

CORRECTIVE PACKAGE for:
MACON COUNTY EARLY COLLEGE



77 SILER FARM ROAD
Franklin, NC 28734

PROJECT PHASE: CONSTRUCTION DOCUMENTS
August 20, 2025



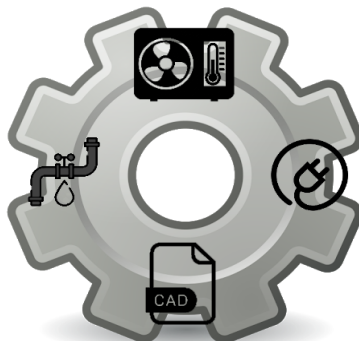
ARCHITECTURAL:
LOOPER ARCHITECTURAL DESIGN & PLANNING
28 KATHERINE PLACE
ASHEVILLE, NC 28801

Ph: 828.216.89753



STRUCTURAL:
KLOESEL ENGINEERING, PA
8 MAGNOLIA AVENUE, SUITE 100
ASHEVILLE, NC 28801

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P.O. Box 18263 Asheville, North Carolina, 28814
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ADVERTISEMENT FOR BID

Release Date: August 20, 2025

Project Location: Franklin, North Carolina

**Project Title: Corrective Package for:
Macon County Early College
77 Siler Farm Road**

Sealed bids will be received by Macon County, North Carolina, hereinafter referred to as the Owner, for the General Construction for: "Corrective Package for: Macon County Early College", must be received at the Office of the Macon County Manager, 5 Main Street, Franklin, NC, no later than **2:00 PM on October 9th 2025**. The bidder shall show such evidence by clearly displaying his or her current license number on the outside of the sealed envelope in which the proposal is delivered.

The Architect will tabulate the Bid results and distribute to Bidders.

The Information for Bidders, Bid Form, Contract Plans, Specifications, Bid Bond, Performance and Payment Bond, and other contract documents may be accessed or examined at the following as follows:

Option-1

The Construction Documents may be downloaded from the Macon County Website. Macon County Website under Public Announcements:
www.maconnc.org then go to "Public Announcements" then, go to project link.

Option-2

Digital copies of the Construction Documents may be requested from the office of the Architect by email request to:
Peter Looper, AIA
Looper-Architect@charter.net
Please include the following in the request email subject line:

Pre-Bid Conference:

Attendance at the Pre-Bid Conference is highly encouraged for all Bidders!

A Pre-Bid Conference will be held at the project location:

Day / Time: September 11th at 10:30 AM
Location: 77 Siler Farm Road
Franklin, NC 28734 on

Project related questions are to be submitted in writing to the Architect using the Request for Information (RFI) procedure defined in the Project Manual.

No bidder may withdraw his/hers bid within (number) days after the actual date of the opening thereof.

Macon County reserves the right to waive any formalities or to reject any or all bids.

This information is available in Spanish or any other language upon request. Please contact the Architect, at the address listed above for accommodation of this request.

Esta información está disponible en español o en cualquier otro idioma previa solicitud. Comuníquese con Peter Looper al (828) 216.9753 o vía. Email para: Looper-Architect@charter.net, por esta solicitud.

This municipality is an Equal Opportunity Employer

Date: _____ Authorized Representative: _____

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STANDARD FORM OF INFORMAL CONTRACT AND GENERAL CONDITIONS

FOR
Corrective Package for:
Macon County Early College
77 Siler Farm Road
Franklin, NC 28734

SCOPE OF WORK

THE BUILDING WILL BE OCCUPIED DURING THE CONSTRUCTION PERIOD. THE GENERAL CONTRACTOR MUST PROVIDE TEMPORARY EXIT MEASURES. PROVIDE 8' CONSTRUCTION FENCE PER CODE AND OSHA REQUIREMENTS.

BASE BID- INCLUDES CORRECTIVE WORK ADDRESSING TWO PRIMARY AREAS OF WORK:

1. MODIFICATIONS TO THE TIMBER FRAME ENTRANCE PORTICO:

TIMBER POSTS, SUPPORTING THE PORTICO ROOF STRUCTURE, WERE ORIGINALLY EMBEDDED IN MASONRY WHICH HAS FOSTERED MOISTURE DAMAGE. TIMBER POST BASES TO BE DISASSEMBLED. LOWER PORTION OF TIMBER POSTS, PREVIOUSLY EMBEDDED IN THE MASONRY, TO BE REMOVED. CONSTRUCT NEW CONCRETE CORES, INSTALL BRICK VENEER AND PRE-CAST CONCRETE CAPS.

2. PERIMETER GRADE MODIFICATIONS:

BUILDING'S PERIMETER GRADE WILL BE LOWERED SO THE FINAL, MULCHED, SURFACE IS 3" BELOW THE FINISH FLOOR LEVEL MIN. (3) **DOWNSPOUTS** WILL BE BOOTED AND PIPED TO ROCK BASED DRY WELLS REMOTE FROM THE BUILDING.

SOME REMOVAL OF VEGETATION & SUBSEQUENT PLANTING WILL BE REQUIRED.

ALTERNATE-1 (ALT-1)

ALT-1 MODIFIES THE PORTICO WORK TO CREATE ADDITIONAL CONDITIONED SPACE FOR (2) OFFICES, A VESTIBULE AND CIRCULATION.

REPLACE CONCRETE SLAB, CONSTRUCT INSULATED & CONDITIONED ENCLOSURE BELOW THE PORTICO ROOF LINE. THE ENCLOSURE TO HAVE AN INSULATED HIGH CEILING AND LOWER FINISH CEILINGS. MINI-SPLIT MECH. UNITS WILL PROVIDED CONDITIONED AIR FOR THE ADDED SPACE.

THE TIMBER FRAME (INCLUDES (4) MOISTURE DAMAGED POSTS, TO MODIFIED WITH NEW EXTERIOR BEARING WALL IN LIEU OF THE TIMBER FRAME CURRENTLY SUPPORTING THE ROOF STRUCTURE.

CONCRETE WALK RESTORATION AND THE ADDITION OF A NEW CONCRETE PATIO.

RELOCATE MASONRY PLANTER, AMEND SOIL AND RE-PLANT.

NOTICE TO BIDDERS

Sealed bid for this work will be received by:

Warren Cabe, County Manager
5 West Main Street
Franklin, NC 28734
(828) 349-2000

Bids will be received up to **2:00 PM**, on **October 9th, 2025** at 5 West Main Street, Franklin, NC 28734. Bids will be publicly opened and read aloud directly following the receipt of bids. Complete plans and specification and contract documents can be obtained from

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Franklin, NC 28734
Macon County Website:

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www.maconnc.org then go to "Public Announcements" then, go to project link for download files.

A Pre-Bid Meeting will be held on Tuesday, September 17 at 10:30 AM at the job site:

ATTENDANCE IS HIGHLY RECOMMENDED

Project Location:

77 Siler Farm Road
Franklin, NC 28734

Contractors are hereby notified that they must have proper license under the State laws governing their respective trades and that North Carolina General Statute 87 will be observed in receiving and awarding contracts. General Contractors must have general license classification for Building - Unlimited.

No bid may be withdrawn after the opening of bids for a period of 30 days. The Owner reserves the right to reject any or all bids and waive informalities. Bids shall be made only on the BID/ACCEPTANCE form provided herein with all blank spaces for bids properly filled in and all signatures properly executed.

Please note on the envelope – **Bid: Attn: Mr. Warren Cabe**

**Corrective Package for:
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77 Siler Farm Road
Franklin, NC 28734**

August 20, 2025

(Bid Date)
(Contractor)
((License Number))

BID/ACCEPTANCE FORM

for

Corrective Package for:
Macon County Early College

We are in receipt of Addendum _____ 1 _____ 2 _____ 3 _____ 4

The undersigned, as bidder, proposes and agrees if this bid is accepted to contract with Macon County on behalf of Macon County, the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of Macon County and Looper Architectural Design & Planning.

Base Bid:

_____ Dollars(\$)

General Subcontractor:

_____ Lic _____

Federal ID#: _____

By: _____

Witness: _____

Title: _____

(Owner, partner, corp. Pres. Or Vice President)

Address: _____

(Proprietorship or Partnership)

Attest: (corporation)

Email Address: _____

(Corporate Seal)

By: _____ License #: _____

Title: _____
(Corporation

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ACCEPTED BY MACON COUNTY
through the

Total amount of accepted by the owner, included base bid and bid alternates:_____

Macon County

BY:_____TITLE:_____

North Carolina Public Procurement Requirements: Building Construction and Repair Contracts

Contract amount: \$0 —————→ \$30,000 —————→ \$300,000 —————→ \$500,000 —————→				
Requirements:	No Bidding Requirements	Informal Bidding Requirements	HUB & Construction Method Requirements	Formal Bidding Requirements
Advertisement (G.S. 143-129)	G.S. – no ads required <i>Local policies may require specific method/timing of ads</i>			G.S. – newspaper or electronic ads for full 7 days before bid opening (board approval for electronic only) <i>Local policies may require extra time / locations for ads</i>
Minimum # of bids (G.S. 143-132)	G.S. – no minimum <i>Local policies may require a minimum</i>			G.S. – minimum of three bids is required <i>Local policies may require more than three bids</i>
Form of bids (G.S. 143-129, 143-131)	G.S. – no specific form required (email, phone, fax, mail all acceptable) <i>Local policies may require a specific form</i>			G.S. – bids must be sealed <i>Local policies must comply with G.S.</i>
Record of bids (G.S. 143-129, 143-131)	G.S. – not required <i>Local policies may require a record</i>	G.S. – must keep a record of all bids received <i>Local policies must comply with G.S.</i>		G.S. – because bids are public, no separate record is required. <i>Local policies must comply with G.S.</i>
Bid opening (G.S. 143-129, 143-131)	G.S. – public bid opening not required <i>Local policies may require a public bid opening</i>			G.S. – public bid opening required <i>Local policies must comply with G.S.</i>
Bid bonds/deposit (G.S. 143-129)	G.S. – bid bonds not required <i>Local policies may require bid bonds</i>			G.S. – bid bond/deposit (5% of bid amount) required <i>Local policies may require more than 5%</i>
Performance/payment bonds (G.S. 44A-26, 143-129)	G.S. – performance and payment bonds are not required. <i>Local policies may require bonds</i>	G.S. – Performance and payment bonds are required (100% of bid amount) for contracts costing more than \$300,000. <i>Local policies must comply with GS</i>		
HUB participation goals (G.S. 143-128.2, 143-131)	G.S. – not required unless part of State-funded project worth \$100,000 or more <i>Local policies may require good faith efforts/goals for other projects</i>	G.S. – document good faith efforts; report to HUB <i>Local policies must comply with G.S.</i>	G.S. – good faith efforts to reach goals; bidders must submit affidavits so local government can verify bidders' good faith efforts; report to HUB <i>Local policies must comply with G.S.</i>	
Separate specifications (G.S. 143-128)	G.S. – separate specs not required <i>Local policies may require separate specs</i>	G.S. – separate specs required for plumbing, electrical, HVAC, and general <i>Local policies may require additional specs</i>		
Licensed contractor (G.S. 87-1, 87-1.1, 143-139.1)	G.S. – must use licensed general contractor if part of a project worth more than \$30K <i>Local policies must comply with G.S.</i>			
Construction methods (G.S. 143-128)	G.S. – no specific methods must be used <i>Local policies may require specific methods</i>	G.S. – must use single-prime, separate-prime, dual prime, or construction management at risk; alternate methods may only be used if approved by the State Building Commission or authorized by local act <i>Local policies must comply with G.S.</i>		
Board approval (G.S. 143-129, 143-131)	G.S. – not required <i>Local policies may require board approval</i>			G.S. – board approval required; cannot be delegated <i>Local policies must comply with G.S.</i>
Standard of award (G.S. 143-129, 143-131)	G.S. – no standard given <i>Local policies may require a specific standard</i>	G.S. – award to lowest responsive, responsible bidder <i>Local policies must comply with G.S.</i>		
Public records (G.S. 132-1, 132-6, 143-131)	G.S. – bids become public record when received. <i>Local policies must comply with G.S.</i>	G.S. – record of bids not subject to public inspection until contract award <i>Local policies may permit public inspection before award</i>		G.S. – bids become public record once opened <i>Local policies must comply with G.S.</i>

Source: Youens, Eileen, *Local Government Purchasing and Contracting Update: Statutory Requirements and Local Policies*, Local Government Law Bulletin #118, UNC School of Government, February 2009.
Refer to NC General Statute citation ("G.S.") for specific details and exceptions.

**RESOLUTION CONFIRMING
MINORITY BUSINESS PARTICIPATION GOAL FOR
MACON COUNTY, NORTH CAROLINA & MINORITY BUSINESS OUTREACH PLAN
MACON COUNTY, NORTH CAROLINA**

Macon County, at a regular meeting of its governing body, the Board of Commissioners, on the 10th day of March 2020, adopted and recorded the following Resolution:

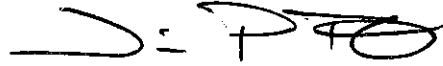
RESOLVED, that in accordance with North Carolina General Statutes § 143-128.2, Macon County confirms its practice of earnestly striving to recruit minority businesses for participation in contracts for the erection, construction, alternation, or repair of any businesses or improvements for Macon County. Particularly, Macon County RESOLVES, that it shall continue to have a verifiable ten percent (10%) goal for participation by minority businesses (as defined by N.C.G.S. § 143-128.2) in total value of work for each building project. This verifiable percentage goal shall apply in separate prime contract systems, alternative contracting systems authorized by the State Building Commission under N.C.G.S. § 143-135.26(9), shall apply in single-prime contract systems, and shall be binding on any prime contractor connected with such single-prime contract systems.

The following are the guidelines adopted as those actions that will be taken by Macon County to ensure a good faith effort in the recruitment and selection of minority businesses for participation in contracts awarded under N.C.G.S. § 143-128.2 and will serve as the County's Minority Business Participation Goal & Minority Business Outreach Plan:

1. Advertisement of request for bids shall be placed in the major newspaper (i.e. newspaper with the largest circulation) of Asheville, North Carolina.
2. Submission of plans and specifications to at least one major "Plan Room" such as Dodge Projects (<http://dodgeprojects.construction.com>) and/or Carolinas Associated General Contractors, (Carolinas AGC), where plans are available for public viewing without discrimination, and where information regarding obtaining specifications and plans for submission of bids is supplied.
3. Advertisement of projects as described above will be applicable only to formally bid projects.
4. Macon County will hold a pre-bid meeting for potential bidders and interested subcontractors.

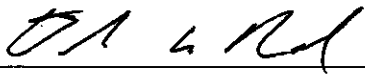
5. Macon County will establish and maintain a solicitation list of historically underutilized businesses and will solicit such businesses as appropriate projects are advertised.

This the 10th day of March 2020.



James P. Tate, Chairman
Macon County Board of Commissioners

Attest:



Derek Roland, Clerk to the
Macon County Board of Commissioners

GENERAL CONDITIONS

1. GENERAL

It is understood and agreed that by submitting a bid that the Contractor has examined these contract documents, drawings and specifications and has visited the site of the Work, and has satisfied himself relative to the Work to be performed.

2. DEFINITIONS

Owner: "Owner" shall mean, Macon County. Work being done on behalf of Southwest Community College (SCC).

Contractor: "Contractor" shall mean the entity that will provide the services for the Owner.

Designer: The **designer(s)** are those referred to within this contract, or their authorized representatives. The Designer(s), as referred to herein, shall mean architect and/or engineer responsible for preparing the project plans and specifications. They will be referred to hereinafter as if each were of the singular number, masculine gender.

Contract Documents: "Contract Documents" shall consist of the Notice to Bidders; General Conditions of the Contract; special conditions if applicable; Supplementary General Conditions; the drawing and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the bid; the contract; the performance bond if applicable; and insurance certificates. All of these items together form the contract.

INTENT AND EXECUTION OF DOCUMENTS

The drawings and specifications are complementary, one to the other. That which is shown on the drawings or called for in the specifications shall be as binding as if it were both called for and shown. The intent of the drawings and specifications is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a complete job. In case of discrepancy or disagreement in the Contract Documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small-scale drawings.

In such cases where the nature of the work requires clarification by the Designer/ Owner, the Designer/ Owner shall furnish such clarification. Clarifications and drawings shall be consistent with the intent of the Contract Documents, and shall become a part thereof.

4. AS-BUILT MARKED-UP CONSTRUCTION DOCUMENTS

Contractor shall provide one complete set of legible "as-built" marked-up construction drawings and specifications recording any and all changes made to the original design during the course of construction. In the event no changes occurred, submit construction drawings and specifications set with notation "No Changes." The Designer/Owner must receive "As-built" marked-up construction drawings and specifications before the final pay request can be processed.

5. SUBMITTAL DATA

The Contractor awarded the contract shall submit all specified submittals to the Owner/Designer. A minimum number of copies as specified by the owner, of all required submittal data pertaining to construction, performance and general dimensional criteria of the components listed in the technical specifications shall be submitted. No material or equipment shall be ordered or installed prior to written approval of the submittals by the Designer/Owner. Failure to provide submittal data for review on equipment listed in the technical specifications will result in removal of equipment by the Contractor at his

expense if the equipment is not in compliance with the specifications.

SUBSTITUTIONS

Substitutions proposed by the bidders to those specified herein can only be considered during the bidding phase until five (5) days prior to the receipt of bids or by the date specified in the pre bid conference, when submitted to the Designer with sufficient data to confirm material, product, or equipment equality. Proposed substitutions submitted after this time will be considered only as potential change order.

Submittals for proposed substitutions shall include the following information: _

- a. Name, address, and telephone number of manufacturer and supplier as appropriate. _
- b. Trade name, model or catalog designation.
- c. Product data including performance and test data, reference standards, and technical descriptions of material, product, or equipment. Include color samples and samples of available finishes as appropriate.
- d. Detailed comparison with specified products including performance capabilities, warranties, and test results.
- e. Other pertinent data including data requested by the Designer to confirm product equality.

If a proposed material, product, or equipment substitution is deemed equal by the Designer to those specified, all bidders of record will be notified by Addendum.

6. WORKING DRAWINGS AND SPECIFICATIONS AT THE JOB SITE

The contractor shall maintain, in readable condition at his job site one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the owner, designer or his authorized representative.

The contractor shall maintain at the job site, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the contractor and submitted to the designer upon project completion and no later than 30 days after acceptance of the project.

7. MATERIALS, EQUIPMENT, EMPLOYEES

- a. The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.
- b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.

- c. Upon notice, the contractor shall furnish evidence as to quality of materials.
- d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Request for substitution of materials, items, or equipment shall be submitted to the designer for approval or disapproval; the designer prior to the opening of bids shall make such approval or disapproval. Alternate materials may be requested after the award if it can clearly be demonstrated that it is an added benefit to the owner and the designer and owner approves.
- e. The designer is the judge of equality for proposed substitution of products, materials or equipment.
- f. If at any time during the construction and completion of the work covered by these contract documents, the language, conduct, or attire of any workman of the various crafts be adjudged a nuisance to the owner or designer, or if any workman be considered detrimental to the work, the contractor shall order such parties removed immediately from grounds.
- g. The Contractor shall cooperate with the designer and the owner in coordinating construction activities.
- h. The Contractor shall maintain qualified personnel and effective supervision at the site at all times during the project, and exercise the appropriate quality control program to ensure compliance with the project drawings and specifications. The designer is responsible for determining compliance with the drawings and specifications.

8. CODES, PERMITS AND INSPECTIONS

The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the Designer in writing. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising there from.

All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable.

Projects constructed by the State of North Carolina or by any agency or institution of the State are not subject to county or municipal building codes and may* not be subject to inspection by county or municipal authorities. Where appropriate, the Contractor shall, cooperate with the county or municipal authorities by obtaining building permits. The contractor at no cost may obtain permits to the owner.

All fire alarm work shall be in accordance with the latest NC State Building and Fire Codes. *Guidelines for Fire Alarm Installation* (NFPA72). Where the contract documents are in conflict with the NC State Building and Fire Codes, the requirements of the NC State Building and Fire Codes requirements shall govern. The Contractor shall be responsible for all the costs for the correction of the work where he installs it in conflict with the latest requirements.

9. PROTECTION OF WORK, PROPERTY, THE PUBLIC AND SAFETY

- a. The contractors shall be jointly responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the owner or designer, and by laws or ordinances governing such conditions. They shall be responsible for any damage to the owner's property or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. They shall be responsible for and pay for any damages caused to the owner. All contractors shall have access to the project at all times, except as indicated in the Supplemental General Conditions.
- b. The contractor shall provide cover and protect all portions of the structure when the work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the work on the building, whether set by him, or any of the subcontractors. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the owner.
- c. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the designer and owner.
- d. The contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations by building substantial boxes around it. He shall barricade all walks, roads, etc., as directed by the designer to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the work shall be well barricaded and properly lighted at night.
- e. The contractor shall provide all necessary safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Accident Prevention Manual in Construction*, as amended, and shall fully comply with all state laws or regulations and North Carolina State Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the work.
- f. The contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.
- i. In the event of emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the contractor is hereby authorized to act at his own discretion, without further authorization from anyone, to prevent such threatened injury or damage. Any compensation claimed by the contractor on account of such action shall be determined as provided for under Article 13(b).
- j. Any and all costs associated with correcting damage caused to adjacent properties of the construction site or staging area shall be borne by the contractor. These costs shall include but not be limited to flooding, mud, sand, stone, debris, and discharging of waste products.

10. SUBCONTRACTS AND SUBCONTRACTORS

The Contractor is and remains fully responsible for his own acts or omissions as well as those of any subcontractor or of any employee of either. The Contractor agrees that no contractual relationship exists between the subcontractor and the Owner in regard to the contract, and that the subcontractor acts on this work as an agent or employee of the Contractor.

11. CONTRACTOR-SUBCONTRACTOR RELATIONSHIP The Contractor agrees that the terms of

these Contract Documents shall apply equally to each Subcontractor as to the Contractor, and the Contractor agrees to take such action as may be necessary to bind each Subcontractor to these terms. The Contractor further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to Contractor-Subcontractor relationships. The Owner reserves the right to limit the amount of portions of work to be subcontracted as hereinafter specified.

12. CHANGES IN THE WORK AND CLAIMS FOR EXTRA COST

- a. The owner may have changes made in the work covered by the contract. These changes will not invalidate and will not relieve or release the contractor from any guarantee given by him pertinent to the contract provisions. These changes will not affect the validity of the guarantee bond and will not relieve the surety or sureties of said bond. All extra work shall be executed under conditions of the original contract.
- b. Except in an emergency endangering life or property, no change shall be made by the contractor except upon receipt of approved change order from the designer, countersigned by the owner authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed. Should a claim for extra compensation by the contractor be denied by the designer or the owner, the contractor may pursue his claim in accordance with G.S. 143-135.3.

In the event of emergency endangering life or property, the contractor may be directed to proceed on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the designer or owner, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the work the change order will be prepared as outlined under either Method "c(1)" or Method "c(2)" or both.

- c. In determining the values of changes, either additive or deductive, contractors are restricted to the use of the following methods:
 1. Where the extra work involved is covered by unit prices quoted in the proposal, or subsequently agreed to by the Contractor, Designer, Owner and State Construction Office the value of the change shall be computed by application of unit prices based on quantities, estimated or actual as agreed of the items involved, except in such cases where a quantity exceeds the estimated quantity allowance in the contract by one hundred percent (100%) or more. In such cases, either party may elect to proceed under subparagraph c (2) herein. If neither party elects to proceed under c (2), then unit prices shall apply.
 2. The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the contract price.
- d. Under Paragraph "b" and Methods "c(2)" above, the allowances for overhead and profit combined shall be as follows: all contractors (the single contracting entity (prime), his subcontractors (1st tier subs), or their sub-subcontractors (2nd tier subs, 3rd tier subs, etc.) shall be allowed a maximum of 10% on work they each self-perform; the prime contractor shall be allowed a maximum of 5% on contracted work of his 1st tier sub; 1st tier, 2nd tier, 3rd tier, etc. contractors shall be allowed a maximum of 2.5% on the contracted work of their subs. ; Under Method "c(1)", no additional allowances shall be made for overhead and profit. In the case of deductible change orders, under Method "c(2)" and Paragraph (b) above, the contractor shall include no less than five percent (5%) profit, but no allowances for overhead.
- e. The term "net cost" as used herein shall mean the difference between all proper cost additions and deductions. The "cost" as used herein shall be limited to the following:
 1. The actual costs of materials and supplies incorporated or consumed as part of the work;

2. The actual costs of labor expended on the project site; labor expended in coordination, change order negotiation, record document maintenance, shop drawing revision or other tasks necessary to the administration of the project are considered overhead whether they take place in an office or on the project site.
3. The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or petty leave, not to exceed a total of 30 days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts; the total of which shall not exceed thirty percent (30%) of the actual costs of labor;
4. The actual costs of rental for tools, excluding hand tools; equipment; machinery; and temporary facilities required for the work;
5. The actual costs of premiums for bonds, insurance, permit fees and sales or use taxes related to the work.

Overtime and extra pay for holidays and weekends may be a cost item only to the extent approved by the owner.

