

# PROJECT MANUAL

## Volume 1 of 1

Architectural

Exterior Renovation for

## Bank of America

Wappingers Falls  
1469 Route 9,  
Wappingers Falls, NY 12590

*Prepared by*

**Gensler**

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***Issue for Construction***

*6<sup>th</sup> May, 2025*

Project Number: 12.7719.141

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DOCUMENT 00 60 00 - PROJECT FORMS

PART 1 - GENERAL

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

- A. The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:
  - 1. AIA Document A101, "Standard Form of Agreement between Owner and Contractor, Stipulated Sum."
    - a. The General Conditions for Project are specified in Document 00 72 00.
    - b. Supplementary Conditions are specified in Document 00 73 00.

1.2 ADMINISTRATIVE FORMS

- A. Copies of AIA standard forms may be obtained from the American Institute of Architects; <http://www.aia.org/contractdocs/purchase/index.htm>; [docspurchases@aia.org](mailto:docspurchases@aia.org); (800) 942-7732.
- B. Pre-Construction Forms:
  - 1. Form of Performance Bond and Labor and Material Bond: AIA Document A312, "Performance Bond and Payment Bond."
  - 2. Form of Certificate of Insurance: AIA Document G715, "Supplemental Attachment for ACORD Certificate of Insurance 25-S."
- C. Information and Modification Forms: Attached at the end of this Section. Construction Management software generated forms may be substituted for those below provided the forms contain substantially the same information.
  - 1. Submittal Transmittal. (Referenced in Section 01 33 00)
  - 2. Requests for Interpretation (RFI). (Referenced in Section 01 26 13)
  - 3. Substitution Request. (Referenced in Section 01 25 00)
  - 4. Bulletin. (Referenced in Section 01 26 00)
  - 5. Certificate of Substantial Completion. (Referenced in Section 01 77 00).
  - 6. Standard Products Submittal Form (Referenced in Section 01 33 00).

END OF DOCUMENT 00 60 00

<b>To</b>		<b>Attention</b>		
<b>Address</b>		<b>Telephone No.</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>		
<b>Project</b>	Bank of America-Wrappingers Falls	<b>Project Number</b>	12.7719.141	<b>File</b>
<b>Subject</b>				
<b>Prepared By</b>		<b>This is page</b>	1 of	<b>Date</b>
<b>For Your</b>	<input type="checkbox"/> Approval And Selection	<input type="checkbox"/> Use	<input type="checkbox"/> Record	
	<input type="checkbox"/> Review / Comment	<input type="checkbox"/> Distribution	<input type="checkbox"/> Information	
<b>Action Required</b>	<input type="checkbox"/> Indicated On Item Transmitted	<input type="checkbox"/> Comment And Return To Gensler	<input type="checkbox"/> No Action Required	
	<input type="checkbox"/> Sign And Return To This Office	<input type="checkbox"/> See Remarks Below	<input type="checkbox"/> Other	
<b>Delivered Via</b>	<input type="checkbox"/> Messenger	<input type="checkbox"/> Two-Day Express	<input type="checkbox"/> Pick-Up	
	<input type="checkbox"/> Same Day Express	<input type="checkbox"/> Mail	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Next Day Express	<input type="checkbox"/> Hand Carried		
<b>Remarks</b>				

<b>Quantity</b>	<b>Description</b>	<b>Dated</b>
-----------------	--------------------	--------------

<b>Transmittal Copies To</b>	<b>Enclosures:</b>	<b>Delivered Via</b>
	If enclosures are not as described, please advise Gensler immediately.	

To		This is page		2 of		Date	
Project	Bank of America-Wrappingers Falls	Project Number	12.7719.141	File	Error! Reference source not found.		
Transmittal Copies To		Enclosures:		Delivered Via			
		If enclosures are not as described, please advise Gensler immediately.					

# Data Transfer Agreement

Entity Requesting Data ("Transferee")		Transferee Contact Name	
Project	Bank of America-Wrappingers Falls 1469 Route 9, Wrappingers Falls, NY12590	Project Number	012.7719.141
Client	Bank of America	Date	
File 1DTA		This is page 1 of	

Transferee has asked Gensler to provide electronic copies of, or access to, certain drawings, specifications, or other documents, CAD data files, and/or building information models (collectively, "Data") prepared by Gensler and/or its consultants (collectively "Gensler") for the Project. Gensler agrees to provide Transferee with the requested Data, under the terms of this Data Transfer Agreement ("Agreement").

1. The transfer of the Data is not and shall not be deemed a sale. The Data are instruments of service. Gensler shall be deemed the Data's author and shall retain all proprietary rights, including any copyrights, embodied therein.
2. Transferee may transfer the Data to its contractors, subcontractors, suppliers, and consultants (collectively "Others"), provided Transferee requires the Others to be bound by this Agreement as if they were the Transferee in this Agreement. Transferee and Others may use the Data only for purposes related to the Projects.
3. Transferee acknowledges that anomalies and errors may occur when the Data is transferred electronically or used in an incompatible computer environment. Transferee solely accepts the risks associated with, and the responsibility for, any damages to hardware, software, computer systems, or networks related to the Data's transfer or use. Gensler shall have no responsibility to provide software or training to allow Transferee to use the Data.
4. Gensler shall have no duty to modify or update the Data. Gensler may retain an archival copy of the Data, which shall be conclusive proof and govern in any dispute over the Data's form or content.
5. Transferee agrees to indemnify, defend and hold Gensler, its officers, directors, shareholders, employees, agents, and consultants harmless from and against any and all claims, liabilities, suits, demands, losses, damages, costs, and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing to or resulting from any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including, but not limited to, injuries, death or economic losses, arising out of Transferee's or Others' use, reuse, transfer, or modification of the Data, except where a court or forum of competent jurisdiction determines that Gensler is solely liable for such damages or losses.
6. If Transferee fails to perform or observe any of the terms of this Agreement, Gensler may demand, and Transferee immediately shall return, the Data and any copies thereof.
7. To the extent the Data include building information models ("Models"), the parties agree to the following additional terms: (i) The Models are intended for the purpose of communicating design intent. While they may be helpful to illustrate conflicts or inconsistencies in the design, the Models may not detect all conflicts or inconsistencies. (ii) Any use of the Models for the purpose of generating quantity take-offs or cost estimates, or for fabrication, will be at the Transferee's sole risk. (iii) As with Gensler's other services and deliverables, the Models will be prepared using that degree of skill and care exercised by licensed professionals practicing in the same community, under the same or similar circumstances. The Models may contain, or be based upon, data or information provided by others. Gensler has relied upon such data or information as it consistent with this standard of care. (iv) Information contained in the Models will not be construed to dictate construction means or methods, which will remain the contractor's responsibility. (v) To the extent of any conflict between information contained in, or generated by, the Models and Gensler's drawings and specifications, the latter documents will prevail.
8. This Agreement shall be governed by the law of the location of Gensler's office, Morristown, New Jersey.
9. In any legal proceeding to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs of defense.
10. Unless otherwise explicitly agreed to in writing by the parties, this Agreement shall govern any and all data transfers to Transferee by Gensler.

Gensler Authorization by	Date Signed
_____	_____
Transferee Authorization by	Date Signed
_____	_____

# Request for Interpretation

**Gensler**

<b>Project</b>	BoA / Wrappingers Falls	<b>RFI Number</b>	
<b>To</b>		<b>Date</b>	
<b>Attention</b>		<b>Project Number</b>	012.7719.141
<b>From</b>		<b>File</b>	6RFI
<b>Issued By</b>		<b>Drawing Sheet / Location</b>	
<b>Subject</b>		<b>Detail</b>	
<b>Distribution</b>		<b>Specifications Page Number</b>	
		<b>This is page</b>	1 of

Problem, Cause and Proposed Solution (attach sketches as necessary)

Effect on Schedule

Effect on Cost

Reply

Reply Needed by

Signature

Date



# Substitution Request

**Gensler**

<b>Project</b>	BoA / Wrappers Falls	<b>Date</b>	
<b>Project Location</b>		<b>Project Number</b>	012.7719.141
<b>General Contractor</b>		<b>File</b>	6S
<b>Prepared by</b>		<b>This is page</b>	1 of

We certify that the following product is equal or superior to the specified product in appearance, durability, performance, and in every other respect, and we hereby submit it for your consideration as a substitute for the specified item for the above-mentioned project:

- | 1. Specified Item  | Section  |
|--|--|
| 2. Proposed Substitution   |  |
| 3. Reason for Substitution   |  |
| 4. Costs (Provide a complete breakdown of costs, including the cost amount to be DEDUCTED from the Contract Sum if the proposed substitution is accepted. Include documentation for both materials and labor.)   |  |
| 5. Schedule (Describe substitution's affect on construction schedule)  |  |
| 6. Supporting Data   |  |
| <ul style="list-style-type: none"><li>Cutsheets: Attach complete technical data, including laboratory tests, if applicable.</li><li>Installation: Include complete information on changes to Drawings and/or Specifications describing the steps that the proposed substitution will require for its proper installation.</li><li>Samples: Submit with request all necessary samples and substantiating data clearly marked to prove equal quality and performance to that which is specified.</li></ul> |  |
| 7. List ways in which the substitution affects dimensions shown on Drawings  |  |
| 8. List affects of proposed substitution on other trades   |  |
| 9. List ways in which proposed substitution will be affected by applicable code requirements and agency approval   |  |
| 10. List differences between proposed substitution and specified item  |  |
| 11. Manufacturer's warranties of the proposed and specified items are:   | <input type="checkbox"/> Same <input type="checkbox"/> Different |
- Explain:

**12. List information on availability of maintenance service and source of replacement materials**

**13. Certification of, and Assumption of Liability for, Equivalent Performance**

The undersigned certifies that the function, appearance and quality of the proposed substitution is equivalent or superior to the specified item and is in full compliance with the Contract Documents and applicable regulatory requirements.

<b>Supplier</b>	_____	<b>Signature</b>	_____
<b>Telephone No.</b>	_____	<b>Date</b>	_____

Signature must be by person authorized to legally bind his/her firm to the above terms. Failure to provide legally binding signature will result in retraction of approval.

<b>General Contractor</b>	_____	<b>Signature</b>	_____
<b>Telephone No.</b>	_____	<b>Date</b>	_____

<b>Project</b>	BoA / Wrappingers Falls	<b>Date</b>
<b>Project Location</b>		<b>Architect's Project Number</b> 12.7719.141
<b>Owner/Client</b>	Bank of America	<b>File</b> 6BL <b>This is page</b> 1 of
<b>To</b>	<b>Attention</b>	
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Delivered via:</b>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <b>Messenger</b></div><div><input type="checkbox"/> <b>Hand carried</b></div><div><input type="checkbox"/> <b>Facsimile</b></div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <b>Express</b></div><div><input type="checkbox"/> <b>Pick-up</b></div><div><input type="checkbox"/> <b>E-mail Address</b></div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <b>Mail</b></div><div><input type="checkbox"/> <b>UPS</b></div><div><input type="checkbox"/> <b>Website Address</b></div></div>	
<b>This Bulletin Conveys to Contractor</b> (Check one of the following five choices.):		
<input type="checkbox"/> <b>Architect's Authorization for Minor Changes</b> Architect recommends modifications to the Work as described below.		
<input type="checkbox"/> <b>Architect's Clarification / Supplemental Instructions</b> (Use this Bulletin form in place of <i>Architect's Supplemental Instructions</i> form.) Contractor shall carry out the Work in accordance with the following supplemental instructions.		
<input type="checkbox"/> <b>Architect's Confirmation of a Field Order</b> (Use this Bulletin form in place of a <i>Field Order</i> form.) This confirms Architect's verbal instructions to (individual's name) _____ on (date) _____, as described below. Note: The above three choices are each subject to the following terms: The change(s), clarification(s) and/or confirmation(s) described below is/are issued in accordance with the Contract Documents, without change in Contract Sum and/or Time.		
<input type="checkbox"/> <b>Architect's Request for Contractor's Proposal</b> (Use this Bulletin form in place of an <i>Estimate Request</i> form.) Please submit an itemized proposal for changes in the Contract Sum and/or Time for proposed modifications to the Contract Documents described herein. Submit proposal <b>within</b> _____ <b>days</b> or notify the Architect in writing of the date on which you anticipate submitting your proposal. This is not a Change Order or a Construction Change Directive or a direction to proceed with the Work described in the proposed modifications.		
<input type="checkbox"/> <b>Other:</b> As described below.		
<b>Attachments</b>		
<b>Requested by</b> <input type="checkbox"/> Architect <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other (specify): _____		
<b>Issued by Gensler by</b>		<b>Date Signed</b>
<b>Issued by Owner by</b>		<b>Date Signed</b>
<input type="checkbox"/> Required; Please return signed copy to Gensler <input type="checkbox"/> Not Required		
<b>Accepted by Contractor by</b>		<b>Date Signed</b>
<input type="checkbox"/> Required; Please return signed copy to Gensler <input type="checkbox"/> Not Required		
<b>Distribution</b>		
<b>Prepared by Gensler by</b>		<b>Date Signed</b>
<b>Instructions / Description / References / Dates</b>		

Begin text here...

DOCUMENT 00 72 00 - GENERAL CONDITIONS

PART 1 - GENERAL

- A. General Conditions of the Contract for Construction, AIA Document A201, 2017 Edition, hereinafter referred to as General Conditions, are hereby made a part of the Contract Documents.
- B. The Contractor is hereby specifically directed, as a condition of the Contract, to become acquainted with the Articles contained therein, and to notify and apprise all Subcontractors and other parties to the Contract of, and bind them to, its conditions.
- C. No contractual adjustments shall be due as a result of failure on the part of the Contractor, Subcontractors or other parties to the Contract to be fully acquainted with the General Conditions.
- D. The General Conditions of the Contract may be amended by Supplementary Conditions.
- E. The provisions of the General and Supplementary Conditions, when included, and Division 01 "General Requirements," apply to the Work specified in each Section of the Specifications.
- F. Where conflicts occur concerning the Architect's duties and responsibilities between the General Conditions and the Agreement between the Owner and Architect, the Agreement shall take precedence.
- G. If not otherwise included in the Owner-Contractor Agreement or specifically included in the bidding documents, the Contractor shall obtain the Owner's insurance requirements prior to submitting a bid.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 00 72 00

## **DOCUMENT 00 73 00 - SUPPLEMENTARY CONDITIONS**

AIA Document A201-2017, in its entirety, shall constitute the General Conditions of the Contract for Construction (the "General Conditions"). These Supplementary Conditions of the Contract for Construction ("Supplementary Conditions") are attached to, and made a part of, the Contract Documents and are intended to modify and/or supplement the General Conditions. Capitalized terms used herein but not defined herein shall have the same meanings as in the General Conditions.

### **ARTICLE 1 - GENERAL PROVISIONS**

1. Subparagraph 1.2.2: Add the following new wording to the end of Subparagraph 1.2.2:

Documents prepared by entities other than Architect or its consultants may be included with documents prepared by Architect or its consultants for convenience in pricing, bidding, permit application, construction or other purposes. The inclusion of such documents not prepared by the Architect or its consultants within the Contract Documents shall not imply that Architect has reviewed, approved or is responsible for the accuracy or completeness of such documents.

2. Paragraph 1.5 - Ownership and Use of Drawings, Specifications and Other Instruments of Service: Add the following new subparagraph 1.5.3:

**§1.5.3** In the event of any unauthorized use, reuse, transfer or modification of the Drawings, Specifications or other documents by Contractor, any lower tier contractor or material supplier, or other person or entity under Contractor's direct or indirect employ, Contractor agrees to indemnify, defend and hold Owner, Architect, their officers, directors, shareholders, employees, agents, and consultants harmless from and against any and all claims, liabilities, suits, demands, losses, damages, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing to or resulting from any and all persons, firms, or any other legal entities on account of any damages or losses to property or persons, including, but not limited to, injuries or death or economic losses arising out of such unauthorized use, reuse, transfer or modification, except where Architect is found to be solely liable as between the parties hereto as well as between any other persons, firms or other legal entities for such damages or losses by a court or forum of competent jurisdiction.

3. Subparagraph 1.7 Digital Data Use and Transmission: Add the following sentence at the end of Subparagraph 1.7:

Any electronic transfer of Drawings, Specifications or other documents ("Data") by the Architect to the Contractor shall be subject to the terms of the Architect's standard Data Transfer Agreement, which shall be executed by the Contractor.

4. Subparagraph 1.8 Building Information Models Use and Reliance. Add the following sentence at the end of the section:

The parties' mutually agreed upon protocols for use of the model may be set forth in other forms or exhibits, in lieu of AIA Document E203 - 2013 Building Information Modeling and Digital Data Exhibit, and AIA Document G202 - 2013 Project Building Information Modeling Protocol Form.

### **ARTICLE 3 - CONTRACTOR**

5. Subparagraph 3.2.1: Add the following new sentence to the end of Subparagraph 3.2.1:

Additionally, Contractor acknowledges and agrees that the information contained in the Contract Documents is adequate and sufficient for completion of the Work.

6. Subparagraph 3.2.4: Revise the second sentence of Subparagraph 3.2.4 to read as follows:

If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, or reasonably should have recognized any errors, inconsistencies, omissions or nonconformity and failed to do so, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations.

7. Subparagraph 3.7.3: Modify Subparagraph 3.7.3 as follows:

**§3.7.3** If the Contractor performs Work ~~knowing it to be~~ which Contractor knows or should know is contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

8. Subparagraph 3.9.1: Add the following new text to the end of Subparagraph 3.9.1:

The superintendent shall be approved by Owner and shall not be replaced without Owner's prior approval. The superintendent shall be familiar with the job site, the Contract Documents, and all applicable rules, regulations and requirements of all authorities having jurisdiction over the Work or the site.

9. Subparagraph 3.11: Modify the first sentence of Subparagraph 3.11 as follows:

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples and similar required submittals, as well as one copy of the approved permit set.

