.
- B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- C. Metadata: Record accurate date and time from camera.
- D. File Names: Name media files with date, Project area and sequential numbering suffix.

1.5 CONSTRUCTION PHOTOGRAPHS

- A. General: Take photographs with maximum depth of field and in focus.
 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- B. Preconstruction Photographs: Before commencement of the Work, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Architect.
 1. Flag excavation areas and construction limits before taking construction photographs.
 2. Take 20 photographs to show existing conditions adjacent to property before starting the Work.
 3. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- C. Concealed Work Photographs: Before proceeding with installing work that will conceal other work, take photographs sufficient in number, with annotated descriptions, to record nature and location of concealed Work, including, but not limited to, the following:
 1. Underground utilities.
 2. Underslab services.
 3. Piping.
 4. Electrical conduit.

- D. Periodic Construction Photographs: Take 20 photographs monthly coinciding with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- E. Final Completion Construction Photographs: Take 50 photographs after date of Substantial Completion for submission as Project Record Documents. Architect will inform photographer of desired vantage points.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 32 33

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SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

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

B. Related Requirements:

1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
2. Section 013100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
3. Section 013200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
4. Section 013233 "Photographic Documentation" for submitting preconstruction photographs, periodic construction photographs, and Final Completion construction photographs.
5. Section 014000 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
6. Section 017700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.
7. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
8. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.2 DEFINITIONS

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

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological 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 additional time for handling and reviewing submittals required by those corrections.

1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
2. Initial Submittal Schedule: Submit concurrently with startup construction schedule. Include submittals required during the first 60 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.
3. 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.
4. 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.

1.4 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
 1. Project name.
 2. Date.
 3. Name of Architect.
 4. Name of Contractor.
 5. Name of firm or entity that prepared submittal.
 6. Names of subcontractor, manufacturer, and supplier.
 7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
 8. Category and type of submittal.
 9. Submittal purpose and description.
 10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 11. Drawing number and detail references, as appropriate.
 12. Indication of full or partial submittal.
 13. Location(s) where product is to be installed, as appropriate.
 14. Other necessary identification.
 15. Remarks.
 16. Signature of transmitter.
- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Paper Submittals:

1. Place a permanent label or title block on each submittal item for identification; include name of firm or entity that prepared submittal.
 2. Provide a space approximately 8 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Action Submittals: Submit four paper copies of each submittal unless otherwise indicated. Architect will return two copies.
 4. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.
 5. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
 6. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using transmittal form.
- E. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.
- F. Submittals Utilizing Web-Based Project Software: Prepare submittals as PDF files or other format indicated by Project management software.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 2. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project management software website. Enter required data in web-based software site to fully identify submittal.
 3. Paper: Prepare submittals in paper form and deliver to Architect.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract

Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 14 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 14 days for review of each resubmittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block, and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Paper Sheet Size: Except for templates, patterns, and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
 - a. Two opaque (bond) copies of each submittal. Architect will return one copy(ies).
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
 4. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
 5. Paper Transmittal: Include paper transmittal, including complete submittal information indicated.
 6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 7. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units, showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 8. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

- a. Number of Samples: Submit three sets of Samples. Architect will retain one Sample sets; remainder will be returned. Mark up and retain one, returned Sample set as a project record Sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.

- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.

- G. Certificates:
 1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
 6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.

- H. Test and Research Reports:
 1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed

- before installation of product. Include written recommendations for substrate preparation and primers required.
2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
 6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.

- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
 - 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required.
 - 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action, as follows:
 - a. A/E Review
 - 1) Reviewed – No Exceptions
 - 2) Exceptions as Noted
 - 3) Rejected
 - 4) Not Required for Review
 - b. Response Required of Contractor
 - 1) No Response Required
 - 2) Confirm in Writing
 - 3) Revise and Resubmit
 - 4) Submit Specified Item
 - 2. Paper Submittals: Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 33 00

SECTION 01 40 00 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, subcontractor, or sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).
- D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.

- E. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."
- H. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work, to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- I. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work, to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect.

1.4 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated Design Services Statement: Submit a statement signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.5 CONFLICTING REQUIREMENTS

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

1.6 INFORMATIONAL SUBMITTALS

- A. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.

1.7 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, telephone number, and email address of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.
 - 10. Record of temperature and weather conditions at time of sample-taking and testing and inspection.
 - 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 - 12. Name and signature of laboratory inspector.
 - 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
 - 1. Name, address, telephone number, and email address of technical representative making report.
 - 2. Statement on condition of substrates and their acceptability for installation of product.
 - 3. Statement that products at Project site comply with requirements.
 - 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 - 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 - 6. Statement of whether conditions, products, and installation will affect warranty.

7. Other required items indicated in individual Specification Sections.

- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.
 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 4. Statement of whether conditions, products, and installation will affect warranty.
 5. Other required items indicated in individual Specification Sections.

1.8 QUALITY ASSURANCE

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

manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

1.9 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspection they are engaged to perform.
 2. Payment for these services will be made, as authorized by Change Orders.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
 1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 2. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor will not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspection will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
 1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.

3. Conduct and interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform duties of Contractor.
- E. **Manufacturer's Field Services:** Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 013300 "Submittal Procedures."
- F. **Manufacturer's Technical Services:** Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- G. **Contractor's Associated Requirements and Services:** Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspection equipment at Project site.
- H. **Coordination:** Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- 1.10 **SPECIAL TESTS AND INSPECTIONS**
- A. **Special Tests and Inspections:** Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
1. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 2. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.

3. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
4. Interpreting tests and inspections, and stating in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
5. Retesting and reinspecting corrected Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
 1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's reference during normal working hours.
 1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample-taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 017300 "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 40 00

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SECTION 01 42 00 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- C. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- D. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- E. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- F. "Provide": Furnish and install, complete and ready for the intended use.
- G. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
 - 1. For standards referenced by applicable building codes, comply with dates of standards as listed in building codes.

1.4 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."

1. AABC - Associated Air Balance Council; www.aabc.com.
2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
7. ABMA - American Boiler Manufacturers Association; www.abma.com.
8. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org.
9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
11. AF&PA - American Forest & Paper Association; www.afandpa.org.
12. AGA - American Gas Association; www.aga.org.
13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
15. AI - Asphalt Institute; www.asphaltinstitute.org.
16. AIA - American Institute of Architects (The); www.aia.org.
17. AISC - American Institute of Steel Construction; www.aisc.org.
18. AISI - American Iron and Steel Institute; www.steel.org.
19. AITC - American Institute of Timber Construction; www.aitc-glulam.org.
20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.
30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
34. ASSP - American Society of Safety Professionals (The); www.assp.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AVIXA - Audiovisual and Integrated Experience Association; (Formerly: Infocomm International); www.soundandcommunications.com.
38. AWEA - American Wind Energy Association; www.awea.org.

39. AWI - Architectural Woodwork Institute; www.awinet.org.
40. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
41. AWPA - American Wood Protection Association; www.awpa.com.
42. AWS - American Welding Society; www.aws.org.
43. AWWA - American Water Works Association; www.awwa.org.
44. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
45. BIA - Brick Industry Association (The); www.gobrick.com.
46. BICSI - BICSI, Inc.; www.bicsi.org.
47. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
48. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
49. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
50. CDA - Copper Development Association; www.copper.org.
51. CE - Conformite Europeenne; www.ec.europa.eu/growth/single-market/ce-marking.
52. CEA - Canadian Electricity Association; www.electricity.ca.
53. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
54. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
55. CGA - Compressed Gas Association; www.cganet.com.
56. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
57. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
58. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
59. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
60. CPA - Composite Panel Association; www.compositepanel.org.
61. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
62. CRRC - Cool Roof Rating Council; www.coolroofs.org.
63. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
64. CSA - CSA Group; www.csa-group.org.
65. CSI - Construction Specifications Institute (The); www.csiresources.org.
66. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
67. CTA - Consumer Technology Association; www.cta.tech.
68. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.coolingtechnology.org.
69. CWC - Composite Wood Council; (See CPA).
70. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
71. DHA - Decorative Hardwoods Association; (Formerly: Hardwood Plywood & Veneer Association); www.decorativehardwoods.org.
72. DHI - Door and Hardware Institute; www.dhi.org.
73. ECA - Electronic Components Association; (See ECIA).
74. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
75. ECIA - Electronic Components Industry Association; www.ecianow.org.
76. EIA - Electronic Industries Alliance; (See TIA).
77. EIMA - EIFS Industry Members Association; www.eima.com.
78. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
79. EOS/ESD Association; (Electrostatic Discharge Association); www.esda.org.
80. ESTA - Entertainment Services and Technology Association; (See PLASA).
81. ETL - Intertek (See Intertek); www.intertek.com.
82. EVO - Efficiency Valuation Organization; www.evo-world.org.
83. FCI - Fluid Controls Institute; www.fluidcontrolsinstitute.org.

84. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
85. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
86. FM Approvals - FM Approvals LLC; www.fmglobal.com.
87. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
88. FRSA - Florida Roofing, Sheet Metal Contractors Association, Inc.; www.floridarroof.com.
89. FSA - Fluid Sealing Association; www.fluidsealing.com.
90. FSC - Forest Stewardship Council U.S.; www.fscus.org.
91. GA - Gypsum Association; www.gypsum.org.
92. GANA - Glass Association of North America; (See NGA).
93. GS - Green Seal; www.greenseal.org.
94. HI - Hydraulic Institute; www.pumps.org.
95. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
96. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
97. HPVA - Hardwood Plywood & Veneer Association; (See DHA).
98. HPW - H. P. White Laboratory, Inc.; www.hpwhite.com.
99. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
100. IAS - International Accreditation Service; www.iasonline.org.
101. ICBO - International Conference of Building Officials; (See ICC).
102. ICC - International Code Council; www.iccsafe.org.
103. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
104. ICPA - International Cast Polymer Association; www.theicpa.com.
105. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
106. IEC - International Electrotechnical Commission; www.iec.ch.
107. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
108. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
109. IESNA - Illuminating Engineering Society of North America; (See IES).
110. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
111. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
112. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.org.
113. II - Infocomm International; (See AVIXA).
114. ILI - Indiana Limestone Institute of America, Inc.; www.iliai.com.
115. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
116. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
117. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
118. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
119. ISO - International Organization for Standardization; www.iso.org.
120. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
121. ITU - International Telecommunication Union; www.itu.int.
122. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
123. LMA - Laminating Materials Association; (See CPA).
124. LPI - Lightning Protection Institute; www.lightning.org.
125. MBMA - Metal Building Manufacturers Association; www.mbma.com.
126. MCA - Metal Construction Association; www.metalconstruction.org.
127. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.

128. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
129. MHIA - Material Handling Industry of America; www.mhia.org.
130. MIA - Marble Institute of America; (See NSI).
131. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
132. MPI - Master Painters Institute; www.paintinfo.com.
133. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
134. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
135. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
136. NADCA - National Air Duct Cleaners Association; www.nadca.com.
137. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
138. NALP - National Association of Landscape Professionals; www.landscapeprofessionals.org.
139. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
140. NBI - New Buildings Institute; www.newbuildings.org.
141. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
142. NCMA - National Concrete Masonry Association; www.ncma.org.
143. NEBB - National Environmental Balancing Bureau; www.nebb.org.
144. NECA - National Electrical Contractors Association; www.necanet.org.
145. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
146. NEMA - National Electrical Manufacturers Association; www.nema.org.
147. NETA - InterNational Electrical Testing Association; www.netaworld.org.
148. NFHS - National Federation of State High School Associations; www.nfhs.org.
149. NFPA - National Fire Protection Association; www.nfpa.org.
150. NFPA - NFPA International; (See NFPA).
151. NFRC - National Fenestration Rating Council; www.nfrc.org.
152. NGA - National Glass Association (The); (Formerly: Glass Association of North America); www.glass.org.
153. NHLA - National Hardwood Lumber Association; www.nhla.com.
154. NLGA - National Lumber Grades Authority; www.nlga.org.
155. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
156. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
157. NRCA - National Roofing Contractors Association; www.nrca.net.
158. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
159. NSF - NSF International; www.nsf.org.
160. NSI - National Stone Institute; (Formerly: Marble Institute of America); www.naturalstoneinstitute.org.
161. NSPE - National Society of Professional Engineers; www.nspe.org.
162. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
163. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
164. NWFA - National Wood Flooring Association; www.nwfa.org.
165. NWRA - National Waste & Recycling Association; www.wasterecycling.org.
166. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
167. PDI - Plumbing & Drainage Institute; www.pdionline.org.
168. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
169. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
170. RFCI - Resilient Floor Covering Institute; www.rfci.com.
171. RIS - Redwood Inspection Service; www.redwoodinspection.com.

172. SAE - SAE International; www.sae.org.
173. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
174. SDI - Steel Deck Institute; www.sdi.org.
175. SDI - Steel Door Institute; www.steeldoor.org.
176. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
177. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
178. SIA - Security Industry Association; www.siaonline.org.
179. SJI - Steel Joist Institute; www.steeljoist.org.
180. SMA - Screen Manufacturers Association; www.smainfo.org.
181. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
182. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
183. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
184. SPIB - Southern Pine Inspection Bureau; www.spib.org.
185. SPRI - Single Ply Roofing Industry; www.spri.org.
186. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
187. SSINA - Specialty Steel Industry of North America; www.ssina.com.
188. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
189. STI - Steel Tank Institute; www.steeltank.com.
190. SWI - Steel Window Institute; www.steelwindows.com.
191. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
192. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
193. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
194. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
195. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
196. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
197. TMS - The Masonry Society; www.masonrysociety.org.
198. TPI - Truss Plate Institute; www.tpinst.org.
199. TPI - Turfgrass Producers International; www.turfgrasssod.org.
200. TRI - Tile Roofing Institute; www.tilerroofing.org.
201. UL - Underwriters Laboratories Inc.; www.ul.com.
202. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
203. USAV - USA Volleyball; www.usavolleyball.org.
204. USGBC - U.S. Green Building Council; www.usgbc.org.
205. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
206. WA - Wallcoverings Association; www.wallcoverings.org.
207. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
208. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
209. WDMA - Window & Door Manufacturers Association; www.wdma.com.
210. WI - Woodwork Institute; www.wicnet.org.
211. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.

- B. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.

1. COE - Army Corps of Engineers; www.usace.army.mil.
 2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
 3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
 4. DOE - Department of Energy; www.energy.gov.
 5. EPA - Environmental Protection Agency; www.epa.gov.
 6. FG - Federal Government Publications; www.gpo.gov/fdsys.
 7. OSHA - Occupational Safety & Health Administration; www.osha.gov.
 8. SD - Department of State; www.state.gov.
 9. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
 10. USPS - United States Postal Service; www.usps.com.
- C. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
1. CFR - Code of Federal Regulations; Available from Government Printing Office; www.govinfo.gov.
 2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
 3. DSCC - Defense Supply Center Columbus; (See FS).
 4. FED-STD - Federal Standard; (See FS).
 5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org.
 6. MILSPEC - Military Specification and Standards; (See DOD).
 7. USAB - United States Access Board; www.access-board.gov.
 8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).
- D. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
1. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservation.tamu.edu.

TAPS ADMIN & OPERATIONS BUILDING
TEXOMA AREA PARATRANSIT SYSTEM
SHERMAN, TEXAS

ADDENDUM NO. 1
APRIL 16, 2024

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, testing agencies, and authorities having jurisdiction.
- B. Electric Power Service: Pay electric-power-service use charges for electricity used by all entities for construction operations.
- C. 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.

1.4 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Implementation and Termination Schedule: Within 15 days of date established for commencement of the Work, submit schedule indicating implementation and termination dates of each temporary utility.
- C. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- D. Moisture- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold. Describe delivery, handling,

storage, installation, and protection provisions for materials subject to water absorption or water damage.

1. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and requirements for replacing water-damaged Work.
2. 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.
3. Indicate methods to be used to avoid trapping water in finished work.

E. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Include the following:

1. Locations of dust-control partitions at each phase of work.
2. HVAC system isolation schematic drawing.
3. Location of proposed air-filtration system discharge.
4. Waste-handling procedures.
5. Other dust-control measures.

1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.6 PROJECT CONDITIONS

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

PART 2 - PRODUCTS

2.1 MATERIALS

- A. 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.
- B. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil minimum thickness, with flame-spread rating of 15 or less in accordance with ASTM E84 and passing NFPA 701 Test Method 2.
- C. Dust-Control Adhesive-Surface Walk-Off Mats: Provide mats, minimum 36 by 60 inches.

2.2 TEMPORARY FACILITIES

- A. Field Offices: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Common-Use Field Office: Of sufficient size to accommodate needs of Owner, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
 - 1. Furniture required for Project-site documents, including file cabinets, plan tables, plan racks, and bookcases.
 - 2. Conference room of sufficient size to accommodate meetings of 10 individuals. Provide electrical power service and 120-V ac duplex receptacles, with no fewer than one receptacle on each wall. Furnish room with conference table, chairs, and 4-foot- square tack and marker boards.
 - 3. Drinking water and private toilet.
 - 4. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 deg F.
 - 5. Lighting fixtures capable of maintaining average illumination of 20 fc at desk height.
- C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
 - 1. Store combustible materials apart from building.

2.3 EQUIPMENT

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

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 - 1. Locate facilities to limit site disturbance as specified in Section 011000 "Summary."
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
 - 1. Connect temporary sewers to private system indicated as directed by authorities having jurisdiction.

- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, safety shower and eyewash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. Temporary Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- F. Natural Gas Service: Provide piping and connection from the building to natural gas line. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- G. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
 - 1. Install electric power service underground unless otherwise indicated.
- H. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- I. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install WiFi cell phone access equipment land-based telephone line(s) for each field office.
 - 1. Provide additional telephone lines for the following:
 - a. Provide one telephone line(s) for Owner's use.
 - 2. At each telephone, post a list of important telephone numbers.
 - a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Contractor's emergency after-hours telephone number.
 - e. Architect's office.
 - f. Engineers' offices.
 - g. Owner's office.
 - h. Principal subcontractors' field and home offices.

3.3 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:
 - 1. Provide construction for temporary field offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241.
- B. 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.
- C. Parking: Provide temporary parking areas for construction personnel.
- D. Storage and Staging: Provide temporary area for storage and staging needs.
- E. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
 1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
 2. Remove snow and ice as required to minimize accumulations.
- F. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
 1. Identification Signs: Provide Project identification signs as indicated on Drawings.
 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
- G. Waste Disposal Facilities: Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."
- H. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1.
- C. Temporary Erosion and Sedimentation Control: Comply with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent and requirements specified in Section 311000 "Site Clearing."
- D. Temporary Erosion and Sedimentation Control: 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 requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
 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 Project site during the course of Project.
 4. Remove erosion and sedimentation controls, and restore and stabilize areas disturbed during removal.
- E. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- F. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals, so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using materials approved by authorities having jurisdiction.
- G. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.
1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to Owner.
- H. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.
- I. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- J. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- K. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition in accordance with requirements of authorities having jurisdiction.
 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.5 MOISTURE AND MOLD CONTROL

- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.

- B. Exposed Construction Period: 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 Period: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
 - 1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
 - 2. Keep interior spaces reasonably clean and protected from water damage.
 - 3. Periodically collect and remove waste containing cellulose or other organic matter.
 - 4. Discard or replace water-damaged material.
 - 5. Do not install material that is wet.
 - 6. Discard and replace stored or installed material that begins to grow mold.
 - 7. Perform work in a sequence that allows wet materials adequate time to dry before enclosing the material in gypsum board or other interior finishes.

- D. Controlled Construction Period: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
 - 1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
 - 2. Use temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
 - 3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective and require replacing.
 - b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
 - c. Remove and replace materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.

- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.

- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION 01 50 00

SECTION 01 57 23 - TEMPORARY STORM WATER POLLUTION CONTROL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Temporary stormwater pollution controls.

1.3 INFORMATIONAL SUBMITTALS

- A. Stormwater Pollution Prevention Plan (SWPP): Within 15 days of date established for commencement of the Work, submit completed SWPPP.
- B. EPA authorization under the EPA's "2017 Construction General Permit (CGP)."
- C. Stormwater Pollution Prevention (SWPP) Training Log: For each individual performing Work under the SWPPP.
- D. Inspection reports.