- f. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a unit cost breakdown showing method of arriving at net cost as defined above.
- g. Change orders shall be submitted by the contractor in writing to the owner/designer for review and approval. The contractor will provide such proposal and supporting data in suitable format. The designer shall verify correctness. Delay in the processing of the change order due to lack of proper submittal by the contractor of all required supporting data shall not constitute grounds for a time extension or basis of a claim. Within fourteen (14) days after receipt of the contractor's accepted proposal including all supporting documentation required by the designer, the designer shall prepare the change order and forward to the contractor for his signature or otherwise respond, in writing, to the contractor's proposal. Within seven (7) days after receipt of the change order executed by the contractor, the designer shall, certify the change order by his signature, and forward the change order and all supporting data to the owner for the owner's signature. The owner shall execute the change order, within seven (7) days of receipt.

At the time of signing a change order, the contractor shall be required to certify as follows:

"I certify that my bonding company will be notified forthwith that my contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety."

- h. A change order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work. If, during the progress of the work, the owner requests a change order and the contractor's terms are unacceptable, the owner, may require the contractor to perform such work on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the Designer or owner, a correct account of cost together with all proper invoices, payrolls and supporting data. Upon completion of the work a change order will be prepared with allowances for overhead and profit per paragraph d. above and "net cost" and "cost" per paragraph e. above. Without prejudice, nothing in this paragraph shall preclude the

owner from performing or to have performed that portion of the work requested in the change order.

13. ANNULMENT OF CONTRACT

If the contractor fails to begin the work under the contract within the time specified, or the progress of the work is not maintained on schedule, or the work is not completed within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to ensure the prompt completion of said work, or shall perform the work unsuitably or shall discontinue the prosecution of the work, or if the contractor shall become insolvent or be declared bankrupt or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or for any other cause whatsoever shall not carry on the work in an acceptable manner, the owner may give notice in writing, sent by certified mail, return receipt requested, to the contractor and his surety (if applicable) of such delay, neglect or default, specifying the same, and if the contractor within a period of seven (7) days after such notice shall not proceed in accordance therewith, then the owner shall, declare this contract in default, and, thereupon, the surety shall promptly take over the work and complete the performance of this contract in the manner and within the time frame specified. In the event the contractor, or the surety (if applicable) shall fail to take over the work to be done under this contract within seven (7) days after being so notified and notify the owner in writing, sent by certified mail, return receipt requested, that he is taking the same over and stating that he will diligently pursue and complete the same, the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any or all contract materials and equipment on the grounds as may be suitable and acceptable and may enter into an agreement, either by public letting or negotiation, for the completion of said contract according to the terms and provisions thereof or use such other methods as in his opinion shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the owner, together with the costs of completing the work under contract, shall be deducted from any monies due or which may become due said contractor and surety (if applicable). In case the expense so incurred by the owner shall be less than the sum which would have been payable under the contract, if it had been completed by said contractor, then the said contractor and surety (if applicable) shall be entitled to receive the difference, but in case such expense shall exceed the sum which would have been payable under the contract, then the contractor and the surety (if applicable) shall be liable and shall pay to the owner the amount of said excess.

14. TERMINATION FOR CONVENIENCE

- a. Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience, after notification to the contractor in writing via certified mail. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

- 15. Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as approved by Owner; (3) plus ten percent (10%) of the cost of the balance of the work to be completed for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against Owner for any**

16. OWNER'S RIGHT TO DO WORK

If, during the progress of the work or during the period of guarantee, the contractor fails to prosecute the work properly or to perform any provision of the contract, the owner, after seven (7) days' written notice sent by certified mail, return receipt requested, to the contractor from the designer, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the contractor, such action and cost of same having been first approved by the designer. Should the cost of such action of the owner exceed the amount due or to become due the contractor, then the contractor or his surety, or both, shall be liable for and shall pay to the owner the amount of said

17. REQUESTS FOR PAYMENT

Contractor shall refer to the Supplemental General Conditions for specific directions on payment schedule, procedures and the name and address where to send applications for payments for this project. It is imperative that invoices be sent only to the above address in order to assure proper and timely delivery and handling.

The Designer/Owner will process all Contractor pay requests as the project progresses. The Contractor shall receive payment within thirty (30) consecutive days after Designer/Owner's approval of each pay request. Payment will only be made for work performed as determined by the Designer/Owner.

Retainage:

- a. Retainage withheld will not exceed 5% at any time.
- b. The same terms apply to general contractor and subcontractors alike.
- c. Following 50% completion of the project no further retainage will be withheld if the contractor/subcontractor has performed their work satisfactorily.
- d. Exceptions:
 1. Owner/Contractor can reinstate retainage if the contractor/subcontractor does not continue to perform satisfactorily.
 2. Following 50% completion of the project, the owner is authorized to withhold additional retainage from a subsequent periodic payment if the amount of retainage withheld falls below 2.5%.

Final payment will be made within forty-five (45) consecutive days after acceptance of the work, receipt of marked-up "as-built" drawings and specifications and the submission both of notarized Contractor's affidavit and final pay request. All pay requests shall be submitted to the Designer/Owner for approval.

THE CONTRACTOR'S FINAL PAYMENT AFFIDAVIT SHALL STATE: "THIS IS TO CERTIFY THAT ALL COSTS OF MATERIALS, EQUIPMENT, LABOR, SUBCONTRACTED WORK, AND ALL ELSE ENTERING INTO THE ACCOMPLISHMENT OF THIS CONTRACT, INCLUDING PAYROLLS, HAVE BEEN PAID IN FULL."

18. PAYMENTS WITHHELD

The designer with the approval of the Owner may withhold payment for the following reasons:

- a. Faulty work not corrected.
- b. The unpaid balance on the contract is insufficient to complete the work in the judgment of the designer.
- c. To provide for sufficient contract balance to cover liquidated damages that will be assessed. The secretary of the Department of Administration may authorize the withholding of payment for the following reasons:
 - i. Claims filed against the contractor or evidence that a claim will be filed.
 - ii. Evidence that subcontractors have not been paid.

When grounds for withholding payments have been removed, payment will be released. Delay of payment due the contractor without cause will make owner liable for payment of interest to the contractor as provided in G.S. 143-134.1. As provided in G.S. 143-134.1(e), the owner shall not be liable for interest on payments withheld by the owner for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the owner or reasonable evidence that a third-party claim will be filed.

19. MINIMUM INSURANCE REQUIREMENTS

The work under this contract shall not commence until the contractor has obtained all required insurance and verifying certificates of insurance have been approved in writing by the owner. These certificates shall document that coverages afforded under the policies will not be cancelled, reduced in amount or coverages eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the owner of such alteration or cancellation. If endorsements are needed to comply with the notification or other requirements of this article copies of the endorsements shall be submitted with the certificates.

a. Worker's Compensation and Employer's Liability

The contractor shall provide and maintain, until final acceptance, workmen's compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$100,000.

b. Public Liability and Property Damage

The contractor shall provide and maintain, until final acceptance, comprehensive general liability insurance, including coverage for premises operations, independent contractors, completed operations, products and contractual exposures, as shall protect such contractors from claims arising out of any bodily injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by the contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them and the minimum limits of such insurance shall be as follows:

Bodily Injury:	\$500,000 per occurrence
Property Damage:	\$100,000 per occurrence / \$300,000 aggregate

In lieu of limits listed above, a \$500,000 combined single limit shall satisfy both conditions.

Such coverage for completed operations must be maintained for at least two (2) years following final acceptance of the work performed under the contract.

c. Property Insurance (Builder's Risk/Installation Floater)

The contractor shall purchase and maintain property insurance until final acceptance, upon the entire work at the site to the full insurable value thereof. This insurance shall include the interests of the owner, the contractor, the subcontractors and sub-subcontractors in the work and shall insure against the perils of fire, wind, rain, flood, extended coverage, and vandalism and malicious mischief. If the owner is damaged by

- d. additional compensation or damages in the event of such termination and payment. failure of the contractor to purchase or maintain such insurance, then the contractor shall bear all reasonable costs properly attributable thereto; the contractor shall effect and maintain similar property insurance on portions of the work stored off the site when request for payment per articles so includes such portions.

e. Deductible

Any deductible, if applicable to loss covered by insurance provided, is to be borne by the contractor.

f. Other Insurance

The contractor shall obtain such additional insurance as may be required by the owner or by the General Statutes of North Carolina including motor vehicle insurance, in amounts not less than the statutory limits.

g. **Proof of Carriage**

The contractor shall furnish the owner with satisfactory proof of carriage of the insurance required before written approval is granted by the owner.

20. ASSIGNMENT

No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the Owner and solely as a convenience to the Contractor, the Owner may: (1) forward the Contractor's payment check directly to any person or entity designated by the Contractor, and (2) include any person or entity designated by Contractor as a joint payee on the Contractor's payment check. In no event shall such approval and action obligate the Owner to anyone other than the Contractor, and the Contractor shall remain responsible for fulfillment of all contract obligations.

21. CLEANING UP AND RESTORATION OF SITE

The Contractor shall keep the sites and surrounding area reasonably free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the Owner. Before final inspection and acceptance of the project, the Contractor shall thoroughly clean the sites, and completely prepare the project and site for use by the Owner.

At the end of construction, the contractor shall oversee and implement the restoration of the construction site to its original state. Restoration includes but not limited to walks, drives, lawns, trees and shrubs, corridors, stairs and other elements shall be repaired, cleaned or otherwise restored to their original state.

22. GUARANTEE

The contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the final acceptance of the work and shall replace such defective materials or workmanship without cost to the owner.

Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The contractor shall replace such defective equipment or materials, without cost to the owner, within the manufacturer's warranty period.

Additionally, the owner may bring an action for latent defects caused by the negligence of the contractor, which is hidden or not readily apparent to the owner at the time of beneficial occupancy or final acceptance, whichever occurred first, in accordance with applicable law. Guarantees for roofing workmanship and materials shall be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.

23. STANDARDS

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector which customarily requires the label or re-examination listing or identification marking of appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and State and federal requirements relating to clean air and water pollution.

All equipment and products must be independent third party tested and labeled (UL, FM, or CTS) before final connections to Owner services or utilities.

24. TAXES

- a. Federal excise taxes do not apply to materials entering into state work (Internal Revenue Code, Section 3442(3)).
- b. Federal transportation taxes do not apply to materials entering into state work (Internal Revenue Code, Section 3475(b) as amended).
- c. North Carolina sales tax and use tax, as required by law, do apply to materials entering into state work and such costs shall be included in the bid proposal and contract sum.
- d. Local option sales and use taxes, as required by law, do apply to materials entering into state work as applicable and such costs shall be included in the bid proposal and contract sum.
- e. **Accounting Procedures for Refund of County Sales & Use Tax**

Amount of county sales and use tax paid per contractor's statements:

Contractors performing contracts for state agencies shall give the state agency for whose project the property was purchased a signed statement containing the information listed in G.S. 105-164.14(e).

The Department of Revenue has agreed that in lieu of obtaining copies of sales receipts from contractors, an agency may obtain a certified statement as of April 1, 1991 from the contractor setting forth the date, the type of property and the cost of the property purchased from each vendor, the county in which the vendor made the sale and the amount of local sales and use taxes paid thereon. If the property was purchased out-of-state, the county in which the property was delivered should be listed. The contractor should also be notified that the certified statement may be subject to audit.

In the event the contractors make several purchases from the same vendor, such certified statement must indicate the invoice numbers, the inclusive dates of the invoices, the total amount of the invoices, the counties, and the county sales and use taxes paid thereon.

Name of taxing county: The position of a sale is the retailer's place of business located within a taxing county where the vendor becomes contractually obligated to make the sale. Therefore, it is important that the county tax be reported for the county of sale rather than the county of use.

When property is purchased from out-of-state vendors and the county tax is charged, the county should be identified where delivery is made when reporting the county tax.

Such statement must also include the cost of any tangible personal property withdrawn from the contractor's warehouse stock and the amount of county sales or use tax paid thereon by the contractor.

Similar certified statements by his subcontractors must be obtained by the general contractor and furnished to the claimant.

Contractors are not to include any tax paid on supplies, tools and equipment which they use to perform their contracts and should include only those building materials, supplies, fixtures and equipment which actually become a part of or annexed to the building or structure.

25. EQUAL OPPORTUNITY CLAUSE

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the secretary of Labor, are incorporated herein.

The contractor(s) agree not to discriminate against any employee or applicant for employment because of physical or mental disabilities in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with such disabilities without discrimination based upon their physical or mental disability in all employment practices.

26. MINORITY BUSINESS PARTICIPATION

GS 143-128.2 establishes a ten percent (10%) goal for participation by minority business in total value of work for each State building project.

For construction contracts with a value of less than \$300,000, the Owner has the responsibility to make a good faith effort to solicit minority bids and to attain the goal. The contractor shall include with his bid a completed Identification of HUB Certified/Minority Business Participation form. Contractor shall submit completed Appendix E MBE Documentation for Contract Payments form with final payment request.

For construction contracts with a value of \$300,000 or greater, the contractor shall comply with the document *Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts* including Identification of Minority Business Participation, Affidavits A, B, C, and D, and Appendix E. These forms provided herein are hereby incorporated and made a part of this contract.

27. ACCESS TO PERSONS AND RECORDS

The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by the Owner in accordance with General Statute 147-64.7. The Owner's internal auditors shall also have the right to access and copy the Contractor's records relating to the Contract and Project during the term of the Contract and within two years following the completion of the Project/close-out of the Contract to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to Contractor's requests for payment, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for lost efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from Owner and/or its project representatives.

GOVERNING LAWS

This contract is made under and shall be governed by and construed in accordance with the laws of the State of North Carolina. The Contractor shall comply with all applicable federal, State and local laws, statutes, ordinances and regulations including, but not limited to, the Omnibus Transportation Act of 1991 and its implementing regulations.

TIME OF COMPLETION

The Contractor shall commence work to be performed under this Contract on a date to be specified in written order from the Designer/Owner and shall fully complete all work hereunder within (30) consecutive calendar days from the Notice to Proceed.

If the Contractor is delayed at anytime in the progress of his work by any act or negligence of the Owner, his employees or his separate contractor, by changes ordered in the work; by abnormal weather conditions; by any causes beyond the Contractor's control or by other causes deemed justifiable by Owner, then the contract time may be reasonably extended in a written order from the Owner upon written request from the contractor within ten days following the cause for delay. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the Owner do not entitle the Contractor to compensable damages for delays. Any contractor claim for compensable damages for delays is limited to delays caused solely by the owner or its agents.

Corrective Package for:
Macon County Early College
77 Siler Farm Road
Franklin, NC 28734

08/20/25

Considerations will be given with regards to current construction industry conditions and the availability of materials and long lead times. GC is to maintain records of timely ordering of materials and confirmations from sub-contractors and suppliers. Time extensions can be granted, at the discretion of the owner, for lead time and supply chain disruptions outside of the contractor's control, when such items impact the critical path of the project.

CONSTRUCTION SCHEDULE:

Substantial Completion within 60 Calendar Days from the Notice to Proceed.

PAYMENTS

Monthly Invoices (AIA Standard Form G702 & G703) will be submitted to:

Peter Looper
28 Katherine Place
Asheville, NC 28801
Looper-Architect@Charter.net

After review, Invoices will be transmitted to:

Warren Cabe, County Manager
Macon County, NC
5 West Main Street
Franklin, NC 28734

UTILITIES

Will be provided by Macon County

SECURITY

Not in Contact

USE OF SITE

To be determined at Pre-Bid Meeting / assumed work times will be between 7 am and 7 pm, Monday – Friday. Extended times may be requested.

NO SMOKING POLICY

The campus is Tobacco and Drug Free

PERFORMANCE AND PAYMENT BONDS

Not Required for this project.

1. Public Entity means State and all public subdivisions and local governmental units.
2. Owner means the State of North Carolina, through the Agency/Institution named in the contract.
3. Designer means any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering work.
4. Bidder means any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.
5. Contract means a mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
6. Contractor means any person, firm, partnership, corporation, association, or joint venture that has contracted with the State of North Carolina to perform construction work or repair.
7. Subcontractor means a firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION 6:

In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing minority business participation in the state construction program.

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____
_____ as principal, and
_____, as surety, who is duly licensed to act as surety in
North Carolina, are held and firmly bound unto Macon County, NC.

_____ as obligee, in the penal sum of
_____ DOLLARS, lawful money of the United States of America, for the payment
of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and
assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this ____ day of ____ 2025 WHEREAS,
the said principal is herewith submitting proposal for
and the principal desires to file this bid bond in lieu of making
the cash deposit.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the principal
shall be awarded the contract for which the bid is submitted and shall execute the contract and give bond for
the faithful performance thereof within ten days after the award of same to the principal, then this obligation
shall be null and void; but if the principal fails to so execute such contract and give performance bond as
required, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in the first paragraph
hereof. Provided further, that the bid may be withdrawn.

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

A. PROJECT IDENTIFICATION

General: The project name is Corrective Measures for Macon County Early College as shown on the contract documents prepared by Looper Architectural Design & Planning, Asheville NC. ***Drawings and specifications are dated August 20, 2025.***

General Contract Bids will be received for all work shown or described.

The award of the contract may be made to the lowest responsible bidder. Such responsibility to be determined by the Owner, except that the Owner retains the right to reject any or all bids for any or no reason.

The Owner may, at his discretion, award other separate contracts for work on the site while the work being performed under the contracts listed above is in progress. Contractor shall coordinate their work with all other contractors who may be working at the site and shall fully cooperate with them.

B. CONSTRUCTION TIME

Provide the anticipated number of days from Notice to Proceed until Final Completion on the Bid Form. Assume the Notice to Proceed will be issued on October 15, 2025. GC is to maintain records of timely ordering of materials and feedback from sub-contractors and suppliers. Time extensions can be granted, at the discretion of the owner, for lead time and supply chain disruptions outside of the contractor's control, when such items impact the critical path of the project.

C. CONTRACTOR'S USE OF PREMISES

1. General: The Contractors shall limit their use of the premises to the work indicated.
2. Use of the Site: Confine operations at the site to the areas permitted under the Contract. Portions of the site beyond areas on which work is indicated are not to be disturbed. Conform to site rules and regulations affecting the work while engaged in project construction.

Lock automotive type vehicles such as passenger cars and trucks, and other types of mechanized and motorized construction equipment, when parking and unattended, so as to prevent unauthorized use. Do not leave such vehicles or equipment unattended with the motor running or the ignition key in place. Park only in designated locations.
3. Adherence to A-B Tech's Code of Conduct is expected for all contractors. This document is included for reference in this manual.

D. PHASING OF THE WORK

Construction Phasing to be discussed during the Pre-Bid meeting.

E. CONSTRUCTION FENCING

The Contractor shall furnish and install fencing to separate construction areas from public use areas as required. An accessible service opening shall be provided for service vehicles.

F. TEMPORARY STRUCTURES, UTILITIES AND SERVICES

1. Construction project management: Contractor is to provide and maintain construction logs with daily project information including communication: RFIs, Change Orders, Submittals, ASIs and other forms of communication between the design team, owner's representatives and contractors. Access to log information must be made available to all members of the design team.
2. Subcontractors shall supply, erect, maintain, and remove upon completion of their work, all scaffolding required for their particular phase of the work.
3. Lines and Levels. The CONTRACTOR shall employ a registered engineer or registered surveyor acceptable to the Architect to establish all construction lines, grades, and levels.
4. Temporary Structures. Temporary field office is not required.
5. Sanitary Facilities. The contractor shall provide the necessary portable sanitary facilities for use by all persons performing work at the site. The Owner's facilities are not to be used.
6. Water. The contractor shall consult with the Owner regarding water supply. This building has functional water supply. Normal construction use of water present at these buildings will be supplied by the Owner. The source of water shall be approved by the Owner for use by the Contractor.
7. Electricity. The contractor shall consult with the Owner regarding electricity. Use of the existing building power is permitted for construction.

Existing building lighting can be used for construction purposes. The source of lighting shall be approved by the Owner. Any additional, temporary lights shall be supplied by the contractor and be equipped with guards and not suspended by their cords, unless so approved by the Electrical Inspector. Permanent light equipment used for construction purposes must be thoroughly cleaned at the completion of the job by the CONTRACTOR and new lamps installed where required for fully functional lighting by the Owner.

Walkways shall be kept clear of cords. Extension cords shall be grounding type and without splices.

All switches and disconnects shall be plainly marked.

Temporary lighting shall maintain a level of five (5) foot candles in all construction areas.

8. Heating and Cooling. Existing building heat and cooling can be used for construction purposes. All existing supply and returns within the construction area are to be filtered throughout construction. Filters are to be maintained in good, clean, working order throughout construction activities.

9. Signs. Directional signs may be erected on the Owner's property subject to approval of the Owner with respect to size, style, and location of directional signs. Such signs may bear the name of the Contractor and a directional symbol. No other signs will be permitted except by permission of the Owner. See specifications for job sign.

L. PROJECT SAFETY

The Contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926) which are hereby incorporated in these specifications.

The Contractor shall be responsible for the construction site during the performance of the work and shall provide all necessary safety measures and shall fully comply with all federal, state, and local laws, building codes, rules and regulations to prevent accidents or injury to persons or property on or about the location of the work.

The utmost care shall be taken by the Contractor not to cause any damage to persons or properties on or about the site; and the utmost care shall be exercised by the Contractor to protect all persons, particularly children, and property from harm until the Project is fully completed and accepted by the Owner.

M. SUBSTITUTIONS

All requests for substitutions, complete with all technical data, shall be submitted to the Architect at least ten (10) days prior to bidding. Substitutions not approved in writing prior to bidding will not be considered.

After contract award, subcontractors and material suppliers shall submit proposed materials for approval only through the Contractor and shall not come directly to the Architect. All approvals will be handled entirely through the Contractor.

N. SUBCONTRACTORS AND SUPPLIERS

The successful bidders shall, after contract award, submit to the Architect for review and approval, the names of all subcontractors and major suppliers he proposes to employ and the branches of work they will perform.

O. SAMPLES

Samples of materials and equipment as required shall be furnished for the Architect's review. These shall remain the Contractor's property and shall be removed by him after they have been reviewed or ceased to be useful.

P. SHOP DRAWINGS AND MAINTENANCE MANUALS

In addition to the requirements of the General Conditions, with respect to Shop Drawings, the following conditions apply. The Contractor shall provide the Architect with complete shop drawings, as hereinafter set out in the specifications, and sufficient time shall be allowed between the receipt of such shop drawings and their return to the Contractor to allow for their comparison with the original contract documents, any change order which have been issued, or any necessary changes required for proper coordination with other trades.

Where practicable, markings of items shall be so coded that "shop marks" agree with "Architect's Mark".

The Contractor shall check shop drawings carefully against drawings, specifications, field conditions, and adjacent work, and when he is satisfied that they are correct, shall mark them accordingly before submitting them to the Architect. Shop drawings received by the Architect that do not bear the Contractor's stamp of approval will be immediately returned to the Contractor without review by the Architect. Delay caused by shop drawings being returned because of incomplete or inaccurate information or for lack of the Contractor's through review approval stamp will not be grounds for an extension of time.

Acceptance of material on the basis of shop drawings, samples, brochures, and other materials submitted, shall be understood to be conditional on the acceptability of the actual material incorporated into the building. The inclusion into the work of the material which may at a later date be disclosed to be unsuitable for job conditions or not in conformity with samples, brochures, shop drawings, or materials submitted, shall be at the risk of the Contractor.

In general, and whenever possible, shop drawings shall be submitted in electronic form, Architect will check and return electronic contractor-ups to the Contractor. The Contractor shall reproduce shop drawings as required for distribution to other parties.

Organize operating and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual heavy-duty 2-inch, 3-ring vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder.

Failure to submit information as required will cause final payment to be delayed. Include the following types of information:

Emergency instructions.

Spare parts list.

Copies of warranties.

Wiring diagrams.

Recommended "turn around" cycles.

Inspection procedures.

Shop Drawings and Product Data.

Fixture lamping schedule.

Q. PROGRESS AND SCHEDULING

The CONTRACTOR shall carry out the work as expeditiously as possible, planning ahead and scheduling work with subcontractors and material dealers to avoid conflicts and delays. Samples and shop drawings shall be submitted in sufficient time to permit checking, returning for correction if necessary, and resubmitted, and ordering of material.

R. CONSTRUCTION SCHEDULE

1. Bar-Chart Schedule. The contractor, in consultation with all Sub-Contractors, shall prepare a fully developed, horizontal bar chart type Contractor's construction schedule. Submit within 20 days of the date of Notice to Proceed.

Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the work as indicated in the "Schedule of Values."

Within each time bar indicate estimated completion percentage in 10 percent increments. As work progresses, place a contrasting mark in each bar to indicate Actual Completion.

Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.

Secure time commitments for performing critical elements of the work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the work. Show activity in proper sequence. Indicate graphically sequences necessary for completion of related portions of the work.

Indicate completion in advance of the date established for Final Acceptance. Indicate Final Acceptance on the schedule to allow time for the Architect's procedures necessary for certification of Final Acceptance.

The Contractor shall coordinate his schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests and other schedules with the Construction Schedule.