10. Subparagraph 3.12.6: Add the following text to the end of Subparagraph 3.12.6:

Incomplete, uncoordinated or incorrect Shop Drawings and other submittals shall be returned to Contractor who shall be held responsible for all time delays and extra costs of review or handling by Architect or Owner, because of such submittals being incomplete, uncoordinated or incorrect.

11. Subparagraph 3.12.7: Modify Subparagraph 3.12.7 as follows:

**§3.12.7** The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been ~~approved~~ reviewed and returned by the Architect.

12. Subparagraph 3.12.8: Modify Subparagraph 3.12.8 as follows:

**3.12.8** The Work shall be in accordance with ~~approved Architect-reviewed~~ submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's ~~approval review~~ of Shop Drawings, Product Data, Samples, or similar submittals unless the Contractor has specifically notified the Architect in writing of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's ~~approval review~~ thereof. If more than one submittal review stamp (Architect's and one or more of its consultants' stamp) appears on a submittal, the most stringent action and notations thereon shall apply. Signature on a submittal review stamp by the Architect or a consultant does not imply that it has reviewed Work not within its professional discipline or scope of services.

13. Subparagraph 3.12.10.1: Modify the last sentence of Subparagraph 3.12.10.1 as follows:

Pursuant to this Section 3.12.10, the Architect will review and ~~approve or take other~~ appropriate action on submittals only for the limited purpose of checking for conformance with ~~information given and~~ the visual and aesthetic design concept expressed in the Contract Documents.

14. Paragraph 3.19: Add the following new Paragraph 3.19:

### **§3.19 DESIGN/BUILD**

**§3.19.1** If Contractor provides and/or retains its subcontractors or others to provide Design/Build Work for specified portions of the Project, Contractor shall be responsible directly to Owner for those portions of the Project, including but not limited to: (1) preparing engineering and other drawings and specifications for all components of the Design/Build portion(s) of the Work, (2) complying with Project requirements and space limitations, (3) coordinating and interfacing with other trades and consultants, and (4) obtaining approvals from authorities having jurisdiction over the Project. Contractor, its subcontractor(s) or their design professional(s) shall be the Professional(s) of Record for their portion(s) of the Design/Build Work.

**§3.19.2** Architect shall have no responsibility for the design, installation or performance of Design/Build portions of the Project including but not limited to reviewing such designs and/or Work and/or certifying the payment applications for the same. Architect's services in connection with any Design/Build work shall be limited to checking such designs for general conformance to major space limitations and the visual and aesthetic design concept as expressed in the Contract Documents. Such checking by Architect of more than two proposals for the same Design/Build portion of the Project shall be compensated as Additional Services.

**§3.19.3** When the Contract Documents or authorities having jurisdiction over the Project require certificates or statements of performance characteristics of materials, systems or equipment, or professional seals, calculations, or other certificates or statements regarding such Design/Build portions of the Project, Owner will require Contractor to provide them, and Owner and Architect will be entitled to rely on them to establish that the designs, materials, systems, equipment and such Work will meet the performance criteria required by the Contract Documents.

## ARTICLE 4 - ARCHITECT

15. Subparagraph 4.2.2: In the first sentence of this Subparagraph 4.2.2, replace the words "appropriate to the stage of the construction, or as otherwise agreed with the Owner," with the words "necessary in the judgment of Architect or as otherwise agreed by Owner and Architect in writing."

16. Subparagraph 4.2.3: Add the following text to the end of Subparagraph 4.2.3:

Architect's duties shall not extend to the receipt, inspection and acceptance on behalf of Owner or Contractor of materials, furniture, furnishings and equipment at the time of their delivery to the premises or installation. Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of Architect in Architect's administration of the Contract for Construction, or by tests, inspections or approvals required or performed by persons other than Contractor. If Architect recommends procedures, either directly or by reference to standards or manufacturers' recommendations, Contractor shall adopt such recommendations as its own, or inform Architect if exception is taken to such procedures, and may utilize or propose alternative procedures that Contractor will warrant as fulfilling the intent of the Contract Documents.

17. Subparagraph 4.2.5: Modify Subparagraph 4.2.5 as follows:

**§4.2.5** Based on Architect's on-site evaluations ~~and the data comprising of~~ the Contractor's Applications for Payment, the Architect will review and certify, to the best of its knowledge, information and belief, that the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and ~~the amounts due~~ the Contractor is entitled to payment of the amount certified and will issue Certificates for Payment in such amounts.

18. Subparagraph 4.2.7: Modify the first sentence of Subparagraph 4.2.7 as follows:

The Architect will review and ~~approve, or take other~~ appropriate action upon, the Contractor's submittals required by the Contract Documents, such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the visual and aesthetic design concept expressed in the Contract Documents.

## ARTICLE 9 - PAYMENTS AND COMPLETION

19. Subparagraph 9.4.2: Add the following text to the end of Subparagraph 9.4.2:

Further, Architect shall not be obligated to issue any Certificate for Payment covering work by Design/Build contractors or subcontractors, work by Owner's Separate Contractors, or other work for which Architect is not providing full services.

20. Subparagraph 9.5.1.8: Add the following new Subparagraph 9.5.1.8:

.8 rejection or non-acceptance of Work by any governmental agency having jurisdiction.

21. Subparagraph 9.6.4: Add the following text to the end of Subparagraph 9.6.4:

At the Owner's sole discretion, payments may be made by check jointly payable to Contractor, its Subcontractor or supplier, and any applicable labor union trust fund.



22. Subparagraph 9.8.1: Modify this Subparagraph 9.8.1 as follows:

**§9.8.1** Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents and all required final inspections and permits have been obtained so that the Owner can occupy or utilize the Work for its intended use, subject only to completion of minor items (punch list).

23. Subparagraph 9.8.3: Add the following text to the end of Subparagraph 9.8.3:

If upon this subsequent inspection, Contractor has not yet completed the Work, and further field reviews by Architect are required, Contractor shall be responsible to Owner for any additional cost to Owner of further reviews by Architect.

24. Subparagraph 9.8.4: Add the following text to the end of Subparagraph 9.8.4:

In the absence of such certificate, the date of Substantial Completion shall be in accordance with Subparagraph 9.8.1.

25. Subparagraph 9.9.3: Add the following text to the end of Subparagraph 9.9.3:

, nor shall it start the guarantee or warranty period.

## **ARTICLE 10 - PROTECTION OF PERSONS AND PROPERTY**

### **§10.3 Hazardous Materials and Substances**

26. Subparagraph 10.3.1: Modify Subparagraph 10.3.1 as follows:

**§10.3.1** The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances, including but not limited to asbestos or polychlorinated biphenyl (PCB), lead-based paints or any other potentially toxic or hazardous contaminants, materials, pollutants which for the purpose of this Article 10 means solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and wastes. Prior to commencement of the Work, Contractor shall require manufacturers of all materials and equipment for the Work to provide certifications, warranties or statements that such materials or equipment (1) are free of injurious amounts of hazardous materials or (2) contains specific amounts of hazardous materials, and provide recommendations regarding handling of such. Such certifications, warranties or statements shall be in writing in a form acceptable to Owner, and shall be forwarded by Contractor to Owner. If the manufacturer states that a material or equipment contains injurious amounts of hazardous materials, Owner shall be afforded adequate and timely opportunity to order that other materials be substituted without causing delay to the Project. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

27. Subparagraph 10.3.6: Modify Subparagraph 10.3.6 as follows:

**§10.3.6** If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred, provided the Contractor has complied fully with its obligations under Subparagraph 10.3.1.

## **ARTICLE 12 - UNCOVERING AND CORRECTION OF WORK**

28. Subparagraph 12.1.1: Modify Subparagraph 12.1.1 as follows:

**§12.1.1** If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, or to requirements of any public authority having jurisdiction over the Work, it must, if requested in writing by the Architect or Owner, be uncovered for the Architect's or Owner's or public authority's examination and be replaced at the Contractor's expense and without change in the Contract Time.

**END OF DOCUMENT 00 73 00**

## SECTION 01 10 00 - SUMMARY

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work under separate contracts.
4. Access to site.
5. Coordination with occupants.
6. Work restrictions.
7. Taxes.
8. Permits.
9. Project coordination.
10. Specification formats and conventions.

#### 1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to all Sections. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.
- B. Conflicts or discrepancies among the Contract Documents shall be resolved in the following order of priority:
1. Contract modifications (such as Change Orders) of later date take precedence over those of earlier date.
  2. the Agreement.
  3. the Supplementary Conditions.
  4. The General Conditions.
  5. Drawings and Specifications; Drawings govern Specifications for quantity and location. Specifications govern Drawings for quality and performance. In the event of ambiguity or conflicts, the greater quantity and the better quality shall govern.

#### 1.3 PROJECT INFORMATION

- A. Project Identification: Bank of America. The Project consists of exterior and interior improvements for a new branch bank facility for Bank of America.
1. Project Location: **1469 Route 9, Wappingers Falls, NY 12590**
- B. Owner: Bank of America.

1. Owner's Representative: CB Richards Ellis; 1133 Avenue of Americas, NYC, NY 10036, Attn: Hurdis Smith / Tele: (646) 819-2516.
- C. Architect: Gensler, 10 North Park Place, Suite 400, Morristown, NJ 07960, Tele: (973) 290-8500.

#### 1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
  1. The Work of this Contract consists of an exterior façade improvement including but not limited to exterior masonry repair, masonry repointing, cleaning, and repainting of existing exterior substrates. The Work shall include provision of all labor, materials, equipment, and services necessary for performing the Work as required in the Contract Documents.
- B. Type of Contract:
  1. Project will be constructed under a single prime contract.

#### 1.5 WORK UNDER SEPARATE CONTRACTS

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

#### 1.6 ACCESS TO SITE

- A. General: Contractor shall have limited use of the work area and local premises for construction operations, including designated use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
  1. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  2. Driveways and Entrances: Keep driveways, parking areas, loading areas, and entrances serving premises clear and available to Owner, employees, building occupants, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
  3. Subcontractor's use of premises must be coordinated with the Contractor and is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

4. Confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents. Do not unreasonably encumber the Site with any materials or equipment.
- B. Access: At all times, provide the Architect and Owner easy and safe access to the Work wherever it is in preparation and progress. Provide such access so the Architect may perform their functions.
- C. Environmental Requirements: The following requirements are in addition to all applicable laws and regulations.
  1. No burning will be permitted on the Site.
  2. Control dust by water sprinkling, temporary enclosures, or other methods acceptable to the Owner. Comply with governing regulations.
- D. Owner's Rules: Conform at all times to Owner's requirements for protection of plant, materials, equipment, and noise levels.

#### 1.7 COORDINATION WITH OCCUPANTS

- A. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
  1. Contractor is responsible for protecting Owner's items from damage during storage and handling, including damage from exposure to the elements.
    - a. If Owner's items are damaged as a result of Contractor's operations, Contractor shall repair or replace them.
  2. Owner will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy.
  3. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
  4. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
  5. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

#### 1.8 WORK RESTRICTIONS

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

- B. On-Site Work Hours: Limit work in the existing building to normal business working hours from Monday through Friday, unless otherwise indicated.
  - 1. Weekday Hours: As directed by Owner's Representative.
  - 2. Weekend Hours: As directed by Owner's Representative.
  - 3. Early Morning Hours: As directed by Owner's Representative.
  - 4. Hours for Utility Shutdowns: As directed by Owner's Representative.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
  - 1. Notify Owner not less than six days in advance of proposed utility interruptions.
  - 2. Do not proceed with utility interruptions without Owner's written permission.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
  - 1. Notify Owner not less than six days in advance of proposed disruptive operations.
  - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.

#### 1.9 TAXES

- A. Contractor shall pay sales, consumer, use and similar taxes for the Work or portions thereof provided by the Contractor which are legally enacted at the time Bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

#### 1.10 PERMITS

- A. Contractor shall secure and pay for the building permit, and other permits and governmental fees, licenses, and inspections necessary for the proper execution and completion of the Work which are customarily secured after execution of the Contract, and which are legally required at the time the Bids are received or negotiations concluded.
- B. If required by governmental authority, Owner will make application for permits and licenses using forms obtained and prepared by the Contractor and with all costs paid by the Contractor.
- C. The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Work. Any provisions hereof to the contrary notwithstanding, Contractor shall observe and abide by and perform all of its obligations hereunder in accordance with all applicable laws, rules, and regulations of all governmental authorities having jurisdiction, including the Federal Occupational, Safety and Health Act. Contractor shall comply with all laws regarding trench excavations in excess of 5 feet in depth, including employing engineers, if needed. Such expenses shall be included in the cost of the work.

## 1.11 PROJECT COORDINATION

- A. General: Refer to the General Conditions for requirements pertaining to coordination. The Contractor shall be the sole coordinator of the Work.
  - 1. The Architect has exercised reasonable care in coordinating the Contract Documents between disciplines. Carefully study and compare the Contract Documents, site, Owner furnished data, and local conditions and report at once any discrepancies, errors, or omissions in the Contract Documents prior to the award of the Contract. Failure to report any discrepancies, errors, or omissions in the Contract Documents shall be a waiver to any claim by the successful bidder for expense made necessary by reason of later interpretation of the Contract Documents by the Architect.
- B. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in the sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  - 3. Make provisions to accommodate items scheduled for later installation.
- C. Existing Conditions:
  - 1. Conduct a thorough examination of the site, the Contract Documents, and Owner furnished data of existing conditions before proceeding with the Work. The Contractor shall formulate from its examinations its own conclusions as to the extent of the existing conditions and the complexities that may be encountered in the execution of the Work.
  - 2. Owner Furnished Data: Portions of the Contract Documents were prepared from data received from the Owner by the Architect. Such data is available from the Owner and represents all existing conditions known to the Owner. Such data will be furnished only for the information and convenience of the Contractor, and the accuracy or completeness of this data is not guaranteed. Field verify all existing dimensions. Other conditions, of which no record exists, may be encountered during construction.

## 1.12 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format of the Construction Specifications Institute's (CSI) 2004 edition of the "MasterFormat" numbering system.
  - 1. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
    - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
- C. Specification Coordination with Drawings: The following types of annotations are indicated on Drawings to identify products and materials included in the work and to identify corresponding specification sections that govern products, materials, quality, performance, and execution of work:
1. By numbering system or sequence: The MasterFormat number for the corresponding specification section included in the Project Manual with a suffix to distinguish two or more products included in the same specification section.
    - a. Example: 08 14 16.C.
  2. By naming conventions: Generic, commonly used, terminology or description that is understood throughout the design and construction industry.
    - a. Example: Flush Wood Door.
  3. By combination: A numbering system or sequence combined with a conventional name.
    - 1) Example: 08 14 16.C Flush Wood Door.

#### 1.13 CODES AND STANDARDS

- A. All references to codes, specifications and standards referred to in the Contract Documents shall mean, and are intended to be, the edition indicated in the corresponding construction subcode that governs the work or portion of the work indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00



SECTION 01 23 00 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if the Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
- B. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternates into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
- B. Include, as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation, whether or not indicated as part of alternate.
- C. Execute accepted alternates under the same conditions as other Work of the Contract.
- D. Schedule: A Part 3 "Schedule of Alternates" Article is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. <Insert number>: <Insert title of alternate>.

1. Base Bid: <Insert brief description of base-bid requirement> as indicated on Drawing <Insert title of Drawing> and as specified in Section <Insert Section number> "<Insert Section title>."
2. Alternate: <Insert brief description of alternate requirement> as indicated on Drawing <Insert title of Drawing> and as specified in Section <Insert Section number> "<Insert Section title>."

END OF SECTION 01 23 00

## SECTION 01 25 00 - SUBSTITUTION PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Sections:
  - 1. Section 01 60 00 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.
  - 2. Divisions 03 through 49 Sections for specific requirements and limitations for substitutions.

#### 1.3 DEFINITIONS

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

#### 1.4 ACTION SUBMITTALS

- A. 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 form provided as Section 00 60 06 "Substitution Request."
  - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
    - a. Statement indicating why specified product or fabrication, or installation cannot be provided, if applicable.
    - 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, necessary to accommodate proposed substitution.

- c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
  - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
  - e. Samples, where applicable or requested.
  - f. Certificates and qualification data, where applicable or requested.
  - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
  - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
  - i. Research reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
  - j. 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 date of receipt of purchase order, lack of availability, or delays in delivery.
  - k. Cost information, including a proposal of change, if any, in the Contract Sum.
  - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
  - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Bulletin for minor changes in the Work.
  - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

## 1.5 QUALITY ASSURANCE

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

## 1.6 PROCEDURES

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

## PART 2 - PRODUCTS

### 2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately upon discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
  - 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
    - b. Substitution request is fully documented and properly submitted.
    - c. Requested substitution will not adversely affect Contractor's construction schedule.
    - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
    - e. Requested substitution is compatible with other portions of the Work.
    - f. Requested substitution has been coordinated with other portions of the Work.
    - g. Requested substitution provides specified warranty.
    - h. 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.
- B. Substitutions for Convenience: Architect will consider requests for substitution if received within 30 days after commencement of the Work. Requests received after that time may be considered or rejected at discretion of Architect.
  - 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
    - b. Requested substitution does not require extensive revisions to the Contract Documents.
    - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.

- d. Substitution request is fully documented and properly submitted.
- e. Requested substitution will not adversely affect Contractor's construction schedule.
- f. Requested substitution has received necessary approvals of authorities having jurisdiction.
- g. Requested substitution is compatible with other portions of the Work.
- h. Requested substitution has been coordinated with other portions of the Work.
- i. Requested substitution provides specified warranty.
- j. 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 Applicable)

END OF SECTION 01 25 00

## SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
  - 1. Section 01 25 00 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.

#### 1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions, "Bulletin" form included as Section 00 60 07 or form acceptable to Owner.

#### 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 20 days after receipt of Proposal Request, when not otherwise specified, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
  2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include costs of labor and supervision directly attributable to the change.
  5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
  6. Comply with requirements in Section 01 25 00 "Substitution Procedures" if the proposed change requires substitution of a specified product or system.
- C. Proposal Request Form: Use AIA Document G709, Proposal Request.