1.4 QUALITY ASSURANCE

- A. Stormwater Pollution Prevention Plan (SWPPP) Coordinator: Experienced individual or firm with a record of successful water pollution control management coordination of projects with similar requirements.
 - 1. SWPPP Coordinator shall complete and finalize the SWPPP form.
 - 2. SWPPP Coordinator shall be responsible for inspections and maintaining of all requirements of the SWPPP.
- B. Installers: Trained as indicated in the SWPPP.

PART 2 - PRODUCTS

2.1 TEMPORARY STORMWATER POLLUTION CONTROLS

- A. Provide temporary stormwater pollution controls as required by the SWPPP.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Comply with all best management practices, general requirements, performance requirements, reporting requirements, and all other requirements included in the SWPPP.
- B. Locate stormwater pollution controls in accordance with the SWPPP.
- C. Conduct construction as required to comply with the SWPPP and that minimize possible contamination or pollution or other undesirable effects.
 - 1. Inspect, repair, and maintain SWPPP controls during construction.
 - a. Inspect all SWPPP controls not less than every seven days, and after each occurrence of a storm event, as outlined in the SWPPP.
- D. Remove SWPPP controls at completion of construction and restore and stabilize areas disturbed during construction.

END OF SECTION 01 57 23

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for Contractor requirements related to Owner-furnished products.
 - 2. Section 012300 "Alternates" for products selected under an alternate.
 - 3. Section 012500 "Substitution Procedures" for requests for substitutions.
 - 4. Section 014200 "References" for applicable industry standards for products specified.
 - 5. Section 01770 "Closeout Procedures" for submitting warranties.

1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
 - 3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in Part 2 "Comparable Products" Article, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.
 - 1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities

related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.

- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.
- D. Comparable Product Request Submittal: An action submittal requesting consideration of a comparable product, including the following information:
 - 1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
 - 2. Data indicating compliance with the requirements specified in Part 2 "Comparable Products" Article.
- E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 013300 "Submittal Procedures."
- F. Substitution: Refer to Section 012500 "Substitution Procedures" for definition and limitations on substitutions.

1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
- B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.
 - 1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but inconspicuous surface. Include information essential for operation, including the following:
 - a. Name of product and manufacturer.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.

3. See individual identification Sections in Divisions 21, 22, 23, and 26 for additional equipment identification requirements.

1.5 COORDINATION

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

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products, using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

B. Delivery and Handling:

1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to determine compliance with the Contract Documents and that products are undamaged and properly protected.

C. Storage:

1. Provide a secure location and enclosure at Project site for storage of materials and equipment.
2. Store products to allow for inspection and measurement of quantity or counting of units.
3. Store materials in a manner that will not endanger Project structure.
4. Store products that are subject to damage by the elements under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation and with adequate protection from wind.
5. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
7. Protect stored products from damage and liquids from freezing.
8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. Manufacturer's Warranty: Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
 6. Or Equal: For products specified by name and accompanied by the term "or equal," "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
 - a. Submit additional documentation required by Architect in order to establish equivalency of proposed products. Unless otherwise indicated, evaluation of "or equal" product status is by the Architect, whose determination is final.
- B. Product Selection Procedures:
1. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
 - a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."

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

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following

conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements:

1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects, with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.
- B. Architect's Action on Comparable Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 013300 "Submittal Procedures."
1. Form of Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
 2. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- C. Submittal Requirements, Two-Step Process: Approval by the Architect of Contractor's request for use of comparable product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00

SECTION 01 73 00 - EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

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

- B. Related Requirements:
 - 1. Section 011000 "Summary" for limits on use of Project site.
 - 2. Section 013300 "Submittal Procedures" for submitting surveys.
 - 3. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.
 - 4. Section 078413 "Penetration Firestopping" for patching penetrations in fire-rated construction.

1.2 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of subsequent work.

- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of subsequent work.

1.3 PREINSTALLATION MEETINGS

- A. Cutting and Patching Conference: Conduct conference at Project site.
 - 1. Prior to submitting cutting and patching plan, review extent of cutting and patching anticipated and examine procedures for ensuring satisfactory result from cutting and patching work. Inform Architect of scheduled meeting. Require representatives of each entity directly concerned with cutting and patching to attend, including the following:
 - a. Contractor's superintendent.
 - b. Trade supervisor responsible for cutting operations.
 - c. Trade supervisor(s) responsible for patching of each type of substrate.
 - d. Mechanical, electrical, and utilities subcontractors' supervisors, to the extent each trade is affected by cutting and patching operations.

- e. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For professional engineer.
- B. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:
 1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
 3. Products: List products to be used for patching and firms or entities that will perform patching work.
 4. Dates: Indicate when cutting and patching will be performed.
 5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.
 - a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.
- C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

1.5 QUALITY ASSURANCE

- A. Professional Engineer Qualifications: Refer to Section 014000 "Quality Requirements."
- B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 1. Structural Elements: When cutting and patching structural elements, or when encountering the need for cutting and patching of elements whose structural function is not known, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.
 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.[Operational elements include the following:
 3. Primary operational systems and equipment.
 4. Fire-suppression systems.
 5. Plumbing piping systems.
 6. Mechanical systems piping and ducts.
 7. Control systems.
 8. Communication systems.
 9. Fire-detection and -alarm systems.

10. Electrical wiring systems.
 11. Operating systems of special construction.
 12. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
 13. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials. Use materials that are not considered hazardous.
- C. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, and other construction affecting the Work.
 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, gas service piping, and water-service piping; underground electrical services; and other utilities.
 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

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

3.2 PREPARATION

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

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks and existing conditions. If discrepancies are discovered, notify Architect promptly.
- B. Engage a land surveyor or professional engineer experienced in laying out the Work, using the following accepted surveying practices:
1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 2. Establish limits on use of Project site.

3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 4. Inform installers of lines and levels to which they must comply.
 5. Check the location, level and plumb, of every major element as the Work progresses.
 6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

- A. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- B. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.

3.5 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
1. Make vertical work plumb, and make horizontal work level.

2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
 4. Maintain minimum headroom clearance of 96 inches in occupied spaces and 90 inches in unoccupied spaces, unless otherwise indicated on Drawings.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure satisfactory results as judged by Architect. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations, so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy of type expected for Project.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on-site and placement in permanent locations.
- F. Tools and Equipment: Select tools or equipment that minimize production of excessive noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for Work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions with manufacturer.
1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 2. Allow for building movement, including thermal expansion and contraction.
 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed Work are not indicated, arrange joints for the best visual effect, as judged by Architect. Fit exposed connections together to form hairline joints.

3.6 CUTTING AND PATCHING

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

- B. Temporary Support: Provide temporary support of Work to be cut.
- C. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- D. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching in accordance with requirements in Section 011000 "Summary."
- E. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.
- F. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
 - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 6. Proceed with patching after construction operations requiring cutting are complete.
- G. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as practicable, as judged by Architect. Provide materials and comply with installation requirements specified in other Sections, where applicable.
 - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 - 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 - 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

- a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch, corner to corner of wall and edge to edge of ceiling. Provide additional coats until patch blends with adjacent surfaces.
 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- H. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 PROGRESS CLEANING

- A. Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where Work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.8 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: Comply with qualification requirements in Section 014000 "Quality Requirements."

3.9 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- C. Comply with manufacturer's written instructions for temperature and relative humidity.

3.10 CORRECTION OF THE WORK

- A. Repair or remove and replace damaged, defective, or nonconforming Work. Restore damaged substrates and finishes.
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Repair Work previously completed and subsequently damaged during construction period. Repair to like-new condition.
- C. Restore permanent facilities used during construction to their specified condition.

- D. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- E. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- F. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01 73 00

SECTION 01 74 19 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Recycling nonhazardous construction waste.
 - 2. Disposing of nonhazardous construction waste.
- B. Related Requirements:
 - 1. Section 042200 "Concrete Unit Masonry" for disposal requirements for masonry waste.

1.3 DEFINITIONS

- A. Construction Waste: Building, structure, and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building, structure, and site improvement materials resulting from demolition operations.
- C. Disposal: Removal of demolition or construction waste and subsequent salvage, sale, recycling, or deposit in landfill, incinerator acceptable to authorities having jurisdiction, or designated spoil areas on Owner's property.
- D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.

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

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

1.6 MATERIALS OWNERSHIP

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

- B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
 - 1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

1.7 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with transportation and disposal regulations of authorities having jurisdiction.

PART 2 - PRODUCTS

PART 3 - EXECUTION

3.1 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged or recycled, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
 - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. General: Except for items or materials to be salvaged or recycled, remove waste materials and legally dispose of at designated spoil areas on Owner's property.
- C. Burning: Do not burn waste materials.
- D. Burning: Burning of waste materials is permitted only at designated areas on Owner's property, provided required permits are obtained. Provide full-time monitoring for burning materials until fires are extinguished.

3.2 ATTACHMENTS

END OF SECTION 01 74 19

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.
- B. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
 - 2. Section 013233 "Photographic Documentation" for submitting Final Completion construction photographic documentation.
 - 3. Section 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 4. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 5. Section 017900 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

1.3 DEFINITIONS

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

1.4 ACTION SUBMITTALS

- A. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- B. Certified List of Incomplete Items: Final submittal at Final Completion.

1.5 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.

C. Field Report: For pest-control inspection.

1.6 MAINTENANCE MATERIAL SUBMITTALS

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

1.7 SUBSTANTIAL COMPLETION PROCEDURES

A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.

B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Owner. Label with manufacturer's name and model number.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Architect's signature for receipt of submittals.
5. Submit testing, adjusting, and balancing records.
6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Advise Owner of pending insurance changeover requirements.
2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
3. Complete startup and testing of systems and equipment.
4. Perform preventive maintenance on equipment used prior to Substantial Completion.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."

6. Advise Owner of changeover in utility services.
7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
9. Complete final cleaning requirements.
10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.

- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.8 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 012900 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit pest-control final inspection report.
 5. Submit Final Completion photographic documentation.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.9 LIST OF INCOMPLETE ITEMS

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first, listed by room or space number.

2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.
4. Submit list of incomplete items in the following format:
 - a. PDF Electronic File: Architect will return annotated file.
 - b. Web-Based Project Software Upload: Utilize software feature for creating and updating list of incomplete items (punch list).
 - c. Two Paper Copies: Architect will return one copy.

1.10 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- D. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 1. Submit on digital media acceptable to Architect or by uploading to web-based project software site.
- E. Warranties in Paper Form:
 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- F. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.