2. Work Stages. Indicate important stages of construction for each major portion of the work, including testing and installation.
3. Area Separations. Provide a separate time bar to identify each major construction area for each major portion of the work. Indicate where each element in an area must be sequenced or integrated with other activities. Phase 1A & 1B shall be separate time charts except where work overlaps.
4. Cost Correlation. At the head of the schedule, provide a two item cost correlation line, indicating "precalculated" and "actual" costs. On the line, show dollar volume of work performed as of the dates used for preparation of payment requests.
5. Distribution. Following response to the initial submittal, print and distribute copies to the Architect, Owner, other Contractors and other parties required to comply with schedule dates. Post copies in the temporary field office.

When revisions are made, distribute to the same parties and post in the same location. Delete parties from distribution when they have completed their assigned portion of the work and are no longer involved in construction activities.

6. Schedule Updating. Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.
7. Approval. Initial construction schedule and schedule updates shall be approved by the Owner.

S. SCHEDULE OF VALUES

Each Subcontractor shall coordinate preparation of the Schedule of Values with preparation of the CONTRACTOR's Construction Schedule.

Submit the Schedule of Values to the Architect at the earliest feasible date, but in no case later than 14 days before the date scheduled for submittal of initial Application for Payment.

Format and Content. Use the Project Manual Table of Contents as a guide to establish the format for the Schedule of Values.

A separate Schedule of Values shall be prepared for the work at each site.

Provide a detailed breakdown of the Contract Sum to facilitate continued evaluation of Applications for Payment and progress reports. Break subcontracts and work categories into line items to shop materials, equipment and labor costs.

Round amounts off to the nearest whole dollar. The total shall equal the Contract Sum.

Margins of Cost. Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Applications for Payment. Each item in the Schedule of Values and Application of Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.

At the Contractor's option, temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values or distributed as general overhead expense.

Schedule Updating. When Change Orders or Construction Change Directives result in a change to the Contract Sum, add these to the Schedule of Values as a separate line item.

Approval. Schedule of Values shall be approved by the Owner.

T. CONSTRUCTION CONFERENCES

Prior to starting construction, a Pre-Construction Conference will be held at the site. Discussions will include handling of shop drawings and schedules, and establishing a working understanding between all parties concerned. Present at the conference shall be a responsible representative of each contractor, the job superintendent, and representatives of the Owner, Architect, and Engineers. The time of the conference shall be agreed upon by all parties. In addition, monthly construction conferences will be held with the General Contractor, Architect and Owner.

The Contractor shall comply with provision of "Underground Damage Prevention Act" enacted by NC General Assembly (hereinafter referred to as "the Act"). Use care to avoid damaging any underground utilities, especially those in any public right-of-way or private easement owned by a utility company. Note such underground utilities shown on drawings, if any. Those shown do not necessarily represent all that may occur.

The Contractor shall be responsible for the protection of underground and overhead utilities in his work area which are shown on the Drawings and/or which can be detected by a visual inspection of the job site. The Contractor is cautioned, however, that there may exist unknown underground utilities neither visible nor shown on the Drawings. The Contractor shall take all reasonable precautions to detect and preserve the services which these utilities provide.

The Contractor shall contact ULOCO at 1-800-632-4949 prior to digging for assistance in locating underground utility lines.

WEATHER

- U.** The Contractor shall bear full responsibility for damage caused by weather or storm to any part of the complete work and materials included in or forming part of this contract. He shall provide all protection, guards, braces, etc., required and shall make good in an approved manner at this own expense, any and all damage so caused.

V. OPENINGS AND PATCHING

The Contractor shall lay out the necessary openings where required for his work and that of his subcontractors.

In no case shall any Contractor impair the strength or stability of any structure by any such openings. Cutting and patching shall be done by workers skilled in the trade. All affected areas are to be patched with materials similar to adjacent surfaces.

W. CARE OF MATERIALS

All materials and equipment delivered to job shall be handled, stored, and maintained in such manner as to thoroughly protect them from damage. The Contractor shall provide suitable storage for all materials subject to damage from exposure. All material shall be placed in orderly piles or stacks and shall not be so placed as to damage trees, shrubs, or other plants.

X. PROTECTION OF WORK

The Contractors are responsible for the protection of their work until final acceptance of the work and shall take precautions to prevent damage to existing work and the work of other contractors. If existing work is damaged, the Contractor that caused damage will be held responsible.

Y. ACCEPTANCE OF SUBSTRATES

The Contractor or Subcontractor is responsible for inspecting the work which precedes his work and reporting any deficiencies which will affect his work to the Architect prior to beginning new work. Commencement of new work over preceding work constitute the Contractor's or Subcontractor's acceptance of preceding work.

Z. COORDINATION

The Contractor, Subcontractors and material suppliers shall be responsible for inspecting all job conditions affecting the installation of an item and taking all field measurements required prior to fabrication of an item to insure that the item concerned will integrate properly with all adjacent materials and fit all other conditions as they exist or will exist in the finished construction. Work in connection with installation of an item shall be coordinated with all other affected work and trades. Sleeves, anchors, and other items that must be embodied in or that otherwise affect other portions of the work shall be located and set while such portions of the work are in progress. Each Contractor shall be responsible for setting sleeves required for his Scope of Work. Should one contractor's work be disturbed by another contractor after the work is complete, the contractor responsible for the disturbance shall correct the damage. The Architect shall be the final judge, if required.

AA. DIMENSIONS

Prints do not reproduce from tracings with sufficient accuracy to permit scaling; therefore, dimensions shall be calculated by the Contractor and compared with dimensions shown rather

than scaled. Scaling for purposes of rough estimating is allowable.

BB. AS-BUILT DRAWINGS

During the entire construction period, the CONTRACTOR shall maintain a clean set of drawings for recording as-built conditions where they differ from the layout details shown on the drawings. Such changes in the work shall be recorded by each Subcontractor as they occur and shall be kept current and reviewed at each construction conference. A final set of as-built drawings shall be provided by the CONTRACTOR to the Architect at the end of the project.

Failure to submit quality as-builts shall hold up final payment.

CC. PROJECT CLOSE-OUT

1. Final Cleaning:

- A. General. General cleaning during construction is required by the General Conditions.
- B. Cleaning. The Contractor shall employ experienced workers or professional cleaners for final cleaning of the work. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.

Complete the following cleaning operations before requesting inspection of Certification of Final Acceptance.

Remove labels that are not permanent labels.

Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compound and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.

Clean exposed exterior and interior hard-surfaced finishes to a dust free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors vacuum clean. Vacuum carpeted surfaces. Wax tile or other floors where called for.

Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.

Clean the site, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas broom clean; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even textured surfaces.

- C. Removal of Protection. The Contractor shall remove temporary protection and facilities installed for protection of the work during construction.
- D. Compliance. The Contractor shall comply with regulations of authorities having jurisdiction and safety standard for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge

volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner. Where extra materials of value remaining after completion of associated work have become the Owner's property, arrange for disposition of these materials as directed.

2. Personnel Instruction:

The Contractor shall arrange with the Architect for qualified persons to meet with Owner for thorough demonstration of proper operating procedures for all items of equipment and systems. Instruct Owner in proper operating and maintenance procedures, using information compiled for operating and maintenance data manuals. Supply written instructions for intercom and phone systems as well as demonstration of the system. Comply with further requirements for personnel instruction specified in technical sections of these specifications.

3. Final Documents: (Failure to supply these documents will cause the final payment to be delayed.)

Applicable items from the following list shall be submitted by The Contractor prior to final payment.

1. Final Certificate and Release Document (sample bound in back of specifications) properly completed by corporate/company officials and corporate seal affixed.
2. Consent of Surety Company to Final Payment Document (AIA Document G707) obtained from insurance company.
3. Applicable Power of Attorney Document to accompany Consent of Surety and dated the same date obtained from insurance company.
4. Final Application and Certificate for Payment Document (AIA Document G702).
5. Certificate (s) of Compliance with State Building Code from the Buncombe County Building Inspection Division.
6. Warranty documents.
7. Three (3) copies of general operation and maintenance manuals.
8. Three (3) copies of plumbing operation and maintenance manuals.
9. Three (3) copies of mechanical operation and maintenance manuals.
10. Three (3) copies of electrical operation and maintenance manuals.
11. All other maintenance manuals.
12. Record Drawings.

4. Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following items.

Maintenance manuals.
Record documents.
Spare parts and materials.
Tools.
Lubricants.
Fuels.
Identification systems.
Control sequences.
Hazards.
Cleaning.
Warranties and bonds.
Maintenance agreements and similar continuing commitments.

As part of instruction for operating equipment, demonstrate the following procedures:

- Start up.
- Shut down.
- Emergency operations.
- Noise and vibration adjustments.
- Safety procedures.
- Economy and efficiency adjustments.
- Effective energy utilization.

DD. ALTERNATES (SEE SECTION 012300)

None

EE. ALLOWANCES (SEE SECTION 01020)

None

FF. EQUAL OPPORTUNITY CLAUSE

The Contractor agrees that, in the performance of the work, he will not violate Title VI or Title VII of the Civil Rights Act of 1964, as amended, or knowingly discriminate by segregation or otherwise against any person or class of persons by reason of age, sex, race, religion, color, national origin or handicap.

The Contractor agrees in particular to maintain open hiring and employment practices and to receive applications for employment in compliance with all requirements of applicable federal, state and local laws and regulations issued pursuant thereto relating to nondiscriminatory hiring and employment practices. The Contractor shall undertake an affirmative action program to ensure that no person shall be excluded from participation in any employment activities because of age, sex, race, religion, color, national origin or handicap.

GG. BUILDING FEES & PERMITS

The Contractor will pay for all fees and permit costs. The Contractor shall notify the owner that they are applying for building permits.

II. TESTING

All testing, including soil and material shall be paid for by the Owner. The Contractor shall be responsible for notifying and coordinating the testing agency of work required.

JJ. QUALIFICATIONS

The successful contractor shall provide evidence of the project manager and job superintendent's qualifications to the Owner. The Owner reserves the right to demand a more experienced manager and/or superintendent at no additional charge.

KK. EXISTING EXITS FROM OCCUPIED BUILDINGS

The contractor shall maintain existing exits from occupied buildings to the full satisfaction of the Owner, Architect and Fire Marshal. When it becomes necessary to close an exit for any reason, the contractor shall take steps to guard life and safety of all building occupants to the full satisfaction of

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the Owner, Architect and Fire Marshal.

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END OF SECTION 010000

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ALTERNATES 012300

PART 1 GENERAL

SECTION INCLUDES

- A. Description of Alternates.
- B. Procedures for pricing Alternates.

ACCEPTANCE OF ALTERNATES

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in the Owner-Contractor Agreement.
- B. Coordinate related work and modify surrounding work to integrate the Work of each Alternate.

SCHEDULE OF ALTERNATES

Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in the Owner-Contractor Agreement.

ADD ALTERNATE-1 ---Roof system to be reused---

Includes Interior & Exterior work

INTERIOR COMPONENT:

REMOVE REMAINING T&G WOOD CEILING TO FULLY EXPOSE THE UNDERSIDE OF THE SIPS ROOF PANEL SYSTEM.

NOTIFY THE ARCHITECT THAT THE FULL UNDERSIDE OF THE SIPS PANEL ROOF/CEILING STRUCTURE HAS BEEN EXPOSED AND COORDINATE ENVIRONMENTAL TESTING BY OWNER'S CONSULTANT.

THE OWNER'S ENVIRONMENTAL CONSULTANT WILL ADVISE THE ARCHITECT HOW TO PROCEED.

THE ARCHITECT CONVEY THE ENVIRONMENTAL CONSULTANT'S DECISION ON HOW TO PROCEED TO THE GC.

EXTERIOR COMPONENT- RE-USE EXISTING

Remove Remaining Roof System In Entirety Exposing Full Top Surface Of The Sips Roof Panels. Underlayment & Plywood Decking To Expose Top Face Of Sips Roof Panels For Observation. Removed Associated Metal Trim, Gutters And, Accessories To Be In Preparation For Installation Of New Underlayment, Plywood Sheathing,

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Sleepers And Metal Roof System.

NOTIFY THE ARCHITECT WHEN THE FULLY EXPOSED TOP SURFACE OF THE SIPS ROOF/CEILING PANEL STRUCTURE HAVE BEEN FULLY EXPOSED AND COORDINATE ENVIRONMENTAL TESTING BY OWNER'S CONSULTANT.

THE OWNER'S ENVIRONMENTAL CONSULTANT WILL ADVISE THE ARCHITECT HOW TO PROCEED.

THE ARCHITECT CONVEY THE ENVIRONMENTAL CONSULTANT'S DECISION ON HOW TO PROCEED TO THE GC.

ADD ALTERNATE-2 ---Complete Metal Roof System Replacement---

ADD ALTERNATE-2 -COMPLETE ROOF REPLACEMENT (EXTERIOR COMPONENT):

Install Sleepers, Per Roof Mfr's Requirements, Over Self-Sealing, Self-Adhering Roof Underlayment Then Install Complete Standing Seam Roof System With Ridge And Eave Venting. Metal Roof System And Accessories By Same Manufacturer. Refer To The Project Manual For Requirements.

END OF SECTION

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SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

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.

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. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request 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 unforeseen conditions require modifications to the Contract, Contractor may propose changes 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. The breakdown shall show labor, material and equipment expense per unit and in total for every component of the work to be included in the proposed change order.
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 Division 01 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

1.5 ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, base each Change Order proposal on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
 1. Include installation costs in purchase amount only where indicated as part of the allowance.
 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
 4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the Purchase Order amount or Contractor's handling, labor, installation, overhead, and profit. Submit claims within 21 days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. Owner will reject claims submitted later than 21 days after such authorization.
 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

1.6 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on NC State Construction Office Change Order Form.

1.7 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on NC State Construction Office Field Order Form. 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.

1.8 EXTENSIONS OF TIME DUE TO WEATHER

- A. General: The intention of this article is to establish the procedure for amending the Contract Time when excess adverse weather conditions have repeatedly caused cancellation of scheduled critical activities, resulting in delay to the Project.
- B. Definitions:
 - 1. Adverse Weather: Job site environmental conditions in which precipitation, or soil conditions resulting from precipitation, or ambient temperature conditions during working hours preclude carrying out a Scheduled Critical Activity. The following conditions may be considered by the Architect in determining the extent of excess adverse weather conditions, depending upon the nature of the delayed project tasks:
 - a. Precipitation greater than 0.1 inch of water equivalent per day.
 - b. Days on which the average air temperature does not exceed 40 degrees F.
 - c. Other weather conditions deemed hazardous by the Contractor.
 - 2. Scheduled Critical Activity: Project tasks, the delay of which will directly result in a delay in the completion of the project.
- C. Claim for Extension of Time Due to Weather:
 - 1. Contractor shall file claim, in Architect approved format, for each month during which adverse weather occurs.
 - a. Attach copies of Contractor's Daily Reports for each day of adverse weather, describing fully the weather conditions, scheduled activities delayed, and reasons for the delay.
 - b. Include date and time-stamped photographs where applicable for documenting soil conditions.

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- c. Maintain Rain Gauge and provide daily reports in the work log. Include the log with claim.
2. Claim shall be filed for a calendar month by attaching the completed form to the Application for Payment submitted the following month.
3. Architect shall review and approve or take other action upon Contractor's Claim for Extension of Time. Adjustment of Contract Time shall be made by Change Order.

END OF SECTION 012600

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Coordination Drawings.
 - 2. Administrative and supervisory personnel.
 - 3. Project meetings.
 - 4. Requests for Interpretation (RFIs).
 - 5. Moisture and mold control.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific contractor.

1.3 DEFINITIONS

- A. RFI: Request from Contractor seeking interpretation or clarification of the Contract Documents.

1.4 COORDINATION

- 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.
- B. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections, that depend on each other for proper installation, connection, and operation.

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. Coordinate installation of different components with other contractors to ensure maximum access for required maintenance, service, and repair.

Make adequate provisions to accommodate items scheduled for later installation.

Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all

components, including mechanical and electrical.

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.

7. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
8. Make adequate provisions to accommodate items scheduled for later installation.
9. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical.

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.

D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's Construction Schedule.
2. Preparation of the Schedule of Values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.
9. Project closeout activities.

E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.

F. Moisture and Mold Control: Coordinate and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible moisture issues that could contribute to contamination, development or mold or other undesirable effects.

1.5 SUBMITTALS

A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.

1. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:

- a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - b. Indicate required installation sequences.
 - c. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
2. Sheet Size: At least 8-1/2 by 11 inches but no larger than 30 by 40 inches.

Number of Copies: Submit two opaque copies of each submittal. Architect will return one copy.
 - a. Submit five copies where Coordination Drawings are required for operation and maintenance manuals. Architect will retain two copies; remainder will be returned. Mark up and retain one returned copy as a Project Record Drawing.
3. Refer to individual Sections for Coordination Drawing requirements for Work in those Sections.
4. The Project Expeditor shall prepare a scaled site utilization drawing or series of drawings showing all temporary utilities, storage areas for each Contractor, fencing, temporary access ramps, trailers, work shops, protected pedestrian walk-ways adjoining and within the site, parking, access ways, topsoil storage areas, backfill storage areas, etc. The site utilization drawing(s) shall be submitted to and approved by all other Contractors. Submit to the Owner for approval prior to submission of any payment request by the Contractor.
 - a. **NO PAYMENT REQUESTS WILL BE APPROVED UNTIL THE SITE UTILIZATION DRAWING HAS BEEN APPROVED BY ALL PARTIES.** No area on campus shall be utilized outside of the designated fenced area for any activity related to execution of the contracts, including parking of vehicles.
- 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 and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
 1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.
- C. Moisture and Mold Control Plan: Prepare a moisture and mold control plan in accordance with Associated General Contractors' (AGC) recommendations in "Managing the Risk of Mold in the Construction of Buildings".
 1. Maintain relative humidity of hygroscopic interior building materials (gypsum board, ceiling tile, wood, etc.) before, during and after installation at below 60% to prevent mold growth.

1.6 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

PROJECT MANAGEMENT AND COORDINATION

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.

- 1. Include special personnel required for coordination of operations with other contractors.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.

- 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 - 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 - 3. Minutes: 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 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. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

- 1. Attendees: Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All 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. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. Preparation of Record Documents.
 - l. Use of the premises.
 - m. Work restrictions.
 - n. Owner's occupancy requirements.
 - o. Responsibility for temporary facilities and controls.
 - p. Construction waste management and recycling.
 - q. Parking availability.
 - r. Office, work, and storage areas.
 - s. Equipment deliveries and priorities.
 - t. First aid.
 - u. Security.
 - v. Progress cleaning.
 - w. Working hours.

- x. Moisture and mold control plan.
- 3. Minutes: Record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
 - 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. The Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility problems.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written recommendations.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
 - z. Moisture and mold control plan.
 - 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 parties who should have been present.
 - 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Conduct progress meetings at biweekly intervals. Coordinate dates of meetings with preparation of payment requests.
 - 1. Attendees: In addition to representatives of State Construction Office, 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 conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. 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: The Project Progress Schedule shall be updated by the General Contractor (with input and cooperation of all other Contractors) each month for presentation, review, and approval at the Monthly above Construction Conference. Failure to comply with scheduling requirements listed shall result in the withholding of payments as specified in Article 33 as herein amended.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) RFIs.
 - 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
 3. Minutes: Record the meeting minutes.
 4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- E. Coordination Meetings: Conduct Project coordination meetings at regular intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in

- planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to Combined Contractor's Construction **Schedule. Determine how** construction behind schedule will be expedited;
 - b. 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.
 - c. Schedule Updating: Revise Combined Contractor's Construction Schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - d. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Change Orders.
 3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.8 REQUESTS FOR INTERPRETATION (RFIs)

- A. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.
 1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
 1. Project name.
 2. Date.

3. Name of Contractor.
 4. Name of Architect.
 5. RFI number, numbered sequentially.
 6. Specification Section number and title and related paragraphs, as appropriate.
 7. Drawing number and detail references, as appropriate.
 8. Field dimensions and conditions, as appropriate.
 9. Contractor's suggested solution(s). If Contractor's solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 10. Contractor's signature.
 11. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
 - a. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.
- C. Electronic RFIs: CSI Form 13.2A or other Owner approved form.
1. Identify each page of attachments with the RFI number and sequential page number.
- D. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- E. Architect's Action: Architect will review each RFI, determine action required, and return it. Allow seven working days for Architect's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or RFIs with numerous errors.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will start again.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.
- 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.

- G. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number including RFIs that were dropped and not submitted.
 5. RFI description.
 6. Date the RFI was submitted
 7. Date Architect's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

END OF SECTION 013100

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements.

1.4 SUBMITTAL PROCEDURES

- A. 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. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Submittals Schedule: Comply with requirements in Division 01 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- C. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.

2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
- D. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 06100.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 06100.01.A).
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
- E. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- F. 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.
1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
 2. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- G. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will discard submittals received from sources other than Contractor.
1. Transmittal Form: Provide locations on form for the following information:

- a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Specification Section number and title.
 - i. Drawing number and detail references, as appropriate.
 - j. Transmittal number.
 - k. Submittal and transmittal distribution record.
 - l. Remarks.
 - m. Signature of transmitter.
2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.
- H. 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 "Approved" or "Accepted".
- I. 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.
- J. Use for Construction: Use only final submittals with mark indicating "Approved" or "Accepted".

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
1. Submit electronic submittals directly to extranet specifically established for Project.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.

- c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operation and maintenance manuals.
 - k. Compliance with specified referenced standards.
 - l. Testing by recognized testing agency.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
 - 4. Submit Product Data before or concurrent with Samples.
 - 5. Number of Copies: Submit three copies of Product Data, unless otherwise indicated. Architect will return two copies. Mark up and retain one returned copy as a Project Record Document.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal of Architect's CAD Drawings are otherwise permitted.
- 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - m. Relationship to adjoining construction clearly indicated.
 - n. Seal and signature of professional engineer if specified.
 - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 - 2. 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 40 inches.
 - 3. Number of Copies: Submit electronic copies through the contractor's construction management software portal. Architect will return electronically through same.
 - 4. Mark up and retain a copy as a Project Record Drawing.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
- 1. Transmit Samples that contain multiple, related components such as accessories

- together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of appropriate Specification Section.
 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project Record Sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule or List: 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.
 2. Number and name of room or space.
 3. Location within room or space.
 4. Number of Copies: Submit electronic copies through the contractor's construction management software portal. Architect will return electronically through same.

- a. Mark up and retain one returned copy as a Project Record Document.
- F. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation" for Construction Manager's action.
- G. Submittals Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
- H. Application for Payment: Comply with requirements specified in Division 01 Section "Payment Procedures."
- I. Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."
- J. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
 - 4. Number of Copies: Submit three copies of subcontractor list, unless otherwise indicated. Architect will return two copies.
- a. Mark up and retain one returned copy as a Project Record Document.

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 - 1. Number of Copies: Submit electronic copies through the contractor's construction management software portal. Architect will return electronically through same.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - 3. Test and Inspection Reports: Comply with requirements specified in Division 01 Section "Quality Requirements."
- B. Coordination Drawings: Comply with requirements specified in Division 01 Section "Project Management and Coordination."
- C. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
- D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.

- F. Installer Certificates: Prepare 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.
- G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- H. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- I. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- J. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- K. Product Test Reports: Prepare written reports indicating 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.
- L. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- M. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."
- N. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- O. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- P. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

- Q. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."
- R. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- S. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
 - 1. Preparation of substrates.
 - 2. Required substrate tolerances.
 - 3. Sequence of installation or erection.
 - 4. Required installation tolerances.
 - 5. Required adjustments.
 - 6. Recommendations for cleaning and protection.
- T. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
 - 1. Name, address, and telephone number of factory-authorized service representative making report.
 - 2. Statement on condition of substrates and their acceptability for installation of product.
 - 3. Statement that products at Project site comply with requirements.
 - 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 - 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 - 6. Statement whether conditions, products, and installation will affect warranty.
 - 7. Other required items indicated in individual Specification Sections.
- U. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

2.3 DELEGATED DESIGN

- 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 Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of 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.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. 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. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
 1. No Exception Taken: Where submittals are marked "No Exception Taken," that part of Work covered by submittal may proceed provided it complies with requirements of Contract Documents; final acceptance will depend upon that compliance.
 2. Make Corrections Noted: When submittals are marked "Make Corrections Noted," that part of Work covered by submittal may proceed provided it complies with notations or corrections on submittal and requirements of Contract Documents; final acceptance will depend on that compliance.
 3. Amend and Resubmit: When submittal is marked "Amend and Resubmit," do not proceed with that part of Work covered by submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare new submittal in accordance with notations; resubmit without delay. Repeat if necessary to obtain different action mark.
 4. Rejected: When submittal is marked "Rejected – See Remarks," do not proceed with that part of Work covered by submittal, including purchasing, fabrication, delivery, or other activity.
 5. Other Action: Where submittal is primarily for information or record purposes, special processing or other activity, submittal will be returned, marked "Not Reviewed".
- C. Informational Submittals: Architect will review each submittal and will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.

Corrective Package for:
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Franklin, NC 27734

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- E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 013300

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Mockups: Full-size, physical assemblies that are constructed on-site. Mockups are used to verify selections made under sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. Approved mockups establish the standard by which the Work will be judged.
- D. Laboratory Mockups: Full-size, physical assemblies that are constructed at testing facility to verify performance characteristics.