#### 1.5 CHANGE ORDER PROCEDURES

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

#### 1.6 CONSTRUCTION CHANGE DIRECTIVES

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

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 26 00



## SECTION 01 26 13 – REQUESTS FOR INTERPRETATION (RFI)

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Requests for Interpretation.

#### 1.2 DEFINITIONS

- A. Requests for Interpretation (RFI): Contractor initiated written instrument related to the execution of the Work that is addressed to the Architect. The RFI shall be used by the Contractor as the means to ask questions related to the Work; subject to the conditions contained within this Section.

#### 1.3 ACTION SUBMITTALS

- A. Requests for Interpretation: Include a detailed, legible description of an item needing information or interpretation and the following:
  - 1. Project name.
  - 2. Project number.
  - 3. Date.
  - 4. Name of Contractor.
  - 5. Name of Architect.
  - 6. RFI number, numbered sequentially.
  - 7. RFI subject.
  - 8. Reference to appropriate documents:
    - a. Specification Section number and title and related paragraphs.
    - b. Drawing number and detail references.
    - c. Schedule.
    - d. Bulletin number.
    - e. Other Contract Documents, if any.
  - 9. Field dimensions and conditions, as appropriate.
  - 10. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  - 11. Contractor's and RFI Manager's signature.
  - 12. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
    - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- B. RFI Forms: Use "Request for Interpretation" form bound in Section 00 60 00 "Forms."

#### 1.4 INFORMATIONAL SUBMITTALS

- A. RFI Log: Prepare, maintain, and submit a tabular log of RFI organized by the RFI number. Submit log weekly. Include the following:
1. Project name.
  2. Name and address of Contractor.
  3. Name and address of Architect.
  4. RFI number including RFIs that were returned without action or withdrawn.
  5. RFI description.
  6. Date the RFI was submitted.
  7. Date Architect's response was received.

#### 1.5 QUALITY ASSURANCE

- A. Authorship: Prior to the commencement of the RFI process, designate a full time "RFI Manager" whose duties shall include the responsibility for enforcing the Request for Interpretation provisions of this Section, to maintain an up-to-date log of all RFI, advise the Architect, in writing, of the status and disposition of all RFI at the progress meetings, and be a member of the Contractor's staff. The RFI Manager shall be experienced in administration and supervision of the type of Work indicated on the Contract Documents.
1. RFI Manager may be the Contractor's Job Superintendent.
  2. Each RFI shall originate solely from the RFI Manager. An RFI submitted to the Architect by an entity, or individual, other than the RFI Manager shall be returned to the Contractor.

#### 1.6 ADMINISTRATIVE REQUIREMENTS

- A. Processing Time: Allow five working days for Architect's response for each RFI.
1. Allow additional time if coordination with other work is required. Architect will advise Contractor when a RFI being processed must be delayed for coordination.
  2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
- B. Architect's action on RFI that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Proposal Request according to Section 01 26 00 "Contract Modification Procedures."
1. 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.
- C. Frivolous RFI:
1. RFI shall not be used for the following:
    - a. Request for approval of submittals.
    - b. Request approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.

- d. Request for adjustment in the Contract Time or the Contract Sum.
  - e. Requests for interpretation of Architect's actions on submittals.
  - f. Requests for coordination information already indicated in the Contract Documents, or to transfer coordination responsibility from the Contractor to the Owner or Architect.
  - g. Incomplete RFI or inaccurately prepared RFI.
- 2. The Owner reserves the right to assess the Contractor for the cost (based on time and materials) of a RFI response performed by the Architect, and any of its consultants, which is deemed by the Owner and the Architect as being frivolous or unnecessary.
  - 3. Frivolous RFI shall be removed from the RFI log.

## 1.7 COORDINATION

- A. Coordination: Coordinate preparation and processing of RFI with performance of construction activities.
  - 1. Submit RFI with such promptness as to cause no delays in the Work. No adjustments of Contract Time or Contract Sum will be granted because of failure to have an RFI submitted with sufficient time to allow for the orderly processing of a response by the Architect.

## PART 2 - PRODUCTS (Not Applicable)

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S ACTION

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, prepare and submit an RFI in the form specified.
- B. Prior to submission of the RFI, coordinate the nature of the inquiry with the requirements of other Sections or trades as related thereto and responses to previous RFI.
- C. Complete each blank on the RFI form.
- D. In preparing each RFI, verify the applicable dimension(s), field conditions, Drawing requirements (small through large scale details), and/or Specification Section requirements pertaining thereto.
- E. Each RFI shall be reviewed, and signed by the RFI Manager prior to transmitting to the Architect.
- 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.

3.2 ARCHITECT'S ACTION

- A. Architect's Action: Architect will review each RFI, determine action required, and respond.
  - 1. Frivolous RFI will be returned without action.
- B. RFI which fail to conform to requirements, (for example, is incomplete or contain numerous errors) shall be returned to the Contractor without a response. No adjustments for Contract Time or Contract Sum shall be granted for an RFI failing to conform to requirements.

END OF SECTION 01 26 13

## SECTION 01 29 00 – PAYMENT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
  - 1. Section 01 26 00 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.

#### 1.3 DEFINITIONS

- A. Site Visit: Architect's visits to the site at intervals necessary in the judgment of Architect to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work completed is in accordance with the Contract Documents. Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
- B. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

#### 1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with Continuation Sheets.
    - b. Submittals Schedule.
    - c. Items required to be indicated as separate activities in Contractor's Construction Schedule.
  - 2. Submit the Schedule of Values to Owner at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.

3. Sub-schedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide sub-schedules showing values correlated with each phase of payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  2. Arrange schedule of values consistent with format of AIA Document G703.
  3. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of the Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that affect value.
    - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
      - 1) Labor.
      - 2) Materials.
      - 3) Equipment.
  4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of Contract Sum.
    - a. Include separate line items under principal subcontracts for labor, materials, and other Project closeout requirements.
  5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
  6. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
    - a. Differentiate between items stored on-site and items stored off-site only if permitted under the Construction Contract. Include evidence of insurance or bonded warehousing for items stored off-site when permitted.

7. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
8. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
  - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
9. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### 1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
  1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: Progress payments shall be submitted to Owner on the 1<sup>st</sup> day of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
- C. Payment Application Review:
  1. Submit draft (pencil) copy of the Application for Payment at least ten days prior to due date for review by Owner.
  2. On the 25<sup>th</sup> day of each month, the Owner and Contractor shall meet to review the draft (pencil) copy of the Application for Payment. Questions resulting from this review shall be answered by the Contractor and clarified prior to receipt of the final copy of the Application for Payment.
  3. Upon receipt of the final Application for Payment and other documentation as required by the Owner, including the updated Schedule of Values and the updated Contractor's Construction Schedule, the Owner shall review the documents received to determine if they correspond to the agreements reached during the draft (pencil) copy review. Upon completion of the Owner's review, the Owner shall revise and execute the Applications and Certificate for Payment to correspond to the agreements reached and forward the executed copies to the Contractor.
  4. In taking action on the Contractor's Application for Payment, the Owner will rely on the accuracy and completeness of the information furnished by the Contractor and will not be deemed to represent that he has made audits of the supporting data.
- D. Payment Application Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Owner will return incomplete applications without action.

1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
  2. Include amounts of work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
  3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
  4. Indicate separate amounts for work being carried out under Owner-requested project acceleration, if any.
- F. **Stored Materials and Equipment:** Payments will not be made for materials and equipment stored off-site, except at the Owner's discretion and prior approval. When the Application for Payment includes amounts for materials or equipment purchased or fabricated and stored off-site, the Application for Payment shall be accompanied by a statement certifying:
1. Description of item(s) being stored.
  2. Location of the bonded warehouse(s) where materials or equipment is stored.
  3. Affidavit of Storage.
  4. Bill of sale made to Owner stating there will be no additional cost for transportation and delivery of the stored item(s).
  5. Statement certifying that item, or any part thereof will not be installed in any construction other than Work under this Contract.
  6. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
  7. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
  8. Provide summary documentation for stored materials indicating the following:
    - a. Materials previously stored and included in previous Applications for Payment.
    - b. Work completed for this Application utilizing previously stored materials.
    - c. Additional materials stored with this Application.
    - d. Total materials remaining stored, including materials with this application.
- G. **Transmittal:** Submit 3 signed and notarized original copies of each Application for Payment to Owner by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- H. **Waivers of Mechanic's Lien:** With each Application for Payment, submit notarized waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested, before deduction for retainage, on each item.
  2. When an application shows completion of an item, submit final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.



4. Waiver Delays: Submit each Application for Payment with Contractor's waiver of mechanic's lien for construction period covered by the application.
    - a. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
  5. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- I. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors, principal suppliers, and fabricators.
  2. Schedule of Values.
  3. LEED submittal for project materials cost data.
  4. LEED action plans.
  5. Contractor's Construction Schedule (preliminary if not final).
  6. Products list (preliminary if not final).
  7. Schedule of unit prices.
  8. Submittals Schedule (preliminary if not final).
  9. List of Contractor's staff assignments.
  10. List of Contractor's principal consultants.
  11. Copies of building permits.
  12. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  13. Initial progress report.
  14. Report of preconstruction conference.
  15. Certificates of insurance and insurance policies.
  16. Data needed to acquire Owner's insurance.
  17. Performance and payment bonds, if provided under the Construction Contract.
  18. Construction Waste Management Program.
- J. Application for Payment at Substantial Completion: After issuance of the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
  3. Submit occupancy permits and similar approvals or certifications by governing authorities and franchised services, assuring Owner's full access and use of completed work.
  4. Submit executed warranty and maintenance agreements.
  5. Deliver extra materials.
- K. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:

1. Evidence of completion of Project closeout requirements, including, but not limited to:
  - a. Transmittal of required Project Record Documents to Owner.
  - b. Evidence of completion of demonstration and training.
2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
6. AIA Document G707, "Consent of Surety to Final Payment."
7. Evidence that claims have been settled.
8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
9. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 29 00

## SECTION 01 31 00 – PROJECT MANAGEMENT AND COORDINATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. General project coordination procedures.
  - 2. Conservation.
  - 3. Coordination Drawings.
  - 4. Administrative and supervisory personnel.
  - 5. Project meetings.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Section 01 73 00 "Execution" for procedures for coordinating general installation and field-engineering services.
  - 2. Section 01 77 00 "Closeout Procedures" for coordinating Contract closeout.

#### 1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in various Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. If necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's Construction Schedule.
  2. Preparation of Contractor's Submittal Schedule.
  3. Preparation of the Schedule of Values.
  4. Installation and removal of temporary facilities and controls.
  5. Delivery and processing of submittals.
  6. Progress meetings.
  7. Preinstallation conferences.
  8. Project closeout activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

#### 1.4 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. Indicate relationship of components shown on separate Shop Drawings.
  2. Indicate required installation sequences.
  3. Refer to Divisions in the Facility Services Subgroup for specific Coordination Drawing requirements for mechanical and electrical installations.
- B. Staff Names: Within 15 days of starting construction operations, submit a list of principal staff 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.

#### 1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

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

#### 1.6 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 3 days of the meeting.
  4. Notification: Inform participants 3 days prior to meetings not regularly scheduled.
- 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: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; manufacturers; suppliers; testing laboratory representatives; 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. Requirements in individual Specification Sections for preconstruction responsibilities.
    - b. Tentative construction schedule.
    - c. Project coordination.
    - d. Phasing, if any.
    - e. Critical work sequencing.
    - f. Designation of responsible personnel.
    - g. Procedures for processing Requests for Interpretation (RFI's.)
    - h. Procedures for processing Bulletins.
    - i. Procedures for processing submittals.
    - j. Procedures for processing substitutions.
    - k. Procedures for processing field decisions, proposal requests and Change Orders.
    - l. Procedures for processing Applications for Payment.
    - m. Distribution of the Contract Documents.
    - n. Preparation of Record Documents.
    - o. Use of the premises.
    - p. Responsibility for temporary facilities and controls.
    - 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.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related Requests for Interpretation.
    - d. Related Change Orders.
    - e. Purchases.
    - f. Deliveries.
    - g. Submittals.
    - h. Review of mockups.
    - i. Possible conflicts.
    - j. Compatibility requirements for materials.
    - k. Time schedules.
    - l. Weather limitations.
    - m. Manufacturer's written recommendations.
    - n. Warranty requirements.
    - o. Acceptability of substrates.
    - p. Temporary facilities and controls.
    - q. Space and access limitations.
    - r. Regulations of authorities having jurisdiction.
    - s. Testing and inspecting requirements.
    - t. Installation procedures.
    - u. Coordination with other work.
    - v. Required performance results.
    - w. Protection of adjacent work.
    - x. Protection of construction and personnel.
  3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
  5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Conduct progress meetings at weekly intervals. Coordinate dates of meetings with preparation of payment requests. Schedule and administer special meetings as required.
1. Attendees: In addition to representatives of Owner, 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. Architect may attend.

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: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - 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 Change Orders.
      - 14) Documentation of information for payment requests.
      - 15) Testing and inspection requirements.
      - 16) Status of Requests for Interpretation.
      - 17) Other business relating to the Work.
  3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
    - 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 weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: Every 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. Owner and Architect may attend.
  2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

- a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to Combined Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
  - b. Schedule Updating: Revise Combined Contractor's Construction Schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
  - c. Review present and future needs of each contractor present, including the following:
    - 1) Interface requirements.
    - 2) Sequence of operations.
    - 3) Status of submittals.
    - 4) Deliveries.
    - 5) Off-site fabrication.
    - 6) Access.
    - 7) Site utilization.
    - 8) Temporary facilities and controls.
    - 9) Work hours.
    - 10) Hazards and risks.
    - 11) Progress cleaning.
    - 12) Quality and work standards.
    - 13) Change Orders.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 31 00



## SECTION 01 32 00 – CONSTRUCTION PROGRESS DOCUMENTATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  - 1. Contractor's construction schedule.
  - 2. Contractor's submittal schedule.
  - 3. Daily construction reports.
  - 4. Site condition reports.
  - 5. Special reports.
  - 6. Construction photographs.
- B. Related Sections include the following:
  - 1. Section 01 29 00 "Payment Procedures" for submitting the Schedule of Values.
  - 2. Section 01 31 00 "Project Management and Coordination" for submitting and distributing meeting and conference minutes.

#### 1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
  - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
  - 2. Predecessor Activity: An activity that precedes another activity in the network.
  - 3. Successor Activity: An activity that follows another activity in the network.
- B. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Architect.
- C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

- E. Event: The starting or ending point of an activity.
- F. Float: The measure of leeway in starting and completing an activity.
  - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
  - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
  - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- G. Fragnet: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- H. Major Area: A story of construction, a separate building, or a similar significant construction element.
- I. Milestone: A key or critical point in time for reference or measurement.
- J. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.
- K. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
  - 1. Working electronic copy of schedule file, where indicated.
  - 2. PDF electronic file.
  - 3. Three paper copies.
- B. Contractor's Construction Schedule: Submit three paper copies of initial schedule, large enough to display entire schedule for entire construction period.
  - 1. Submit a working electronic copy of schedule, labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.
- C. CPM Reports: Concurrent with CPM schedule, submit three paper copies of each of the following computer-generated reports. Format for each activity in reports shall contain activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
  - 1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
  - 2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
  - 3. Total Float Report: List of all activities sorted in ascending order of total float.

- D. Construction Photographs: Submit two prints of each photographic view within seven days of taking photographs.
  - 1. Format: 8-by-10-inch smooth-surface matte prints on single-weight commercial-grade photographic paper, mounted on card stock to allow a 1-inch wide left margin and punched for standard 3-ring binder.
  - 2. Identification: On back of each print, provide an applied label or rubber-stamped impression with the following information:
    - a. Name of Project.
    - b. Name and contact information for photographer.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Date photograph was taken if not date stamped by camera.
    - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
    - g. Unique sequential identifier keyed to accompanying key plan.
- E. Construction Schedule Updating Reports: Submit with Applications for Payment.
- F. Daily Construction Reports: Submit two copies plus a PDF electronic file at monthly intervals.
- G. Site Condition Reports: Submit two copies plus a PDF electronic file at time of discovery of differing conditions.
- H. Construction Waste Management Report: Submit two copies plus a PDF electronic file at monthly intervals.
- I. Special Reports: Submit two copies plus a PDF electronic file at time of unusual event.

## 1.5 QUALITY ASSURANCE

- A. Scheduling Consultant Qualifications: Engage an experienced specialist or consultant to provide planning, evaluation, and reporting using CPM scheduling with capability of producing CPM reports and diagrams within 24 hours of request.
  - 1. In-House Option: Contractor may employ skilled personnel with experience in CPM scheduling and reporting techniques.
  - 2. Meetings: Scheduling consultant shall attend all meetings related to Project progress, alleged delays, and time impact.
- B. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.

## 1.6 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.

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

## PART 2 - PRODUCTS

### 2.1 CONTRACTOR'S SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by Construction Schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates. Include the following information:
  - 1. Submittal category (action or informational).
  - 2. Description of the Work covered.
  - 3. Specification Section (number and title) to which submittal relates.
  - 4. Subcontractor, fabricator or supplier responsible for preparing the submittal.
  - 5. Anticipated date of Architect's receipt of submittal.
  - 6. Number of business days allowed for Architect's review of submittal.
  - 7. Scheduled date for Architect's final release or approval.
  - 8. Provide blank columns for actual date of submittal, re-submittal, and final-review status.
- B. Coordinate Submittals Schedule with the Schedule of Values and Contractor's Construction Schedule.
- C. Initial Submittal: Submit within 10 days of Owner's authorization or Notice to Proceed with construction. Include submittals required during the first 60 days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
- D. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule.
- E. Revisions: Notify Architect two weeks prior to any revisions to approved Final Submittal Schedule.

### 2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Procedures: Comply with procedures contained in AGC's "Construction Planning & Scheduling."
- B. Time Frame: Extend schedule from date established for commencement of the Work or a Notice to Proceed to date of Final Completion.