- m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - 1) Clean HVAC system in compliance with NADCA ACR. Provide written report on completion of cleaning.
 - p. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
 - q. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with pest control requirements in Section 015000 "Temporary Facilities and Controls." Prepare written report.
- D. Construction Waste Disposal: Comply with waste-disposal requirements in Section 015000 "Temporary Facilities and Controls." Section 017419 "Construction Waste Management and Disposal."
- 3.2 REPAIR OF THE WORK
- A. Complete repair and restoration operations required by Section 017300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 01 77 00

SECTION 01 78 23 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

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

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

1.5 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 - 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 - 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes.
 - 1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
 - 2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
 - 3. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
 - 4. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.

- b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

1.6 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 1. Title page.
 2. Table of contents.
 3. Manual contents.
- B. Title Page: Include the following information:
 1. Subject matter included in manual.
 2. Name and address of Project.
 3. Name and address of Owner.
 4. Date of submittal.
 5. Name and contact information for Contractor.
 6. Name and contact information for Construction Manager.
 7. Name and contact information for Architect.
 8. Name and contact information for Commissioning Authority.
 9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 10. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
 1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

1.7 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY MANUAL

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals. List items and their location to facilitate ready access to desired information. Include the following:

1. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
2. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
3. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.

1.8 EMERGENCY MANUALS

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

1.9 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.

- B. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- C. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- D. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- F. Piped Systems: Diagram piping as installed, and identify color coding where required for identification.

1.10 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

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

1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds as described below.
- C. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:
1. Standard maintenance instructions and bulletins; include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 3. Identification and nomenclature of parts and components.
 4. List of items recommended to be stocked as spare parts.
- E. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
 2. Troubleshooting guide.
 3. Precautions against improper maintenance.
 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.
- F. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- G. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.

- H. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
 - I. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.
 - J. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
 - 1. Do not use original project record documents as part of maintenance manuals.
- 1.11 PRODUCT MAINTENANCE MANUALS
- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
 - B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
 - C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
 - D. Product Information: Include the following, as applicable:
 - 1. Product name and model number.
 - 2. Manufacturer's name.
 - 3. Color, pattern, and texture.
 - 4. Material and chemical composition.
 - 5. Reordering information for specially manufactured products.
 - E. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 - 1. Inspection procedures.
 - 2. Types of cleaning agents to be used and methods of cleaning.
 - 3. List of cleaning agents and methods of cleaning detrimental to product.
 - 4. Schedule for routine cleaning and maintenance.
 - 5. Repair instructions.
 - F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
 - G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 78 23

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up record prints.
 - 2. Number of Copies: Submit copies of Record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit one paper-copy set(s) of marked-up record prints.
- B. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.

1.4 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 1. Preparation: Mark record prints to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.

2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Same digital data software program, version, and operating system as for the original Contract Drawings.
 2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 3. Refer instances of uncertainty to Architect for resolution.
 4. Architect will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.
 - a. See Section 013100 "Project Management and Coordination" for requirements related to use of Architect's digital data files.
 - b. Architect will provide data file layer information. Record markups in separate layers.
- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 2. Format: Annotated PDF electronic file.
 3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
 4. Identification: As follows:
 - a. Project name.
 - b. Date.

- c. Designation "PROJECT RECORD DRAWINGS."
- d. Name of Architect.
- e. Name of Contractor.

1.5 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals as PDF electronic file.
 - 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

1.6 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store Record Documents in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's and Construction Manager's reference during normal working hours.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 78 39

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SECTION 01 79 00 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Qualification Data: For instructor and videographer.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.
- D. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

1.4 CLOSEOUT SUBMITTALS

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

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

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

1.5 QUALITY ASSURANCE

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

1.6 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data have been reviewed and approved by Architect.

1.7 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.

- b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Systems and equipment operation manuals.
 - c. Systems and equipment maintenance manuals.
 - d. Product maintenance manuals.
 - e. Project Record Documents.
 - f. Identification systems.
 - g. Warranties and bonds.
 - h. Maintenance service agreements and similar continuing commitments.
 3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
 4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
 5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
 6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
 7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning.

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

1.8 PREPARATION

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

1.9 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
 - 2. Owner will furnish an instructor to describe Owner's operational philosophy.
 - 3. Owner will furnish Contractor with names and positions of participants.
- B. Scheduling: Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner, through Architect, with at least seven days' advance notice.
- C. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- D. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral, written or a demonstration performance-based test.
- E. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

1.10 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.

1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Digital Video Recordings: Provide high-resolution, digital video in MPEG format, produced by a digital camera with minimum sensor resolution of 12 megapixels and capable of recording in full HD mode with vibration reduction technology.
 1. Submit video recordings on CD-ROM or thumb drive.
 2. File Hierarchy: Organize folder structure and file locations according to Project Manual table of contents. Provide complete screen-based menu.
 3. File Names: Utilize file names based on name of equipment generally described in video segment, as identified in Project specifications.
 4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the equipment demonstration and training recording that describes the following for each Contractor involved on the Project, arranged according to Project Manual table of contents:
 - a. Name of Contractor/Installer.
 - b. Business address.
 - c. Business phone number.
 - d. Point of contact.
 - e. Email address.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
 1. Film training session(s) in segments not to exceed 15 minutes.
 - a. Produce segments to present a single significant piece of equipment per segment.
 - b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
 - c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.
 1. Furnish additional portable lighting as required.
- E. Narration: Describe scenes on video recording by dubbing audio narration off-site after video recording is recorded. Include description of items being viewed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 79 00

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SECTION 10101 - VISUAL DISPLAY SURFACES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Markerboards.
 - 2. Tackboards.
- B. Related Sections:
 - 1. Section 09771 "Fabric-Wrapped Panels" for tackable, fabric-covered wall surfaces.

1.3 DEFINITIONS

- A. Tackboard: Framed or unframed, tackable, visual display board assembly.
- B. Visual Display Board Assembly: Visual display surface that is factory fabricated into composite panel form, either with or without a perimeter frame; includes chalkboards, markerboards, and tackboards.
- C. Visual Display Surface: Surfaces that are used to convey information visually, including surfaces of chalkboards, markerboards, tackboards, and surfacing materials that are not fabricated into composite panel form but are applied directly to walls.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for visual display surfaces.
- C. Shop Drawings: For visual display surfaces. Include plans, elevations, sections, details, and attachments to other work.
 - 1. Show locations of panel joints.
 - 2. Include sections of typical trim members.
- D. Samples for Initial Selection: For each type of visual display surface indicated, for units with factory-applied color finishes, and as follows:
 - 1. Actual sections of porcelain-enamel face sheet, melamine visual display surface, high-pressure-laminate visual display surface, tackboard assembly.
 - 2. Include accessory Samples to verify color selected.

- E. Samples for Verification: For each type of visual display surface indicated.
 - 1. Visual Display Surface: Not less than 8-1/2 by 11 inches (215 by 280 mm), mounted on substrate indicated for final Work. Include one panel for each type, color, and texture required.
 - 2. Trim: 6-inch- (152-mm-) long sections of each trim profile.
 - 3. Accessories: Full-size Sample of each type of accessory.
- F. Product Schedule: For visual display surfaces. Use same designations indicated on Drawings.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for surface-burning characteristics of fabrics.
- C. Warranties: Sample of special warranties.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For visual display surfaces to include in maintenance manuals.

1.7 QUALITY ASSURANCE

- A. Installer Qualifications: Manufacturer's authorized representative who is trained and approved for installation of motor-operated, sliding visual display units required for this Project.
- B. Source Limitations: Obtain visual display surfaces from single source from single manufacturer.
- C. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84 by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver factory-built visual display surfaces, including factory-applied trim where indicated, completely assembled in one piece without joints, where possible. If dimensions exceed maximum manufactured panel size, provide two or more pieces of equal length as acceptable to Architect. When overall dimensions require delivery in separate units, prefit components at the factory, disassemble for delivery, and make final joints at the site.
- B. Store visual display surfaces vertically with packing materials between each unit.

1.9 PROJECT CONDITIONS

- A. Environmental Limitations: Do not deliver or install visual display surfaces until spaces are enclosed and weathertight, wet work in spaces is complete and dry, work above ceilings is

complete, and temporary HVAC system is operating and maintaining ambient temperature and humidity conditions at occupancy levels during the remainder of the construction period.

- B. Field Measurements: Verify actual dimensions of construction contiguous with visual display surfaces by field measurements before fabrication.
 - 1. Allow for trimming and fitting where taking field measurements before fabrication might delay the Work.

1.10 WARRANTY

- A. Special Warranty for Porcelain-Enamel Face Sheets: Manufacturer's standard form in which manufacturer agrees to repair or replace porcelain-enamel face sheets that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Surfaces lose original writing and erasing qualities.
 - b. Surfaces exhibit crazing, cracking, or flaking.
 - 2. Warranty Period: 10 years from date of Substantial Completion.
 - 3. Warranty Period: Life of the building.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

- A. Porcelain-Enamel Face Sheet: Porcelain-enamel-clad, ASTM A 463/A 463M, Type 1, stretcher-leveled aluminized steel, with 0.024-inch (0.60-mm) uncoated thickness; with porcelain-enamel coating fused to steel at approximately 1000 deg F (538 deg C).
 - 1. Gloss Finish: Low gloss; dry-erase markers wipe clean with dry cloth or standard eraser. Suitable for use as projection screen.
- B. Natural Cork Sheet: Seamless, single-layer, compressed fine-grain cork sheet; bulletin board quality; face sanded for natural finish with surface-burning characteristics indicated.
- C. Plastic-Impregnated Cork Sheet: Seamless, homogeneous, self-sealing sheet consisting of granulated cork, linseed oil, resin binders, and dry pigments that are mixed and calendared onto fabric backing; with washable vinyl finish and integral color throughout with surface-burning characteristics indicated.
- D. Extruded Aluminum: ASTM B 221 (ASTM B 221M), Alloy 6063.
- E. Adhesives: Manufacturer's standard product that complies with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

2.2 MARKERBOARD ASSEMBLIES

- A. Porcelain-Enamel Markerboards: Balanced, high-pressure, factory-laminated markerboard assembly of three-ply construction consisting of backing sheet, core material, porcelain-enamel face sheet with low gloss finish.
1. Manufacturers: Basis of Design – Egan Visuals, MES/EVS aluminum framed. Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. AARCO Products, Inc.
 - b. ADP Lemco, Inc.
 - c. Aywon.
 - d. Bangor Cork Company, Inc.
 - e. Best-Rite Manufacturing.
 - f. Claridge Products and Equipment, Inc.
 - g. Egan Visual Inc.
 - h. Ghent Manufacturing, Inc.
 - i. Marsh Industries, Inc.; Visual Products Group.
 - j. Platinum Visual Systems; a division of ABC School Equipment, Inc.
 - k. PolyVision Corporation; a Steelcase company.
 - l. Tri-Best Visual Display Products.
 2. Manufacturer's Standard Core: Minimum 1/4 inch (6 mm) thick, with manufacturer's standard moisture-barrier backing.
 3. Laminating Adhesive: Manufacturer's standard, moisture-resistant thermoplastic type.