- E. Preconstruction Testing: Tests and inspections that are performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.
- F. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.
- G. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- H. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- I. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- J. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
 - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.
- K. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 CONFLICTING REQUIREMENTS

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

1.5 SUBMITTALS

- A. Qualification Data: 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. Description of test and inspection.
 - 3. Identification of applicable standards.
 - 4. Identification of test and inspection methods.
 - 5. Number of tests and inspections required.
 - 6. Time schedule or time span for tests and inspections.
 - 7. Entity responsible for performing tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.
- C. Reports: Prepare and submit certified written reports that include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, and telephone number of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.
 - 10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
 - 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 - 12. Name and signature of laboratory inspector.
 - 13. Recommendations on retesting and reinspecting.
- D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.6 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- C. 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.
- D. 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.

- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent. Professional Engineers shall be legally qualified to practice in North Carolina.
 - F. Specialists: Certain sections of the Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
 - 1. Requirement for specialists shall not supersede building codes and regulations governing the Work.
 - G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 548; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
 - 1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
 - 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
 - H. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
 - I. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
 - 1. Contractor responsibilities include the following:
 - a. Provide test specimens representative of proposed products and construction.
 - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
 - d. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
 - e. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
 - f. When testing is complete, remove test specimens, assemblies, mockups, and laboratory mockups; do not reuse products on Project.
 - 2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
 - J. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using
- QUALITY REQUIREMENTS 014000 -

materials indicated for the completed Work:

1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
3. Demonstrate the proposed range of aesthetic effects and workmanship.
4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
 - a. Allow seven days for initial review and each re-review of each mockup.
5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
6. Demolish and remove mockups when directed, unless otherwise indicated.

1.7 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.
- B. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. 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.
 1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 01 Section "Submittal Procedures."
- D. 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.

- E. 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 location from which test samples will be taken and in which in-situ tests are conducted.
 - 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 - 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 - 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 - 6. Do not perform any duties of Contractor.
- F. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
 - 1. Access to the Work.
 - 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 - 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 - 4. Facilities for storage and field curing of test samples.
 - 5. Delivery of samples to testing agencies.
 - 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 - 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
 - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- H. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within 30 days of date established for the Notice to Proceed.
 - 1. Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.8 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:

1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
6. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. 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 modifications as they occur. Provide access to test and inspection log for Architect's reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Specification Sections. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
 2. Comply with the Contract Document requirements for Division 01 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

1.3 DEFINITIONS

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

1.4 USE CHARGES

- A. General: Cost or use charges for temporary facilities shall be included in the Contract Sum. Allow other entities 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. Sewer Service: Pay sewer service use charges for sewer usage by all entities for construction operations.
- C. Water Service: Pay water service use charges for water used by all entities for construction operations.
- D. Electric Power Service: Pay electric power service use charges for electricity used by all entities for construction operations.

1.5 SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.

1.6 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.

1.7 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Installer of each permanent service shall 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 TEMPORARY FACILITIES

- A. Field Offices, General: Field office is not required. Meeting space will be provided by the Owner.
- B. Common-Use Field Office: Of sufficient size to accommodate needs of construction personnel. 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 not less than 1 receptacle on each wall. Furnish room with conference table, chairs, and 4-foot-square tack board.
 - 3. Drinking water and private toilet.
 - 4. Coffee machine and supplies.
 - 5. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 deg F.
 - 6. Lighting fixtures capable of maintaining average illumination of 20 fc at desk height.
- C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations, as required.
 - 1. Store combustible materials apart from building.

2.2 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control. ***Use of permanent existing HVAC system will require construction filters to be supplied and maintained by the contractor.***
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.

2. Heating Units: Listed and labeled for type of fuel being consumed, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

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

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
 1. Connect temporary sewers to municipal or 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. ***Use of Owner's existing water service for construction activities is permitted.***
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. 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. ***Use of permanent existing HVAC system will require construction filters to be supplied and maintained by the contractor.***
- F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- A. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations. ***Use of Owner's existing electrical service for construction activities is permitted.***
- B. Lighting: Provide temporary lighting with local switching that provides adequate illumination for

construction operations, observations, inspections, and traffic conditions. ***Existing light fixtures within the scope area can be utilized to provide temporary lighting for construction activities.***

1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
 2. Install lighting for Project identification sign.
- C. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install at least one telephone line for each field office. ***Not Required***
1. Provide additional telephone lines for the following:
 - a. Provide a dedicated telephone line for each facsimile machine and computer in each field office.
 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. Architect's office.
 - e. Engineers' offices.
 - f. Owner's office.
 - g. Principal subcontractors' field and home offices.
 3. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.
- D. Electronic Communication Service: Provide temporary electronic communication service, including electronic mail, in common-use facilities.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
1. Provide incombustible construction for offices, shops, and sheds located within construction area or within 30 feet of building lines. Comply with NFPA 241.
 2. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas in same location as permanent roads and paved areas. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.
1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
 2. Prepare subgrade and install subbase and base for temporary roads and paved areas according to Division 31 Section "Earth Moving."
 3. Recondition base after temporary use, including removing contaminated material, regrading, proof-rolling, compacting, and testing.

- C. 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.
- D. Parking: Provide temporary parking areas for construction personnel.
- 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 nor 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. Project Identification Sign: Provide Project identification signs as indicated on Drawings.
 - a. Engage an experienced sign painter to apply graphics for Project identification signs. Include project information included on Title Sheet of Drawings, as a minimum.
 - b. Construct signs of exterior-type Grade B-B high-density concrete form overlay plywood in 4'-0" by 8'-0" size, unless otherwise indicated. Support on posts or framing of preservative-treated wood or steel.
 - 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 - 3. Maintain and touchup signs so they are legible at all times.
- G. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with Division 01 Section "Execution" for progress cleaning requirements.
- H. Lifts and Hoists: Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- I. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate.
- J. Temporary Use of Permanent Stairs: Cover finished, permanent stairs with protective covering of plywood or similar material so finishes will be undamaged at time of acceptance.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- B. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways,

according to requirements of authorities having jurisdiction.

1. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
- C. Stormwater Control: Comply with authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- D. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
 1. The contractor shall protect all trees, shrubs, and natural planting beds, designated by the owner and designer in and around the construction site as indicated by the Drawings, Specifications or otherwise indicated. Protection shall be as indicated on the drawings and at the discretion of the owner prior to site grading, demolition, or any construction activity. If such protection devices is damaged or compromised during the contract time, the contractor shall immediately repair as indicated in the specifications or on the drawings. If damage to the vegetation above results in death of such item, then the owner shall obtain the services of a Certified Arborist to assess the damage and recommend a monetary compensation to replace the damaged item, this monetary compensation to be paid by the general contractor
- E. 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. Obtain extended warranty for Owner. Perform control operations lawfully, using environmentally safe materials.
- F. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- G. Protection of Persons and Property: The Contractors shall take all precautions to insure the protection of persons and property. Contractors shall conduct the work in a manner that will insure the least possible obstruction to traffic and inconvenience to the general public, students and University personnel.
 1. No roads, streets, or sidewalks shall be closed to the public except with permission of the Project Manager. Requests for permission to obstruct or hinder utilities, roads, walks, or facilities must be made in writing and delivered to the Project Manager 72 hours prior to the time of the obstruction or hindrance. Fire hydrants on or adjacent to the work shall be kept in operation. Provisions shall be made by the Contractors to insure the safe use of sidewalks and proper functioning of all gutters, sewer inlets, temporary drainage ditches, etc. which shall not be obstructed except as approved by the Owner and the Designer. All trenches, excavations or other hazards in the vicinity of the work shall be properly barricaded and lighted.
 2. The General Contractor shall furnish, install and maintain a chain link construction fence 8 feet in height with top and bottom posts around the entire site, generally where shown on the drawings. The exact location of the fence must be approved by the Owner prior to installation. If an existing fence is in place, then the general contractor shall take ownership of such and maintain per contractor documents during the term of construction at no additional cost to the Owner to insure that all areas of construction activity remain fenced at all times. Post spacing shall be 10-foot maximum. Provide both vehicle and

- pedestrian gates as required. All gates are to be padlocked. The fence shall be neatly installed. All posts shall be the same height and shall be equally spaced. Fabric, if required, shall be tightly stretched. Provide site access keys to the following parties:
- a. Project Manager (2)
 - b. Designer (1)
 - c. Contractor's Superintendent (1)
3. No additional keys may be distributed without the written approval of the Owner. The fence shall be removed at the completion of the project by the General Contractor and shall become his property.
 4. Contractors shall not disturb any existing structures, piping, apparatus, equipment or services unless expressly required by the Contract, and only after permission has been received from the Designer and Owner to perform the work.
 5. Contractors shall be responsible for protecting streets from deposits of mud, sand, stone, litter, ice or debris of any form. All mud collected on vehicle wheels must be cleaned off (in a manner which will not create an ice hazard) before leaving the construction area. Any mud or debris collecting on the streets from the construction project shall be removed immediately before becoming a traffic hazard or being carried into the surrounding buildings. Every effort shall be taken by the Contractors to minimize interference with School programs.
 6. Where street paving must be partially removed for any reason, the asphalt shall be neatly cut with an asphalt cutter and removed. Breaking the asphalt out with a backhoe or by other means is not acceptable. Boards or other suitable materials shall be placed under equipment to prevent damage to asphalt. If the asphalt surface surrounding the removal area is damaged, it shall be paved over with 3/4" asphalt. All asphalt patching shall be installed in accordance with project specification requirement for crushed stone base, asphalt paving, asphalt painting, and curb and gutter as applicable to the patching required.
- H. Roofs: Roof surfaces shall not be subjected to traffic nor shall they be used for storage of material. Where some activity must take place, in order to carry out the Contract, the Contractor performing the work shall provide protection to insure weatherproof conditions.
- 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 not complete, 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.
1. Prohibit smoking in construction areas.
 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning
- TEMPORARY FACILITIES AND CONTROLS

sign stating that hoses are for fire-protection purposes only and are not to be removed.
Match hose size with outlet size and equip with suitable nozzles.

3.5 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. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 - 3. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements specified in Division 01 Section "Closeout Procedures."

END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This 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; product substitutions; and comparable products.

1.3 DEFINITIONS

- A. Products: Items purchased 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.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.

1.4 SUBMITTALS

- A. Product List: Submit a list, in tabular form, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.
 - 1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
 - 2. Form: Tabulate information for each product under the following column headings:
 - a. Specification Section number and title.
 - b. Generic name used in the Contract Documents.
 - c. Proprietary name, model number, and similar designations.
 - d. Manufacturer's name and address.
 - e. Supplier's name and address.
 - f. Installer's name and address.
 - g. Projected delivery date or time span of delivery period.

- h. Identification of items that require early submittal approval for scheduled delivery date.
 - 3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 3 copies of initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 - a. At Contractor's option, initial submittal may be limited to product selections and designations that must be established early in Contract period.
 - 4. Completed List: Within 60 days after date of commencement of the Work, submit 3 copies of completed product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 - 5. Architect's Action: Architect will respond in writing to Contractor within 15 days of receipt of completed product list. Architect's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Architect's response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.
- B. Substitution Requests: Submit three copies of each request for consideration. Identify 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 or other Architect-approved form.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified material or product cannot be provided.
 - b. Coordination information, including a list of changes or modifications 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 substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
 - i. Detailed comparison of Contractor's Construction Schedule using proposed substitution 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 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 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.

- m. In accordance with G.S. 133-3 substitutions can only be considered during bidding phase until 10 days prior to bid opening. Substitutions submitted after that time are considered only as potential change orders.
- 3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 7 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 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Acceptance: Change Order.
 - b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

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

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. 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 ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
- C. Storage:
 - 1. Store products to allow for inspection and measurement of quantity or counting of units.
 - 2. Store materials in a manner that will not endanger Project structure.
 - 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 - 4. Store cementitious products and materials on elevated platforms.
 - 5. Store 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: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 - 2. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.
 - 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 - 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using appropriate form properly executed.
 - 3. Refer to Divisions 02 through 49 Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.
 - 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 - 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 - 3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 - 4. Where products are accompanied by the term "as selected," Architect will make selection.
 - 5. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
 - 6. Descriptive, performance, and reference standard requirements in the Specifications

establish "salient characteristics" of products.

7. Comparable or Equal Products: When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict Contractor to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Request for substitution of materials, items, or equipment shall be submitted to the designer for approval or disapproval; such approval or disapproval shall be made by the designer.

B. Product Selection Procedures:

1. Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.
2. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.
3. Basis-of-Design Product: Where Specifications name a product and include a list of manufacturers, provide the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named.
4. Visual Matching Specification: Where Specifications require matching an established Sample, select a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
5. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product that complies with other specified requirements.
 - a. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 PRODUCT SUBSTITUTIONS

- A. Timing: In accordance with G.S. 133-3 substitutions can only be considered during bidding phase until 10 days prior to bid opening. Substitutions submitted after that time are considered only as potential change orders.
- B. 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:
 1. 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.
 2. Requested substitution does not require extensive revisions to the Contract Documents.
 3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. Substitution request is fully documented and properly submitted.
 5. Requested substitution will not adversely affect Contractor's Construction Schedule.

6. Requested substitution has received necessary approvals of authorities having jurisdiction.
7. Requested substitution is compatible with other portions of the Work.
8. Requested substitution has been coordinated with other portions of the Work.
9. Requested substitution provides specified warranty.
10. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 SUBMITTALS

- A. Qualification Data: For land surveyor.
- B. Certificates: Submit certificate signed by land surveyor certifying that location and elevation of improvements comply with requirements.
- C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

- D. Certified Surveys: Submit two copies signed by land surveyor.
- E. Final Property Survey: Submit 10 copies showing the Work performed and record survey data.

1.4 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Utilities: 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, and water-service piping; and underground electrical services.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Acceptance of Conditions: 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. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - a. Description of the Work.
 - b. List of detrimental conditions, including substrates.
 - c. List of unacceptable installation tolerances.
 - d. Recommended corrections.
 - 2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 - 3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 5. 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 and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- 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. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.
- B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.
 - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 - 2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 - 3. Inform installers of lines and levels to which they must comply.
 - 4. Check the location, level and plumb, of every major element as the Work progresses.
 - 5. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 - 6. 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 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. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
 - 1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
 - 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
 - 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 - 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 - 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
- D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.
- E. Final Property Survey: Prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
 - 1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.
 - 2. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

3.5 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 - 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
 - 4. Maintain minimum headroom clearance of 8 feet in spaces without a suspended ceiling.

- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- G. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
 - 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.
- H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.6 OWNER-INSTALLED PRODUCTS

- A. Site Access: Provide access to Project site for Owner's construction forces.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction forces.
 - 1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 - 2. Preinstallation Conferences: Include Owner's construction forces at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction forces if portions of the Work depend on Owner's construction.

3.7 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold materials more than 7 days during normal weather or 3 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.
- 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.
- 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 in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- 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 assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

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 operating components for proper operation without binding. Adjust equipment for proper operation.

- 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: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 01 Section "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. Comply with manufacturer's written instructions for temperature and relative humidity.

3.10 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 01 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 017300

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Sections:
 - 1. Division 01 Section "Execution" for progress cleaning of Project site.
 - 2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 3. Division 01 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Advise Owner of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
 - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 - 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 8. Complete startup testing of systems.
 - 9. Submit test/adjust/balance records.
 - 10. Terminate and remove temporary facilities from Project site, along with mockups,

- construction tools, and similar elements.
- 11. Advise Owner of changeover in heat and other utilities.
- 12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- 13. Complete final cleaning requirements, including touchup painting.
- 14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

- B. Inspection: Submit a written request for inspection for Substantial Completion. 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. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
- 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.4 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
 - 1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
 - 2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 - 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - 4. Submit pest-control final inspection report and warranty.
 - 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Inspection: Submit a written request for final inspection for acceptance. 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. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three copies 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 and proceeding from lowest floor to highest floor.
 - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties shall start at Final acceptance or Beneficial Occupancy.
- 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 the Project Manual.
 1. Bind warranties and bonds in heavy-duty, 3-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.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide 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.

CLOSEOUT PROCEDURES

1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo 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. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - m. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Replace parts subject to unusual operating conditions.
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - q. Clean ducts, blowers, and coils if units were operated without filters during construction.
 - r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 - s. Leave Project clean and ready for occupancy.
- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.

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- D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory.
 - 2. Emergency manuals.
 - 3. Operation manuals for systems, subsystems, and equipment.
 - 4. Maintenance manuals for the care and maintenance of products, materials, finishes, systems and equipment.

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 SUBMITTALS

- A. Initial Submittal: Submit 2 draft copies of each manual at least 15 days before requesting inspection for Substantial Completion. Include a complete operation and maintenance directory. Architect will return one copy of draft and mark whether general scope and content of manual are acceptable.
- B. Final Submittal: Submit one copy of each manual in final form at least 15 days before final inspection. Architect will return copy with comments within 15 days after final inspection.
 - 1. Correct or modify each manual to comply with Architect's comments. Submit 3 copies of each corrected manual within 15 days of receipt of Architect's comments.
 - 2. When available, include operation and maintenance manual information in electronic form; insert flash drive in front of printed operation and maintenance data.

1.5 COORDINATION

- A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information

furnished by representatives and prepare manuals.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

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

2.2 MANUALS, GENERAL

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. 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, address, and telephone number of Contractor.
 - 6. Name and address of Architect.
 - 7. 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.
 1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
 2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
 3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
 4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
 5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.
 6. Electronic copies of all manual contents are to be provided. 2 copies organized with file structure easily navigated to reflect table of contents. Provide electronic manuals on flash drives.

2.3 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for each of the following:
 1. Type of emergency.
 2. Emergency instructions.
 3. Emergency procedures.

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

2.4 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions.
 2. Performance and design criteria if Contractor is delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
1. Product name and model number.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.

- C. Operating Procedures: Include the following, as applicable:
 - 1. Startup procedures.
 - 2. Equipment or system break-in procedures.
 - 3. Routine and normal operating instructions.
 - 4. Regulation and control procedures.
 - 5. Instructions on stopping.
 - 6. Normal shutdown instructions.
 - 7. Seasonal and weekend operating instructions.
 - 8. Required sequences for electric or electronic systems.
 - 9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.5 PRODUCT MAINTENANCE MANUAL

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
 - 1. Product name and model number.
 - 2. Manufacturer's name.
 - 3. Color, pattern, and texture.
 - 4. Material and chemical composition.
 - 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 - 1. Inspection procedures.
 - 2. Types of cleaning agents to be used and methods of cleaning.
 - 3. List of cleaning agents and methods of cleaning detrimental to product.
 - 4. Schedule for routine cleaning and maintenance.
 - 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

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

1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. 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.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- E. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- F. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.
 1. Do not use original Project Record Documents as part of operation and maintenance manuals.
 2. Comply with requirements of newly prepared Record Drawings in Division 01 Section "Project Record Documents."
- G. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous Records.
- B. Related Sections include the following:
 - 1. Division 01 Section "Closeout Procedures" for general closeout procedures.
 - 2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 3. Divisions 02 through 49 Sections for specific requirements for Project Record Documents of the Work in those Sections.

1.3 SUBMITTALS

- A. General: All Record Documents shall be submitted to the Architect. Final payment will not be made to the Contractor unless these documents are submitted to the Architect.
- B. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit copies of Record Drawings as follows:
 - a. Submit one set of marked-up Record Prints Print each Drawing, whether or not changes and additional information were recorded.
- C. Record Specifications: Submit 2 copies of marked-up Record Project Specifications, including addenda and contract modifications.
- D. Record Product Data: Submit 3 copies of each Product Data submittal.
 - 1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in manual instead of submittal as Record Product Data.

- E. Miscellaneous Records: Submit 3 copies of Miscellaneous Records.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.

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 prepare the 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 understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
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 below first floor.
 - 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.
 - 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 or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
5. Mark important additional information that was either shown schematically or omitted from original Drawings.
6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

- B. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

1. Record Prints: Organize Record Prints into manageable sets. Bind each set with durable paper cover sheets. Include identification and date on cover sheets.

2. Record Transparencies: Organize into unbound sets matching Record Prints. Place transparencies in durable tube-type drawing containers with end caps. Mark end cap of each container with identification. If container does not include a complete set, identify Drawings included.

2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
 5. Note related Change Orders, Record Product Data, and Record Drawings where applicable.

2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.
- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project

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Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

END OF SECTION 017839

SECTION 7900 - JOINT SEALANTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions, Division 1 of the Specification and Addenda apply to this Section.

1.2 SUMMARY

A. This Section includes Joint Sealants and Backing for the following locations:

1. Exterior joints in vertical surfaces and nontraffic horizontal surfaces as indicated below:
 - a. Control and expansion joints in cast-in-place concrete.
 - b. Control and expansion joints in unit masonry.
 - c. Joints between different materials listed above.
 - d. Perimeter joints between materials listed above and frames of doors and windows.
 - e. Control and expansion joints in ceiling and overhead surfaces.
2. Exterior joints in horizontal traffic surfaces for control, expansion, and isolation joints in cast-in-place concrete slabs.
3. Interior joints in vertical surfaces and horizontal nontraffic surfaces as indicated below:
 - a. Control and expansion joints on exposed interior surfaces of exterior walls.
 - b. Perimeter joints of exterior openings where indicated.
 - c. Tile control and expansion joints.
 - d. Vertical control joints on exposed surfaces of interior unit masonry and concrete walls and partitions.
 - e. Perimeter joints between interior wall surfaces and frames of interior doors, windows, and elevator entrances.
 - f. Perimeter joints of toilet fixtures.
4. Interior joints in horizontal traffic surfaces as indicated below:
 - a. Control and expansion joints in cast-in-place concrete slabs.
 - b. Control and expansion joints in tile flooring.

B. Related Sections: The following Sections contain requirements that relate to this Section:

1. Division 7 Section "Exterior Insulation and Finish Systems - Class PM" for sealing system joints.
2. Division 7 Section "Firestopping" for through-penetration firestopping systems.
3. Division 7 Section "Gutters, Downspouts, Flashing and Sheet Metal" for sealing joints related to flashings and sheet metals.
4. Division 8 "Glass and Glazing" for sealants used in glazing.
5. Division 9 Section "Veneer Plaster" for sealing concealed perimeter joints of veneer plaster partitions to reduce sound transmission.
6. Division 9 Section "Gypsum Drywall" for sealing concealed perimeter joints of gypsum board partitions to reduce sound transmission.
7. Division 9 Section "Acoustical Panels" for sealing edge moldings at perimeter of acoustical ceilings.
8. Division 9 Section "Tile" for sealing tile joints.

1.3 MATERIALS SCHEDULE

This Section, in addition to other materials and systems described herein, applies to materials noted on the drawings with the following designations:

- 7900.A** SEALANT
- 7900.B** JOINT SEALERS
- 7900.C** POURABLE SEALANT
- 7900.D** CAULK
- 7900.E** BACKER ROD
- 7900.F** JOINT FILLER

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7900.G EXPANSION JOINT SEALANT

7900.H ACOUSTICAL SEALANT

1.4 SYSTEM PERFORMANCE REQUIREMENTS

- A. Provide elastomeric joint sealants that have been produced and installed to establish and to maintain watertight and airtight continuous seals without causing staining or deterioration of joint substrates.
- B. Provide joint sealants for interior applications that have been produced and installed to establish and maintain airtight continuous seals that are water resistant and cause no staining or deterioration of joint substrates.

1.5 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract and Division 1 Specification Sections.
- B. Product data from manufacturers for each joint sealant product required.
- C. Samples for initial selection purposes in form of manufacturer's standard bead samples, consisting of strips of actual products showing full range of colors available, for each product exposed to view.
- D. Samples for verification purposes of each type and color of joint sealant required. Install joint sealant samples in 1/2-inch-wide joints formed between two 6-inch-long strips of material matching the appearance of exposed surfaces adjacent to joint sealants.

1.6 QUALITY ASSURANCE

- A. Single Source Responsibility for Joint Sealant Materials: Obtain joint sealant materials from a single manufacturer for each different product required.
- B. Field-Constructed Mock-Ups: Prior to installation of joint sealants, apply elastomeric sealants to verify selections made under sample submittals and to demonstrate aesthetic effects as well as qualities of materials and execution.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in original unopened containers or bundles with labels indicating manufacturer, product name and designation, color, expiration period for use, pot life, curing time, and mixing instructions for multicomponent materials.
- B. Store and handle materials in compliance with manufacturer's recommendations to prevent their deterioration or damage due to moisture, high or low temperatures, contaminants, or other causes.

1.8 PROJECT CONDITIONS

- A. Environmental Conditions: Do not proceed with installation of joint sealants under the following conditions:
 - 1. When ambient and substrate temperature conditions are outside the limits permitted by joint sealant manufacturer or below 40 deg F (4.4 deg C).
 - 2. When joint substrates are wet.
- B. Joint Width Conditions: Do not proceed with installation of joint sealants where joint widths are less than allowed by joint sealant manufacturer for application indicated.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, joint fillers, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
- B. Colors: Provide color of exposed joint sealants as selected by the Architect from manufacturer's full range of standard colors for products of type indicated.