1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
  1. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
  2. Submittal Review Time: Include review and resubmittal times indicated in Section 013300 "Submittal Procedures" in schedule. Include selection process activities for finishes and products specified by allowances or specified to be selected during the sample review process. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
  3. Startup and Testing Time: Include not less than 5 days for startup and testing.
  4. Substantial Completion: Indicate completion in advance of date established for Substantial Completion and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
  5. Punch List and Final Completion: Include not more than 15 days for completion of punch list items and final completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule and show how the sequence of the Work is affected.
  1. Phasing: Arrange list of activities on schedule by phase.
  2. Work under More Than One Contract: Include a separate activity for each contract.
  3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
  4. Products Ordered in Advance: Include a separate activity for each product. Delivery dates indicated stipulate the earliest possible delivery date.
  5. Owner-Furnished Products: Include a separate activity for each product. Delivery dates indicated stipulate the earliest possible delivery date.
  6. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordination with existing construction.
    - b. Limitations of continued occupancies.
    - c. Uninterruptible services.
    - d. Partial occupancy before Substantial Completion.
    - e. Use of premises restrictions.
    - f. Provisions for future construction.
    - g. Seasonal variations.
    - h. Environmental control.
  7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
    - a. Subcontract awards.
    - b. Submittals.
    - c. Purchases.

- d. Mockups.
  - e. Fabrication.
  - f. Sample testing.
  - g. Deliveries.
  - h. Installation.
  - i. Tests and inspections.
  - j. Adjusting.
  - k. Curing.
  - l. Building flush-out.
  - m. Startup and placement into final use and operation.
8. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
- a. Structural completion or structural work.
  - b. Temporary enclosure and space conditioning.
  - c. Building envelope or permanent enclosure.
  - d. Completion of HVAC installation.
  - e. Completion of electrical installation.
  - f. Completion of plumbing installation.
  - g. Completion of fire protection installation.
  - h. Completion of communications installations.
  - i. Completion of audio-visual installations.
  - j. Completion of security installations.
  - k. Substantial Completion.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the commencement of the Work or Notice to Proceed, Substantial Completion, and Final Completion.
- F. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
- 1. Unresolved issues.
  - 2. Unanswered RFI.
  - 3. Rejected or unreturned submittals.
  - 4. Notations on returned submittals.
  - 5. Pending modifications affecting the Work and Contract Time.
- G. Computer Software: Prepare schedules using a program that has been developed specifically to manage construction schedules.
- 1. Compatibility: All software shall comply with Bank of America master scheduling software requirements.

## 2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. Preliminary Network Diagram: Submit diagram within 10 days of date established for commencement of the Work or a Notice to Proceed. Outline significant construction activities for the first 60 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.
- C. CPM Schedule: Prepare Contractor's Construction Schedule using a time-scaled CPM network analysis diagram for the Work.
  - 1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 10 days after date established for commencement of the Work or a Notice to Proceed.
    - a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates, regardless of approval of the schedule.
  - 2. Conduct educational workshops to train and inform key Project personnel, including subcontractors' personnel, in proper methods of providing data and using CPM schedule information.
  - 3. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
  - 4. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.
- D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the preliminary network diagram, prepare a skeleton network to identify probable critical paths.
  - 1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
    - a. Preparation and processing of submittals.
    - b. Mobilization and demobilization.
    - c. Purchase of materials.
    - d. Delivery.
    - e. Fabrication.
    - f. Utility interruptions.
    - g. Installation.
    - h. Work by Owner that may affect or be affected by Contractor's activities.
    - i. Testing and commissioning.
    - j. Punch list and final completion.

2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
  3. Processing: Process data to produce output data or a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
  4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
    - a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.
- E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.
- F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
1. Contractor or subcontractor and the Work or activity.
  2. Description of activity.
  3. Principal events of activity.
  4. Immediately preceding and succeeding activities.
  5. Early and late start dates.
  6. Early and late finish dates.
  7. Activity duration in workdays.
  8. Total float or slack time.
  9. Average size of workforce.
  10. Dollar value of activity (coordinated with the Schedule of Values).
- G. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.
  2. Changes in early and late start dates.
  3. Changes in early and late finish dates.
  4. Changes in activity durations in workdays.
  5. Changes in the critical path.
  6. Changes in total float or slack time.
  7. Changes in the Contract Time.
- H. Value Summaries: Prepare two cumulative value lists, sorted by finish dates.
1. In first list, tabulate activity number, early finish date, dollar value, and cumulative dollar value.
  2. In second list, tabulate activity number, late finish date, dollar value, and cumulative dollar value.
  3. In subsequent issues of both lists, substitute actual finish dates for activities completed as of list date.



4. Prepare list for ease of comparison with payment requests; coordinate timing with progress meetings.
  - a. In both value summary lists, tabulate "actual percent complete" and "cumulative value completed" with total at bottom.

## 2.4 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
  1. List of subcontractors at Project site.
  2. List of separate contractors at Project site.
  3. Approximate count of personnel at Project site.
  4. Equipment at Project site.
  5. Material deliveries.
  6. High and low temperatures and general weather conditions, including rain or snow accumulation.
  7. Accidents.
  8. Meetings and significant decisions.
  9. Unusual events (refer to special reports).
  10. Stoppages, delays, shortages, and losses.
  11. Meter readings and similar recordings.
  12. Tests and inspections, including name(s) of testing and inspection agency(ies).
  13. Emergency procedures.
  14. Orders and requests of authorities having jurisdiction.
  15. Change Orders received and implemented.
  16. Services connected and disconnected.
  17. Equipment or system tests and startups.
  18. Partial Completions and occupancies.
  19. Substantial Completions authorized.
- B. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Interpretation. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

## 2.5 SPECIAL REPORTS

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

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
  - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  - 3. As the Work progresses, indicate Actual Completion percentage for each activity.
  - 4. Notify Owner and Architect a minimum of one week prior to issuance of updated schedule of all anticipated significant revisions to the project schedule.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
  - 1. Furnish Owner and Architect with an updated electronic version of the project schedule each month.
  - 2. Post electronic copies of the updated project schedule on the project website.
  - 3. Post copies in Project meeting rooms and temporary field offices.
  - 4. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

### 3.2 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
  - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
  - 1. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.
  - 2. Date and Time: Include date and time in file name for each image.
  - 3. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect.

- D. Preconstruction Photographs: Before starting construction and subject to Owner approval, take four color photographs of Project site from different vantage points, as directed by Architect.
- E. Periodic Construction Photographs: Subject to Owner approval, take twelve color photographs monthly, coinciding with cut-off date associated with each Application for Payment. Select interior vantage points to best show status of construction and progress since last photographs were taken.
  - 1. Subject to Owner approval, take photographs for each submittal from the same viewpoint unless specifically directed otherwise by Architect.
- F. Final Completion Construction Photographs: Subject to Owner approval, take twelve color photographs after date of Substantial Completion for submission as Project Record Documents. Architect will direct photographer for desired vantage points.

END OF SECTION 01 32 00

## SECTION 01 33 00 – 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 the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
  - 1. Section 01 29 00 "Payment Procedures" for submitting Schedule of Values and Applications for Payment.
  - 2. Section 01 31 00 "Project Management and Coordination" for submitting Coordination Drawings.
  - 3. Section 01 32 00 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and construction photographs.
  - 4. Section 01 40 00 "Quality Requirements" for submitting test and inspection reports and for erecting mockups.
  - 5. Section 01 77 00 "Closeout Procedures" for submitting warranties, operation and maintenance manuals, and closeout submittals.
  - 6. Section 01 78 39 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

#### 1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as action submittals.
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as informational submittals.
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

#### 1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or modifications to submittals noted by the Architect and additional time for handling and reviewing submittals required by those corrections.
1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
  2. Initial Submittal: Submit concurrently with start-up construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
  3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
    - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
  4. Format: Arrange the following information in a tabular format:
    - a. Scheduled date for first submittal.
    - b. Specification Section number and title.
    - c. Submittal category: Action, informational.
    - d. Name of subcontractor.
    - e. Description of the Work covered.
    - f. Scheduled date for Architect's final release or approval.
    - g. Scheduled dates for purchasing.
    - h. Scheduled dates for installation.
    - i. Activity or event number.
  5. Architect reserves the right to withhold 10 percent of each payment request, in addition to retainage fee if any, until the submittal schedule is received and accepted by the Architect.

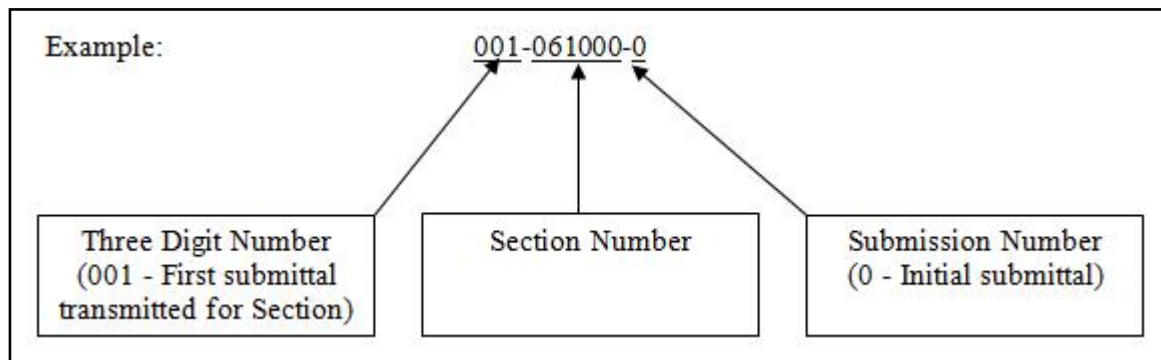
#### 1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: At Contractor's written request, electronic copies of Drawings of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to the Contract Documents.
1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings and Project record drawings.
  2. Provide an executed Data Transfer Agreement form included in Section 00 60 00 from each subcontractor and sub-subcontractor or supplier.

- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
  3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
  4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Promptly submit Shop Drawings, Product Data, and Samples in accordance with the accepted submittal schedule, as to cause no delay in the Work. Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. Architect will document on submittal the date of receipt.
1. Initial Review: Duration of initial submittal review shall be as agreed upon in the final submittal schedule. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination. Delaying submittals to facilitate coordination between submittals shall not constitute a delay of the Work nor shall it be the basis for an extension of time.
  2. Sequential Review: Sequential review is a submittal that requires review by more than one design discipline. Where sequential review of submittals by Architect's consultants, Owner, or other parties is required, submittal schedule shall reflect sequential review.
  3. Direct Transmittal to Consultant for Concurrent Review: Transmit submittals directly to Architect's consultants, provide duplicate copy of transmittal to Architect. Duration of initial submittal review shall be as agreed upon in the final submittal schedule. Submittal will be returned to Architect before being returned to Contractor. Concurrent review of submittals is limited to the following:
    4. If intermediate submittal is necessary, process it in same manner as initial submittal.
    5. Number of days for processing each resubmittal shall be as agreed upon in the final submittal schedule.
    6. 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.
- 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 5 inches by 6 inches on label or beside title block to record Architect's review markings.

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. Unique identifier, including revision number. Submittals shall be numbered with a three-digit number, followed by a dash, followed by the Section number, followed by another dash, and ending with a sequential submission number as indicated below. The numbering system shall be retained throughout all revisions.
  - 1) Three-Digit Number: Sequential number, beginning with "001", for each submittal transmitted to Architect for each Section.
  - 2) Section Number: Section number where submittal is specified.
  - 3) Submission Number: Use "0" for initial submittal, "1" for first resubmittal, "2" for second resubmittal, and so forth.



- 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. Options: Identify options requiring selection by the Architect.
- F. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- G. Additional Paper Copies: Unless corrected copies are required for final submittal due to Architect's observance of noncompliance with provisions of 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.

- H. 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. 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 of the Contract Documents, including minor variations and limitations. Include the same label information as the related submittal.
  - 2. Include Contractor's certification stating that information submitted complies with requirements of the Contract Documents.
  - 3. Include a checklist of submittals required for each section, listing previously submitted, accepted, revised, and outstanding. Each checklist is to be signed by the Contractor.
- I. Transmittal Form: Use the form included in Section 00 60 00 "Forms" with each submittal.
- J. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
  - 1. Note date and content of previous submittal.
  - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
  - 3. Resubmit submittals until they are marked "A" or "B" from Architect's action stamp.
- K. 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.
- L. Use for Construction: Use only final submittals with mark indicating action "A" or "B" taken by Architect in connection with construction.
- M. Substitution requests are not allowed in the form of submittals. Substitution requests must be made in accordance with Section 01 25 00 "Substitution Procedures."

## PART 2 - PRODUCTS

### 2.1 SUBMITTAL PROCEDURES

- A. General: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
  - 1. Action Submittals: Submit three paper copies of each submittal, unless otherwise indicated. Architect will return two copies. Mark up and retain one returned copy as a Project Record Document.
  - 2. Informational Submittals: Submit two paper copies of each submittal, unless otherwise indicated. Architect will not return copies.
  - 3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.



- a. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- 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. Clearly mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's written recommendations.
    - c. Manufacturer's product specifications.
    - d. Standard color charts.
    - e. Mill reports.
    - f. Standard product operating and maintenance manuals.
    - g. Compliance with recognized trade association standards.
    - h. Compliance with recognized testing agency standards.
    - i. Application of testing agency labels and seals.
    - j. Notation of coordination requirements.
    - k. Availability and delivery time information.
  4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams showing factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  5. Submit Product Data before or concurrent with Samples.
- C. Shop Drawings: Prepare and submit Project-specific information, drawn accurately to scale. Do not reproduce, digitally or otherwise, the Contract Documents and submit them as shop drawings. Contractor, subcontractors, suppliers and all other entities shall not use, copy or reproduce title blocks, dimensions, notes, keynotes, symbols schedules or details from Contract Drawings, digital or otherwise. Use of the Contract Drawings shall be limited to reproduction, digitally or otherwise, of the exterior wall layout, interior partition layout, grid lines, doors, and windows. Do not base Shop Drawings on standard printed data.
  1. Preparation: Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.

- e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring. Differentiate between manufacturer-installed and field-installed 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 and attachment to adjoining construction clearly indicated.
  - n. Seal and signature of professional engineer if specified.
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.
- D. Samples: Submit physical units of materials or products.
- 1. Comply with requirements in Section 01 40 00 "Quality Requirements" for mockups.
  - 2. 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.
  - 3. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    - a. Number of Samples: Submit three sets of Samples. Architect will retain one Sample set; 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.
  - 4. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Architect's sample where so indicated. Attach label on unexposed side that includes the following:

- a. Generic description of Sample.
  - b. Product name or name of manufacturer.
  - c. Sample source.
5. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
  - a. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
6. Systems Submittals: Identify submittals for systems such as fire alarms, exterior walls, and curtain walls, on the transmittal and act upon the system singularly as a combined submittal. If resubmission is required, resubmit entire system submittal.
7. 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.
- E. Product Schedule or List: Prepare and submit a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
  1. Type of product. Include unique identifier for each product indicated in the Contract Documents.
  2. Number and name of room or space.
  3. Location within room or space.
  4. Manufacturer and product name, and model number if applicable.
- F. Subcontract List: Prepare and submit 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. Submit on the form included in Section 00 60 00 "Forms," "Subcontractors and Major Material Suppliers List."
- G. Coordination Drawings: Comply with requirements specified in Section 01 32 00 "Project Management and Coordination."
- H. Qualification Data: Submit 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.

- I. Welding Certificates: Prepare and submit written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- J. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized by manufacturer for this specific Project.
- K. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.
- L. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements.
- M. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements.
- N. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
- O. Preconstruction Test Reports: Prepare and submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.
- P. Compatibility Test Reports: Prepare and submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- Q. Field Test Reports: Prepare and submit 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.
- R. Product Test Reports: Submit written reports indicating current product produced by manufacturer complies with requirements. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- S. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
  - 1. Name of evaluation organization.
  - 2. Date of evaluation.
  - 3. Time period when report is in effect.
  - 4. Product and manufacturers' names.

5. Description of product.
  6. Test procedures and results.
  7. Limitations of use.
- T. Maintenance Data: Submit written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Section 01 77 00 "Closeout Procedures."
- U. Manufacturer's Instructions: Submit 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.
- V. Manufacturer's Field Reports: Prepare and submit 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.
- W. Material Safety Data Sheets: If requested by Owner, submit data sheets directly to Owner. Do not submit data sheets to Architect. Architect will not review data sheets and will not return them to Contractor.
- X. Certified Surveys: Comply with requirements specified in Section 01 73 00 "Execution."
- Y. Extra Stock: Comply with requirements specified in individual Sections for quantity and disposition of delivery of extra stock.
- 2.2 DELEGATED-DESIGN SERVICES
- A. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit three paper copies of certificate, 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.
- C. Delegated-Design Submittals: Comply with requirements specified in Section 01 40 00 "Quality Requirements."

### PART 3 - EXECUTION

#### 3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check 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, coordinated, 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 properly executed submittal, make marks to indicate corrections or modifications required, and return it. Architect will reject and return submittals not complying with requirements. Architect will stamp each submittal with a stamp and will mark stamp appropriately to indicate action, as follows:
  - 1. **A** - No Exceptions Taken. No further review of Submittal required.
  - 2. **B** - Make Corrections as Noted. Incorporate corrections in Work; resubmittal is not required. If Contractor cannot comply with corrections as noted, revise to respond to exceptions and resubmit.
  - 3. **C** - Revise as Noted and Resubmit. Revise as noted & resubmit for further review.
  - 4. **D** - Resubmit Properly. Submittal not reviewed because it does not contain Contractor's signature indicating its review and approval, and/or is not in proper condition for review. Resubmit.
  - 5. **E** - Not Reviewed. Submittal is not required by Contract Documents.
  - 6. **F** - Received for Client's Record Only. Submittal not reviewed.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

- D. Incomplete submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
  - 1. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- E. Submittals not required by the Contract Documents will not be reviewed and may be discarded or returned marked "Not Reviewed."
- F. Substitution items received as product data, shop drawing, or sample submittals required by individual Sections will be returned to Contractor without review. Comply with requirements in Section 01 25 00 "Substitution Procedures" for submission of substitution request.