2.3 TACKBOARD ASSEMBLIES

- A. Manufacturers: Basis of Design – Egan Visuals, MDTS (Tack) aluminum framed. Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. A-1 Visual Systems.
 2. AARCO Products, Inc.
 3. ADP Lemco, Inc.
 4. Aywon.
 5. Bangor Cork Company, Inc.
 6. Best-Rite Manufacturing.
 7. Claridge Products and Equipment, Inc.
 8. Egan Visual Inc.
 9. EverProducts by Glenroy Inc.
 10. Ghent Manufacturing, Inc.
 11. Marsh Industries, Inc.; Visual Products Group.
 12. Platinum Visual Systems; a division of ABC School Equipment, Inc.
 13. PolyVision Corporation; a Steelcase company.
 14. Tri-Best Visual Display Products.
- B. Natural-Cork Tackboard: 1/8-inch- (3-mm-) thick, natural cork sheet factory laminated to 3/8-inch- (9.5-mm-) thick fiberboard backing.
- C. Plastic-Impregnated-Cork Tackboard : 1/8-inch- (3-mm-) thick, plastic-impregnated cork sheet factory laminated to 3/8-inch- (9.5-mm-) thick fiberboard backing.

2.4 MARKERBOARD AND TACKBOARD ACCESSORIES

- A. Aluminum Frames and Trim: Fabricated from not less than 0.062-inch- (1.57-mm-) thick, extruded aluminum of size and shape indicated on Drawings.
 - 1. Factory-Applied Trim: Manufacturer's standard.

2.5 FABRICATION

- A. Porcelain-Enamel Visual Display Assemblies: Laminate porcelain-enamel face sheet and backing sheet to core material under heat and pressure with manufacturer's standard flexible, waterproof adhesive.
- B. Visual Display Boards: Factory assemble visual display boards unless otherwise indicated.
 - 1. Where factory-applied trim is indicated, trim shall be assembled and attached to visual display boards at manufacturer's factory before shipment.
- C. Factory-Assembled Visual Display Units: Coordinate factory-assembled units with trim and accessories indicated. Join parts with a neat, precision fit.
 - 1. Make joints only where total length exceeds maximum manufactured length. Fabricate with minimum number of joints, as indicated on approved Shop Drawings.
 - 2. Where size of visual display boards or other conditions require support in addition to normal trim, provide structural supports or modify trim as indicated or as selected by Architect from manufacturer's standard structural support accessories to suit conditions indicated.
- D. Modular Visual Display Boards: Fabricated with integral panel clips attached to core material.
- E. Aluminum Frames and Trim: Fabricate units straight and of single lengths, keeping joints to a minimum. Miter corners to a neat, hairline closure.
 - 1. Where factory-applied trim is indicated, trim shall be assembled and attached to visual display units at manufacturer's factory before shipment.

2.6 GENERAL FINISH REQUIREMENTS

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- C. Appearance of Finished Work: Noticeable variations in same piece are not acceptable. Variations in appearance of adjoining components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

2.7 ALUMINUM FINISHES

- A. Clear Anodic Finish: AAMA 611, AA-M12C22A31, Class II, 0.010 mm or thicker.
- B. Color Anodic Finish: AAMA 611, AA-M12C22A32/A34, Class II, 0.010 mm or thicker.

- C. Baked-Enamel or Powder-Coat Finish: AAMA 2603 except with a minimum dry film thickness of 1.5 mils (0.04 mm). Comply with coating manufacturer's written instructions for cleaning, conversion coating, and applying and baking finish.

2.8 VISUAL DISPLAY SURFACE SCHEDULE

- A. Visual Display Board: Field assembled.
 - 1. Markerboard: Porcelain-enamel markerboard assembly.
 - a. Color: White.
 - 2. Corners: Square.
 - 3. Width: As indicated on Drawings.
 - 4. Height: As indicated on Drawings.
 - 5. Mounting: Wall.
 - 6. Mounting Height: As indicated on Drawings.
 - 7. Factory-Applied Aluminum Trim: Manufacturer's standard finish.
 - a. Color: As indicated by manufacturer's designations.
- B. Tackboard: Factory assembled.
 - 1. Tack Surface: Natural-cork tackboard assembly.
 - 2. Tack Surface: Plastic-impregnated-cork tackboard assembly.
 - 3. Corners: Square.
 - 4. Width: As indicated on Drawings.
 - 5. Height: As indicated on Drawings.
 - 6. Mounting: Wall.
 - 7. Mounting Height: As indicated on Drawings.
 - 8. Edges: Concealed by trim.
 - a. Factory-Applied Aluminum Trim: Manufacturer's standard finish.
 - 1) Color: As indicated by manufacturer's designations.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Installer present, for compliance with requirements for installation tolerances, surface conditions of wall, and other conditions affecting performance of the Work.
- B. Examine roughing-in for electrical power systems to verify actual locations of connections before installation of motor-operated, sliding visual display units.
- C. Examine walls and partitions for proper preparation and backing for visual display surfaces.
- D. Examine walls and partitions for suitable framing depth where sliding visual display units will be installed.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions for surface preparation.
- B. Clean substrates of substances that could impair the performance of and affect the smooth, finished surfaces of visual display boards, including dirt, mold, and mildew.

3.3 INSTALLATION, GENERAL

- A. General: Install visual display surfaces in locations and at mounting heights indicated on Drawings, or if not indicated, at heights indicated below. Keep perimeter lines straight, level, and plumb. Provide grounds, clips, backing materials, adhesives, brackets, anchors, trim, and accessories necessary for complete installation.
 - 1. Mounting Height: 36 inches (914 mm) above finished floor to bottom of visual board.

3.4 CLEANING AND PROTECTION

- A. Clean visual display surfaces according to manufacturer's written instructions. Attach one cleaning label to visual display surface in each room.
- B. Touch up factory-applied finishes to restore damaged or soiled areas.
- C. Cover and protect visual display surfaces after installation and cleaning.

END OF SECTION 10101

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SECTION 10155 - TOILET COMPARTMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Phenolic-core toilet compartments configured as floor anchored/overhead braced toilet enclosures and urinal screens.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
- B. Shop Drawings: For toilet compartments. Include plans, elevations, sections, details, and attachments to other work.
 - 1. Show locations of cutouts for compartment-mounted toilet accessories.
 - 2. Show locations of reinforcements for compartment-mounted grab bars.
 - 3. Show locations of centerlines of toilet fixtures.
 - 4. Show ceiling grid and overhead support or bracing locations.
- C. Samples for Initial Selection: For each type of unit indicated. Include Samples of hardware and accessories involving material and color selection.
- D. Samples for Verification: For the following products, in manufacturer's standard sizes unless otherwise indicated:
 - 1. Each type of material, color, and finish required for units, prepared on 6-inch- (152-mm-) square Samples of same thickness and material indicated for Work.
 - 2. Each type of hardware and accessory.

1.4 INFORMATIONAL SUBMITTALS

- A. Product Certificates: For each type of toilet compartment, from manufacturer.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For toilet compartments to include in maintenance manuals.

1.6 QUALITY ASSURANCE

- A. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84, or another standard acceptable to authorities having jurisdiction, by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
- B. Regulatory Requirements: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities" and ICC/ANSI A117.1 for toilet compartments designated as accessible.

1.7 PROJECT CONDITIONS

- A. Field Measurements: Verify actual locations of toilet fixtures, walls, columns, ceilings, and other construction contiguous with toilet compartments by field measurements before fabrication.

PART 2 - PRODUCTS

2.1 PHENOLIC-CORE UNITS <Refer to Sheets A-702 and A-703>

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Basis-of-Design Product: Subject to compliance with requirements, provide ASI Global Partitions Phenolic partitions, floor anchored and overhead braced or comparable product by one of the following:
 1. Accurate Partitions Corporation.
 2. American Sanitary Partition Corporation.
 3. Ampco, Inc.
 4. ASI Global Partitions.
 5. Bobrick Washroom Equipment, Inc.
 6. Bradley Corporation; Mills Partitions.
 7. Flush Metal Partition Corp.
 8. General Partitions Mfg. Corp.
 9. Global Steel Products Corp.
 10. Knickerbocker Partition Corporation.
 11. Metpar Corp.
 12. Partition Systems Incorporated of South Carolina.
 13. Rockville Partitions Incorporated.
 14. Sanymetal; a Crane Plumbing company.
 15. Scranton Products.
 16. Shanahan's Limited.
 17. Tex-Lam Manufacturing, Inc.
 18. Weis-Robart Partitions, Inc.
 19. Young Group Ltd. (The); Fabricated Products Division; DesignRite Partitions.

- C. Toilet-Enclosure Style: Overhead braced and Floor anchored.
- D. Entrance-Screen Style: Overhead braced and Floor anchored.
- E. Urinal-Screen Style: Wall hung.
- F. Door, Panel, and Pilaster Construction: Solid phenolic-core panel material with melamine facing on both sides fused to substrate during panel manufacture (not separately laminated), and with eased and polished edges. Provide minimum 3/4-inch- (19-mm-) thick doors and pilasters and minimum 1/2-inch- (13-mm-) thick panels.
- G. Pilaster Shoes: Fabricated from stainless-steel sheet, not less than 0.031-inch (0.79-mm) nominal thickness and 3 inches (76 mm) high, finished to match hardware.
- H. Urinal-Screen: Manufacturer's standard wall hung phenolic urinal screens with stainless steel stirrup brackets, continuous aluminum or stainless-steel brackets. Screen panel size: 24 inches (610 mm) wide by 48 inches (1219 mm) high. Height above floor: 18 inches (457 mm)
- I. Brackets (Fittings):
 - 1. Stirrup Type: Ear or U-brackets, stainless steel.
 - 2. Full-Height (Continuous) Type: Manufacturer's standard design; stainless steel.
- J. Phenolic-Panel Finish:
 - 1. Facing Sheet Finish: One color and pattern in each room.
 - 2. Color and Pattern: As selected by Architect from manufacturer's full range <dove gray>, with manufacturer's standard black core phenolic.