2.2 ELASTOMERIC JOINT SEALANTS

- A. Elastomeric Sealant Standard: Provide manufacturer's standard chemically curing elastomeric sealants that comply with ASTM C 920 and other requirements indicated at end of this Section, including those requirements referencing ASTM C 920 classifications for Type, Grade, Class, and Uses.
- B. Available Products: Subject to compliance with requirements, elastomeric sealants that may be incorporated in the Work include, but are not limited to, the products specified in each Elastomeric Sealant Data Sheet.
 - 1. "Dynatrol I", Pecora Corporation
 - 2. "PTI 7130", Protective Treatments, Inc.
 - 3. "Dymeric" or "Dymonic", Tremco

2.3 SOLVENT RELEASE CURING JOINT SEALANTS

- A. Acrylic Sealant: Manufacturer's standard one-part, nonsag, solvent-release-curing acrylic terpolymer sealant complying with AAMA 808.3 or FS TT-S-00230 or both, with capability when tested for adhesion and cohesion under maximum cyclic movement per ASTM C 719, to withstand the following percentage change in joint width existing at time of application and remain adhered to joint substrates indicated for Project without failing cohesively:
 - 1. 7-1/2 percent movement in both extension and compression for a total of 15 percent.
- B. Butyl Sealant: Manufacturer's standard one-part, nonsag, solvent-release-curing, polymerized butyl sealant complying with ASTM C 1085 and formulated with minimum of 75 percent solids to be nonstaining, paintable, and have a tack-free time of 24 hours or less.
- C. Pigmented Narrow Joint Sealant: Manufacturer's standard, solvent-release-curing, pigmented synthetic rubber sealant complying with AAMA 803.3 and formulated for sealing joints 3/16 inch or smaller in width.
- D. Available Products: Subject to compliance with requirements, solvent-release-curing joint sealants that may be incorporated in the Work include, but are not limited to, the following:
 - 1. Acrylic Sealant:
 - a. "60+Unicrylic," Pecora Corp.
 - b. "PTI 738," Protective Treatments, Inc.
 - c. "Mono," Tremco, Inc.
 - 2. Butyl Sealant:
 - a. "BC-158," Pecora Corp.
 - b. "PTI 757," Protective Treatments, Inc.
 - c. "Sonneborn Multi-Purpose Sealant," Sonneborn Building Products Div., ChemRex, Inc.
 - d. "Tremco Butyl Sealant," Tremco, Inc.
 - 3. Pigmented Narrow Joint Sealant:
 - a. "PTI 200," Protective Treatments, Inc.

2.4 LATEX JOINT SEALANTS

- A. General: Provide manufacturer's standard one-part, nonsag, mildew-resistant, paintable latex sealant of formulation indicated that is recommended for exposed applications on interior and protected exterior locations and that accommodates indicated percentage change in joint width existing at time of installation without failing either adhesively or cohesively.
- B. Acrylic-Emulsion Sealant: Provide product complying with ASTM C 834 that accommodates joint movement of not more than 5 percent in both extension and compression for a total of 10 percent.
- C. Silicone Emulsion Sealant: Provide product complying with ASTM C 834 and, except for weight loss measured per ASTM C 792, with ASTM C 920 that accommodates joint movement of not more than 25 percent in both extension and compression for a total of 50 percent.

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- D. Available Products: Subject to compliance with requirements, latex joint sealants that may be incorporated in the Work include, but are not limited to, the following:
1. Acrylic-Emulsion Sealant:
 - a. "AC-20," Pecora Corp.
 - b. "Sonolac," Sonneborn Building Products Div., ChemRex, Inc.
 - c. "Tremco Acrylic Latex 834," Tremco, Inc.
 2. Silicone-Emulsion Sealant:
 - a. "Trade Mate Paintable Glazing Sealant," Dow Corning Corp.

2.5 TAPE SEALANTS

- A. Tape Sealant: Manufacturer's standard, solvent-free, butyl-based tape sealant with a solids content of 100 percent formulated to be nonstaining, paintable, and nonmigrating in contact with nonporous surfaces with or without reinforcement thread to prevent stretch and packaged on rolls with a release paper on one side.
- B. Available Products: Subject to compliance with requirements, tape sealants that may be incorporated in the Work include, but are not limited to, the following:
1. "Extru-Seal Tape," Pecora Corp.
 2. "Shim-Seal Tape," Pecora Corp.
 3. "PTI 606," Protective Treatments, Inc.
 4. "Tremco 440 Tape," Tremco, Inc.
 5. "MBT-35," Tremco, Inc.

2.6 PREFORMED FOAM SEALANTS

Preformed Foam Sealants: Manufacturer's standard preformed, precompressed, impregnated open-cell foam sealant manufactured from high-density urethane foam impregnated with a nondrying, water repellent agent; factory-produced in precompressed sizes and in roll or stick form to fit joint widths indicated and to develop a watertight and airtight seal when compressed to the degree specified by manufacturer:

1. Available Products: Subject to compliance with requirements, preformed foam sealants that may be incorporated in the Work include, but are not limited to, the following:
 - a. "Emseal," Emseal Corp.
 - b. "Emseal Greyflex," Emseal Corp.
 - c. "Wil-Seal 150," Wil-Seal Construction Foams Div., Illbruck.
 - d. "Wil-Seal 250," Wil-Seal Construction Foams Div., Illbruck.

2.7 JOINT SEALANT BACKING

- A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Plastic Foam Joint Fillers: Preformed, compressible, resilient, nonstaining, nonwaxing, nonextruding strips of flexible plastic open-cell polyurethane foam of size, shape, and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Elastomeric Tubing Joint Fillers: Neoprene, butyl, EPDM, or silicone tubing complying with ASTM D 1056, nonabsorbent to water and gas, capable of remaining resilient at temperatures down to -26 deg F (-32 deg C). Provide products with low compression set and of size and shape to provide a secondary seal, to control sealant depth, and otherwise contribute to optimum sealant performance.
- D. Bond-Breaker Tape: Polyethylene tape or other plastic tape as recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.8 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming in any way joint substrates and adjacent nonporous surfaces, and formulated to promote optimum adhesion of sealants with joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint sealant performance. Do not proceed with installation of joint sealants until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with recommendations of joint sealant manufacturer and the following requirements:
 - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 - 2. Clean concrete, masonry, unglazed surfaces of ceramic tile, and similar porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining from above cleaning operations by vacuuming or blowing out joints with oil-free compressed air.
 - 3. Remove laitance and form release agents from concrete.
 - 4. Clean metal, glass, porcelain enamel, glazed surfaces of ceramic tile, and other nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
- B. Joint Priming: Prime joint substrates where indicated or where recommended by joint sealant manufacturer based on preconstruction joint sealant-substrate tests or prior experience. Apply primer to comply with joint sealant manufacturer's recommendations. Confine primers to areas of joint sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint sealant manufacturer's printed installation instructions applicable to products and applications indicated, except where more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations of ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Installation of Sealant Backings: Install sealant backings to comply with the following requirements:
 - 1. Install joint fillers of type indicated to provide support of sealants during application and at position required to produce the cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - a. Do not leave gaps between ends of joint fillers.
 - b. Do not stretch, twist, puncture, or tear joint fillers.
 - 2. Install bond breaker tape between sealants where backer rods are not used between sealants and joint fillers or back of joints.
- D. Installation of Sealants: Install sealants by proven techniques that result in sealants directly contacting and fully wetting joint substrates, completely filling recesses provided for each joint configuration, and providing uniform,

cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability. Install sealants at the same time sealant backings are installed.

- E. Tooling of Nonsag Sealants: Immediately after sealant application and prior to time skinning or curing begins, tool sealants to form smooth, uniform beads of configuration indicated, to eliminate air pockets, and to ensure contact and adhesion of sealant with sides of joint. Remove excess sealants from surfaces adjacent to joint. Do not use tooling agents that discolor sealants or adjacent surfaces or are not approved by sealant manufacturer.
1. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated. Use masking tape to protect adjacent surfaces of recessed tooled joints.
 2. Provide recessed joint configuration, per Figure 5C in ASTM C 1193, of recess depth and at locations indicated.
- F. Installation of Preformed Foam Sealants: Install each length of sealant immediately after removing protective wrapping, taking care not to pull or stretch material, and to comply with sealant manufacturer's directions for installation methods, materials, and tools that produce seal continuity at ends, turns, and intersections of joints.

3.4 CLEANING

Clean off excess sealants or sealant smears adjacent to joints as work progresses by methods and with cleaning materials approved by manufacturers of joint sealants and of products in which joints occur.

3.5 PROTECTION

Protect joint sealants during and after curing period from contact with contaminating substances or from damage resulting from construction operations or other causes so that they are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so that and installations with repaired areas are indistinguishable from original.

PART 4 – SCHEDULES

4.1 JOINT SEALANT SCHEDULE

Designation	Joint Sealer	Description of joint constructed and location where sealant is typically applied*
ES1	<u>Single-Part Nonsag Urethane Sealant</u> Type: S Grade: NS Class: 25 Movement Capability: $\pm 25\%$ Products: <ul style="list-style-type: none"> • Dynatrol I, Pecora Corp. • U-7130, Protective Treatments, Inc. • Dymonic, Tremco 	Exterior and interior joints in concrete or masonry surfaces and between concrete or masonry and mortar, stone, metal or plastic
ES2	<u>Single-Part Pourable Urethane Sealants</u> Type: S Grade: P Class: 25 Movement Capability: $\pm 25\%$ Products: <ul style="list-style-type: none"> • Vulkem 45, Mameco • NR-201 Urexpan, Pecora Corp. • Sonolastic SLI, Sonneborn 	Exterior joints in horizontal surfaces of concrete, between concrete and metal and between concrete and masonry

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ES3	<u>Single-Part Acid-Curing Silicone Sealant</u> Type: S Grade: NS Class: 25 Movement Capability: $\pm 25\%$ Products: <ul style="list-style-type: none">• 999-A, Dow Corning• Contractors 1000, GE• 863, Pecora Corp.	Exposed joints within glazed hollow metal framing systems, skylight framing systems, and aluminum entrance framing systems
ES4	<u>One-Part Mildew-Resistant Silicone Sealant</u> Type: S Grade: NS Class: 25 Movement Capability: $\pm 25\%$ Products: <ul style="list-style-type: none">• Sanitary 1700, GE• 786 Mildew Resistant, Dow Corning• 863, Pecora Corp.	Interior joints in vertical surfaces of ceramic tile in toilet rooms, showers and pool areas

4.1 JOINT SEALANT SCHEDULE (Continued)

Designation	Joint Sealer	Description of joint constructed and location where sealant is typically applied*
LS	<u>Acrylic-Emulsion Sealant</u> Type: S Grade: NS Class: 25 Movement Capability: $\pm 25\%$ Products: <ul style="list-style-type: none">• AC-20, Pecora Corp.• Sonolac, Sonneborn Building Product Div., Chemrex, Inc.• Tremco Acrylic Latex 834, Tremco, Inc.	Interior joints in field-painted surfaces at perimeter of door frames and windows; in gypsum drywall, plaster, concrete, and masonry and all other interior joints not indicated otherwise

* Install sealant indicated in joints fitting descriptions and locations listed as well as in locations identified by drawing designations in first column above. Where materials are not specifically noted in schedules or drawings provide sealant as scheduled for similar substrates in accordance with manufacturer's recommendations.

END OF SECTION 07900

SECTION 082110 - FLUSH WOOD DOORS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

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

1.2 SUMMARY:

- A. Extent and location of each type of flush wood door is indicated on drawings and in schedules.
- B. Types of doors required include the following:
 - 1. Solid core flush interior wood doors with wood veneer faces. Finish with existing doors.
- C. Factory-prefitting to frames and factory-premachining for hardware for wood doors is included in this section.
- D. Metal door frames for flush wood doors are specified in another Division-8 section.

1.3 SUBMITTALS:

- A. Product Data: Door manufacturer's technical data for each type of door, including details of core and edge construction, trim for openings and louvers.
- B. Shop Drawings: Submit shop drawings indicating location and size of each door, elevation of each kind of door, details of construction, location and extent of hardware blocking, fire ratings, and other pertinent data.
 - 1. For factory-premachined doors, indicate dimensions and locations of cutouts for locksets and other cutouts adjacent to light and louver openings.
- C. Samples: Submit samples, 1-0" square or as indicated, for the following:
 - 1. Doors for Transparent Finish: Door faces with solid wood edging representing typical range of color and grain for each species of veneer and solid lumber required.
 - 2. Metal Louvers: Blade and frame in 6" lengths, for each material and finish required.
 - 3. Metal Frames for Light Openings: Metal light frames in 6" lengths; for each material, type and finish required.

1.4 QUALITY ASSURANCE:

- A. Quality Standards: Comply with the following standards:
 - 1. NWWDA Quality Standard: I.S.1 "Industry Standard for Wood Flush Doors", of National Wood Window and Door Association (NWWDA).

- B. NWWMA Quality Marking: Mark each wood door with NWWDA Wood Flush Door Certification Hallmark certifying compliance with applicable requirements of NWWDA I.S. 1 Series.
 - 1. For manufacturers not participating in NWWDA Hallmark Program, a certification of compliance may be substituted for marking of individual doors.
 - C. Fire-Rated Wood Doors: Provide wood doors which are identical in materials and construction to units tested in door and frame assemblies per ASTM E 152 and which are labeled and listed for ratings indicated by UL, Warnock Hersey or other testing and inspection agency acceptable to authorities having jurisdiction.
 - 1. Oversize Fire-Rated Wood Doors: For door assemblies exceeding sizes of tested assemblies, provide manufacturer's certificate stating that doors conform to all standard construction requirements of tested and labeled fire door assemblies except as to size.
 - D. Manufacturer: Obtain doors from a single manufacturer.
- 1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING:
- A. Protect doors during transit, storage and handling to prevent damage, soiling and deterioration. Comply with requirements of referenced standards and recommendations of NWWDA pamphlet "How to Store, Handle, Finish, Install, and Maintain Wood Doors", as well as with manufacturer's instructions.
 - B. Identify each door with individual opening numbers which correlate with designation system used on shop drawings for door, frames, and hardware, using temporary, removable or concealed markings.
- 1.6 PROJECT CONDITIONS:
- A. Conditioning: Do not deliver or install doors until conditions for temperature and relative humidity have been stabilized and will be maintained in storage and installation areas during remainder of construction period to comply with the following requirements applicable to project's geographical location:
 - 1. Referenced AWI quality standard including Section 100-S-3 "Moisture Content".
- 1.7 WARRANTY:
- A. General: Warranties shall be in addition to, and not a limitation of, other rights the Owner may have under the Contract Documents.
 - B. Door Manufacturer's Warranty: Submit written agreement in door manufacturer's standard form signed by Manufacturer, Installer and Contractor, agreeing to repair or replace defective doors that have warped (bow, cup or twist) or that show telegraphing of core construction in face veneers, or do not conform to tolerance limitations of referenced quality standards.
 - 1. Warranty shall also include reinstallation which may be required due to repair or replacement of defective doors where defect was not apparent prior to hanging.

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2. Warranty shall be in effect during following period of time after date of Final Acceptance.
 3. Solid Core Interior Doors:
 - a. Life of installation.
- C. Contractor's Responsibilities: Replace or refinish doors where Contractor's work contributed to rejection or to voiding of manufacturer's warranty.

PART 2 - PRODUCTS

2.1 MANUFACTURERS:

- A. Manufacturer: Subject to compliance with requirements, provide products of one of the following:
1. Solid Core Doors with Wood Veneer Faces:
 - a. Algoma Hardwoods, Inc.
 - b. Oshkosh
 - c. Eggers Industries, Architectural Door Division.
 - d. Weyerhaeuser Company.
 - f. Mohawk
 - g. Lambton Flush Wood Doors

2.2 INTERIOR FLUSH WOOD DOORS:

- A. Solid Core Doors for Transparent Finish: Comply with the following requirements:
1. Faces: Premium grade, select plain sliced, match wood species with existing doors
 2. AWI Grade: Custom
 3. Construction: PC-5
 4. Stain to be selected by Architect from manufacturer's standard colors. (Match existing)
 5. Provide solid wood rail and stile to allow field trimming.
- B. Fire-Rated Solid Core Doors: Comply with the following requirements.
- C. Faces and AWI Grade: Provide faces and grade to match non-rated doors in same area of building, unless otherwise indicated.
1. Construction: Manufacturer's standard core construction as required to provide fire-resistance rating indicated.
 2. Edge Construction: Provide manufacturer's solid maple stiles edge construction.
 3. Pairs: Furnished formed steel edges and astragals for pairs of fire-rated doors, unless otherwise indicated.
 - a. Provide fire-rated pairs with fire-retardant stiles which are labeled and listed for kinds of applications indicated without formed steel edges and astragals.

2.3 LOUVERS AND LIGHT FRAMES:

- A. Metal Louvers: Size, type and profile shown and fabricated from the following:

1. Steel: 20-gage, galvanized and factory primed for paint finish.
- B. Metal Frames for Light Openings in Fire Doors: Manufacturer's standard frame formed of 18-gage cold-rolled steel, factory-primed, and approved for use in door of fire-rating indicated. Bottom edge of glass shall be 2" above hardware mounting height.

2.4 FABRICATION:

- A. Fabricate flush wood doors to produce doors complying with following requirements:
 1. In sizes indicated for job-site fitting.
 2. Factory-prefit and premachine doors to fit frame opening sizes indicated with the following uniform clearances and bevels:
 - a. Comply with tolerance requirements of AWI for prefitting. Comply with final hardware schedules and door frame shop drawings and with hardware templates.
 - b. Coordinate measurements of hardware mortises in metal frames to verify dimensions and alignment before proceeding with factory premachining.
- B. Metal Astragals: Premachine astragals and formed steel edges for hardware where required for pairs of fire-rated doors.
- C. Transom and Side Panels: Fabricate matching panels with same construction, exposed surfaces and finish as specified for associated doors.
- D. Openings: Cut and trim openings through doors to comply with applicable requirements of referenced standards for kind(s) of doors required.
 1. Light Openings: Trim openings with moldings of material and profile indicated.
 2. Louvers: Factory install louvers in prepared openings.
 3. Provide manufacturer's standard metal flashing at top of outswinging units.

2.5 FINISHING:

- A. Provide manufacturer's standard polyurethane factory finish as selected by Architect from manufacturer's standard range of finish colors.

PART 3 - EXECUTION

3.1 EXAMINATION:

- A. Examine installed door frames prior to hanging door:
 3. Verify that frames comply with indicated requirements for type, size, location, and swing characteristics and have been installed with plumb jambs and level heads.
 4. Reject doors with defects.
- B. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION:

- A. Hardware: For installation see Division-8 "Finish Hardware" section of these specifications.

- B. Manufacturer's Instructions: Install wood doors to comply with manufacturer's instructions and of referenced AWI standard and as indicated.
 - 1. Install fire-rated doors in corresponding fire-rated frames in accordance with requirements of NFPA No. 80.
- C. Job-Fit Doors: Align and fit doors in frames with uniform clearances and bevels as indicated below; do not trim stiles and rails in excess of limits set by manufacturer or permitted with fire-rated doors. Machine doors for hardware. Seal cut surfaces after fitting and machining.
 - 1. Fitting Clearances for Non-Rated Doors: Provide 1/8" at jambs and heads; 1/16" per leaf at meeting stiles for pairs of doors; and 1/8" from bottom of door to top of decorative floor finish or covering. Where threshold is shown or scheduled, provide 1/4" clearance from bottom of door to top of threshold.
 - 2. Fitting Clearances for Fire-Rated Doors: Complying with NFPA 80.
 - 3. Bevel non-rated doors 1/8" in 2" at lock and hinge edges.
 - 4. Bevel fire-rated doors 1/8" in 2" at lock edge; trim stiles and rails only to extent permitted by labeling agency.
- D. Prefit Doors: Fit to frames for uniform clearance at each edge.

3.3 ADJUSTING AND PROTECTION:

- A. Operation: Rehang or replace doors which do not swing or operate freely.
- B. Finished Doors: Refinish or replace doors damaged during installation.
- C. Protect doors as recommended by door manufacturer to ensure that wood doors will be without damage or deterioration at time of Completion.

END OF SECTION 082110

SECTION 087100 – DOOR HARDWARE

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. Mechanical and electrified door hardware for:
 - a. Swinging doors.
 - b. Sliding doors.
 - c. Gates.
- 2. Electronic access control system components, including:
 - a. Biometric access control reader.
 - b. Electronic access control devices.
- 3. Field verification, preparation and modification of existing doors and frames to receive new door hardware.
- 4. Lead-lining door hardware items required for radiation protection at door openings.

- B. Exclusions: Unless specifically listed in hardware sets, hardware is not specified in this section for:

- 1. Windows
- 2. Cabinets (casework), including locks in cabinets
- 3. Signage
- 4. Toilet accessories
- 5. Overhead doors

- C. Related Sections:

- 1. Division 07 Section "Joint Sealants" for sealant requirements applicable to threshold installation specified in this section.\
- 2. Division 08 sections for Aluminum Storefront and Entrances

1.3 REFERENCES

- A. UL - Underwriters Laboratories

1. UL 10B - Fire Test of Door Assemblies
2. UL 10C - Positive Pressure Test of Fire Door Assemblies
3. UL 1784 - Air Leakage Tests of Door Assemblies
4. UL 305 - Panic Hardware

B. DHI - Door and Hardware Institute

1. Sequence and Format for the Hardware Schedule
2. Recommended Locations for Builders Hardware
3. Key Systems and Nomenclature

C. ANSI - American National Standards Institute

1. ANSI/BHMA A156.1 - A156.29, and ANSI/BHMA A156.31 - Standards for Hardware and Specialties

1.4 SUBMITTALS

A. General:

1. Submit in accordance with Conditions of Contract and Division 01 requirements.
2. Highlight, encircle, or otherwise specifically identify on submittals deviations from Contract Documents, issues of incompatibility or other issues which may detrimentally affect the Work.
3. Prior to forwarding submittal, comply with procedures for verifying existing door and frame compatibility for new hardware, as specified in PART 3, "EXAMINATION" article, herein.

B. Action Submittals:

1. Product Data: Product data including manufacturers' technical product data for each item of door hardware, installation instructions, maintenance of operating parts and finish, and other information necessary to show compliance with requirements.
2. Riser and Wiring Diagrams: After final approval of hardware schedule, submit details of electrified door hardware, indicating:
 - a. Wiring Diagrams: For power, signal, and control wiring and including:
 - 1) Details of interface of electrified door hardware and building safety and security systems.
 - 2) Schematic diagram of systems that interface with electrified door hardware.
 - 3) Point-to-point wiring.
 - 4) Risers.
3. Samples for Verification: If requested by Architect, submit production sample or sample installations of each type of exposed hardware unit in finish indicated, and tagged with full description for coordination with schedule.
 - a. Samples will be returned to supplier in like-new condition. Units that are acceptable to Architect may, after final check of operations, be incorporated into Work, within limitations of key coordination requirements.

4. Door Hardware Schedule: Submit schedule with hardware sets in vertical format as illustrated by Sequence of Format for the Hardware Schedule as published by the Door and Hardware Institute. Indicate complete designations of each item required for each door or opening, include:
 - a. Door Index; include door number, heading number, and Architects hardware set number.
 - b. Opening Lock Function Spreadsheet: List locking device and function for each opening.
 - c. Type, style, function, size, and finish of each hardware item.
 - d. Name and manufacturer of each item.
 - e. Fastenings and other pertinent information.
 - f. Location of each hardware set cross-referenced to indications on Drawings.
 - g. Explanation of all abbreviations, symbols, and codes contained in schedule.
 - h. Mounting locations for hardware.
 - i. Door and frame sizes and materials.
 - j. Name and phone number for local manufacturer's representative for each product.
 - k. Operational Description of openings with any electrified hardware (locks, exits, electromagnetic locks, electric strikes, automatic operators, door position switches, magnetic holders or closer/holder units, and access control components). Operational description should include how door will operate on egress, ingress, and fire and smoke alarm connection.
 - 1) Submittal Sequence: Submit door hardware schedule concurrent with submissions of Product Data, Samples, and Shop Drawings. Coordinate submission of door hardware schedule with scheduling requirements of other work to facilitate fabrication of other work that is critical in Project construction schedule.
5. Key Schedule:
 - a. After Keying Conference, provide keying schedule listing levels of keying as well as explanation of key system's function, key symbols used and door numbers controlled.
 - b. Use ANSI/BHMA A156.28 "Recommended Practices for Keying Systems" as guideline for nomenclature, definitions, and approach for selecting optimal keying system.
 - c. Provide 3 copies of keying schedule for review prepared and detailed in accordance with referenced DHI publication. Include schematic keying diagram and index each key to unique door designations.
 - d. Index keying schedule by door number, keyset, hardware heading number, cross keying instructions, and special key stamping instructions.
 - e. Provide one complete bitting list of key cuts and one key system schematic illustrating system usage and expansion.
 - 1) Forward bitting list, key cuts and key system schematic directly to Owner, by means as directed by Owner.
 - f. Prepare key schedule by or under supervision of supplier, detailing Owner's final keying instructions for locks.
6. Templates: After final approval of hardware schedule, provide templates for doors, frames and other work specified to be factory prepared for door hardware installation.