END OF SECTION 01 33 00

## SUBMITTAL REVIEW

- A NO EXCEPTIONS TAKEN.**  
**B MAKE CORRECTIONS AS NOTED.** Resubmittal not required unless Contractor cannot comply with corrections noted.  
**C REVISE AS NOTED AND RESUBMIT.**  
**D RESUBMIT PROPERLY.** Submittal not reviewed for reasons noted.  
**E NOT REVIEWED.** Submittal not required by Contract Documents.  
**F RECEIVED FOR CLIENT'S RECORD ONLY.** Submittal not reviewed.

Gensler has reviewed this Submittal, but only for the purpose of checking for conformance with the design intent expressed in the Contract Documents. Gensler's action on a specific item does not indicate approval of an assembly of which the item is a component, nor of an item as delivered and installed if it does not conform to the Contract Documents.

Contractor is responsible for checking for deviations between this Submittal and differing information or conditions in the Contract Documents and field conditions; for determining or substantiating the accuracy and completeness of other details such as dimensions and quantities; for substantiating instructions for installation or performance of equipment or systems designed by Contractor; for construction means, methods, techniques, schedules, sequences, procedures, and fabrication processes; for errors and omissions in Submittals; for coordination of the Work of the trades, safety precautions and performing the Work in a safe and satisfactory manner and in conformance with the Contract Documents. If more than one submittal review stamp appears on this Submittal, the most stringent action and notations thereon apply. Signature of a submittal review stamp by Gensler or a consultant does not imply that it has reviewed work not within its professional discipline or scope of services.

By \_\_\_\_\_ Date \_\_\_\_\_  
Project No. \_\_\_\_\_ Submittal No. \_\_\_\_\_

## SUBMITTAL REVIEW

- A NO EXCEPTIONS TAKEN.**  
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Contractor is responsible for checking for deviations between this Submittal and differing information or conditions in the Contract Documents and field conditions; for determining or substantiating the accuracy and completeness of other details such as dimensions and quantities; for substantiating instructions for installation or performance of equipment or systems designed by Contractor; for construction means, methods, techniques, schedules, sequences, procedures, and fabrication processes; for errors and omissions in Submittals; for coordination of the Work of the trades, safety precautions and performing the Work in a safe and satisfactory manner and in conformance with the Contract Documents. If more than one submittal review stamp appears on this Submittal, the most stringent action and notations thereon apply. Signature of a submittal review stamp by Gensler or a consultant does not imply that it has reviewed work not within its professional discipline or scope of services.

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Contractor is responsible for checking for deviations between this Submittal and differing information or conditions in the Contract Documents and field conditions; for determining or substantiating the accuracy and completeness of other details such as dimensions and quantities; for substantiating instructions for installation or performance of equipment or systems designed by Contractor; for construction means, methods, techniques, schedules, sequences, procedures, and fabrication processes; for errors and omissions in Submittals; for coordination of the Work of the trades, safety precautions and performing the Work in a safe and satisfactory manner and in conformance with the Contract Documents. If more than one submittal review stamp appears on this Submittal, the most stringent action and notations thereon apply. Signature of a submittal review stamp by Gensler or a consultant does not imply that it has reviewed work not within its professional discipline or scope of services.

By \_\_\_\_\_ Date \_\_\_\_\_  
Project No. \_\_\_\_\_ Submittal No. \_\_\_\_\_



## SECTION 01 40 00 – QUALITY REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specific quality-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 quality-control procedures that facilitate compliance with the Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-control services required by Architect, Owner, Commissioning Authority, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections:
  - 1. Section 01 73 29 "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities.
  - 2. Section 01 78 39 "Project Record Documents" for assembling miscellaneous record submittals.
  - 3. Divisions 03 through 33 Sections for specific test and inspection requirements.

#### 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 ensure that proposed construction complies with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that completed construction complies with requirements. Services do not include contract enforcement activities performed by Architect.

- C. Mockups: Full-size physical assemblies that are constructed on-site, unless indicated otherwise. Mockups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.
1. Integrated Exterior Mockups: Mockups of the exterior envelope erected separately from the building but on Project site, consisting of multiple products, assemblies, and subassemblies.
  2. Room Mockups: Mockups of typical interior spaces complete with wall, floor, and ceiling finishes, doors, windows, millwork, casework, specialties, furnishings and equipment, and lighting.
  3. Benchmark Samples: A type of mockup used to illustrate the application and aesthetic effect of finishes and coatings. Benchmark Samples establish the standard by which the Work will be judged.
- D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- H. Testing Agency: An entity independent of the Owner's and Contractor's operations, engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- K. Professional Engineer: Engineer currently licensed to practice in the state of New York.

#### 1.4 CONFLICTING REQUIREMENTS

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

#### 1.5 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.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. General: Format and assemble miscellaneous record submittals to comply with requirements specified in Section 01 78 39 "Project Record Documents."
  - 1. Distribution: Comply with the following as applicable:
    - a. Owner: One copy.
    - b. Contractor: Three copies.
    - c. Architect: One copy.
    - d. Consulting Engineer: One copy.
    - e. Authority having jurisdiction: One copy or as otherwise requested by the Authority.
- B. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- C. Qualification Data: For Contractor's quality-control personnel.
- D. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems:
  - 1. Seismic-force-resisting system, designated seismic system, or component listed in the designated seismic system.
  - 2. Main wind-force-resisting system or a wind-resisting component listed in the wind-force-resisting system.

- E. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- F. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.
- G. 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.
- H. Testing Agency and Inspection 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. Ambient 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.
- I. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
  - 1. Name, address, and telephone number of technical representative making report.
  - 2. Statement on condition of substrates and their acceptability for installation of product.
  - 3. Statement that products at Project site comply with requirements.
  - 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.

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

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

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

- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

## 1.8 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Fabricator Qualifications: A firm experienced and expert in producing products similar to those indicated for this Project and with a three-year record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. 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.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a three-year record of successful in-service performance.
- E. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a five-year record of successful in-service performance.
- F. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- G. 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 products that are similar to those indicated for this Project in material, design, and extent.
- H. 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 similar regulations governing the Work, nor interfere with local trade-union jurisdictional settlements and similar conventions.
- I. Testing Agency Qualifications: An NRTL, an NVLAP-accredited, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented by ASTM E 329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
  1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
  2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
  1. Contractor responsibilities include the following:
    - a. Provide test specimens and assemblies 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 and mockups to adequately demonstrate capability of products to comply with performance requirements.
    - d. Fabricate and install test assemblies and mockups using installers who will perform the same tasks for Project.
    - e. When testing is complete, remove test specimens, assemblies, and 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 and Commissioning Authority when applicable, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish specified in individual Sections, to comply with the following requirements, using materials indicated for the completed Work:
  1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
  2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
  3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at Project.
  4. Demonstrate the proposed range of aesthetic effects and workmanship.
  5. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
    - a. Allow seven days for initial review and each re-review of each mockup.

6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  7. Demolish and remove mockups when directed, unless otherwise indicated.
- L. Integrated Exterior Mockups: Construct integrated exterior mockup according to design indicated on Drawings. Coordinate installation of exterior envelope materials and products for which mockups are required in individual Specification Sections, along with supporting materials.
1. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  2. Demolish and remove mockups when directed, unless otherwise indicated.
- M. Room Mockups: Construct room mockups incorporating required materials and assemblies, finished according to requirements. Provide required lighting and additional lighting where required to enable Architect to evaluate quality of the Work. Construct room mockups according to design indicated on Drawings.
1. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  2. Demolish and remove mockups when directed, unless otherwise indicated.

#### 1.9 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of the types of testing and inspecting they are engaged to perform.
  2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
  3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
  2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
    - a. Contractor shall not employ the same entity engaged by Owner, unless agreed to in writing by Owner.



3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
  4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
  7. Provide quality assurance and control services required due to changes in the Work proposed by or made by the Contractor.
  8. Provide quality control services for Work done contrary to the Contract Documents, without prior notice, when so specified, or without proper supervision.
  9. Overtime expenses and schedule delays accruing as a result of executing quality control services shall be the Contractor's responsibility and shall not be charged to the Owner.
- 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. **Manufacturer's Technical Services:** Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- E. **Retesting/Reinspecting:** Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that revised or replaced Work that failed to comply with requirements established by the Contract Documents. Architect retains the right to require the use of a different testing agency for retesting and reinspecting.
- F. **Testing Agency Responsibilities:** Cooperate with Architect, Commissioning Authority and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect, Commissioning Authority when applicable, 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 requirements of the Contract Documents or approve or accept any portion of the Work.
  6. Do not perform any duties of Contractor.
  7. Attend Project progress meetings as requested by Owner.

- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  4. Facilities for storage and field-curing of test samples.
  5. Delivery of samples to testing agencies or arranging for pick-up of test samples after normal business hours.
  6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  7. Security and protection for samples and for testing and inspecting equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents as a component of Contractor's quality-control plan. Coordinate and submit schedule concurrently with Contractor's Construction Schedule as specified in Division 01 Section "Construction Progress Documentation."
1. Distribution: Distribute schedule to Owner, Architect, Commissioning Authority when applicable, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

#### 1.10 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency or 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 reviews the completeness and adequacy of those procedures to perform the Work.
  2. Notifying Architect, Commissioning Authority when applicable, 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 and Commissioning Authority when applicable, 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 Applicable)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
  - 1. Date test or inspection was conducted.
  - 2. Description of the Work tested or inspected.
  - 3. Date test or inspection results were transmitted to Architect.
  - 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's and Commissioning Authority'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 or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for 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 01 40 00

## SECTION 01 42 00 – REFERENCES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "approved," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Installer": Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations. Installers shall be experienced in the operation they are engaged to perform.
  - 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.

- J. "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.
- K. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.
- L. "As Required": As required by regulatory bodies, by referenced standards, by existing conditions, by generally accepted construction practice or by the Contract Documents. In the event of ambiguity or conflicts, the most stringent requirements shall apply.
- M. "By Others" refers to work that is not a part of the Contract.
- N. "N.I.C.": "Not in Contract" means the work or the item indicated is not a part of the Contract and will be provided by the Owner.
- O. "Day": Unless stated otherwise, "day" means a calendar day.

### 1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with editions of standards referenced in the corresponding construction subcode for the work or portion of the work indicated.
- C. Conflicting Requirements: 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.
  - 1. 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.
- D. Copies of Standards: Each entity engaged in construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available on request.

#### 1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

1. Where abbreviations and acronyms used in Specifications or other Contract Documents are not defined herein, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S." available in most public libraries.

AA	Aluminum Association, Inc. (The) <a href="http://www.aluminum.org">www.aluminum.org</a>	(703) 358-2960
AAADM	American Association of Automatic Door Manufacturers <a href="http://www.aaadm.com">www.aaadm.com</a>	(216) 241-7333
AABC	Associated Air Balance Council <a href="http://www.aabchq.com">www.aabchq.com</a>	(202) 737-0202
AAMA	American Architectural Manufacturers Association <a href="http://www.aamanet.org">www.aamanet.org</a>	(847) 303-5664
AASHTO	American Association of State Highway and Transportation Officials <a href="http://www.transportation.org">www.transportation.org</a>	(202) 624-5800
AATCC	American Association of Textile Chemists and Colorists <a href="http://www.aatcc.org">www.aatcc.org</a>	(919) 549-8141
ABAA	Air Barrier Association of America <a href="http://www.airbarrier.org">www.airbarrier.org</a>	(866) 956-5888
ABMA	American Bearing Manufacturers Association <a href="http://www.abma-dc.org">www.abma-dc.org</a>	(202) 367-1155
ACI	American Concrete Institute <a href="http://www.concrete.org">www.concrete.org</a>	(248) 848-3700
ACPA	American Concrete Pipe Association <a href="http://www.concrete-pipe.org">www.concrete-pipe.org</a>	(972) 506-7216
ADC	Air Diffusion Council <a href="http://www.flexibleduct.org">www.flexibleduct.org</a>	(847) 706-6750
AEIC	Association of Edison Illuminating Companies, Inc. (The) <a href="http://www.aeic.org">www.aeic.org</a>	(205) 257-2530

AF&PA	American Forest & Paper Association <a href="http://www.afandpa.org">www.afandpa.org</a>	(800) 878-8878 (202) 463-2700
AGA	American Gas Association <a href="http://www.aga.org">www.aga.org</a>	(202) 824-7000
AGC	Associated General Contractors of America (The) <a href="http://www.agc.org">www.agc.org</a>	(703) 548-3118
AHA	American Hardboard Association <a href="http://domensino.com/AHA/">http://domensino.com/AHA/</a>	(847) 934-8800
AHAM	Association of Home Appliance Manufacturers <a href="http://www.aham.org">www.aham.org</a>	(202) 872-5955
AI	Asphalt Institute <a href="http://www.asphaltinstitute.org">www.asphaltinstitute.org</a>	(859) 288-4960
AIA	American Institute of Architects (The) <a href="http://www.aia.org">www.aia.org</a>	(800) 242-3837
AISC	American Institute of Steel Construction <a href="http://www.aisc.org">www.aisc.org</a>	(800) 644-2400 (312) 670-2400
ASI	American Iron and Steel Institute <a href="http://www.steel.org">www.steel.org</a>	(202) 452-7100
AITC	American Institute of Timber Construction <a href="http://www.aitc-glulam.org">www.aitc-glulam.org</a>	(303) 792-9559
ALCA	Associated Landscape Contractors of America (Now PLANET – Professional Landcare Network)	
ALSC	American Lumber Standard Committee, Incorporated <a href="http://www.alsc.org">www.alsc.org</a>	(301) 972-1700
AMCA	Air Movement and Control Association International, Inc. <a href="http://www.amca.org">www.amca.org</a>	(847) 394-0150
ANLA	American Nursery & Landscape Association (Formerly: AAN - American Association of Nurserymen) <a href="http://www.anla.org">www.anla.org</a>	(202) 789-2900
ANSI	American National Standards Institute <a href="http://www.ansi.org">www.ansi.org</a>	(202) 293-8020
AOSA	Association of Official Seed Analysts, Inc. <a href="http://www.aosaseed.com">www.aosaseed.com</a>	(405) 780-7372

APA EWS	APA - The Engineered Wood Association <a href="http://www.apawood.org">www.apawood.org</a>	(253) 565-6600
APA	Architectural Precast Association <a href="http://www.archprecast.org">www.archprecast.org</a>	(239) 454-6989
API	American Petroleum Institute <a href="http://www.api.org">www.api.org</a>	(202) 682-8000
APWA	American Public Works Association <a href="http://www.apwa.net">www.apwa.net</a>	(800) 848-2792
ARI	Air-Conditioning & Refrigeration Institute (now AHRI)	
ARMA	Asphalt Roofing Manufacturers Association <a href="http://www.asphaltroofing.org">www.asphaltroofing.org</a>	(202) 207-0917
ASA	Acoustical Society of America <a href="http://asa.aip.org">http://asa.aip.org</a>	(516) 576-2360
ASC	Adhesive and Sealant Council, The <a href="http://www.ascouncil.org">www.ascouncil.org</a>	301-986-9700
ASCA	Architectural Spray Coaters Association	(609) 848-6120
ASCE	American Society of Civil Engineers <a href="http://www.asce.org">www.asce.org</a>	(800) 548-2723
ASHRAE	American Society of Heating, Refrigerating and Air- Conditioning Engineers <a href="http://www.ashrae.org">www.ashrae.org</a>	(703) 295-6300 (800) 527-4723 (404) 636-8400
ASME	ASME International (The American Society of Mechanical Engineers International) <a href="http://www.asme.org">www.asme.org</a>	(800) 843-2763 (973) 882-1170
ASPE	American Society of Plumbing Engineers <a href="http://www.aspe.org">www.aspe.org</a>	(773) 693-2773
ASSE	American Society of Sanitary Engineering <a href="http://www.asse-plumbing.org">www.asse-plumbing.org</a>	(440) 835-3040
ASTM	ASTM International (American Society for Testing and Materials International) <a href="http://www.astm.org">www.astm.org</a>	(610) 832-9500
AWCI	Association of the Wall and Ceiling Industries International <a href="http://www.awci.org">www.awci.org</a>	(703) 534-8300



AWCMA	American Window Covering Manufacturers Association (now WCMA)	
AWI	Architectural Woodwork Institute <a href="http://www.awinet.org">www.awinet.org</a>	(571) 323-3636
AWPA	American Wood Protection Association (formerly American Wood-Preservers' Association) <a href="http://www.awpa.com">www.awpa.com</a>	(205) 733-4077
AWS	American Welding Society <a href="http://www.aws.org">www.aws.org</a>	(800) 443-9353 (305) 443-9353
AWWA	American Water Works Association <a href="http://www.awwa.org">www.awwa.org</a>	(800) 926-7337 (303) 794-7711
BHMA	Builders Hardware Manufacturers Association <a href="http://www.buildershardware.com">www.buildershardware.com</a>	(212) 297-2122
BIA	Brick Industry Association (The) <a href="http://www.bia.org">www.bia.org</a>	(703) 620-0010
BICSI	BICSI, Inc. <a href="http://www.bicsi.org">www.bicsi.org</a>	(800) 242-7405 (813) 979-1991
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International) <a href="http://www.bifma.com">www.bifma.com</a>	(616) 285-3963
CCC	Carpet Cushion Council <a href="http://www.carpetcushion.org">www.carpetcushion.org</a>	(610) 527-3880
CCFSS	Center for Cold-Formed Steel Structures <a href="http://www.ccfssonline.org">www.ccfssonline.org</a>	(573) 341-4471
CDA	Copper Development Association Inc. <a href="http://www.copper.org">www.copper.org</a>	(212) 251-7200
CEA	Consumer Electronics Association <a href="http://www.ce.org">www.ce.org</a>	(866) 858-1555 (703) 907-7600
CFFA	Chemical Fabrics & Film Association, Inc. <a href="http://www.chemicalfabricsandfilm.com">www.chemicalfabricsandfilm.com</a>	(216) 241-7333
CFI	International Certified Floorcovering Installers Association <a href="http://www.cfi-installers.org">www.cfi-installers.org</a>	(816) 231-4646