2.2 ACCESSORIES

- A. Hardware and Accessories: Manufacturer's standard design, heavy-duty operating hardware and accessories.
 - 1. Material: Stainless steel.
 - 2. Hinges: Manufacturer's standard.
 - 3. Latch and Keeper: Manufacturer's standard latch unit designed for emergency access and with combination rubber-faced door strike and keeper. Provide units that comply with regulatory requirements for accessibility at compartments designated as accessible.
 - 4. Coat Hook: Manufacturer's standard combination hook and rubber-tipped bumper, sized to prevent in-swinging door from hitting compartment-mounted accessories.
 - 5. Door Bumper: Manufacturer's standard rubber-tipped bumper at out-swinging doors.
 - 6. Door Pull: Manufacturer's standard unit at out-swinging doors that complies with regulatory requirements for accessibility. Provide units on both sides of doors at compartments designated as accessible.
- B. Overhead Bracing: Manufacturer's standard continuous, extruded-aluminum head rail with anti-grip profile and in manufacturer's standard finish.
- C. Anchorages and Fasteners: Manufacturer's standard exposed fasteners of stainless steel or chrome-plated steel, finished to match the items they are securing, with theft-resistant-type heads. Provide sex-type bolts for through-bolt applications. For concealed anchors, use stainless steel, hot-dip galvanized steel, or other rust-resistant, protective-coated steel.

2.3 FABRICATION

- A. Overhead-Braced Units: Provide manufacturer's standard corrosion-resistant supports, leveling mechanism, and anchors at pilasters to suit floor conditions. Provide shoes at pilasters to conceal supports and leveling mechanism.
- B. Floor-Anchored Units: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment nuts at pilasters for structural connection to floor. Provide shoes at pilasters to conceal anchorage.
- C. Urinal-Wall Hung: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment at tops and bottoms of posts. Provide shoes and sleeves at posts to conceal anchorage.
- D. Door Size and Swings: Unless otherwise indicated, provide 24-inch- (610-mm-) wide, in-swinging doors for standard toilet compartments and 36-inch- (914-mm-) wide, out-swinging doors with a minimum 32-inch- (813-mm-) wide, clear opening for compartments designated as accessible.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Comply with manufacturer's written installation instructions. Install units rigid, straight, level, and plumb. Secure units in position with manufacturer's recommended anchoring devices.
 - 1. Maximum Clearances:
 - a. Pilasters and Panels: 1/2 inch (13 mm).
 - b. Panels and Walls: 1 inch (25 mm).
 - 2. Stirrup Brackets: Secure panels to walls and to pilasters with no fewer than two brackets attached near top and bottom of panel.
 - a. Locate wall brackets so holes for wall anchors occur in masonry or tile joints.
 - b. Align brackets at pilasters with brackets at walls.
- B. Overhead-Braced Units: Secure pilasters to floor and level, plumb, and tighten. Set pilasters with anchors penetrating not less than 1-3/4 inches (44 mm) into structural floor unless otherwise indicated in manufacturer's written instructions. Secure continuous head rail to each pilaster with no fewer than two fasteners. Hang doors to align tops of doors with tops of panels, and adjust so tops of doors are parallel with overhead brace when doors are in closed position.
- C. Floor-Anchored Units: Set pilasters with anchors penetrating not less than 2 inches (51 mm) into structural floor unless otherwise indicated in manufacturer's written instructions. Level, plumb, and tighten pilasters. Hang doors and adjust so tops of doors are level with tops of pilasters when doors are in closed position.
- D. Urinal Screens: Attach with anchoring devices to suit supporting structure. Set units level and plumb, rigid, and secured to resist lateral impact.

3.2 ADJUSTING

- A. Hardware Adjustment: Adjust and lubricate hardware according to hardware manufacturer's written instructions for proper operation. Set hinges on in-swinging doors to hold doors open approximately 30 degrees from closed position when unlatched. Set hinges on out-swinging doors to return doors to fully closed position.

END OF SECTION 10155

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SECTION 10505 - PHENOLIC LOCKERS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Phenolic lockers.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of phenolic locker.
 - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of phenolic locker.
- B. Shop Drawings: For phenolic lockers.
 - 1. Include plans, elevations, sections, details, and attachments to other work.
 - 2. Show locker trim and accessories.
 - 3. Include locker identification system and numbering sequence.
- C. Samples: For each color specified, in manufacturer's standard size.
- D. Samples for Initial Selection: Manufacturer's color charts showing the full range of colors available.
- E. Samples for Verification: For the following products, in manufacturer's standard size:
 - 1. Lockers and equipment.
- F. Product Schedule: For lockers.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Sample Warranty: For special warranty.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For adjusting, repairing, and replacing locker doors and latching mechanisms to include in maintenance manuals.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Full-size units of the following metal locker hardware items equal to 10 percent of amount installed for each type and finish installed, but no fewer than five units:
 - a. Locks.
 - b. Identification plates.
 - c. Hooks.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver phenolic lockers until spaces to receive them are clean, dry, and ready for their installation.
- B. Deliver master and control keys or combination control charts to Owner by registered mail or overnight package service.

1.8 FIELD CONDITIONS

- A. Field Measurements: Verify actual dimensions of recessed openings by field measurements before fabrication.

1.9 COORDINATION

- A. Coordinate sizes and locations of bases for phenolic lockers.
- B. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of work specified in other Sections to ensure that phenolic lockers can be supported and installed as indicated.

1.10 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of phenolic lockers that fail in materials or workmanship, excluding finish, within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Structural failures.
 - b. Faulty operation of latches and other door hardware.
 - 2. Damage from deliberate destruction and vandalism is excluded.
 - 3. Warranty Period for Phenolic Lockers: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Source Limitations: Obtain phenolic lockers, and accessories from single source from single locker manufacturer.

1. Obtain locks from single lock manufacturer.

2.2 PERFORMANCE REQUIREMENTS

- A. Accessibility Requirements: For lockers indicated to be accessible, comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC A117.1.

2.3 PHENOLIC LOCKERS

- A. Products: Subject to compliance with requirements, provide one of the following available products that may be incorporated into the Work include, but are not limited to, the following:
 1. ASI Storage Solutions Inc.
 2. Global Industrial.
 3. Hollman Inc.
 4. Spectrum Lockers.
 5. Summit Lockers.
- B. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings <Spectrum, Z-tier phenolic lockers> or comparable product.
- C. Doors: One piece; ½" (13 mm) phenolic doors supported by stainless steel hinges.
 1. Door ID: Recessed Stainless Steel number disc or engraved hasp plate.
- D. Body: Standard Grade Phenolic (compact laminate).
 1. Tops and Bottoms: 3/8" inch (10 mm) nominal thickness.
 2. Side Panels: 5/16" inch (8 mm) nominal thickness.
 3. Back: ¼" inch (6 mm) nominal thickness.
 4. Shelves: 3/8" inch (8 mm) nominal thickness.
- E. Hinges: Welded to door and attached to door frame with no fewer than two factory-installed rivets per hinge that are completely concealed and tamper resistant when door is closed; fabricated to swing 180 degrees.
 1. Knuckle Hinges: Steel, full loop, five or seven knuckles, tight pin.
 2. Continuous Hinges: Manufacturer's standard, steel, full height.
 3. Hinges: Manufacturer's standard, steel, continuous or knuckle type.
- F. Projecting Door Handle and Latch: Finger-lift latch control designed for use with either built-in combination locks or padlocks; positive automatic latching, chromium plated; pry and vandal resistant.
- G. Locks: Hasp, combination, coin, key, RDFI, Blue Tooth.
- H. Identification Plates: Engraved Hasp plates, recessed stainless steel number disc.
- I. Hooks: Manufacturer's standard ball-pointed type hooks, aluminum or steel; zinc plated.
 1. Two single prong side hooks per door opening and One two prong ceiling mounted hook per door opening.

- J. Legs: Adjustable height legs.
- K. Materials:
 - 1. Standard Grade Phenolic (Compact Laminate).
- L. Finish: black core phenolic.
 - 1. Color: As selected by Architect from manufacturer's full range.

2.4 FABRICATION

- A. Fabricate lockers square, rigid, without warp, and with faces flat and free of dents or distortion. Make exposed edges safe to touch and free of sharp edges and burrs.
 - 1. Provide fasteners, filler plates, supports, clips, and closures as required for complete installation.
- B. Equipment: Provide each locker with an identification plate and the following equipment:
 - 1. Double-Tier Units: One double-prong ceiling hook and two single-prong side hooks.
- C. Accessible Lockers: Fabricate as follows:
 - 1. Locate bottom shelf no lower than 15 inches (381 mm) above the floor.
 - 2. Where hooks, coat rods, or additional shelves are provided, locate no higher than 48 inches (1219 mm) above the floor.
- D. Continuous Base: Formed into channel or zee profile for stiffness, and fabricated in lengths as long as practical to enclose base and base ends of lockers; finished to match lockers.
- E. Filler Panels: Fabricated in an unequal leg angle shape; finished to match lockers. Provide slip-joint filler angle formed to receive filler panel.
- F. Finished End Panels: Designed for concealing unused penetrations and fasteners, except for perimeter fasteners, at exposed ends of nonrecessed lockers; finished to match lockers.
 - 1. Provide one-piece panels for double-row (back-to-back) locker ends.
- G. Center Dividers: Full-depth, vertical partitions between bottom and shelf; finished to match lockers.