C. Informational Submittals:

1. Qualification Data: For Supplier, Installer and Architectural Hardware Consultant.
2. Product Certificates for electrified door hardware, signed by manufacturer:
 - a. Certify that door hardware approved for use on types and sizes of labeled fire-rated doors complies with listed fire-rated door assemblies.
3. Certificates of Compliance:
 - a. Certificates of compliance for fire-rated hardware and installation instructions if requested by Architect or Authority Having Jurisdiction.
 - b. Installer Training Meeting Certification: Letter of compliance, signed by Contractor, attesting to completion of installer training meeting specified in "QUALITY ASSURANCE" article, herein.
 - c. Electrified Hardware Coordination Conference Certification: Letter of compliance, signed by Contractor, attesting to completion of electrified hardware coordination conference, specified in "QUALITY ASSURANCE" article, herein.
4. Product Test Reports: For compliance with accessibility requirements, based on evaluation of comprehensive tests performed by manufacturer and witnessed by qualified testing agency, for door hardware on doors located in accessible routes.
5. Warranty: Special warranty specified in this Section.

D. Closeout Submittals:

1. Operations and Maintenance Data: Provide in accordance with Division 01 and include:
 - a. Complete information on care, maintenance, and adjustment; data on repair and replacement parts, and information on preservation of finishes.
 - b. Catalog pages for each product.
 - c. Name, address, and phone number of local representatives for each manufacturer.
 - d. Parts list for each product.
 - e. Final approved hardware schedule, edited to reflect conditions as-installed.
 - f. Final keying schedule
 - g. Copies of floor plans with keying nomenclature
 - h. As-installed wiring diagrams for each opening connected to power, both low voltage and 110 volts.
 - i. Copy of warranties including appropriate reference numbers for manufacturers to identify project.

1.5 QUALITY ASSURANCE

A. Product Substitutions: Comply with product requirements stated in Division 01 and as specified herein.

1. Where specific manufacturer's product is named and accompanied by "No Substitute," including make or model number or other designation, provide product specified. (Note: Certain products have been selected for their unique characteristics and particular project suitability.)
 - a. Where no additional products or manufacturers are listed in product category, requirements for "No Substitute" govern product selection.

2. Where products indicate “acceptable manufacturers” or “acceptable manufacturers and products”, provide product from specified manufacturers, subject to compliance with specified requirements and “Single Source Responsibility” requirements stated herein.
- B. Supplier Qualifications and Responsibilities: Recognized architectural hardware supplier with record of successful in-service performance for supplying door hardware similar in quantity, type, and quality to that indicated for this Project and that provides certified Architectural Hardware Consultant (AHC) available to Owner, Architect, and Contractor, at reasonable times during the Work for consultation.
1. Warehousing Facilities: In Project's vicinity.
 2. Scheduling Responsibility: Preparation of door hardware and keying schedules.
 3. Engineering Responsibility: Preparation of data for electrified door hardware, including Shop Drawings, based on testing and engineering analysis of manufacturer's standard units in assemblies similar to those indicated for this Project.
 4. Coordination Responsibility: Coordinate installation of electronic security hardware with Architect and electrical engineers and provide installation and technical data to Architect and other related subcontractors.
 - a. Upon the County's completion of electronic security hardware installation, inspect and verify that all components are working properly.
- C. Installer Qualifications: Qualified tradesmen, skilled in application of commercial grade hardware with record of successful in-service performance for installing door hardware similar in quantity, type, and quality to that indicated for this Project.
- D. Architectural Hardware Consultant Qualifications: Person who is experienced in providing consulting services for door hardware installations that are comparable in material, design, and extent to that indicated for this Project and meets these requirements:
1. For door hardware, DHI-certified, Architectural Hardware Consultant (AHC).
 2. Can provide installation and technical data to Architect and other related subcontractors.
 3. Can inspect and verify components are in working order upon completion of installation.
 4. Capable of producing wiring diagrams.
 5. Capable of coordinating installation of electrified hardware with Architect and electrical engineers.
- E. Single Source Responsibility: Obtain each type of door hardware from single manufacturer.
1. Provide electrified door hardware from same manufacturer as mechanical door hardware, unless otherwise indicated.
 2. Manufacturers that perform electrical modifications and that are listed by testing and inspecting agency acceptable to authorities having jurisdiction are acceptable.
- F. Electrified Door Hardware: Listed and labeled as defined in NFPA 70, Article 100, by testing agency acceptable to authorities having jurisdiction.
- G. Means of Egress Doors: Latches do not require more than 15 lbf to release latch. Locks do not require use of key, tool, or special knowledge for operation.
- H. Accessibility Requirements: For door hardware on doors in an accessible route, comply with governing accessibility regulations cited in “REFERENCES” article, herein.

1. Provide operating devices that do not require tight grasping, pinching, or twisting of wrist and that operate with force of not more than 5 lbf.
 2. Maximum opening-force requirements:
 - a. Interior, Non-Fire-Rated Hinged Doors: 5 lbf applied perpendicular to door.
 - b. Sliding or Folding Doors: 5 lbf applied parallel to door at latch.
 - c. Fire Doors: Minimum opening force allowable by authorities having jurisdiction.
 3. Bevel raised thresholds with slope of not more than 1:2. Provide thresholds not more than 1/2 inch high.
 4. Adjust door closer sweep periods so that, from open position of 70 degrees, door will take at least 3 seconds to move to 3 inches from latch, measured to leading edge of door.
- I. Keying Conference: Conduct conference at Project site to comply with requirements in Division 01.
1. Attendees: Owner, Owner's Security and IT Representatives, Contractor, Architect, Installer, and Supplier's Architectural Hardware Consultant.
 2. Incorporate keying conference decisions into final keying schedule after reviewing door hardware keying system including:
 - a. Function of building, flow of traffic, purpose of each area, degree of security required, and plans for future expansion.
 - b. Electronic Access Coordination with Keying
 - c. Preliminary key system schematic diagram.
 - d. Requirements for key control system.
 - e. Requirements for access control.
 - f. Address for delivery of keys.
- J. Pre-installation Conference: Conduct conference at Project site.
1. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 2. Inspect and discuss preparatory work performed by other trades.
 3. Review required testing, inspecting, and certifying procedures.
- K. Coordination Conferences:
1. Installation Coordination Conference: Prior to hardware installation, schedule and hold meeting to review questions or concerns related to proper installation and adjustment of door hardware.
 - a. Attendees: Door hardware supplier, door hardware installer, Contractor.
 - b. After meeting, provide letter of compliance to Architect, indicating when meeting was held and who was in attendance.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Inventory door hardware on receipt and provide secure lock-up for hardware delivered to Project site.
- B. Tag each item or package separately with identification coordinated with final door hardware schedule, and include installation instructions, templates, and necessary fasteners with each

item or package.

1. Deliver each article of hardware in manufacturer's original packaging.

C. Project Conditions:

1. Maintain manufacturer-recommended environmental conditions throughout storage and installation periods.
2. Provide secure lock-up for door hardware delivered to Project, but not yet installed. Control handling and installation of hardware items so that completion of Work will not be delayed by hardware losses both before and after installation.

D. Protection and Damage:

1. Promptly replace products damaged during shipping.
2. Handle hardware in manner to avoid damage, marring, or scratching. Correct, replace or repair products damaged during Work.
3. Protect products against malfunction due to paint, solvent, cleanser, or any chemical agent.

E. Deliver keys to manufacturer of key control system for subsequent delivery to Owner.

F. Deliver keys **and permanent cores** to Owner by registered mail or overnight package service.

1.7 COORDINATION

- A. Coordinate layout and installation of floor-recessed door hardware with floor construction. Cast anchoring inserts into concrete. Concrete, reinforcement, and formwork requirements are specified in Division 03.
- B. Installation Templates: Distribute for doors, frames, and other work specified to be factory prepared. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing door hardware to comply with indicated requirements.
- C. Security: Coordinate installation of door hardware, keying, and access control with Owner's security consultant.
- D. Electrical System Roughing-In: Coordinate layout and installation of electrified door hardware with connections to power supplies and building safety and security systems.
- E. Existing Openings: Where hardware components are scheduled for application to existing construction or where modifications to existing door hardware are required, field verify existing conditions and coordinate installation of door hardware to suit opening conditions and to provide proper door operation.
- F. Direct shipments not permitted, unless approved by Contractor.

1.8 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of door hardware that fail in materials or workmanship within specified

warranty period.

1. Warranty Period: Years from date of Substantial Completion, for durations indicated.

a. Closers:

- 1) Mechanical: 30 years.
- 2) Electrified: 2 years.

b. Exit Devices:

- 1) Mechanical: 3 years.
- 2) Electrified: 1 year.

c. Locksets:

- 1) Mechanical: 3 years.
- 2) Electrified: 1 year.

d. Continuous Hinges: Lifetime warranty.

e. Key Blanks: Lifetime

2. Warranty does not cover damage or faulty operation due to improper installation, improper use or abuse.

1.9 MAINTENANCE

A. Extra Materials:

1. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

B. Maintenance Tools:

1. Furnish complete set of special tools required for maintenance and adjustment of hardware, including changing of cylinders.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Approval of products from manufacturers indicated in "Acceptable Manufacturers" is contingent upon those products providing all functions and features and meeting all requirements of scheduled manufacturer's product.
- B. Hand of Door: Drawings show direction of slide, swing, or hand of each door leaf. Furnish each item of hardware for proper installation and operation of door movement as shown.
- C. Where specified hardware is not adaptable to finished shape or size of members requiring hardware, furnish suitable types having same operation and quality as type specified, subject to Architect's approval.

2.2 MATERIALS

A. Fasteners

- 1. Provide hardware manufactured to conform to published templates, generally prepared for machine screw installation.
- 2. Furnish screws for installation with each hardware item. Finish exposed (exposed under any condition) screws to match hardware finish, or, if exposed in surfaces of other work, to match finish of this other work including prepared for paint surfaces to receive painted finish.
- 3. Provide concealed fasteners for hardware units exposed when door is closed except when no standard units of type specified are available with concealed fasteners. Do not use thru-bolts for installation where bolt head or nut on opposite face is exposed in other work unless thru-bolts are required to fasten hardware securely. Review door specification and advise Architect if thru-bolts are required.
- 4. Install hardware with fasteners provided by hardware manufacturer.

B. Modification and Preparation of Existing Doors: Where existing door hardware is indicated to be removed and reinstalled.

- 1. Provide necessary fillers, Dutchmen, reinforcements, and fasteners, compatible with existing materials, as required for mounting new opening hardware and to cover existing door and frame preparations.
- 2. Use materials which match materials of adjacent modified areas.
- 3. When modifying existing fire-rated openings, provide materials permitted by NFPA 80 as required to maintain fire-rating.

C. Provide screws, bolts, expansion shields, drop plates and other devices necessary for hardware installation.

- 1. Where fasteners are exposed to view: Finish to match adjacent door hardware material.

2.3 PIVOT SETS

A. Manufacturers:

1. Scheduled Manufacturer: Ives
2. Acceptable Manufacturers: Dorma, Rixson

B. Requirements:

1. Provide pivot sets complete with oil-impregnated top pivot, unless indicated otherwise.
2. Where offset pivots are specified, Provide one intermediate pivot for doors less than 91 inches (2311 mm) high and one additional intermediate pivot per leaf for each additional 30 inches (762 mm) in height or fraction thereof. Intermediate pivots spaced equally not less than 25 inches (635 mm) or not more than 35 inches (889 mm) on center, for doors over 121 inches (3073 mm) high.
3. Provide appropriate model where pivot sets are scheduled at fire rated openings.
4. Provide lead-lined model where pivot sets are specified at lead-lined doors.
5. Provide pivots with electrified options as scheduled in the hardware sets. Provide with sufficient number and wire gage to accommodate electric function of specified hardware. Locate electrified pivot nearest to electrified locking component. If manufacturer of electrified locking component requires another device for power transfer then provide recommended power transfer device and appropriate quantity of pivots.
6. Provide mortar guard for each electric pivot specified, unless specified in hollow metal frame specification.

2.4 EXIT DEVICES

A. Manufacturers and Products:

1. Scheduled Manufacturer and Product: Von Duprin 99/33 series
2. Acceptable Manufacturers and Products: Sargent 19-43-GL-80 series, Precision Apex series

B. Requirements:

1. Provide exit devices tested to ANSI/BHMA A156.3 Grade 1, and UL listed for Panic Exit or Fire Exit Hardware. Cylinders: Refer to "KEYING" article, herein.
2. Provide touchpad type exit devices, fabricated of brass, bronze, stainless steel, or aluminum, plated to standard architectural finishes to match balance of door hardware.
3. Touchpad: Extend minimum of one half of door width. Match exit device finish, stainless steel for US26, US26D, US28, US32, and US32D finishes; and for all other finishes, provide compatible finish to exit device. No plastic inserts are allowed in touchpads.
4. Provide exit devices with deadlatching feature for security and for future addition of alarm kits and/or other electrified requirements.
5. Provide flush end caps for exit devices.
6. Provide exit devices with manufacturer's approved strikes.
7. Provide exit devices cut to door width and height. Install exit devices at height recommended by exit device manufacturer, allowable by governing building codes, and approved by Architect.
8. Mount mechanism case flush on face of doors, or provide spacers to fill gaps behind devices. Where glass trim or molding projects off face of door, provide glass bead kits.
9. Provide **hex-key** dogging at non-fire-rated exit devices.
10. Removable Mullions: 2 inches (51 mm) x 3 inches (76 mm) steel tube. Where scheduled as keyed removable mullion, provide type that can be removed by use of a keyed cylinder, which is self-locking when re-installed.
11. Where lever handles are specified as outside trim for exit devices, provide heavy-duty

lever trims with forged or cast escutcheon plates. Provide vandal-resistant levers that will travel to 90-degree down position when more than 35 pounds of torque are applied, and which can easily be re-set.

- a. Lever Style: Match lever style of locksets.
- b. Tactile Warning (Knurling): Where required by authority having jurisdiction. Provide on levers on exterior (secure side) of doors serving rooms considered to be hazardous.

- 12. Provide UL labeled fire exit hardware for fire rated openings.
- 13. Provide factory drilled weep holes for exit devices used in full exterior application, highly corrosive areas, and where noted in hardware sets.
- 14. Provide electrified options as scheduled.

2.5 CYLINDERS

A. Manufacturers:

- 1. Scheduled Manufacturer: Corbin
- 2. Acceptable Manufacturers: Schlage

B. Requirements:

- 1. Provide **interchangeable** cylinders/cores to match Owner's existing key system, compliant with ANSI/BHMA A156.5; latest revision, Section 12, Grade 1; permanent cylinders; cylinder face finished to match lockset, manufacturer's series as indicated. Refer to "KEYING" article, herein.
- 2. Temporary Construction Cylinder Keying.
 - a. Provide construction cores that permit voiding construction keys without cylinder removal, furnished in accordance with the following requirements.
 - 1) Split Key or Lost Ball Construction Keying System.
 - 2) 3 construction control keys, and extractor tools or keys as required to void construction keying.
 - 3) 12 construction change (day) keys.
 - b. Owner or Owner's Representative will void operation of temporary construction keys.
- 3. Replaceable Construction Cores.
 - a. Provide temporary construction cores replaceable by permanent cores, furnished in accordance with the following requirements.
 - 1) 3 construction control keys
 - 2) 12 construction change (day) keys.

2.6 KEYING

- A. Provide a factory registered keying system, complying with guidelines in ANSI/BHMA A156.28, incorporating decisions made at keying conference.

- B. Provide cylinders/cores keyed into Owner's existing factory registered keying system, complying with guidelines in ANSI/BHMA A156.28, incorporating decisions made at keying conference.
- C. Requirements:
 - 1. Provide permanent cylinders/cores keyed by the manufacturer according to the following key system.
 - a. Master Keying system as directed by the Owner.
 - 2. Forward biting list and keys separately from cylinders, by means as directed by Owner. Failure to comply with forwarding requirements shall be cause for replacement of cylinders/cores involved at no additional cost to Owner.
 - 3. Provide keys with the following features:
 - a. Material: Match existing
 - b. Patent Protection: Keys and blanks protected by one or more utility patent(s).
 - 4. Identification:
 - a. Mark permanent cylinders/cores and keys with applicable blind code per DHI publication "Keying Systems and Nomenclature" for identification. Blind code marks shall not include actual key cuts.
 - b. Identification stamping provisions must be approved by the Architect and Owner.
 - c. Stamp cylinders/cores and keys with Owner's unique key system facility code as established by the manufacturer; key symbol and embossed or stamped with "DO NOT DUPLICATE" along with the "PATENTED" or patent number to enforce the patent protection.
 - d. Failure to comply with stamping requirements shall be cause for replacement of keys involved at no additional cost to Owner.
 - e. Forward permanent cylinders/cores to Owner, separately from keys, by means as directed by Owner.
 - 5. Quantity: Furnish in the following quantities.
 - a. Change (Day) Keys: 3 per cylinder/core.
 - b. Permanent Control Keys: 3.
 - c. Master Keys: 6.

2.7 DOOR CLOSERS

- A. Manufacturers and Products:
 - 1. Scheduled Manufacturer and Product: LCN 4040XP series
 - 2. Acceptable Manufacturers and Products: Sargent 281/281P10/281TJ series factory assembled (without PRV)

B. Requirements:

1. Provide door closers conforming to ANSI/BHMA A156.4 Grade 1 requirements by BHMA certified independent testing laboratory. Stamp units with date of manufacture code.
2. Provide door closers with fully hydraulic, full rack and pinion action with high strength cast iron cylinder, and full complement bearings at shaft.
3. Cylinder Body: 1-1/2 inch (38 mm) diameter, with 5/8 inch (16 mm) diameter double heat-treated pinion journal.
4. Hydraulic Fluid: Fireproof, passing requirements of UL10C, and requiring no seasonal closer adjustment for temperatures ranging from 120 degrees F to -30 degrees F.
5. Spring Power: Continuously adjustable over full range of closer sizes, and providing reduced opening force as required by accessibility codes and standards.
6. Hydraulic Regulation: By tamper-proof, non-critical valves with separate adjustment for latch speed, general speed, and backcheck.
7. Provide closers with a solid forged steel main arms and factory assembled heavy-duty forged forearms for parallel arm closers.
8. Pressure Relief Valve (PRV) Technology: Not permitted.
9. Finish for Closer Cylinders, Arms, Adapter Plates, and Metal Covers: Powder coating finish which has been certified to exceed 100 hours salt spray testing as described in ANSI/BHMA Standard A156.4 and ASTM B117, or has special rust inhibitor (SRI).
10. Provide special templates, drop plates, mounting brackets, or adapters for arms as required for details, overhead stops, and other door hardware items interfering with closer mounting.

2.8 DOOR TRIM

A. Manufacturers:

1. Scheduled Manufacturer: Ives
2. Acceptable Manufacturers: Burns, Rockwood

B. Requirements:

1. Provide push plates 4 inches (102 mm) wide by 16 inches (406 mm) high by 0.050 inch (1 mm) thick and beveled 4 edges. Where width of door stile prevents use of 4 inches (102 mm) wide plate, adjust width to fit.
2. Provide push bars of solid bar stock, diameter and length as scheduled. Provide push bars of sufficient length to span from center to center of each stile. Where required, mount back to back with pull.
3. Provide offset pulls of solid bar stock, diameter and length as scheduled. Where required, mount back to back with push bar.
4. Provide flush pulls as scheduled. Where required, provide back-to-back mounted model.
5. Provide pulls of solid bar stock, diameter and length as scheduled. Where required, mount back to back with push bar.
6. Provide pull plates 4 inches (102 mm) wide by 16 inches (406 mm) high by 0.050 inch (1 mm) thick, beveled 4 edges, and prepped for pull. Where width of door stile prevents use of 4 inches (102 mm) wide plate, adjust width to fit.
7. Provide wire pulls of solid bar stock, diameter and length as scheduled.
8. Provide decorative pulls as scheduled. Where required, mount back to back with pull.

2.9 DOOR STOPS AND HOLDERS

A. Manufacturers:

1. Scheduled Manufacturer: Ives
2. Acceptable Manufacturers: Burns, Rockwood

B. Provide door stops at each door leaf:

1. Provide wall stops wherever possible. Provide convex type where mortise type locks are used and concave type where cylindrical type locks are used.
2. Where a wall stop cannot be used, provide universal floor stops for low or high rise options.
3. Where wall or floor stop cannot be used, provide medium duty surface mounted overhead stop.

2.10 THRESHOLDS, SEALS, DOOR SWEEPS, AUTOMATIC DOOR BOTTOMS, AND GASKETING

A. Manufacturers:

1. Scheduled Manufacturer: Zero International
2. Acceptable Manufacturers: National Guard
3. Reese
4. Pemko

B. Requirements:

1. Provide thermally broken thresholds, weather-stripping (including door sweeps, seals, and astragals) and gasketing systems (including smoke, sound, and light) as specified and per architectural details. Match finish of other items.
2. Size of thresholds:
 - a. Saddle Thresholds: 1/2 inch (13 mm) high by jamb width by door width
 - b. Bumper Seal Thresholds: 1/2 inch (13 mm) high by 5 inches (127 mm) wide by door width
3. Provide door sweeps, seals, astragals, and auto door bottoms only of type where resilient or flexible seal strip is easily replaceable and readily available.

2.11 SILENCERS

A. Manufacturers:

1. Scheduled Manufacturer: Ives
2. Acceptable Manufacturers: Burns, Rockwood

B. Requirements:

1. Provide "push-in" type silencers for hollow metal or wood frames.
2. Provide one silencer per 30 inches (762 mm) of height on each single frame, and two for

- each pair frame.
- 3. Omit where gasketing is specified.

2.12 FINISHES

- A. Finish: BHMA 626/652 (US26D); except:
 - 1. Hinges at Exterior Doors: BHMA 630 (US32D)
 - 2. Continuous Hinges: BHMA 630 (US32D)
 - 3. Continuous Hinges: BHMA 628 (US28)
 - 4. Push Plates, Pulls, and Push Bars: BHMA 630 (US32D)
 - 5. Protection Plates: BHMA 630 (US32D)
 - 6. Overhead Stops and Holders: BHMA 630 (US32D)
 - 7. Door Closers: Powder Coat to Match
 - 8. Wall Stops: BHMA 630 (US32D)
 - 9. Latch Protectors: BHMA 630 (US32D)
 - 10. Weatherstripping: Clear Anodized Aluminum
 - 11. Thresholds: Mill Finish Aluminum

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Prior to installation of hardware, examine doors and frames, with Installer present, for compliance with requirements for installation tolerances, labeled fire-rated door assembly construction, wall and floor construction, and other conditions affecting performance.
- B. Existing Door and Frame Compatibility: Field verify existing doors and frames receiving new hardware and existing conditions receiving new openings. Verify that new hardware is compatible with existing door and frame preparation and existing conditions.
- C. Examine roughing-in for electrical power systems to verify actual locations of wiring connections before electrified door hardware installation.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Where on-site modification of doors and frames is required:
 - 1. Carefully remove existing door hardware and components being reused. Clean, protect, tag, and store in accordance with storage and handling requirements specified herein.
 - 2. Field modify and prepare existing door and frame for new hardware being installed.
 - 3. When modifications are exposed to view, use concealed fasteners, when possible.
 - 4. Prepare hardware locations and reinstall in accordance with installation requirements for new door hardware and with:
 - a. Steel Doors and Frames: For surface applied door hardware, drill and tap doors and frames according to ANSI/SDI A250.6.
 - b. Wood Doors: DHI WDHS.5 "Recommended Hardware Reinforcement Locations for

Mineral Core Wood Flush Doors."

- c. Doors in rated assemblies: NFPA 80 for restrictions on on-site door hardware preparation.

3.3 INSTALLATION

- A. Mounting Heights: Mount door hardware units at heights to comply with the following, unless otherwise indicated or required to comply with governing regulations.
 - 1. Standard Steel Doors and Frames: ANSI/SDI A250.8.
 - 2. Custom Steel Doors and Frames: HMMA 831.
 - 3. Wood Doors: DHI WDHS.3, "Recommended Locations for Architectural Hardware for Wood Flush Doors."
- B. Install each hardware item in compliance with manufacturer's instructions and recommendations, using only fasteners provided by manufacturer.
- C. Do not install surface mounted items until finishes have been completed on substrate. Protect all installed hardware during painting.
- D. Set units level, plumb and true to line and location. Adjust and reinforce attachment substrate as necessary for proper installation and operation.
- E. Drill and countersink units that are not factory prepared for anchorage fasteners. Space fasteners and anchors according to industry standards.
- F. Install operating parts so they move freely and smoothly without binding, sticking, or excessive clearance.
- G. Hinges: Install types and in quantities indicated in door hardware schedule but not fewer than quantity recommended by manufacturer for application indicated or one hinge for every 30 inches of door height, whichever is more stringent, unless other equivalent means of support for door, such as spring hinges or pivots, are provided.
- H. Intermediate Offset Pivots: Where offset pivots are indicated, provide intermediate offset pivots in quantities indicated in door hardware schedule but not fewer than one intermediate offset pivot per door and one additional intermediate offset pivot for every 30 inches of door height greater than 90 inches.
- I. Lock Cylinders: Install construction cores to secure building and areas during construction period.
 - 1. Replace construction cores with permanent cores as indicated in keying section.
- J. Wiring: Coordinate with Division 26, ELECTRICAL sections for:
 - 1. Conduit, junction boxes and wire pulls.
 - 2. Connections to and from power supplies to electrified hardware.
 - 3. Connections to fire/smoke alarm system and smoke evacuation system.
 - 4. Connection of wire to door position switches and wire runs to central room or area, as directed by Architect.
 - 5. Testing and labeling wires with Architect's opening number.