CGA	Compressed Gas Association <a href="http://www.cganet.com">www.cganet.com</a>	(703) 788-2700
CIMA	Cellulose Insulation Manufacturers Association <a href="http://www.cellulose.org">www.cellulose.org</a>	(888) 881-2462 (937) 222-2462
CISCA	Ceilings & Interior Systems Construction Association <a href="http://www.cisca.org">www.cisca.org</a>	(630) 584-1919
CISPI	Cast Iron Soil Pipe Institute <a href="http://www.cispi.org">www.cispi.org</a>	(423) 892-0137
CLFMI	Chain Link Fence Manufacturers Institute <a href="http://www.chainlinkinfo.org">www.chainlinkinfo.org</a>	(301) 596-2583
CPA	Composite Panel Association <a href="http://www.pbmdf.com">www.pbmdf.com</a>	(703) 724-1128
CPPA	Corrugated Polyethylene Pipe Association <a href="http://www.cppa-info.org">www.cppa-info.org</a>	(800) 510-2772
CRI	Carpet & Rug Institute (The) <a href="http://www.carpet-rug.com">www.carpet-rug.com</a>	(706) 278-3176
CRRC	Cool Roof Rating Council <a href="http://www.coolroofs.org">www.coolroofs.org</a>	(866) 465-2523
CRSI	Concrete Reinforcing Steel Institute <a href="http://www.crsi.org">www.crsi.org</a>	(847) 517-1200
CSI	Construction Specifications Institute (The) <a href="http://www.csinet.org">www.csinet.org</a>	(800) 689-2900 (703) 684-2900
DHI	Door and Hardware Institute <a href="http://www.dhi.org">www.dhi.org</a>	(703) 222-2010
EIA	Electronic Industries Alliance <a href="http://www.eia.org">www.eia.org</a>	(703) 907-7500
EIMA	EIFS Industry Members Association <a href="http://www.eima.com">www.eima.com</a>	(800) 968-7945 (770) 968-7945
EJMA	Expansion Joint Manufacturers Association, Inc. <a href="http://www.eima.com">www.eima.com</a>	(914) 332-0400
ESD	ESD Association (Electrostatic Discharge Association) <a href="http://www.esda.org">www.esda.org</a>	(315) 339-6937

FM Approvals	FM Approvals LLC <a href="http://www.fmglobal.com">www.fmglobal.com</a>	(781) 762-4300
FM Global	(Formerly FMG – FM Global) <a href="http://www.fmglobal.com">www.fmglobal.com</a>	(401) 275-3000
FSA	Fluid Sealing Association <a href="http://www.fluidsealing.com">www.fluidsealing.com</a>	(610) 971-4850
FSC	Forest Stewardship Council <a href="http://www.fsc.org">www.fsc.org</a>	49 228 367 66 0
GA	Gypsum Association <a href="http://www.gypsum.org">www.gypsum.org</a>	(301) 277.8686
GANA	Glass Association of North America (formerly: FGMA - Flat Glass Marketing Association) <a href="http://www.glasswebsite.com">www.glasswebsite.com</a>	(785) 271-0208
GBCI	Green Building Certification Institute <a href="http://www.gbci.org">www.gbci.org</a>	(800) 795-1746
GS	Green Seal <a href="http://www.greenseal.org">www.greenseal.org</a>	(202) 872-6400
GSI	Geosynthetic Institute <a href="http://www.geosynthetic-institute.org">www.geosynthetic-institute.org</a>	(610) 522-8440
GTA	Glass Tempering Division of Glass Association of North America (see GANA)	
HI	Hydraulic Institute <a href="http://www.pumps.org">www.pumps.org</a>	(973) 267-9700
HI	Hydronics Institute <a href="http://www.gamanet.org">www.gamanet.org</a>	(908) 464-8200
HMMA	Hollow Metal Manufacturers Association (part of NAAMM)	
HPVA	Hardwood Plywood & Veneer Association <a href="http://www.hpva.org">www.hpva.org</a>	(703) 435-2900
HPW	H. P. White Laboratory, Inc. <a href="http://www.hpwhite.com">www.hpwhite.com</a>	(410) 838-6550
ICEA	Insulated Cable Engineers Association, Inc. <a href="http://www.icea.net">www.icea.net</a>	(770) 830-0369

ICRI	International Concrete Repair Institute <a href="http://www.icri.org">www.icri.org</a>	(847) 827-0830
IEC	International Electrotechnical Commission <a href="http://www.iec.ch">www.iec.ch</a>	41 22 919 02 11
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The) <a href="http://www.ieee.org">www.ieee.org</a>	(212) 419-7900
IESNA	Illuminating Engineering Society of North America <a href="http://www.iesna.org">www.iesna.org</a>	(212) 248-5000
IENT	Institute of Environmental Sciences and Technology <a href="http://www.ient.org">www.ient.org</a>	(847) 255-1561
IGCC	Insulating Glass Certification Council <a href="http://www.igcc.org">www.igcc.org</a>	(315) 646-2234
IGMA	Insulating Glass Manufacturers Alliance <a href="http://www.igmaonline.org">www.igmaonline.org</a>	(613) 233-1510
ILI	Indiana Limestone Institute of America, Inc. <a href="http://www.iliai.com">www.iliai.com</a>	(812) 275-4426
ISO	International Organization for Standardization <a href="http://www.iso.ch">www.iso.ch</a> Available from ANSI <a href="http://www.ansi.org">www.ansi.org</a>	41 22 749 01 11 (202) 293-8020
ISSFA	International Solid Surface Fabricators Association <a href="http://www.issfa.net">www.issfa.net</a>	(877) 464-7732 (702) 567-8150
ITS	Intertek Testing Services (now ETL Semco)	
ITU	International Telecommunication Union <a href="http://www.itu.int/home">www.itu.int/home</a>	41 22 730 51 11
KCMA	Kitchen Cabinet Manufacturers Association <a href="http://www.kcma.org">www.kcma.org</a>	(703) 264-1690
LPI	Lightning Protection Institute <a href="http://www.lightning.org">www.lightning.org</a>	(800) 488-6864
MBMA	Metal Building Manufacturers Association <a href="http://www.mbma.com">www.mbma.com</a>	(216) 241-7333
MFMA	Maple Flooring Manufacturers Association <a href="http://www.maplefloor.org">www.maplefloor.org</a>	(888) 480-9138

MFMA	Metal Framing Manufacturers Association, Inc. <a href="http://www.metalframingmfg.org">www.metalframingmfg.org</a>	(312) 644-6610
MHIA	Material Handling Industry of America <a href="http://www.mhia.org">www.mhia.org</a>	(800) 345-1815 (704) 676-1190
MIA	Marble Institute of America <a href="http://www.marble-institute.com">www.marble-institute.com</a>	(440) 250-9222
MIA	Masonry Institute of America <a href="http://www.masonryinstitute.org">www.masonryinstitute.org</a>	(213) 388-0472
MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc. <a href="http://www.mss-hq.com">www.mss-hq.com</a>	(703) 281-6613
NAAMM	National Association of Architectural Metal Manufacturers <a href="http://www.naamm.org">www.naamm.org</a>	(630) 942-6591
NACE	NACE International (National Association of Corrosion Engineers International) <a href="http://www.nace.org">www.nace.org</a>	(800) 797-6623 (281) 228-6200
NADCA	National Air Duct Cleaners Association <a href="http://www.nadca.com">www.nadca.com</a>	(202) 737-2926
NAIMA	North American Insulation Manufacturers Association <a href="http://www.naima.org">www.naima.org</a>	(703) 684-0084
NBGQA	National Building Granite Quarries Association Inc. <a href="http://www.nbgqa.com">www.nbgqa.com</a>	(800) 557-2848
NCMA	National Concrete Masonry Association <a href="http://www.ncma.org">www.ncma.org</a>	(703) 713-1900
NCPI	National Clay Pipe Institute <a href="http://www.ncpi.org">www.ncpi.org</a>	(262) 248-9094
NCTA	National Cable & Telecommunications Association <a href="http://www.ncta.com">www.ncta.com</a>	(202) 775-2300
NEBB	National Environmental Balancing Bureau <a href="http://www.nebb.org">www.nebb.org</a>	(301) 977-3698
NECA	National Electrical Contractors Association <a href="http://www.necanet.org">www.necanet.org</a>	(301) 657-3110
NeLMA	Northeastern Lumber Manufacturers' Association <a href="http://www.nelma.org">www.nelma.org</a>	(207) 829-6901

NEMA	National Electrical and Medical Imaging Equipment Manufacturers Association <a href="http://www.nema.org">www.nema.org</a>	(703) 841-3200
NETA	InterNational Electrical Testing Association <a href="http://www.netaworld.org">www.netaworld.org</a>	(888) 300-6382 (269) 488-6382
NFPA	NFPA (National Fire Protection Association) <a href="http://www.nfpa.org">www.nfpa.org</a>	(800) 344-3555 (617) 770-3000
NFRC	National Fenestration Rating Council <a href="http://www.nfrc.org">www.nfrc.org</a>	(301) 589-6372
NGA	National Glass Association <a href="http://www.glass.org">www.glass.org</a>	(866) 342-5642 (703) 442-4890
NHLA	National Hardwood Lumber Association <a href="http://www.natlhardwood.org">www.natlhardwood.org</a>	(800) 933-0318 (901) 377-1818
NLGA	National Lumber Grades Authority <a href="http://www.nlga.org">www.nlga.org</a>	(604) 524-2393
NOFMA	NOFMA: The Wood Flooring Manufacturers Association) (formerly National Oak Flooring Manufacturers Association) <a href="http://www.nofma.org">www.nofma.org</a>	(901) 526-5016
NOMMA	National Ornamental & Miscellaneous Metals Association <a href="http://www.nomma.org">www.nomma.org</a>	(888) 516-8585
NRCA	National Roofing Contractors Association <a href="http://www.nrca.net">www.nrca.net</a>	(800) 323-9545 (847) 299-9070
NRMCA	National Ready Mixed Concrete Association <a href="http://www.nrmca.org">www.nrmca.org</a>	(888) 846-7622 (301) 587-1400
NSSGA	National Stone, Sand and Gravel Association (NSSA) <a href="http://www.nssga.org">www.nssga.org</a>	(800) 342-1415 (703) 525-8788
NTMA	National Terrazzo and Mosaic Association, Inc. (The) <a href="http://www.ntma.com">www.ntma.com</a>	(800) 323-9736 (540) 751-0930
NWWDA	National Wood Window and Door Association (now WDMA)	
PCA	Portland Cement Association <a href="http://www.cement.org">www.cement.org</a>	(847) 966-6200
PCI	Precast/Prestressed Concrete Institute <a href="http://www.pci.org">www.pci.org</a>	(312) 786-0300

PDCA	Painting and Decorating Contractors of America <a href="http://www.pdca.com">www.pdca.com</a>	(800) 332-7322 (314) 514-7322
PDI	Plumbing & Drainage Institute <a href="http://www.pdionline.org">www.pdionline.org</a>	(800) 589-8956 (978) 557-0720
PGI	PVC Geomembrane Institute <a href="http://pgi-tp.ce.uiuc.edu">http://pgi-tp.ce.uiuc.edu</a>	(217) 333-3929
PLANET	Professional Landcare Network (Formerly: ACLA – Associated Landscape Contractors of America) <a href="http://www.landcarenetwork.org">www.landcarenetwork.org</a>	(703) 736-9666
PTI	Post-Tensioning Institute <a href="http://www.post-tensioning.org">www.post-tensioning.org</a>	(602) 870-7540
RCSC	Research Council on Structural Connections <a href="http://www.boltcouncil.org">www.boltcouncil.org</a>	
RFCI	Resilient Floor Covering Institute <a href="http://www.rfci.com">www.rfci.com</a>	(706) 882-3833
RIS	Redwood Inspection Service <a href="http://www.redwoodinspection.com">www.redwoodinspection.com</a>	(925) 935-1499
RMA	Rubber Manufacturers Association <a href="http://www.rma.org">www.rma.org</a>	(800) 220-7620 (202) 682-4800
SAE	SAE International <a href="http://www.sae.org">www.sae.org</a>	(877) 606-7323 (724) 776-4841
SDI	Steel Deck Institute <a href="http://www.sdi.org">www.sdi.org</a>	(847) 458-4647
SDI	Steel Door Institute <a href="http://www.steeldoor.org">www.steeldoor.org</a>	(847) 458-4647
SEFA	Scientific Equipment and Furniture Association <a href="http://www.sefalabs.com">www.sefalabs.com</a>	(877) 294-5424 (516) 294-5424
SGCC	Safety Glazing Certification Council <a href="http://www.sgcc.org">www.sgcc.org</a>	(315) 646-2234
SIA	Security Industry Association <a href="http://www.siaonline.org">www.siaonline.org</a>	(866) 817-8888 (703) 683-2075
SIGMA	Sealed Insulating Glass Manufacturers Association	(312) 644-6610

SJI	Steel Joist Institute <a href="http://www.steeljoist.org">www.steeljoist.org</a>	(843) 626-1995
SMA	Screen Manufacturers Association <a href="http://www.smacentral.org">www.smacentral.org</a>	(561) 533-0991
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association <a href="http://www.smacna.org">www.smacna.org</a>	(703) 803-2980
SPFA	Spray Polyurethane Foam Alliance <a href="http://www.sprayfoam.org">www.sprayfoam.org</a>	(800) 523-6154
SPIB	Southern Pine Inspection Bureau <a href="http://www.spib.org">www.spib.org</a>	(850) 434-2611
SPRI	Single Ply Roofing Institute <a href="http://www.spri.org">www.spri.org</a>	(781) 647-7026
SSINA	Specialty Steel Industry of North America <a href="http://www.ssina.com">www.ssina.com</a>	(800) 982-0355 (202) 342-8630
SSMA	Steel Stud Manufacturers Association (Formerly: ML/SFA - Metal Lath/Steel Framing Association) <a href="http://www.ssma.com">www.ssma.com</a>	(630) 942-6592
SSPC	SSPC: The Society for Protective Coatings <a href="http://www.sspc.org">www.sspc.org</a>	(877) 281-7772 (412) 281-2331
STI	Steel Tank Institute <a href="http://www.steeltank.com">www.steeltank.com</a>	(847) 438-8265
SWI	Steel Window Institute <a href="http://www.steelwindows.com">www.steelwindows.com</a>	(216) 241-7333
SWRI	Sealant, Waterproofing, and Restoration Institute <a href="http://www.swrionline.org">www.swrionline.org</a>	(816) 472-7974
TCNA	Tile Council of North America, Inc. <a href="http://www.tileusa.com">www.tileusa.com</a>	(864) 646-8453
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance <a href="http://www.tiaonline.org">www.tiaonline.org</a>	(703) 907-7700
TMS	The Masonry Society <a href="http://www.masonrysociety.org">www.masonrysociety.org</a>	(303) 939-9700



TPI	Truss Plate Institute, Inc. <a href="http://www.tpinst.org">www.tpinst.org</a>	(703) 683-1010
TPI	Turfgrass Producers International <a href="http://www.turfgrassod.org">www.turfgrassod.org</a>	(800) 405-8873 (847) 649-5555
TRI	Tile Roofing Institute <a href="http://www.tilerroofing.org">www.tilerroofing.org</a>	(312) 670-4177
UFAC	Upholstered Furniture Action Council <a href="http://www.ufac.org">www.ufac.org</a>	(336) 885-5065
UL	Underwriters Laboratories Inc. <a href="http://www.ul.com">www.ul.com</a>	(877) 854-3577 (847) 272-8800
UNI	Uni-Bell PVC Pipe Association <a href="http://www.uni-bell.org">www.uni-bell.org</a>	(972) 243-3902
USGBC	United States Green Building Council <a href="http://www.usgbc.org">www.usgbc.org</a>	(800) 795-1747
WASTEC	Waste Equipment Technology Association <a href="http://www.wastec.org">www.wastec.org</a>	(800) 424-2869 (202) 244-4700
WCLIB	West Coast Lumber Inspection Bureau <a href="http://www.wclib.org">www.wclib.org</a>	(800) 283-1486 (503) 639-0651
WCMA	Window Covering Manufacturers Association <a href="http://www.wcmanet.org">www.wcmanet.org</a>	(212) 297-2122
WDMA	Window & Door Manufacturers Association <a href="http://www.wdma.com">www.wdma.com</a>	(800) 223-2301 (312) 321-6802
WI	Woodwork Institute (formerly Woodwork Institute of California) <a href="http://www.wicnet.org">www.wicnet.org</a>	(916) 372-9943
WMMPA	Wood Moulding & Millwork Producers Association <a href="http://www.wmmpa.com">www.wmmpa.com</a>	(800) 550-7889 (530) 661-9591
WSRCA	Western States Roofing Contractors Association <a href="http://www.wsrca.com">www.wsrca.com</a>	(800) 725-0333 (650) 570-5441
WWPA	Western Wood Products Association <a href="http://www.wwpa.org">www.wwpa.org</a>	(503) 224-3930

- B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names,

telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

IAPMO	International Association of Plumbing and Mechanical Officials <a href="http://www.iapmo.org">www.iapmo.org</a>	(909) 472-4100
ICC	International Code Council <a href="http://www.iccsafe.org">www.iccsafe.org</a>	(888) 422-7233
ICC-ES	ICC Evaluation Service, Inc. <a href="http://www.icc-es.org">www.icc-es.org</a>	(800) 423-6587 (562) 699-0543