2.5 ACCESSORIES

- A. Fasteners: Zinc- or nickel-plated steel, slotless-type, exposed bolt heads; with self-locking nuts or lock washers for nuts on moving parts.
- B. Anchors: Material, type, and size required for secure anchorage to each substrate.
 - 1. Provide nonferrous-metal or hot-dip galvanized anchors and inserts on inside face of exterior walls for corrosion resistance.
 - 2. Provide toothed-steel or lead expansion sleeves for drilled-in-place anchors.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine walls, floors, and support bases, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General: Install lockers level, plumb, and true; shim as required, using concealed shims.
 - 1. Anchor locker runs at ends and at intervals recommended by manufacturer, but not more than 36 inches (910 mm) o.c. Using concealed fasteners, install anchors through backup reinforcing plates, channels, or blocking as required to prevent distortion.
 - 2. Anchor single rows of lockers to walls near top and bottom of lockers.
- B. Equipment:
 - 1. Attach hooks with at least two fasteners.
 - 2. Attach door locks on doors using security-type fasteners.
 - 3. Identification Plates:
 - a. Attach plates to each locker door, near top, centered, with at least two aluminum rivets.
 - b. Attach plates to upper shelf of each open-front locker, centered, with a least two aluminum rivets.
- C. Trim: Fit exposed connections of trim, fillers, and closures accurately together to form tight, hairline joints, with concealed fasteners and splice plates.
 - 1. Attach filler panels with concealed fasteners.
 - 2. Attach boxed end panels using concealed fasteners to conceal exposed ends of nonrecessed lockers.
 - 3. Attach finished end panels using fasteners only at perimeter to conceal exposed ends of nonrecessed lockers.

3.3 ADJUSTING

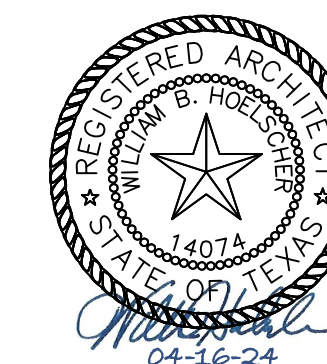
- A. Clean, lubricate, and adjust hardware. Adjust doors and latches to operate easily without binding.

3.4 PROTECTION

- A. Protect metal lockers from damage, abuse, dust, dirt, stain, or paint. Do not permit use during construction.

- B. Touch up marred finishes, or replace metal lockers that cannot be restored to factory-finished appearance. Use only materials and procedures recommended or furnished by locker manufacturer.

END OF SECTION 10505



TAPS ADMIN & OPERATIONS BUILDING
 6104 TEXOMA PKWY
 SHERMAN, TX 75090

TEXOMA AREA PARATRANSIT SYSTEM

PROJECT NO.: 315639.02

DRAWN BY: CLE

REVIEWED BY: ARE

APPROVED BY: WBH

ISSUE DRAWING LOG:

2	04/15/2024	ADDENDUM 01
1	03/25/2024	ISSUED FOR BID

DEMO & FLOOR PLAN

A-101

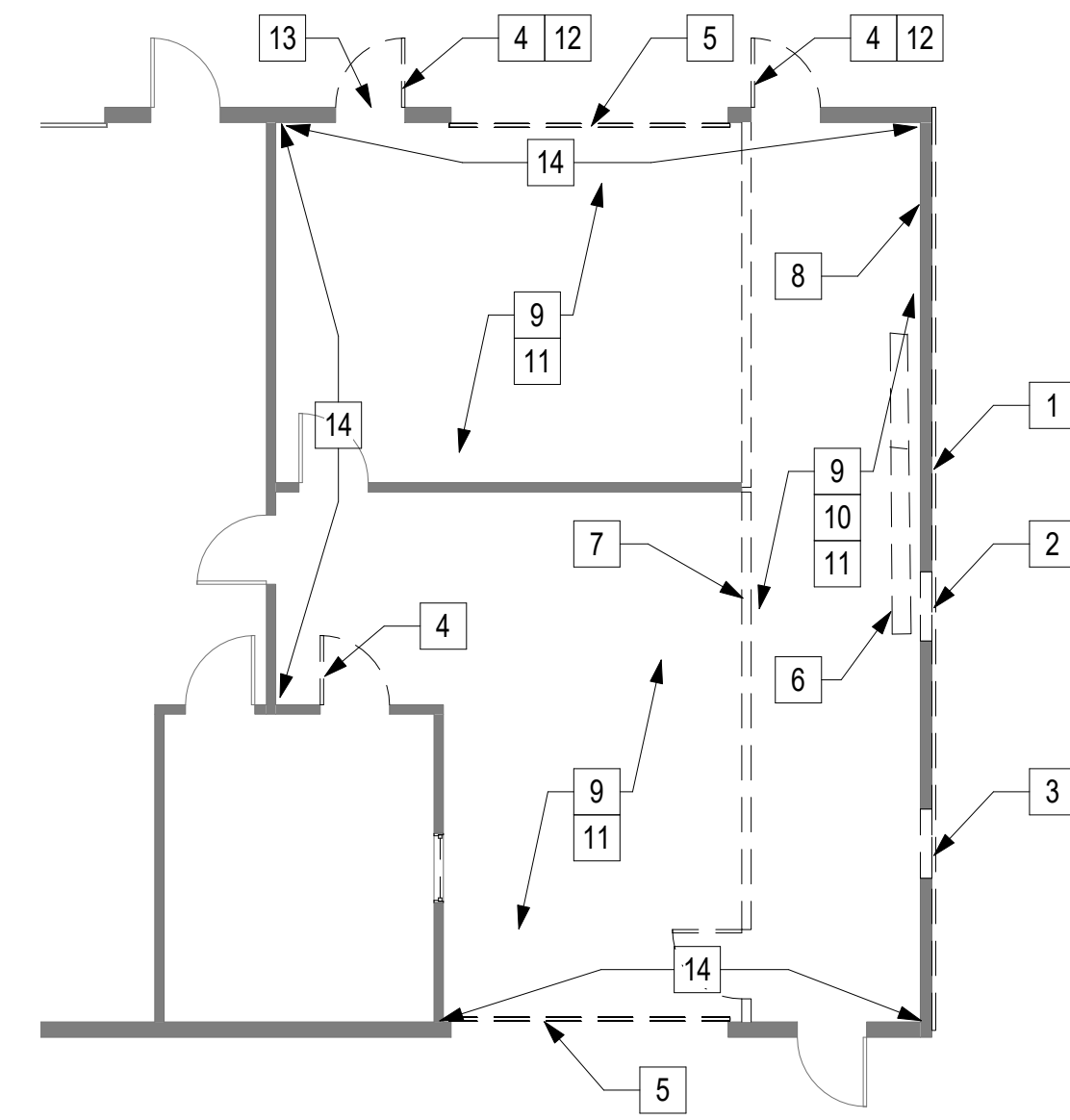
COPYRIGHT 2024 HUITT-ZOLLARS INC.

GENERAL DEMOLITION NOTES	
NOTE	DESCRIPTION
A.	DRAWINGS SHOW THE GENERAL EXTENT OF DEMOLITION; HOWEVER IT IS IMPRACTICAL TO INDICATE EVERY ITEM. REMOVE ALL ITEMS NECESSARY TO ACHIEVE THE FINAL PRODUCT INDICATED ON THESE DRAWINGS.
B.	A1/A-101 MUST BE REVIEWED TO HAVE A FULL UNDERSTANDING OF THE DEMOLITION SCOPE.
C.	PATCH SURFACES ADJACENT TO DEMOLISHED ITEMS AND ANY EXISTING SURFACES DAMAGED DURING CONSTRUCTION.
D.	CONTRACTOR SHALL TAKE ALL NECESSARY STEPS TO AVOID DUST GENERATION DURING DEMOLITION.
E.	CONTRACTOR SHALL COORDINATE WITH TAPS PRIOR TO START OF PROJECT TO DETERMINE SALVAGE ITEMS FOR TAPS.
F.	EXISTING FURNITURE AND FILING CABINETS TO BE REMOVED BY TAPS.
G.	REMOVE ALL INTERIOR WALLS AS INDICATED.
H.	REMOVE ALL DOORS, FRAMES AND HARDWARE AS INDICATED.
I.	PROVIDE PERMANENT SUPPORT FOR EXISTING PIPING, CABLES, AND CONDUIT FROM STRUCTURE ABOVE AS REQUIRED BY CODE.
J.	REFER TO MECHANICAL, ELECTRICAL, AND PLUMBING DEMOLITION DRAWINGS FOR ADDITIONAL DEMOLITION OF EQUIPMENT, UTILITIES, AND SERVICES.
K.	ELECTRICAL AND DATA OUTLETS TO BE REMOVED. COORDINATE REMOVAL OF THESE ITEMS SO THAT EXISTING CIRCUITS MAY BE REUSED WHEN POSSIBLE.
L.	SHEETS X-XXX THROUGH X-XXX MUST BE REVIEWED TO HAVE A FULL UNDERSTANDING OF THE DEMOLITION SCOPE. MECHANICAL EQUIPMENT AND ASSOCIATED CONTROLS ARE TO BE REMOVED. COORDINATE REMOVAL OF THESE ITEMS AND VERIFY WHICH CIRCUITS SERVE EQUIPMENT SO THAT EXISTING CIRCUITS MAY BE REUSED WHEN POSSIBLE FOR INSTALLATION OF NEW EQUIPMENT.
M.	EXISTING INTERIOR LIGHTING FIXTURES SHALL BE REMOVED. LIGHT FIXTURES SHALL BE SALVAGED AND RETURNED TO THE OWNER. NOTE CIRCUITS SERVING LIGHT FIXTURES SO THAT EXISTING CIRCUITS CAN BE USED FOR THE NEW LIGHT FIXTURES.
N.	FIRE ALARM DEVICES ARE LOCATED THROUGHOUT THE BUILDING. THESE ITEMS SHALL BE TEMPORARILY TAKEN DOWN AS NECESSARY TO COMPLETE THE REQUIRED SCOPE OF WORK. RECONNECT ALL FIRE ALARM DEVICES IN THEIR ORIGINAL LOCATION ONCE RENOVATION IS COMPLETE. FIRE ALARM SYSTEM MUST BE TESTED AND APPROVED BY A LICENSED FIRE ALARM ENGINEER ONCE ALL COMPONENTS ARE REINSTALLED.
O.	REMOVE ABANDONED EQUIPMENT AND COORDINATE REMOVAL OF THESE ITEMS SO THAT EXISTING EQUIPMENT MAY BE REUSED WHEN POSSIBLE. EXISTING POWER POLES SHALL BE REMOVED. NOTE CIRCUITS SERVING POWER POLES SO THAT EXISTING CIRCUITS CAN BE REUSED.
P.	ASBESTOS MAY BE PRESENT. DEMOLITION, RENOVATION AND/OR MODIFICATIONS SHOULD PROCEED WITH CAUTION. CONTRACTOR TO COORDINATE ASBESTOS DETECTION/ABATEMENT WITH OWNER.