- K. Key Control System: Tag keys and place them on markers and hooks in key control system cabinet, as determined by final keying schedule.
- L. Door Closers: Mount closers on room side of corridor doors, inside of exterior doors, and stair side of stairway doors from corridors. Closers shall not be visible in corridors, lobbies and other public spaces unless approved by Architect.
- M. Closer/Holders: Mount closer/holders on room side of corridor doors, inside of exterior doors, and stair side of stairway doors.
- N. Thresholds: Set thresholds in full bed of sealant complying with requirements specified in Division 07 Section "Joint Sealants."
- O. Stops: Provide floor stops for doors unless wall or other type stops are indicated in door hardware schedule. Do not mount floor stops where they may impede traffic or present tripping hazard.
- P. Perimeter Gasketing: Apply to head and jamb, forming seal between door and frame.
- Q. Meeting Stile Gasketing: Fasten to meeting stiles, forming seal when doors are closed.
- R. Door Bottoms: Apply to bottom of door, forming seal with threshold when door is closed.

3.4 FIELD QUALITY CONTROL

- A. Architectural Hardware Consultant: Engage qualified independent Architectural Hardware Consultant to perform inspections and to prepare inspection reports.
 - 1. Architectural Hardware Consultant will inspect door hardware and state in each report whether installed work complies with or deviates from requirements, including whether door hardware is properly installed and adjusted.

3.5 ADJUSTING

- A. Initial Adjustment: Adjust and check each operating item of door hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate as intended. Adjust door control devices to compensate for final operation of heating and ventilating equipment and to comply with referenced accessibility requirements.
 - 1. Spring Hinges: Adjust to achieve positive latching when door is allowed to close freely from an open position of 30 degrees.
 - 2. Electric Strikes: Adjust horizontal and vertical alignment of keeper to properly engage lock bolt.
 - 3. Door Closers: Adjust sweep period to comply with accessibility requirements and requirements of authorities having jurisdiction.
- B. Occupancy Adjustment: Approximately three months after date of Substantial Completion, Installer's Architectural Hardware Consultant shall examine and readjust each item of door hardware, including adjusting operating forces, as necessary to ensure function of doors, door hardware, and electrified door hardware.

3.6 CLEANING AND PROTECTION

- A. Clean adjacent surfaces soiled by door hardware installation.
- B. Clean operating items as necessary to restore proper function and finish.
- C. Provide final protection and maintain conditions that ensure door hardware is without damage or deterioration at time of Substantial Completion.

3.7 DEMONSTRATION

- A. Provide training for Owner's maintenance personnel to adjust, operate, and maintain door hardware and door hardware finishes. Refer to Division 01 Section "Demonstration and Training."

3.8 DOOR HARDWARE SCHEDULE

- A. Locksets, exit devices, and other hardware items are referenced in the following hardware sets for series, type and function. Refer to the above-specifications for special features, options, cylinders/keying, and other requirements.
- B. Hardware Sets: All door hardware is to be provided by the Aluminum Storefront and Entrances Sub-Contractor.

REFER TO DRAWINGS FOR HARDWARE SETS

END OF SECTION 087100

SECTION 08 8000 - GLAZING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Glass for windows, doors, interior borrowed lites, storefront framing.
2. Glazing sealants and accessories.

1.2 COORDINATION

- A. Coordinate glazing channel dimensions to provide necessary bite on glass, minimum edge and face clearances, and adequate sealant thicknesses, with reasonable tolerances.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Glass Samples: For each type of glass product other than clear monolithic vision glass; 12 inches square.
- C. Glazing Schedule: List glass types and thicknesses for each size opening and location. Use same designations indicated on Drawings.
- D. Delegated-Design Submittal: For glass indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

1.4 INFORMATIONAL SUBMITTALS

- A. Preconstruction adhesion and compatibility test report.

1.5 QUALITY ASSURANCE

- A. Sealant Testing Agency Qualifications: An independent testing agency qualified according to ASTM C 1021 to conduct the testing indicated.

1.6 PRECONSTRUCTION TESTING

- A. Preconstruction Adhesion and Compatibility Testing: Test each glass product, tape sealant, gasket, glazing accessory, and glass-framing member for adhesion to and compatibility with elastomeric glazing sealants.

1. Testing is not required if data are submitted based on previous testing of current sealant products and glazing materials matching those submitted.

1.7 WARRANTY

- A. Manufacturer's Special Warranty for Coated-Glass Products: Manufacturer agrees to replace coated-glass units that deteriorate within specified warranty period. Deterioration of coated glass is defined as defects developed from normal use that are not attributed to glass breakage or to maintaining and cleaning coated glass contrary to manufacturer's written instructions. Defects include peeling, cracking, and other indications of deterioration in coating.

1. Warranty Period: 10 years from date of Substantial Completion.

- B. Manufacturer's Special Warranty for Insulating Glass: Manufacturer agrees to replace insulating-glass units that deteriorate within specified warranty period. Deterioration of insulating glass is defined as failure of hermetic seal under normal use that is not attributed to glass breakage or to maintaining and cleaning insulating glass contrary to manufacturer's written instructions. Evidence of failure is the obstruction of vision by dust, moisture, or film on interior surfaces of glass.

1. Warranty Period: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Cardinal Glass Industries.
 2. Guardian Industries Corp.
 3. PPG Industries, Inc.

2.2 PERFORMANCE REQUIREMENTS

- A. Structural Performance: Glazing shall withstand the following design loads within limits and under conditions indicated determined according to the International Building Code and ASTM E 1300.
 1. Design Wind Pressures: As indicated on Drawings.
 2. Differential Shading: Design glass to resist thermal stresses induced by differential shading within individual glass lites.
- B. Safety Glazing: Where safety glazing is indicated, provide glazing that complies with 16 CFR 1201, Category II.
- C. Thermal and Optical Performance Properties: Provide glass with performance properties specified, as indicated in manufacturer's published test data, based on procedures indicated below:
 1. U-Factors: Center-of-glazing values, according to NFRC 100 and based on LBL's

- WINDOW 5.2 computer program, expressed as Btu/sq. ft. x h x deg F.
2. Solar Heat-Gain Coefficient and Visible Transmittance: Center-of-glazing values, according to NFRC 200 and based on LBL's WINDOW 5.2 computer program.
 3. Visible Reflectance: Center-of-glazing values, according to NFRC 300.

2.3 GLASS PRODUCTS, GENERAL

- A. Safety Glazing Labeling: Where safety glazing is indicated, permanently mark glazing with certification label of the SGCC or another certification agency acceptable to authorities having jurisdiction. Label shall indicate manufacturer's name, type of glass, thickness, and safety glazing standard with which glass complies.
- B. Insulating-Glass Certification Program: Permanently marked either on spacers or on at least one component lite of units with appropriate certification label of IGCC.
- C. Thickness: Where glass thickness is indicated, it is a minimum. Provide glass that complies with performance requirements and is not less than the thickness indicated.
- D. Strength: Where annealed float glass is indicated, provide annealed float glass, heat-strengthened float glass, or fully tempered float glass as needed to comply with "Performance Requirements" Article. Where heat-strengthened float glass is indicated, provide heat-strengthened float glass or fully tempered float glass as needed to comply with "Performance Requirements" Article]. Where fully tempered float glass is indicated, provide fully tempered float glass.

2.4 GLASS PRODUCTS

- A. Clear Annealed Float Glass: ASTM C 1036, Type I, Class 1 (clear), Quality-Q3.
- B. Tinted Annealed Float Glass: ASTM C 1036, Type I, Class 2 (tinted), Quality-Q3.
- C. Fully Tempered Float Glass: ASTM C 1048, Kind FT (fully tempered), Condition A (uncoated) unless otherwise indicated, Type I, Class 1 (clear) or Class 2 (tinted) as indicated, Quality-Q3.
- D. Heat-Strengthened Float Glass: ASTM C 1048, Kind HS (heat strengthened), Type I, Condition A (uncoated) unless otherwise indicated, Type I, Class 1 (clear) or Class 2 (tinted) as indicated, Quality-Q3.

2.5 INSULATING GLASS

- A. Insulating-Glass Units: Factory-assembled units consisting of sealed lites of glass separated by a dehydrated interspace, qualified according to ASTM E 2190.
 1. Sealing System: Dual seals.
 2. Perimeter Spacer: Manufacturer's standard spacer material and construction.
 3. Performance Classification per ASTM E 774: Class A.
 4. Thickness of Each Pane: 1/4".
 5. Air Space Thickness: 1/2".
 6. Dessicant: Manufacturer's standard; either molecular sieve or silica gel or blend of both.

7. Corner Construction: Manufacturer's standard corner construction

2.6 GLAZING SCHEDULE

- A. G1 - 1/4" clear, tempered for interior locations

2.7 GLAZING SEALANTS

- A. General:

1. Compatibility: Compatible with one another and with other materials they contact, including glass products, seals of insulating-glass units, and glazing channel substrates, under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
2. Suitability: Comply with sealant and glass manufacturers' written instructions for selecting glazing sealants suitable for applications indicated and for conditions existing at time of installation.
3. Colors of Exposed Glazing Sealants: As selected by Architect from manufacturer's full range.

- A. Elastomeric Glazing Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied chemically curing sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.

1. Single-Component Silicone Glazing Sealants:

- a. Products:

- 1) Dow Corning Corporation; 790.
- 2) GE Silicones; SilPruf SCS2000.
- 3) Sonneborn, Div. of ChemRex, Inc.; Omniseal.
- 4) Tremco; Spectrem 3.

2.8 GLAZING TAPES

- A. Back-Bedding Mastic Glazing Tapes: Preformed, butyl-based, 100 percent solids elastomeric tape; nonstaining and nonmigrating in contact with nonporous surfaces; with or without spacer rod as recommended in writing by tape and glass manufacturers for application indicated; and complying with ASTM C 1281 and AAMA 800 for products indicated below:

1. AAMA 804.3 tape, where indicated.
2. AAMA 806.3 tape, for glazing applications in which tape is subject to continuous pressure.
3. AAMA 807.3 tape, for glazing applications in which tape is not subject to continuous pressure.

- B. Expanded Cellular Glazing Tapes: Closed-cell, PVC foam tapes; factory coated with adhesive on both surfaces; and complying with AAMA 800 for the following types:

1. AAMA 810.1, Type 1, for glazing applications in which tape acts as the primary sealant.
2. AAMA 810.1, Type 2, for glazing applications in which tape is used in combination with a full bead of liquid sealant.

2.9 MISCELLANEOUS GLAZING MATERIALS

- A. Cleaners, Primers, and Sealers: Types recommended by sealant or gasket manufacturer.
- B. Setting Blocks: Elastomeric material with a Shore, Type A durometer hardness of 85, plus or minus 5.
- C. Spacers: Elastomeric blocks or continuous extrusions of hardness required by glass manufacturer to maintain glass lites in place for installation indicated.
- D. Edge Blocks: Elastomeric material of hardness needed to limit glass lateral movement (side walking).
- E. Cylindrical Glazing Sealant Backing: ASTM C 1330, Type O (open-cell material), of size and density to control glazing sealant depth and otherwise produce optimum glazing sealant performance.

PART 3 - EXECUTION

3.1 GLAZING, GENERAL

- A. Comply with combined written instructions of manufacturers of glass, sealants, gaskets, and other glazing materials, unless more stringent requirements are indicated, including those in referenced glazing publications.
- B. Protect glass edges from damage during handling and installation. Remove damaged glass from Project site and legally dispose of off Project site. Damaged glass includes glass with edge damage or other imperfections that, when installed, could weaken glass, impair performance, or impair appearance.
- C. Apply primers to joint surfaces where required for adhesion of sealants, as determined by preconstruction testing.
- D. Install setting blocks in sill rabbets, sized and located to comply with referenced glazing publications, unless otherwise required by glass manufacturer. Set blocks in thin course of compatible sealant suitable for heel bead.
- E. Do not exceed edge pressures stipulated by glass manufacturers for installing glass lites.
- F. Provide spacers for glass lites where length plus width is larger than 50 inches.
- G. Provide edge blocking where indicated or needed to prevent glass lites from moving sideways in glazing channel, as recommended in writing by glass manufacturer and according to requirements in referenced glazing publications.

3.2 TAPE GLAZING

- A. Position tapes on fixed stops so that, when compressed by glass, their exposed edges are flush with or protrude slightly above sightline of stops.
- B. Install tapes continuously, but not necessarily in one continuous length. Do not stretch tapes to make them fit opening.
- C. Cover vertical framing joints by applying tapes to heads and sills first, then to jambs. Cover horizontal framing joints by applying tapes to jambs, then to heads and sills.
- D. Place joints in tapes at corners of opening with adjoining lengths butted together, not lapped. Seal joints in tapes with compatible sealant approved by tape manufacturer.
- E. Apply heel bead of elastomeric sealant.
- F. Center glass lites in openings on setting blocks, and press firmly against tape by inserting dense compression gaskets formed and installed to lock in place against faces of removable stops. Start gasket applications at corners and work toward centers of openings.
- G. Apply cap bead of elastomeric sealant over exposed edge of tape.

3.3 GASKET GLAZING (DRY)

- A. Cut compression gaskets to lengths recommended by gasket manufacturer to fit openings exactly, with allowance for stretch during installation.
- B. Insert soft compression gasket between glass and frame or fixed stop so it is securely in place with joints miter cut and bonded together at corners.
- C. Installation with Drive-in Wedge Gaskets: Center glass lites in openings on setting blocks, and press firmly against soft compression gasket by inserting dense compression gaskets formed and installed to lock in place against faces of removable stops. Start gasket applications at corners and work toward centers of openings. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended by gasket manufacturer.
- D. Installation with Pressure-Glazing Stops: Center glass lites in openings on setting blocks, and press firmly against soft compression gasket. Install dense compression gaskets and pressure-glazing stops, applying pressure uniformly to compression gaskets. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended by gasket manufacturer.
- E. Install gaskets so they protrude past face of glazing stops.

3.4 SEALANT GLAZING (WET)

- A. Install continuous spacers, or spacers combined with cylindrical sealant backing, between glass lites and glazing stops to maintain glass face clearances and to prevent sealant from extruding into glass channel and blocking weep systems until sealants cure. Secure spacers or spacers

and backings in place and in position to control depth of installed sealant relative to edge clearance for optimum sealant performance.

- B. Force sealants into glazing channels to eliminate voids and to ensure complete wetting or bond of sealant to glass and channel surfaces.
- C. Tool exposed surfaces of sealants to provide a substantial wash away from glass.

3.5 CLEANING AND PROTECTION

- A. Immediately after installation remove nonpermanent labels and clean surfaces.
- B. Protect glass from contact with contaminating substances resulting from construction operations. Examine glass surfaces adjacent to or below exterior concrete and other masonry surfaces at frequent intervals during construction, but not less than once a month, for buildup of dirt, scum, alkaline deposits, or stains.
 - 1. If, despite such protection, contaminating substances do come into contact with glass, remove substances immediately as recommended in writing by glass manufacturer. Remove and replace glass that cannot be cleaned without damage to coatings.
- C. Remove and replace glass that is damaged during construction period.

END OF SECTION 08 8000

SECTION 092100 - GYPSUM BOARD ASSEMBLIES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Interior gypsum wallboard.
 - 2. Non-load-bearing steel framing.

1.2 DEFINITIONS

- A. Gypsum Board Terminology: Refer to ASTM C 11 for definitions of terms for gypsum board assemblies not defined in this Section or in other referenced standards.

1.3 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: For gypsum board assemblies with fire-resistance ratings, provide materials and construction identical to those tested in assembly indicated according to ASTM E 119 by an independent testing and inspecting agency acceptable to authorities having jurisdiction.
 - 1. Fire-Resistance-Rated Assemblies: Indicated by design designations from UL's "Fire Resistance Directory." GA-600, "Fire Resistance Design Manual." ITS's "Directory of Listed Products."
- B. Sound Transmission Characteristics: For gypsum board assemblies with STC ratings, provide materials and construction identical to those tested in assembly indicated according to ASTM E 90 and classified according to ASTM E 413 by a qualified independent testing agency.
 - 1. STC-Rated Assemblies: Indicated by design designations from GA-600, "Fire Resistance Design Manual".
- C. Gypsum Board Finish Mockups: Before finishing gypsum board assemblies, install mockups of at least 100 sq. Ft. in surface area to demonstrate aesthetic effects and qualities of materials and execution.
 - 1. Install mockups for the following applications:
 - a. Surfaces indicated to receive nontextured paint finishes.
 - b. Surfaces indicated to receive textured paint finishes.
 - 2. Simulate finished lighting conditions for review of mockups.
 - 3. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.4 DELIVERY, STORAGE, AND HANDLING

GYPSUM BOARD ASSEMBLIES

- A. Deliver materials in original packages, containers, or bundles bearing brand name and identification of manufacturer or supplier.
- B. Store materials inside under cover and keep them dry and protected against damage from weather, direct sunlight, surface contamination, corrosion, construction traffic, and other causes. Stack gypsum panels flat to prevent sagging.

1.5 PROJECT CONDITIONS

- A. Environmental Limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer's written recommendations, whichever are more stringent.

1.6 SUBMITTALS

- A. Engineered shop drawings are not required for metal stud framing.

PART 2 - PRODUCT

2.1 STEEL PARTITION AND SOFFITT FRAMING

Refer to Structural

2.3 INTERIOR GYPSUM WALLBOARD

- A. Panel Size: Provide in maximum lengths and widths available that will minimize joints in each area and correspond with support system indicated.
- B. Gypsum Wallboard: ASTM C 36. (American made only)
 - 1. Regular Type:
 - a. Thickness: 5/8", unless otherwise indicated.
 - b. Long Edges: Tapered and featured (rounded or beveled) for prefilling.
 - c. Location: All walls.

2.4 TRIM ACCESSORIES

- A. Interior Trim: ASTM C 1047.
 - 1. Material: Paper-faced galvanized steel sheet.
 - 2. Shapes:
 - a. Cornerbead: Use at outside corners.
 - b. Bullnose Bead: Use where indicated.
 - c. LC-Bead (J-Bead): Use at exposed panel edges.
 - d. L-Bead: Use where indicated.

- e. Expansion (Control) Joint: Use where indicated and where recommended by manufacturer of gypsum panels. Meet with Architect on site to determine locations and conditions.
- B. Aluminum Trim: Extruded accessories of profiles and dimensions indicated.
 - 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Fry Reglet Corp.
 - b. Gordon, Inc.
 - c. MM Systems Corporation
 - d. Pittcon Industries.
 - 2. Aluminum: Alloy and temper with not less than the strength and durability properties of ASTM B 221, alloy 6063-T5.
 - 3. Finish: Corrosion-resistant primer compatible with joint compound and finish materials specified.
 - 4. Drywall reveal trim $\frac{1}{2}$ x $\frac{5}{8}$ inch, tapered finish: Use at all intersections of gypsum board and masonry.

2.8 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C 475.
- B. Joint Tape:
 - 1. Interior Gypsum Wallboard: Paper.
 - 2. Tile Backing Panels: As recommended by panel manufacturer.
- C. Joint Compound for Interior Gypsum Wallboard: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.
 - 1. Prefilling: At open joints, rounded or beveled panel edges, and damaged surface areas, use setting-type taping compound.
 - 2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use Durabond 90.
 - a. Use Durabond 90 for installing paper-faced metal trim accessories.
 - 3. Fill Coat: For second coat, use setting-type, sandable topping compound.
 - 4. Finish Coat: For third coat, use setting-type, sandable topping compound.

2.9 ACOUSTICAL SEALANT

- A. Acoustical Sealant for Exposed and Concealed Joints: Nonsag, paintable, nonstaining, latex sealant complying with ASTM C 834 that effectively reduces airborne sound transmission through perimeter joints and openings in building construction as demonstrated by testing representative assemblies according to ASTM E 90.

2.10 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.
- B. Laminating Adhesive: Adhesive or joint compound recommended for directly adhering gypsum panels to continuous substrate.
- C. Steel Drill Screws: ASTM C 1002, unless otherwise indicated.
 - 1. Use screws complying with ASTM C 954 for fastening panels to steel members from 0.033 to 0.112 inch thick.
 - 2. For fastening cementitious backer units, use screws of type and size recommended by panel manufacturer.
- D. Isolation Strip at Exterior Walls:
 - 1. Asphalt-Saturated Organic Felt: ASTM D 226, Type I (No. 15 asphalt felt), nonperforated.
- E. Sound Attenuation Blankets: ASTM C 665, Type I (blankets without membrane facing) produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool, or rock wool. Install as indicated on plans.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames, cast-in anchors, and structural framing, for compliance with requirements and other conditions affecting performance. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Suspended Ceilings: Coordinate installation of ceiling suspension systems with installation of overhead structure to ensure that inserts and other provisions for anchorages to building structure have been installed to receive ceiling hangers at spacing required to support ceilings and that hangers will develop their full strength.
 - 1. Furnish concrete inserts and other devices indicated to other trades for installation in advance of time needed for coordination and construction.

3.3 INSTALLING STEEL FRAMING, GENERAL

- A. Installation Standards: ASTM C 754, and ASTM C 840 requirements that apply to framing installation.
- B. Install supplementary framing, blocking, and bracing at terminations in gypsum board assemblies to support fixtures, equipment services, heavy trim, grab bars, toilet

- accessories, furnishings, or similar construction. Comply with details indicated and with gypsum board manufacturer's written recommendations or, if none available, with United States Gypsum's "Gypsum Construction Handbook."
- C. Isolate steel framing from building structure at locations indicated to prevent transfer of loading imposed by structural movement.
1. Isolate ceiling assemblies where they abut or are penetrated by building structure.
 2. Isolate partition framing and wall furring where it abuts structure, except at floor. Install slip-type joints at head of assemblies that avoid axial loading of assembly and laterally support assembly.
 - a. Use deep-leg deflection track where indicated.
- D. Do not bridge building control and expansion joints with steel framing or furring members. Frame both joints independently.

3.4 INSTALLING STEEL SUSPENDED CEILING AND SOFFIT FRAMING

- A. Suspend ceiling hangers from building structure as follows:
1. Install hangers plumb and free from contact with insulation or other objects within ceiling plenum that are not part of supporting structural or ceiling suspension system. Splay hangers only where required to miss obstructions and offset resulting horizontal forces by bracing, countersplaying, or other equally effective means.
 2. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with the location of hangers required to support standard suspension system members, install supplemental suspension members and hangers in form of trapezes or equivalent devices. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced standards.
 3. Secure wire hangers by looping and wire-tying, either directly to structures or to inserts, eyescrews, or other devices and fasteners that are secure and appropriate for substrate, and in a manner that will not cause them to deteriorate or otherwise fail.
 4. Do not support ceilings directly from permanent metal forms. Furnish cast-in-place hanger inserts that extend through forms.
 5. Do not attach hangers to steel roof deck. Attach hangers to structural members. Do not connect or suspend steel framing from ducts, pipes, or conduit.
 6. Installation Tolerances: Install steel framing components for suspended ceilings so members for panel attachment are level to within 1/8 inch in 12 feet measured lengthwise on each member and transversely between parallel members.
- B. Sway-brace suspended steel framing with hangers used for support.
- C. Wire-tie furring channels to supports, as required to comply with requirements for assemblies indicated.
- D. Install suspended steel framing components in sizes and spacings indicated, but not less than that required referenced steel framing and installation standards.
1. Hangers: 48 inches o.c.
 2. Carrying Channels (Main Runners): 48 inches o.c.
 3. Furring Channels (Furring Members): 16 inches o.c.

- E. Grid Suspension System: Attach perimeter wall track or angle where grid suspension system meets vertical surfaces. Mechanically join main beam and cross-furring members to each other and butt-cut to fit into wall track.

3.5 INSTALLING STEEL PARTITION AND SOFFIT FRAMING

- A. Install tracks (runners) at floors, ceilings, and structural walls and columns where gypsum board assemblies abut other construction.
 - 1. Where studs are installed directly against exterior walls, install asphalt-felt isolation strip between studs and wall.
- B. Installation Tolerance: Install each steel framing and furring member so fastening surfaces vary not more than 1/8 inch from the plane formed by the faces of adjacent framing.
- C. Extend partition framing full height to structural supports or substrates above suspended ceilings, except where partitions are indicated to terminate at suspended ceilings. Continue framing over frames for doors and openings and frame around ducts penetrating partitions above ceiling to provide support for gypsum board.
 - 1. Cut studs ½ inch short of full height to provide perimeter relief.
 - 2. For fire-resistance-rated and STC-rated partitions that extend to the underside of floor/roof slabs and decks or other continuous solid-structure surfaces to obtain ratings, install framing around structural and other members extending below floor/roof slabs and decks, as needed to support gypsum board closures and to make partitions continuous from floor to underside of solid structure.
 - a. Terminate partition framing at suspended ceilings where indicated.
- D. Install steel studs and furring at the following spacings:
 - 1. Single-Layer Construction: 16 inches o.c., unless otherwise indicated.
- E. Install steel studs so flanges point in the same direction and leading edge or end of each panel can be attached to open (unsupported) edges of stud flanges first.
- F. Frame door openings to comply with GA-600 and with gypsum board manufacturer's applicable written recommendations, unless otherwise indicated. Screw vertical studs at jambs to jamb anchor clips on door frames; install runner track section (for cripple studs) at head and secure to jamb studs.
 - 1. Install two studs at each jamb, unless otherwise indicated.
 - 2. Install cripple studs at head adjacent to each jamb stud, with a minimum ½-inch clearance from jamb stud to allow for installation of control joint.
- G. Frame openings other than door openings the same as required for door openings, unless otherwise indicated. Install framing below sills of openings to match framing required above door heads.