- C. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CE	Army Corps of Engineers <a href="http://www.usace.army.mil">www.usace.army.mil</a>	(202) 761-0011
CPSC	Consumer Product Safety Commission <a href="http://www.cpsc.gov">www.cpsc.gov</a>	(800) 638-2772 (301) 504-7923
DOC	Department of Commerce <a href="http://www.commerce.gov">www.commerce.gov</a>	(202) 482-2000
DOD	Department of Defense <a href="http://.dodssp.daps.dla.mil">http://.dodssp.daps.dla.mil</a>	(215) 697-6257
DOE	Department of Energy <a href="http://www.energy.gov">www.energy.gov</a>	(202) 586-9220
EPA	Environmental Protection Agency <a href="http://www.epa.gov">www.epa.gov</a>	(202) 260-2090
FAA	Federal Aviation Administration <a href="http://www.faa.gov">www.faa.gov</a>	(866) 835-5322
FCC	Federal Communications Commission <a href="http://www.fcc.gov">www.fcc.gov</a>	(888) 225-5322
FDA	Food and Drug Administration <a href="http://www.fda.gov">www.fda.gov</a>	(888) 463-6332
GSA	General Services Administration <a href="http://www.gsa.gov">www.gsa.gov</a>	(202) 708-5082
HUD	Department of Housing and Urban Development <a href="http://www.hud.gov">www.hud.gov</a>	(202) 708-1112

LBL	Lawrence Berkeley National Laboratory <a href="http://www.lbl.gov">www.lbl.gov</a>	(510) 486-4000
NCHRP	National Cooperative Highway Research Program (See TRB)	
NIST	National Institute of Standards and Technology <a href="http://www.nist.gov">www.nist.gov</a>	(301) 975-6478
OSHA	Occupational Safety & Health Administration <a href="http://www.osha.gov">www.osha.gov</a>	(202) 693-1999
PBS	Public Buildings Service (See GSA)	
PHS	Office of Public Health and Science <a href="http://www.hhs.gov/ophs">www.hhs.gov/ophs</a>	(202) 690-7694
RUS	Rural Utilities Service (See USDA)	(202) 720-9540
SD	State Department <a href="http://www.state.gov">www.state.gov</a>	(202) 647-4000
TRB	Transportation Research Board <a href="http://www.trb.org">www.trb.org</a>	(202) 334-2934
USDA	Department of Agriculture <a href="http://www.usda.gov">www.usda.gov</a>	(202) 720-2791
USPS	Postal Service <a href="http://www.usps.com">www.usps.com</a>	(202) 268-2000

- D. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG	Americans with Disabilities Act (ADA) Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities Available from U.S. Access Board <a href="http://www.access-board.gov">www.access-board.gov</a>	(800) 872-2253 (202) 272-0080
CFR	Code of Federal Regulations Available from Government Printing Office <a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	(866) 512-1800 (202) 512-1800
DOD	Department of Defense Military Specifications and Standards	(215) 697-2664

Available from Department of Defense Single Stock Point  
<http://dodssp.daps.dla.mil>

DSCC Defense Supply Center Columbus  
(See FS)

FED-STD Federal Standard  
(See FS)

FS Federal Specification (215) 697-2664  
Available from Department of Defense Single Stock Point  
<http://dodssp.daps.dla.mil>

Available from Defense Standardization Program  
[www.dps.dla.mil](http://www.dps.dla.mil)

Available from General Services Administration (202) 619-8925  
[www.gsa.gov](http://www.gsa.gov)

Available from National Institute of Building Sciences (202) 289-7800  
[www.wbdg.org/ccb](http://www.wbdg.org/ccb)

FTMS Federal Test Method Standard  
(See FS)

MILSPEC Military Specification and Standards (215) 697-2664  
Available from Department of Defense Single Stock Point  
<http://dodssp.daps.dla.mil>

UFAS Uniform Federal Accessibility Standards (800) 872-2253  
Available from Access Board (202) 272-0080  
[www.access-board.gov](http://www.access-board.gov)

- E. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00

## SECTION 01 60 00 – PRODUCT REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
  - 1. Product selection.
  - 2. Product delivery, storage, and handling.
  - 3. Product warranties.
  - 4. Comparable products.
- B. Related Sections:
  - 1. Section 01 25 00 "Substitution Procedures" for requests for substitutions.
  - 2. Section 01 77 00 "Closeout Procedures" for submitting warranties for contract closeout.
  - 3. Divisions 03 through 49 Sections for specific requirements for warranties on products and installations specified to be warranted.

#### 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.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
  - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: 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.

- C. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
- D. 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.

#### 1.4 ACTION SUBMITTALS

- A. Product List: Submit a list, in tabular form, showing specified products. Include generic names of products required. Include manufacturer's name, installer'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. Generic name used in the Contract Documents.
    - b. Proprietary name, model number, and similar designations.
    - c. Manufacturer's name and address.
    - d. Supplier's name and address.
    - e. Installer's name and address.
    - f. Projected delivery date or time span of delivery period.
    - g. Identification of items that require early submittal approval for scheduled delivery date.
  - 3. Completed List: Within 30 days after Owner's Authorization to proceed with construction, submit 3 copies of completed product list. Include a written explanation for omissions of data and for variations from Contract requirements.
  - 4. 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 that products comply with the Contract Documents.
- B. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
  - 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
    - a. Form of Approval: As specified in Section 01 33 00 "Submittal Procedures."
    - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

- C. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 01 33 00 "Submittal Procedures." Show compliance with requirements.

## 1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.

## 1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
  - 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.
  - 5. Store products to allow for inspection and measurement of quantity or counting of units.
  - 6. Store materials in a manner that will not endanger Project structure.
  - 7. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
  - 8. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
  - 9. Protect stored products from damage and liquids from freezing.
  - 10. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

## 1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
  - 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
  - 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. 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: Forms are included with the Specifications. Prepare a written document using appropriate form properly executed.
3. Refer to Divisions 03 through 49 Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements Section 01 77 00 "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: Unless custom products or nonstandard options are specified, provide products of both quality and type that have been used successfully in similar situations on equal quality 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.

B. Product Selection Procedures: Procedures for product selection include the following:

1. Product: Where Specification paragraphs or subparagraphs titled "Product" name a single product and manufacturer, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specification paragraphs or subparagraphs titled "Manufacturer" or "Source" name single manufacturers or sources, provide a product by the manufacturer or from the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products: Where Specification paragraphs or subparagraphs titled "Products" introduce a list of names of both products and manufacturers, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered, unless otherwise indicated.
4. Manufacturers: Where Specification paragraphs or subparagraphs titled "Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered, unless otherwise indicated.



5. Available Products: Where Specification paragraphs or subparagraphs titled "Available Products" introduce a list of names of both products and manufacturers, provide one of the products listed or an unnamed product that complies with requirements. Comply with provisions in "Comparable Products" Article for consideration of an unnamed product.
6. Available Manufacturers: Where Specification paragraphs or subparagraphs titled "Available Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed or another manufacturer that complies with requirements. Comply with provisions in "Comparable Products" Article for consideration of an unnamed manufacturer's product.
7. Product Options: Where Specification paragraphs titled "Product Options" indicate that size, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide either the specific product or system indicated or a comparable product or system by another manufacturer. Comply with requirements in Section 01 25 00 "Substitution Procedures" for proposal of product.
8. Basis-of-Design Products: Where Specification paragraphs or subparagraphs titled "Basis-of-Design Product" are included and also introduce or refer to a list of manufacturers' names, provide either 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. Comply with provisions in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.
9. Visual Matching Specification: Where Specifications require matching an established Sample, provide a product (and manufacturer) that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches satisfactorily.
  - a. If no product available within specified category matches satisfactorily and complies with other specified requirements, comply with requirements in Section 01 25 00 "Substitution Procedures" for proposal of product.
10. Visual Selection Specification:
  - a. Standard Range: Where Specifications include the phrase "as selected by Architect from manufacturer's standard range" or similar phrase, Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that does not include premium items.
  - b. Full Range: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

## 2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require extensive revisions to the Contract Documents that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
  2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
  3. Evidence that proposed product provides specified warranty.
  4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
  5. Samples, if requested.

## PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 60 00

## SECTION 01 73 00 – 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 the Work.
  - 4. Coordination of Owner-installed products.
  - 5. Progress cleaning.
  - 6. Starting and adjusting.
  - 7. Protection of installed construction.
  - 8. Repair of the Work.
- B. Related Sections include the following:
  - 1. Section 01 31 00 "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.

#### 1.3 INFORMATIONAL 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. Certified Surveys: Submit two copies signed by land surveyor.
- D. 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.
- B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground utilities, site improvements, and other construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, site improvements, mechanical and electrical systems, existing construction and other services affecting the Work.
1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, water-service piping, underground electrical services, and other utilities.
  2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
  2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
  3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
1. Description of the Work.
  2. List of detrimental conditions, including substrates.
  3. List of unacceptable installation tolerances.
  4. Recommended corrections.
- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to Owner for issue to local utility that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1. Notify Owner not less than 72 hours in advance of proposed utility interruptions.
  - 2. Do not proceed with utility interruptions without Owner's written permission.
- C. 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.
- D. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- E. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for interpretation to Architect according to Section 01 26 13 "Request for Interpretation." Include a detailed description of problem encountered, together with recommendations for necessary modifications that may be required.

### 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, existing benchmarks, control and reference points. 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 limits on use of Project site.
  - 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
  - 4. Inform installers of lines and levels to which they must comply.
  - 5. Check the location, level and plumb, of every major element as the Work progresses.
  - 6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
  - 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, architectural elements, 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: Engage a land surveyor to 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 clearances indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produces harmful noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions
  1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  2. Allow for building movement, including thermal expansion and contraction.
  3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.
- K. Protect adjacent property and adjoining work, including sealant bond surfaces, from spillage or blow-over of coatings, paints, sprayed fire-resistive material, and other spray-applied products. Cover adjoining and nearby surfaces, including live plants and grass, if there is possibility of spray-applied products being deposited on surfaces.

### 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 degrees 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.
  - 1. Remove liquid spills promptly.
  - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.



- D. **Installed Work:** Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. **Concealed Spaces:** Remove debris from concealed spaces before enclosing the space.
- F. **Exposed Surfaces:** Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. **Waste Disposal:** Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted. Comply with Section 01 74 19 "Construction Waste Management and Disposal" and Section 01 50 00 "Temporary Facilities and Controls."
- 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 Section 01 40 00 "Quality Requirements" and additional requirements specified in Division 3 thru Division 49 Specification Sections.

### 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 REPAIR OF THE WORK

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

END OF SECTION 01 73 00

## SECTION 01 73 29 - CUTTING AND PATCHING

### 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 procedural requirements for cutting and patching.
- B. Related Sections include the following:
  - 1. Divisions 3 through 28 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
  - 2. Requirements in this Section apply to mechanical and electrical installations. Refer to Divisions 21 through 28 for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

#### 1.3 DEFINITIONS

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

#### 1.4 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection. Shore, brace, and support structural elements during cutting and patching.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include, but are not limited to, the following:
  - 1. Primary operational systems and equipment.
  - 2. Primary air and water distribution systems and equipment.
  - 3. Air or smoke barriers.
  - 4. Fire-protection systems.
  - 5. Control systems.
  - 6. Communication systems.
  - 7. Conveying systems.
  - 8. Electrical wiring systems.

- C. Miscellaneous Elements: Do not cut and patch the following elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
  - 1. Water, moisture, or vapor barriers.
  - 2. Membranes and flashings.
  - 3. Exterior wall elements.
  - 4. Sprayed-fire-resistive material.
  - 5. Equipment supports.
  - 6. Piping, ductwork, vessels, and equipment.
  - 7. Noise- and vibration-control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- E. Existing Warranties: Do not cut and patch in-place or existing construction by methods or in any manner that may void existing warranties.

## PART 2 - PRODUCTS

### 2.1 PATCHING MATERIALS

- A. New Materials: Comply with requirements specified in Division 3 through 28 Sections of these Specifications.
  - 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with requirements in Division 01 Section, "Sustainable Design Requirements."
- B. In-Place or Existing Materials: Use materials identical to in-place or existing materials. For exposed surfaces, use materials that visually match in-place or existing adjacent surfaces to the fullest extent possible and that are approved by Architect.
  - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place or existing materials.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.

1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect in-place or existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Services: Where existing services are required to be removed, relocated, or abandoned, bypass such services before cutting to avoid interruption of services to occupied areas.
  1. All temporary bypass utilities must be reviewed and approved, in writing, by Owner prior to placing in service.

### 3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  1. Cut in-place or existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
  5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  6. Proceed with patching after construction operations requiring cutting are complete.

- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
  3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place or existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
  4. Ceilings: Patch, repair, or rehang in-place or existing ceilings as necessary to provide an even-plane surface of uniform appearance.
  5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

END OF SECTION 01 73 29

## SECTION 01 74 19 – CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes requirements for waste reduction and for the recycling of non-hazardous, recyclable, construction, and demolition debris.
  - 1. Reduce waste by minimizing factors that contribute to waste.
  - 2. Use reasonable and legal means to divert construction and demolition debris from landfills and incinerators by facilitating their recycling or reuse through a Contractor developed, and Owner reviewed, construction waste management program.

#### 1.2 DEFINITIONS

- A. Waste Reduction: Construction practices that achieve the most efficient use of resources and materials; uses water efficiently; avoids practices such as over-packaging, improper storage, ordering errors, poor planning, breakage, mishandling and contamination.
- B. Construction and Demolition Debris: Solid wastes arising from demolition or removal, excess or unusable construction materials, packing materials for construction products, and other materials generated on site during the construction process but not incorporated into the Work.
- C. Recyclable Materials: Construction and demolition debris that can be recovered and processed into new products or materials. Recyclable materials include, but are not limited to, the following:
  - 1. Metals: Ferrous (iron, steel, stainless steel, galvanized steel) and non-ferrous (copper, brass, bronze, aluminum) types and containers made from metals such as pails, buckets and beverage cans.
  - 2. Asphaltic concrete paving.
  - 3. Concrete.
  - 4. Gypsum wallboard.
  - 5. Paper products such as generated from field office activities and clean corrugated packaging cardboard.
  - 6. Wood products, including untreated dimensional lumber, plywood, oriented strand board, hardboard, particleboard and crates and pallets made from wood products.
  - 7. Brick and stone masonry.
  - 8. Carpet and padding.
  - 9. Plastics and containers made from plastics such as pails, buckets, and beverage bottles.
  - 10. Copper wiring.
  - 11. Glass: Glass beverage containers, window, and mirror glass.
  - 12. Clean and uncontaminated, excavated soils not intended for other on-site use.
- D. Non-Recyclable Materials: Construction and demolition debris not capable of being reused or reprocessed, exclusive of the recyclable materials listed above.

- E. Hazardous Materials: Construction and demolition debris that are regulated for disposal by local, city, county, state, or Federal authorities.

### 1.3 SUBMITTALS

- A. Construction Waste Management Program: Submit the proposed waste management program appended to the bid. The program shall include the following:
  - 1. Identification of Contractor's staff responsible for enforcing construction waste management.
  - 2. Actions that will be taken to reduce solid waste generation.
  - 3. Description of the specific methods to be used in recycling/reuse of the various construction and demolition debris generated, including the areas and equipment, to be used for processing, sorting, and temporary storage of debris.
  - 4. Characterization, including estimated types and quantities of the construction and demolition debris to be generated. Include percentages of recyclable and non-recyclable debris.
  - 5. List of specific construction and demolition debris materials that will be salvaged for resale, salvaged, and reused, or recycled.
  - 6. Name(s) of landfill and incinerator to be used and the estimated costs for use, for construction and demolition debris that is unable to be recycled or reused.
  - 7. Identification of local and regional reuse programs, including non-profit organizations such as schools, local housing agencies, and organizations that accept used and excess construction materials such as materials exchange networks and Habitat for Humanity.
  - 8. Identification of local recycling facilities that will accept construction and demolition debris.
  - 9. Identification of construction and demolition debris that cannot be recycled/reused with an explanation or justification.
  - 10. Anticipated net cost savings determined by subtracting Contractor program management costs and the cost of disposal from the revenue generated by sale of the construction and demolition debris and avoided landfill and incineration costs.
- B. Waste Management Reports: With each Application for Payment submit a Waste Management Report in a form acceptable to the Architect and Owner. Attach manifests, weight tickets, receipts, and invoices. Organize and maintain records to document the following:
  - 1. Quantity of debris generated, for each material recycled, reused or salvaged.
  - 2. Quantity of debris diverted through sale, reuse, or recycling, in tons or cubic yards.
  - 3. Quantity of debris disposed by landfill or incineration.
  - 4. Name and location of each firm accepting the debris, including:
    - a. Types of debris accepted.
    - b. Net weights of each type.
    - c. Date of acceptance.
  - 5. Transportation cost for removal of debris from job site.
  - 6. Amount of money paid or received for the recycled, reused or salvaged materials.
  - 7. Net total cost or savings of recycling, reusing or salvaging materials.



- C. Project Closeout: Upon project completion submit the Waste Management Records to the Owner.
  - 1. Submit evidence that non-hazardous construction and demolition has been recycled and salvaged. Calculations can be done by weight or volume but must be consistent throughout.

#### 1.4 QUALITY ASSURANCE

- A. Construction Waste Management: Prior to bid, prepare a program that minimizes waste and diverts construction and demolition debris from landfills and incinerators by facilitating their reuse or recycling. Name the waste material processors who will accept the construction and demolition debris, the condition of the construction and demolition debris required by the waste material processors, the method proposed to provide the construction and demolition debris in suitable condition and in a quantity acceptable to the disposal sites and waste material processors who will receive them, and the impact on the project schedule. The Contractor shall be responsible for implementation of any special programs involving rebates or similar incentives related to the recycling of waste. Revenues or other savings obtained from sale, reuse, and recycling operations shall accrue to the Contractor.
- B. Disposal Sites and Waste Material Processors: Use only facilities with valid legal permits for disposal, recycling and waste processing issued by the jurisdictions in which they are located.
- C. Pre-Construction Waste Management Meeting: Prior to beginning site preparation, schedule and conduct a meeting to review the waste management program. The meeting shall include the Contractor, the Architect, the Owner and any of the Contractor's subcontractors or suppliers whose work will interface with the program. The agenda shall include a discussion of procedures, schedules and specific requirements for construction and demolition debris, sale, reuse, recycling, and disposal. Make any revisions to the program that are agreed to as a part of the meeting and submit the revised program and the meeting minutes to the Architect and Owner for their records.