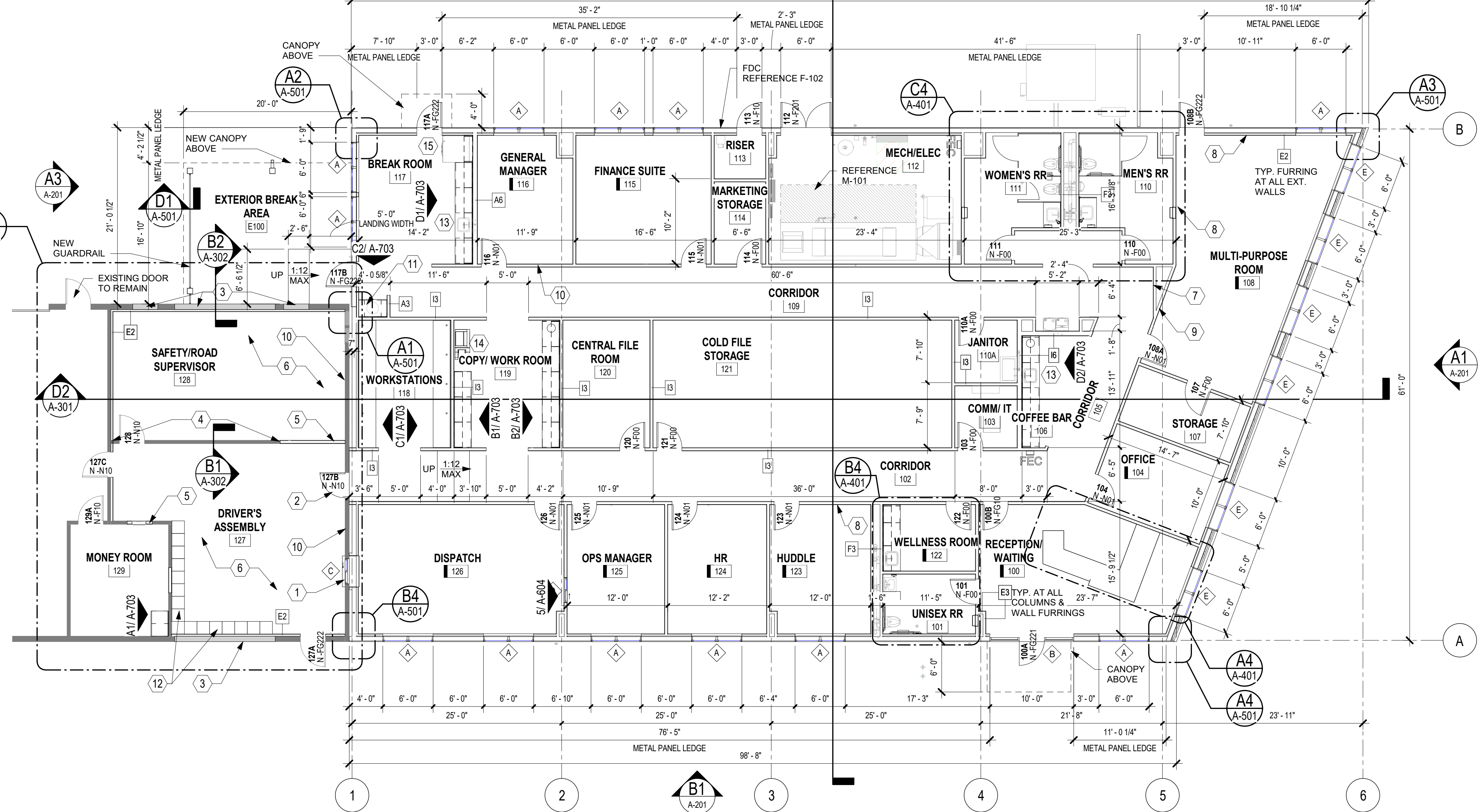
GENERAL FLOOR PLAN NOTES	
NOTE	DESCRIPTION
A.	WHERE WALLS OR OTHER ELEMENTS ARE REMOVED, PATCH, REPAIR, PREP, AND FINISH WALL TO MATCH ADJACENT WALL SURFACES, TYPICAL.
B.	REPAIR, PATCH AND PREP EXISTING CONCRETE FLOOR SLAB AS REQUIRED TO INSTALL NEW FLOOR FINISHES, REF A-702.
C.	DATUM ELEVATION OF 100'-0" IS SET AT TOP OF CONCRETE FINISH FLOOR SLAB OF BUILDING ADDITION. ACTUAL ELEVATION IS 724.60' ABOVE MAIN SEA LEVEL.
D.	INTERIOR PARTITIONS ARE DIMENSIONED FROM THE FACE OF FINISH - GYP BOARD, TILE, ETC.
E.	OFFSET STUD TRACKS AS REQUIRED TO ALIGN FACES OF GYP BOARD WHEN DIFFERENT PARTITIONS ARE ADJACENT TO EACH OTHER, TYPICAL.
F.	PROVIDE CONTROL JOINTS BETWEEN INTERIOR AND EXTERIOR WALLS, TYPICAL.
G.	PROVIDE BLOCKING FOR WALL AND CEILING MOUNTED CONSTRUCTION, TYPICAL.
H.	PROVIDE NEW WALLS AS INDICATED, REF A-601 FOR PARTITION TYPES.
I.	REFER TO A-502 FOR TYPICAL PENETRATION DETAILS.
J.	REFER TO A-700 FOR SIGNAGE DETAILS.
K.	PROVIDE CONTROL JOINTS AT DOOR OPENINGS, REFER TO DETAIL A4/A-603.
L.	FILL IN JOINTS AND SKIM-COAT EXISTING WALLS AND PREP FOR NEW FINISHES.
M.	ALL NEW PARTITIONS ARE A "A3" PARTITION TYPE. U.N.O. REFER TO SHEETS A-601 AND A-602 FOR PARTITION TYPES AND DETAILS.
N.	COORDINATE METAL PANEL LEDGE IN CONCRETE SLAB WITH DOOR OPENINGS AND STOREFRONT AT TOP OF SLAB OPENINGS.

NOTES BY SYMBOL		DEMO NOTES BY SYMBOL	
NOTE	DESCRIPTION	NOTE	DESCRIPTION
1.	INSTALL NEW TRANSACTION WINDOW IN OPENING.	1.	REMOVE EXISTING EXTERIOR PANEL AND PREP TO RECEIVE NEW WINDOW SYSTEM.
2.	INSTALL NEW DOOR AND FRAME IN OPENING.	2.	REMOVE EXISTING WALL AS REQUIRED AND PREP TO RECEIVE NEW DOOR AND FRAME.
3.	FRAME AND INSTALL NEW WALL AND EXTERIOR PANELS TO MATCH.	3.	REMOVE EXISTING WALL AS REQUIRED AND PREP TO RECEIVE NEW WINDOW SYSTEM.
4.	INSTALL NEW WALL ABOVE EXISTING STUDS AND BRACE TO STRUCTURE.	4.	REMOVE EXISTING DOOR AND FRAME AND PREP TO RECEIVE NEW INFILL.
5.	INSTALL NEW WALL WITH METAL STUDS AND GYP SHIM BOARD MUSH WITH EACH SIDE OF THE WALL.	5.	REMOVE EXISTING OVERHEAD DOOR AND PREP TO RECEIVE NEW INFILL.
6.	INSTALL NEW CEILING, REF A-111.	6.	SAWCUT EXISTING CURB, TO MATCH ADJACENT FLOOR HEIGHT, PREP TO RECEIVE NEW FLOOR.
7.	INSTALL TACKBOARD, OFCI.	7.	DEMOLISH WALL WITH ASSOCIATED DOORS AND FRAMES, ELECTRICAL DEVICES, J-BOXES, CONDUCTORS AND CONDUITS.
8.	INSTALL 85" MONITOR, OFCI.	8.	REMOVE ALL EXISTING LIGHTS, CEILING MOUNTS AND MECHANICAL DUCTWORK AS REQUIRED AND SALVAGE FOR REUSE OR RETURN TO OWNER.
9.	MARKER-BOARD, REF A-702, CFCEI.	9.	REMOVE EXISTING SHELVING AND SALVAGE. RETURN TO OWNER.
10.	INSTALL 50" MONITOR, OFCI.	10.	REMOVE EXISTING WALL ITEMS AND PREP TO RECEIVE NEW FINISHES.
11.	TRASH RECEPTACLE.	11.	REMOVE EXISTING EXIT SIGNS.
12.	Z-TIER PHENOLIC LOCKERS, CFCEI.	12.	REMOVE EXISTING WALL UNIT AND PREP TO RECEIVE NEW INFILL.
13.	FILTERED WATER FROM FAUCETS IN BREAK ROOM AND COFFEE BAR.	13.	REMOVE ELECTRICAL DEVICES AND PREPARE TO RECEIVE NEW WALL/FURR-OUT
14.	COLOR & B/W COPIER/PRINTER/SCANNER SIM. TO CANON IMAGE RUNNER ADVANCE DX C5870I. OFCI.		
15.	STAINLESS STEEL FRIDGE W/ ICE MAKER ON DOOR, CFCEI.		

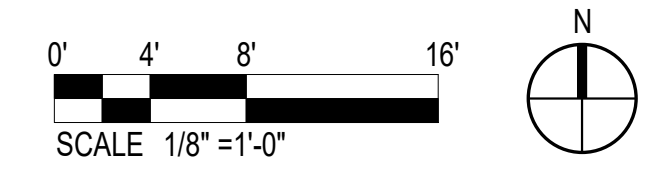
FLOOR PLAN LEGEND		DEMOLITION PLAN LEGEND	
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
	EXISTING CONSTRUCTION TO REMAIN		EXISTING CONSTRUCTION TO REMAIN
	NEW PARTITION		EXISTING ITEM TO BE REMOVED, INCLUDING ANY MOUNTED OR ATTACHED ITEM NOT SPECIFICALLY NOTED OTHERWISE



C1 DEMOLITION FLOOR PLAN
 1/8" = 1'-0"



A1 FLOOR PLAN
 1/8" = 1'-0"



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