3.6 APPLYING AND FINISHING PANELS, GENERAL

- A. Gypsum Board Application and Finishing Standards: ASTM C 840 and GA-216.
- B. Install sound attenuation blankets before installing gypsum panels, unless blankets are

- readily installed after panels have been installed on one side.
- C. Install ceiling board panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in the central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
 - D. Install gypsum panels with face side out. Butt panels together for a tight contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.
 - E. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. **Do not make joints other than control joints at corners of framed openings.**
 - F. Attach gypsum panels to steel studs so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.
 - G. Attach gypsum panels to framing provided at openings and cutouts.
 - H. Form control and expansion joints with space between edges of adjoining gypsum panels.
 - I. Cover both faces of steel stud partition framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
 - 1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
 - 2. Fit gypsum panels around ducts, pipes, and conduits.
 - 3. Where partitions intersect open concrete coffers, concrete joists, and other structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by coffers, joists, and other structural members; allow 1/4- to 3/8-inch- wide joints to install sealant.
 - J. Isolate perimeter of non-load-bearing gypsum board partitions at structural abutments, except floors. Provide 1/4-to 1/2-inch- wide spaces at these locations, and trim edges with U-bead edge trim where edges of gypsum panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
 - K. STC-Rated Assemblies: Seal construction at perimeters, behind control and expansion joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and manufacturer's written recommendations for locating edge trim and closing off sound-flanking paths around or through gypsum board assemblies, including sealing partitions above acoustical ceilings.
 - L. Space fasteners in gypsum panels according to referenced gypsum board application and finishing standard and manufacturer's written recommendations.
 - 1. Space screws a maximum of 12 inches o.c. for vertical applications.
 - M. Space fasteners in panels that are tile substrates a maximum of 8 inches o.c.
 - N. Install moisture-resistant board at toilet rooms, mechanical, janitor, and other rooms as indicated.
 - O. Install abuse-resistant board corridor walls.

3.7 PANEL APPLICATION METHODS

A. Single-Layer Application:

- 1. On ceilings, apply gypsum panels before wall/partition board application to the

2. greatest extent possible and at right angles to framing, unless otherwise indicated. On partitions/walls, apply gypsum panels vertically (parallel to framing), unless otherwise indicated or required by fire-resistance-rated assembly, and minimize end joints.
 - a. Stagger abutting end joints not less than one framing member in alternate courses of board.
 - b. At stairwells and other high walls, install panels horizontally, unless otherwise indicated or required by fire-resistance-rated assembly.
- B. Single-Layer Fastening Methods: Apply gypsum panels to supports with steel drill screws.
- C. Laminating to Substrate: Where gypsum panels are indicated as directly adhered to a substrate (other than studs, joists, furring members, or base layer of gypsum board), comply with gypsum board manufacturer's written recommendations and temporarily brace or fasten gypsum panels until fastening adhesive has set.
- D. Exterior Soffits and Ceilings: Apply exterior gypsum soffit board panels perpendicular to supports, with end joints staggered and located over supports.
 1. Install with 1/4-inch (open space where panels abut other construction or structural penetrations.
 2. Fasten with corrosion-resistant screws.

3.8 INSTALLING TRIM ACCESSORIES

- A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
- B. Control Joints: Install control joints at locations indicated on Drawings. Install control joints additionally according to ASTM C 840 and in specific locations approved by Architect for visual effect.

3.9 FINISHING GYPSUM BOARD ASSEMBLIES

- A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Prefill open joints, rounded or beveled edges, and damaged surface areas.
- C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- D. Gypsum Board Finish Levels: Finish panels to levels indicated below, according to ASTM C 840, for locations indicated:
 1. Level 1: (At all other locations other than corridors) Embed tape at joints in ceiling plenum areas, concealed areas, and where indicated, unless a higher level of finish is required for fire-resistance-rated assemblies and sound-rated assemblies.
 2. Level 4: (At all corridors scheduled to receive GWB) Embed tape and apply separate first, fill, and finish coats of joint compound to tape, fasteners, and trim flanges at panel surfaces that will be exposed to view, unless otherwise indicated. Install "First Coat" by Sheetrock Brand at these corridors. (To be supplied and installed by painter.)

3.10 FIELD QUALITY CONTROL

- A. Above-Ceiling Observation: Before Contractor installs gypsum board ceilings, Architect will conduct and above-ceiling observation and report deficiencies in the Work observed. Do not proceed with installation of gypsum board to ceiling support framing until deficiencies have been corrected.
 - 1. Notify Architect seven days in advance of date and time when Project, or part of Project, will be ready for above-ceiling observation.
 - 2. Before notifying Architect, complete the following in areas to receive gypsum board ceiling.
 - a. Installation of 80 percent of lighting fixtures, powered for operation.
 - b. Installation, insulation, and leak and pressure testing of water piping systems.
 - c. Installation of air-duct systems.
 - d. Installation of air devices.
 - e. Installation of mechanical system control-air tubing.
 - f. Installation of ceiling support framing.

END OF SECTION 092110

SECTION 09220

PORTLAND CEMENT PLASTER

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Portland cement plaster for installation over metal lath, masonry, concrete, and solid surfaces.
- A. ASTM C 91 - Standard Specification for Masonry Cement; 2005.
- B. ASTM C 150 - Standard Specification for Portland Cement; 2005.
- C. ASTM C 206 - Standard Specification for Finishing Hydrated Lime; 2003.
- D. ASTM C 207 - Standard Specification for Hydrated Lime for Masonry Purposes; 2006.
- E. ASTM C 926 - Standard Specification for Application of Portland Cement-Based Plaster; 2006.
- F. ASTM C 932 - Standard Specification for Surface-Applied Bonding Compounds for Exterior Plastering; 2006.
- G. ITS (DIR) - Directory of Listed Products; Intertek Testing Services NA, Inc.; current edition.
- H. PCA EB049 - Portland Cement Plaster/Stucco Manual; Portland Cement Association; 2003.
- I. UL (FRD) - Fire Resistance Directory; Underwriters Laboratories Inc.; current edition.

1.04 SUBMITTALS

- A. See Section 01300 - Administrative Requirements, for submittals procedures.
- B. Product Data: Provide data on plaster materials, characteristics and limitations of products specified.
- C. Samples: Submit two samples, ____x____ inch (____x____ mm) in size illustrating finish color and texture.

1.05 QUALITY ASSURANCE

- A. Perform Work in accordance with ASTM C 926.
 - 1. Maintain one copy on site.
- B. Conform to applicable code for fire rated assemblies as indicated on drawings.
 - 1. Fire Rated Partitions: Listed assembly by UL No. ____; ____ hour rating.
 - 2. Fire Rated Ceiling and Soffits: Listed assembly by UL No. ____; ____ hour rating.
 - 3. Fire Rated Structural Column Framing: Listed assembly by UL No. ____; ____ hour rating.
 - 4. Fire Rated Structural Beam Framing: Listed assembly by UL No. ____; ____ hour rating.
 - 5. Coordinate components of fire rated assemblies with materials specified for support of plaster in other sections.
- C. Installer Qualifications: Company specializing in performing the work of this section with minimum _____ years of experience.

1.06 MOCK-UP

- A. Construct mock-up of exterior wall 4 feet 0") long by 4 feet 0") wide, illustrating surface finish.
- B. Locate where directed.
- C. Mock-up may remain as part of the Work.

1.07 ENVIRONMENTAL REQUIREMENTS

- A. Do not apply plaster when substrate or ambient air temperature is under 50 degrees F (10 degrees C) or over 80

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degrees F (27 degrees C).

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- B. Maintain minimum ambient temperature of 50 degrees F (10 degrees C) during installation of plaster and until cured.

PART 2 PRODUCTS

2.01 METAL LATH

- A. Metal Lath and Accessories: As specified in Section 09206. Use metal lath as plaster base at _____.
- B. Beads, Screeds, and Joint Accessories: As specified in Section 09206.

2.02 PLASTER MIXES

- A. Over Solid Bases: Two-coat application, mixed and proportioned in accordance with manufacturer's instructions.
- B. Over Solid Bases: Two-coat application, mixed and proportioned in accordance with ASTM C 926.
- C. Over Solid Bases: Two-coat application, mixed and proportioned in accordance with PCA Plaster Manual.
- D. Over Metal Lath: Three-coat application, mixed and proportioned in accordance with manufacturer's instructions.
- E. Over Metal Lath: Three-coat application, mixed and proportioned in accordance with ASTM C 926.
- F. Over Metal Lath: Three-coat application, mixed and proportioned in accordance with PCA Plaster Manual.
- G. Premixed Plaster Materials: Mix in accordance with manufacturer's instructions.
- H. First Coat over _____:
1. One part portland cement.
 2. Minimum 0 and maximum 3/4 part hydrated lime.
 3. Minimum 1 and maximum 2 parts masonry cement.
 4. One part plastic cement.
 5. Minimum 2-1/2 and maximum 4 parts aggregate, per sum of cementitious materials.
 6. Reinforcement at 1-1/2 lbs (0.7 kg) per sack of cement.
- I. First Coat over _____:
1. One part portland cement.
 2. Minimum 3/4 and maximum 1-1/2 part hydrated lime.
 3. Minimum 2-1/2 and maximum 4 parts aggregate, per sum of cementitious materials.
 4. Reinforcement at 1-1/2 lbs (0.7 kg) per sack of cement.
- J. Second Coat: Same as first coat, except minimum 3 parts and maximum 5 parts aggregate.
- K. Finish Coat:
1. One part portland cement.
 2. Minimum 3/4 and maximum 1-1/2 parts lime.
 3. One part masonry cement.
 4. 3 parts sand, per sum of cementitious materials.
 5. Minimum ____ percent and maximum ____ percent pigment.
 6. Finish aggregate: ____ lb per square foot (____ kg per square meter).
- L. Mix only as much plaster as can be used prior to initial set.
- M. Add color pigments to finish coat in accordance with manufacturer's instructions.
- N. Mix materials dry, to uniform color and consistency, before adding water.
- O. Add air entrainment admixtures to all coats to provide 5-7 percent entrainment.
- P. Add _____ in all coats.
- Q. Protect mixtures from freezing, frost, contamination, and excessive evaporation.

- R. Do not retemper mixes after initial set has occurred.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify the suitability of existing conditions before starting work.
- B. Masonry: Verify joints are cut flush and surface is ready to receive work of this section. Verify no bituminous or water repellent coatings exist on masonry surface.
- C. Concrete: Verify surfaces are flat, honeycomb are filled flush, and surfaces are ready to receive work of this section. Verify no bituminous, water repellent, or form release agents exist on concrete surface that are detrimental to plaster bond.
- D. Metal Lath and Accessories: Verify lath is flat, secured to substrate, and joint and surface perimeter accessories are in place.
- E. Mechanical and Electrical: Verify services within walls have been tested and approved.

3.02 PREPARATION

- A. Dampen masonry surfaces to reduce excessive suction.
- B. Clean concrete surfaces of foreign matter. Clean surfaces using acid solutions, solvents, or detergents. Wash surfaces with clean water.
- C. Roughen smooth concrete surfaces and apply bonding agent in accordance with manufacturer's instructions.

3.03 PLASTERING

- A. Apply premixed plaster in accordance with manufacturer's instructions.
- B. Apply plaster in accordance with ASTM C 926.
- C. Two-Coat Application:
 - 1. Apply first coat to nominal thickness of 3/8 inch (9 mm).
 - 2. Apply finish coat to nominal thickness of 1/8 inch (3 mm).
- D. Three-Coat Application Over Metal Lath:
 - 1. Apply first coat to a nominal thickness of 3/8 inch (9 mm).
 - 2. Apply second coat to a nominal thickness of 3/8 inch (9 mm).
 - 3. Apply finish coat to a nominal thickness of 1/8 inch (3 mm).
- E. Three-Coat Application Over Solid Bases:
 - 1. Apply first coat to a nominal thickness of 1/4 inch (6 mm).
 - 2. Apply second coat to a nominal thickness of 1/4 inch (6 mm).
 - 3. Apply finish coat to a nominal thickness of 1/8 inch (3 mm).
- F. In exterior work, scribe contraction joints through entire plaster application at 10 feet (3 m) on center each way.
- G. Moist cure base coats.
- H. Apply second coat immediately following initial set of first coat.
- I. After curing, dampen previous coat prior to applying finish coat.
- J. Finish Texture: Float to a consistent and smooth finish.
- K. Finish Texture: Raked to a consistent finish.
- L. Finish Texture: Mock-up 4x4' panel for review and approval prior to full installation.
- M. Avoid excessive working of surface. Delay troweling as long as possible to avoid drawing excess fines to surface.

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N. Aggregate Surfacing: Hand apply to full surface coverage.

O. Moist cure finish coat for minimum period of 48 hours.

3.04 ERECTION TOLERANCES

A. Maximum Variation from True Flatness: 1/8 inch in 10 feet (3 mm in 3 m).

END OF SECTION

SECTION 099000 - PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes surface preparation, painting, and finishing of exposed interior and exterior items and surfaces.
 - 1. Surface preparation, priming, and finish coats specified in this Section are in addition to shop-priming and surface treatment specified under other Sections.
- B. **Paint all exposed surfaces whether or not designated in schedules, except where a surface or material is specifically indicated not to be painted or is to remain natural. Where an item or surface is not specifically mentioned, paint the same as similar adjacent materials or surfaces. If color or finish is not designated, the Architect will select from standard colors or finishes available.**
 - 1. Painting includes field-painting exposed bare and covered pipes and ducts (including color coding), hangers, exposed steel and iron work, and primed metal surfaces of mechanical and electrical equipment. Exposed roof mounted equipment and vent stacks shall be painted to match roof color. Verify with Architect.
- C. Painting is not required on prefinished items, finished metal surfaces, concealed surfaces, operating parts, and labels.
 - 1. Prefinished items **not to be painted** include the following factory-finished components:
 - a. Metal toilet enclosures.
 - b. Acoustic materials.
 - c. Architectural woodwork and casework.
 - d. Elevator entrance doors and frames.
 - e. Elevator equipment.
 - f. Finished mechanical and electrical equipment. **(Except roof mounted equipment)**
 - g. Light fixtures.
 - h. Switchgear.
 - i. Distribution cabinets.
 - 2. Concealed surfaces **not to be painted** include wall or ceiling surfaces in the following generally inaccessible areas:
 - a. Foundation spaces.
 - b. Furred areas.
 - c. Utility tunnels.
 - d. Pipe spaces.

- e. Duct shafts.
 - f. Elevator shafts.
 - 3. Finished metal surfaces not to be painted include:
 - a. Anodized aluminum.
 - b. Stainless steel.
 - c. Chromium plate.
 - d. Copper.
 - e. Bronze.
 - f. Brass.
 - 4. Operating parts not to be painted include moving parts of operating equipment, such as the following:
 - a. Valve and damper operators.
 - b. Linkages.
 - c. Sensing devices.
 - d. Motor and fan shafts.
 - 5. Labels: Do not paint over Underwriters Laboratories, Factory Mutual or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.
- D. Painting is not required on prefinished items, finished metal surfaces, concealed surfaces, operating parts, and labels.
- E. Related Sections: The following Sections contain requirements that relate to this Section:
- 1. Divisions 15 and 16: Painting mechanical and electrical work is specified in Divisions 15 and 16, respectively.

1.3 SUBMITTALS

- A. General: Submit the following according to Conditions of the Contract and Division 1 Specification Sections.
- B. Product data for each paint system specified.
 - 1. Provide the manufacturer's technical information including label analysis and instructions for handling, storage, and application of each material proposed for use.
 - 2. List each material and cross-reference the specific coating, finish system, and application. Identify each material by the manufacturer's catalog number and general classification.
 - 3. Certification by the manufacturer that products supplied comply with local regulations controlling use of volatile organic compounds (VOCs).
- C. Samples for initial color selection in the form of manufacturer's color charts.
 - 1. After color selection, the Architect will furnish color chips for surfaces to be coated.

1.4 QUALITY ASSURANCE

- A. Applicator Qualifications: Engage an experienced applicator who has completed painting

system applications similar in material and extent to those indicated for the Project that have resulted in a construction record of successful in-service performance.

- B. Single-Source Responsibility: Provide primers and undercoat paint produced by the same manufacturer as the finish coats.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the job site in the manufacturer's original, unopened packages and containers bearing manufacturer's name and label, and the following information:

1. Product name or title of material.
2. Product description (generic classification or binder type).
3. Manufacturer's stock number and date of manufacture.
4. Contents by volume, for pigment and vehicle constituents.
5. Thinning instructions.
6. Application instructions.
7. Color name and number.

- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F (7 deg C). Maintain containers used in storage in a clean condition, free of foreign materials and residue.

1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily. Take necessary measures to ensure that workers and work areas are protected from fire and health hazards resulting from handling, mixing, and application.

1.6 JOB CONDITIONS

- A. Apply water-based paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 50 deg F (10 deg C) and 90 deg F (32 deg C).
- B. Apply solvent-thinned paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 45 deg F (7 deg C) and 95 deg F (35 deg C).
- C. Do not apply paint in snow, rain, fog, or mist; or when the relative humidity exceeds 85 percent; or at temperatures less than 5 deg F (3 deg C) above the dew point; or to damp or wet surfaces.
 1. Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by the manufacturer during application and drying periods.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturer: Subject to compliance with requirements, provide products of one of the following:
 1. Sherwin-Williams (Basis of Design)
 2. Benjamin-Moore
 3. PPG Industries

2.2 PAINT MATERIALS, GENERAL

- A. Material Compatibility: Provide primers, finish coat materials, and related materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by the manufacturer based on testing and field experience.
- B. Material Quality: Provide the manufacturer's best-quality trade sale paint material of the various coating types specified. Paint material containers not displaying manufacturer's product identification will not be acceptable.
 - 1. Proprietary Names: Use of manufacturer's proprietary product names to designate colors or materials is not intended to imply that products named are required to be used to the exclusion of equivalent products of other manufacturers. Furnish the manufacturer's material data and certificates of performance for proposed substitutions.
- C. Colors: selections to be made by the Architect from the manufacturer's full range of standard colors.
- D. Caulk/sealant: See Section 07900.

2.3 SCHEDULE OF PAINTING MATERIALS

Paint selections to be selected by the Architect from the Paint Manufacturer's full range of color options.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions under which painting will be performed for compliance with paint application requirements. Surfaces receiving paint must be thoroughly dry before paint is applied.
 - 1. **Do not begin to apply paint until unsatisfactory conditions have been corrected.**
 - 2. **Start of painting will be construed as the Applicator's acceptance of surfaces and conditions within a particular area.**
- B. Coordination of Work: Review other Sections in which primers are provided to ensure compatibility of the total system for various substrates. On request, furnish information on characteristics of finish materials to ensure use of compatible primers.
 - 1. Notify the Architect about anticipated problems using the materials specified over substrates primed by others.

3.2 PREPARATION

- A. General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted, or provide surface-applied protection prior to surface preparation and painting. Remove these items, if necessary, to completely paint the items and adjacent surfaces. Following completion of painting operations in each space or area, have items reinstalled by workers skilled in the trades involved.
- B. Cleaning: Before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of the various coatings. Remove oil and grease prior to cleaning.

Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.

- C. Surface Preparation: Clean and prepare surfaces to be painted according to the manufacturer's instructions for each particular substrate condition and as specified.
 - 1. Provide barrier coats over incompatible primers or remove and reprime. Notify Architect in writing about anticipated problems using the specified finish-coat material with substrates primed by others.
 - 2. Wood: Clean surfaces of dirt, oil, and other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sand surfaces exposed to view smooth and dust off.
 - a. Scrape and clean small, dry, seasoned knots, and apply a thin coat of white shellac or other recommended knot sealer before applying primer. After priming, fill holes and imperfections in finish surfaces with putty or plastic wood filler. Sand smooth when dried.
Prime, stain, or seal wood to be painted immediately upon delivery. Prime edges, ends, faces, undersides, and backsides of wood, including cabinets, counters, cases, and paneling.
 - b. When transparent finish is required, backprime with spar varnish.
 - c. Backprime paneling on interior partitions where masonry, plaster, or other wet wall construction occurs on backside.
 - d. Seal tops, bottoms, and cutouts of unprimed wood doors with a heavy coat of varnish or sealer immediately upon delivery. Tint sealer on door tops and bottoms for Architect's inspection.
 - 3. Ferrous Metals: Clean ungalvanized ferrous metal surfaces that have not been shop-coated; remove oil, grease, dirt, loose mill scale, and other foreign substances. Use solvent or mechanical cleaning methods that comply with recommendations of the Steel Structures Painting Council (SSPC).
- D. Materials Preparation: Carefully mix and prepare paint materials according to manufacturer's directions.
 - 1. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue.
 - 2. Stir material before application to produce a mixture of uniform density; stir as required during application. Do not stir surface film into material. Remove film and, if necessary, strain material before using.
 - 3. Use only thinners approved by the paint manufacturer and only within recommended limits.
- E. Tinting: Tint each undercoat a lighter shade to facilitate identification of each coat where multiple coats of the same material are applied. Tint undercoats to match the color of the finish coat, but provide sufficient differences in shade of undercoats to distinguish each separate coat.

3.3 APPLICATION

- A. General: Apply paint according to manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied.
- B. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 - 1. Paint colors, surface treatments, and finishes are indicated in the schedules.

2. Provide finish coats that are compatible with primers used.
 3. The number of coats and the film thickness required are the same regardless of the application method. Do not apply succeeding coats until the previous coat has cured as recommended by the manufacturer. Sand between applications where sanding is required to produce a smooth even surface according to the manufacturer's directions.
 4. Apply additional coats if undercoats, stains, or other conditions show through final coat of paint until paint film is of uniform finish, color, and appearance. Give special attention to ensure that surfaces, including edges, corners, crevices, welds, and exposed fasteners, receive a dry film thickness equivalent to that of flat surfaces.
 5. The term exposed surfaces includes areas visible when permanent or built-in fixtures, convector covers, covers for finned tube radiation, grilles, and similar components are in place. Extend coatings in these areas, as required, to maintain the system integrity and provide desired protection.
 6. Paint interior surfaces of ducts, where visible through registers or grilles, with a flat, nonspecular black paint.
 7. Omit primer on metal surfaces that have been shop-primed and touch-up painted.
- C. Scheduling Painting: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
1. Allow sufficient time between successive coats to permit proper drying. Do not recoat until paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb pressure, and where application of another coat of paint does not cause the undercoat to lift or lose adhesion.
- D. Application Procedures: Apply paints and coatings by brush, roller, spray, or other applicators according to the manufacturer's directions.
1. Brushes: Use brushes best suited for the material applied.
 2. Rollers: Use rollers of carpet, velvet back, or high-pile sheep's wool as recommended by the manufacturer for the material and texture required.
 3. Spray Equipment: Use airless spray equipment with orifice size as recommended by the manufacturer for the material and texture required.
- E. Minimum Coating Thickness: Apply materials no thinner than the manufacturer's recommended spreading rate. Provide the total dry film thickness of the entire system as recommended by the manufacturer.
- F. Mechanical and Electrical Work: Painting mechanical and electrical work is limited to items exposed in mechanical equipment rooms and in occupied spaces.
- G. Prime Coats: Before applying finish coats, apply a prime coat of material, as recommended by the manufacturer, to material that is required to be painted or finished and that has not been prime-coated by others. Recoat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to ensure a finish coat with no burn-through or other defects due to insufficient sealing.
- H. Pigmented (Opaque) Finishes: Completely cover to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
- I. Transparent (Clear) Finishes: Use multiple coats to produce a glass-smooth surface film of even luster. Provide a finish free of laps, cloudiness, color irregularity, runs, brush marks, orange peel, nail holes, or other surface imperfections.

- J. Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with specified requirements.

3.4 CLEANING

- A. Cleanup: At the end of each work day, remove empty cans, rags, rubbish, and other discarded paint materials from the site.
 - 1. After completing painting, clean glass and paint-spattered surfaces. Remove spattered paint by washing and scraping. Be careful not to scratch or damage adjacent finished surfaces.

3.5 PROTECTION

- A. Protect work of other trades, whether being painted or not, against damage by painting. Correct damage by cleaning, repairing or replacing, and repainting, as acceptable to Architect.
- B. Provide "Wet Paint" signs to protect newly painted finishes. Remove temporary protective wrappings provided by others to protect their work after completing painting operations.
 - 1. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

END OF SECTION 099000