#### PART 2 - PRODUCTS (Not Used)

#### PART 3 - EXECUTION

##### 3.1 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. Distribution: The Contractor shall distribute copies of the Waste Management Plan to the Job Site Foreman, each Subcontractor, the Owner, and the Architect.
- B. General: For the duration of the project implement and maintain construction waste management. During the prosecution of the Work encourage the practice of efficient waste reduction when sizing, cutting, and installing products and materials.
- C. Transportation: Arrange for the regular collection, transport from the site, and delivery of the construction wastes and debris to the designated recyclers, and waste material processors and disposal sites.

- D. Separation Facilities: The Contractor shall provide on-site instruction of appropriate separation, handling separation, handling, and recycling, salvage, reuse and return methods to be used by all parties at the appropriate stages of the Project. Provide and designate an on-site area for the separation of construction and demolition debris for reuse and recycling. Locate the area in order that non-recyclable debris will not contaminate materials to be reused or recycled. Provide containers and bins in the designated area to facilitate separation, storage and handling which are clearly and appropriately marked. Cut all items to lengths and sizes to fit within the containers or bins provided. Where there is sufficient quantity of a specific recyclable debris item (for example, salvaged metal doors and frames or duct work), make arrangements for items to be bundled, banded or tied, and stack in a designated location for a special pick-up. Maintain the separation facilities in an orderly condition to prevent contamination of materials placed therein and to maximize reuse and recyclability of debris. Separate construction and demolition debris at the project site by one of the following methods:
1. Source Separated Method: Construction and demolition debris, that is reusable and recyclable, are separated from non-recyclable debris and sorted into appropriately marked separated containers or bins and then transported to the designated recycling facility for further processing. Non-recyclable debris is transported to a landfill or incinerator.
  2. Co-Mingled Method: All construction and demolition debris is placed into containers or bins and then transported to a recycling facility where recyclable and salvageable materials are removed, sorted, and processed and the remaining waste is transported to a landfill or incinerator.

END OF SECTION 01 74 19

## SECTION 01 77 00 - CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Substantial Completion procedures.
  - 2. Final completion procedures.
  - 3. Warranties.
  - 4. Final cleaning.
- B. Related Requirements:
  - 1. Section 01 73 00 "Execution" for progress cleaning of Project site.
  - 2. Section 01 78 39 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

#### 1.3 ACTION SUBMITTALS

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

#### 1.4 CLOSEOUT SUBMITTALS

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

#### 1.5 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of ten days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
  3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Owner. Label with manufacturer's name and model number where applicable.
  5. Submit test/adjust/balance records.
  6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
  7. Submit pest-control final inspection report.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of ten days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
  2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  3. Complete startup and testing of systems and equipment.
  4. Perform preventive maintenance on equipment used prior to Substantial Completion.
  5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
  6. Advise Owner of changeover in heat and other utilities.
  7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
  8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  9. Complete final cleaning requirements, including touchup painting.
  10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
  11. Complete repair and restoration operations.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of ten days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. 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.

- E. Certificate Form: AIA Document G704, Certificate of Substantial Completion.

## 1.6 FINAL COMPLETION PROCEDURES

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

## 1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  3. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Page number.
  4. Submit list of incomplete items in one of the following electronic formats:
    - a. MS Excel electronic file. Architect will return annotated file.
  5. Additional copies: In addition to submission of electronic files, submit three paper copies.

## 1.8 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
  - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
  - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

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

## PART 3 - EXECUTION

### 3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:

- a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
- b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
- c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
- d. Remove tools, construction equipment, machinery, and surplus material from Project site.
- e. Remove snow and ice to provide safe access to building.
- f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- h. Sweep concrete floors broom clean in unoccupied spaces.
- i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
- j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
- k. Remove labels that are not permanent.
- l. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
- o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
- p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
- q. Leave Project clean and ready for occupancy.

END OF SECTION 01 77 00

## SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Record Product Data.
  - 4. Miscellaneous record submittals.
- B. Related Requirements:
  - 1. Section 01 73 00 "Execution" for final property survey.
  - 2. Section 01 77 00 "Closeout Procedures" for general closeout procedures.

#### 1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Submit one set of marked-up record prints.
- B. Record Specifications: Submit one paper copy of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one paper copy of each submittal.
  - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit one paper copy of each submittal.

### PART 2 - PRODUCTS

#### 2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.



1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Accurately record information in an acceptable drawing technique.
    - c. Record data as soon as possible after obtaining it.
    - d. Record and check the markup before enclosing concealed installations.
    - e. Cross-reference record prints to corresponding archive photographic documentation, if any.
  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 or Construction Change Directive.
    - k. Changes made following Architect's written orders.
    - l. Details not on the original Contract Drawings.
    - m. Field records for variable and concealed conditions.
    - n. Record information on the Work that is shown only schematically.
  3. Mark the Contract Drawings and Shop Drawings completely and accurately and cross reference Shop Drawings to Contract Drawings. Use personnel proficient at recording graphic information in production of marked-up record prints.
  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 alternate numbers, Change Order numbers, Construction Change Directive numbers, and similar identification, where applicable.
- B. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
  2. Consult Architect for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared record Drawings into record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.

- C. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
  - 1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  - 2. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of Architect.
    - e. Name of Contractor.

## 2.2 RECORD SPECIFICATIONS

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

## 2.3 RECORD PRODUCT DATA

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

## 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. Miscellaneous record submittals include, but are not limited to, the following:
1. Certificates.
  2. Reports.
  3. Inspection data.
  4. Test results.
  5. Design data.
  6. Engineering analysis.
  7. Informational submittals.
- B. Format: Include miscellaneous record submittals directory organized sequentially by Specification Section number and title.

## PART 3 - EXECUTION

### 3.1 RECORDING AND MAINTENANCE

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

END OF SECTION 01 78 39

## SECTION 02 41 19 - SELECTIVE DEMOLITION

### 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. Demolition and removal of selected portions of a building or structure.
  - 2. Repair procedures for selective demolition operations.

#### 1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- C. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed, and salvaged, or removed and reinstalled.

#### 1.4 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.

#### 1.5 PREINSTALLATION MEETINGS

- A. Predemolition Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination." Review methods and procedures related to selective demolition including, but not limited to, the following:
  - 1. Inspect and discuss condition of construction to be selectively demolished.
  - 2. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.

3. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.
4. Review areas where existing construction is to remain and requires protection.

## 1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For professional engineer.
  1. Include lists of completed projects with project names and addresses, names and addresses of Architects and Owners, and other information specified.
- B. Proposed Environmental Protection, Dust-Control and Noise-Control Measures: Submit report, including drawings, that indicates the measures proposed for use, proposed locations, and proposed time frame for their operation. Identify options if proposed measures are later determined to be inadequate.
- C. Schedule of Selective Demolition Activities: Indicate the following:
  1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's building manager's on-site operations are uninterrupted.
  2. Interruption of utility services and duration of interruption.
  3. Coordination for shutoff, capping, and continuation of utility services.
  4. Locations of temporary partitions and means of egress.
  5. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
  6. Means of protection for items to remain and items in path of waste removal from building.
- D. Predemolition Photographs: Show existing conditions of adjoining construction and site improvements, including finish surfaces that might be misconstrued as damage caused by selective demolition operations. Submit before Work begins.
- E. Warranties: Documentation indicated that existing warranties are still in effect after completion of selective demolition.

## 1.7 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: An experienced firm that has specialized in demolition work similar in material and extent to that indicated for this Project.
- B. Professional Engineer Qualifications: Comply with Section 01 40 00 "Quality Requirements."
- C. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- D. Standards: Comply with ANSI A10.6 and NFPA 241.

## 1.8 FIELD CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. Owner assumes no responsibility for condition of areas to be selectively demolished.
- C. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
  - 1. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.
- D. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
  - 1. Maintain fire-protection facilities in service during selective demolition operations.

## 1.9 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.
- B. Notify warrantor on completion of selective demolition and obtain documentation verifying that existing system has been inspected and warranty remains in effect. Submit documentation at Project closeout.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ANSI/ASSE A10.6 and NFPA 241.

### 2.2 REPAIR MATERIALS

- A. Use repair materials identical to existing materials.
  - 1. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
  - 2. Use materials whose installed performance equals or surpasses that of existing materials.

- B. Comply with material and installation requirements specified in individual Specification Sections.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped.
- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
- C. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate, and measure the nature and extent of conflict. Promptly submit a written report to Architect.
- D. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective demolition operations.
- E. Survey of Existing Conditions: Record existing conditions by use of preconstruction photographs.
- F. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

#### 3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems: Maintain services indicated to remain and protect them against damage during selective demolition operations.
- B. Existing Services/Systems to be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off indicated utility services and mechanical/electrical systems serving areas to be selectively demolished.
  - 1. Owner will arrange to shut off indicated services/systems when requested by Contractor. Provide minimum 48 hours' notice when requesting shut-off.
  - 2. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
- C. Utility Requirements: Refer to Divisions 22 and 26 Sections for shutting off, disconnecting, removing, and sealing or capping utilities. Do not start selective demolition work until utility disconnecting and sealing have been completed and verified in writing.

### 3.3 PREPARATION

- A. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- B. Temporary Enclosures: Provide temporary enclosures for protection of existing building and 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, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
- C. Temporary Partitions: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
- D. Temporary Shoring: Provide and maintain interior shoring, bracing, and structural supports to preserve stability and prevent movement, settlement, or collapse of construction indicated to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
  - 1. Strengthen or add new supports when required during progress of selective demolition.

### 3.4 POLLUTION CONTROLS

- A. Dust Control: Use water mist, temporary enclosures, and other suitable methods to limit spread of dust and dirt. Comply with governing environmental-protection regulations.
  - 1. Do not use water when it may damage existing construction or create hazardous or objectionable conditions, such as ice, flooding, and pollution.
  - 2. Wet mop floors to eliminate trackable dirt and wipe down walls and doors of demolition enclosure. Vacuum carpeted areas.
- B. Disposal: Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
  - 1. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.

### 3.5 SELECTIVE DEMOLITION, GENERAL

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:



1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
  2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, to minimize disturbance of adjacent surfaces. Temporarily cover openings to remain.
  3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
  4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.
  5. Maintain adequate ventilation when using cutting torches.
  6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
  7. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
  8. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
  9. Dispose of demolished items and materials promptly. Comply with requirements in Section 01 74 19 "Construction Waste Management and Disposal."
  10. Return elements of construction and surfaces that are to remain to condition existing before selective demolition operations began.
- B. Existing Facilities: Comply with building manager's requirements for using and protecting elevators, stairs, walkways, loading docks, building entries, and other building facilities during selective demolition operations.
- C. Removed and Reinstalled Items: Comply with the following:
1. Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.
  2. Pack or crate items after cleaning and repairing. Identify contents of containers.
  3. Protect items from damage during transport and storage.
  4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
- D. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

### 3.6 PATCHING AND REPAIRS

- A. General: Promptly repair damage to adjacent construction caused by selective demolition operations.

- B. Patching: Comply with Section 01 73 29 "Cutting and Patching."

### 3.7 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from Project site and legally dispose of them in an EPA-approved landfill.
1. Do not allow demolished materials to accumulate on-site.
  2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
  3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
  4. Comply with requirements specified in Section 01 74 19 "Construction Waste Management and Disposal."
- B. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

### 3.8 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 02 41 19

## SECTION 04 01 10 - MASONRY CLEANING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes masonry treatment work consisting of cleaning clay brick and stone masonry surfaces.

#### 1.2 DEFINITIONS

- A. Very Low-Pressure Spray: Less than 100 psi.
- B. Low-Pressure Spray:
  - 1. Pressure: 100 to 400 psi.
  - 2. Flow Rate: 4 to 6 gpm.

#### 1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.
  - 1. Review minutes of Preliminary Treatment Conference that pertain to masonry treatment and cleaning.
  - 2. Review methods and procedures related to cleaning masonry, including, but not limited to, the following:
    - a. Masonry treatment specialist's personnel, equipment, and facilities needed to make progress and avoid delays.
    - b. Materials, material application, and sequencing.
    - c. Quality-control program.
    - d. Fire-protection plan.
    - e. Cleaning program.
    - f. Coordination with building occupants.

#### 1.4 SEQUENCING AND SCHEDULING

- A. Work Sequence: Perform masonry cleaning work in the following sequence:
  - 1. Remove plant growth.
  - 2. Inspect masonry for open mortar joints. Where repairs are required, delay further cleaning work until after repairs are completed, cured, and dried to prevent intrusion of water and other cleaning materials into the wall.
  - 3. Clean masonry.

- B. As scaffolding is removed, patch anchor holes used to attach scaffolding. Patch holes in mortar joints according to masonry repointing Sections.

## 1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include material descriptions and application instructions.
  - 2. Include test data substantiating that products comply with requirements.

## 1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For treatment specialists and chemical-cleaner manufacturer.
- B. Preconstruction Test Reports: For cleaning materials and methods.
- C. Cleaning program.

## 1.7 QUALITY ASSURANCE

- A. Treatment Specialist Qualifications: A qualified masonry cleaning specialist. Experience cleaning new masonry work is insufficient experience for treatment work.
- B. Paint-Remover Manufacturer Qualifications: A firm regularly engaged in producing masonry paint removers that have been used for similar applications with successful results, and with factory-authorized service representatives who are available for consultation and Project-site inspection, preconstruction product testing, and on-site assistance.
- C. Chemical-Cleaner Manufacturer Qualifications: A firm regularly engaged in producing masonry cleaners that have been used for similar applications with successful results, and with factory-authorized service representatives who are available for consultation and Project-site inspection, preconstruction product testing, and on-site assistance.
- D. Cleaning Program: Prepare a written cleaning program that describes cleaning process in detail, including materials, methods, sequence, and equipment to be used; protection of surrounding materials; and control of runoff during operations.
  - 1. If materials and methods other than those indicated are proposed for any phase of cleaning work, add to the quality-control program a written description of such materials and methods, including evidence of successful use on comparable projects, and demonstrations to show their effectiveness for this Project.
- E. Mockups: Prepare mockups of cleaning on existing surfaces to demonstrate aesthetic effects and to set quality standards for materials and execution.
  - 1. Cleaning: Clean an area approximately 25 sq. ft. for each type of masonry and surface condition.

- a. Test cleaners and methods on samples of adjacent materials for possible adverse reactions. Do not test cleaners and methods known to have deleterious effect.
  - b. Allow a waiting period of not less than seven days after completion of sample cleaning to permit a study of sample panels for negative reactions.
2. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.

## 1.8 PRECONSTRUCTION TESTING

- A. Preconstruction Testing Service: Engage a qualified treatment specialist or one or more chemical-cleaner and paint-remover manufacturers to perform preconstruction testing on masonry surfaces.
  1. Use test areas as indicated and representative of proposed materials and existing construction.
  2. Propose changes to materials and methods to suit Project.

## 1.9 FIELD CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit masonry cleaning work to be performed according to product manufacturers' written instructions and specified requirements.
- B. Clean masonry surfaces only when air temperature is 40 deg F and above and is predicted to remain so for at least seven days after completion of cleaning.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, provide products specified in this section by PROSOCO, Inc.
  1. Contact: Guy Mazza, Regional Sales Manager; Tel: (917) 865-8751; email: [guy.mazza@prosoco.com](mailto:guy.mazza@prosoco.com).

### 2.2 PAINT REMOVERS

- A. Low-Odor, Solvent-Type Paste Paint Remover: Manufacturer's standard low-odor, water-rinsable, solvent-type paste, gel, or foamed emulsion formulation for removing paint from masonry; containing no methanol or methylene chloride.

1. Product: Subject to compliance with requirements, provide “Enviro Klean SafStrip” paint remover as manufactured by PROSOCO, Inc

## 2.3 CLEANING MATERIALS

- A. Water: Potable.
- B. Hot Water: Water heated to a temperature of 140 to 160 deg F.
- C. Acidic Cleaner: Manufacturer's standard acidic masonry cleaner composed of hydrofluoric acid or ammonium bifluoride blended with other acids, detergents, wetting agents, and inhibitors.
  1. Design Use: Acidic cleaner designed to remove mortar smears, construction dirt, atmospheric staining from older masonry surfaces, resulting in a clean and uniform masonry surface.
    - a. Product: Subject to compliance with requirements, provide “Sure Klean 600” general purpose acidic cleaner as manufactured by PROSOCO, Inc.
    - b. Cleaning Location: Use on masonry repointing locations and additional locations where directed by Architect and recommended by manufacturer.
- D. Mild-Acid Gel Cleaner: Manufacturer's standard mild acidic gel formulation, with pH between 1.5 and 2.0, and is specifically formulated for cleaning masonry surfaces.
  1. Design Use: Gel cleaner designed to remove tough atmospheric soiling and subsurface staining, while minimizing potential for damage to delicate masonry and adjacent substrates. Design to also remove difficult calcium (concrete) stains, white scum, and other stains.
    - a. Product: Subject to compliance with requirements, provide “Sure Klean Light Duty Restoration Cleaner Cleaning” product as manufactured by PROSOCO, Inc.
    - b. Cleaning Location: Use at masonry surfaces to remove atmospheric staining.
- E. Two-Part Chemical Cleaner: Manufacturer's standard system consisting of potassium- or sodium-hydroxide-based, alkaline prewash cleaner and acidic afterwash cleaner that does not contain hydrofluoric acid.
  1. Design Use: Two-part chemical cleaner designed to remove biological and atmospheric staining from vertical and horizontal masonry surfaces and cleans difficult mold and mildew staining that blackens limestone, marble, concrete and other masonry surfaces in humid environments.
    - a. Product: Subject to compliance with requirements, provide the following two-part chemical cleaner products as manufactured by PROSOCO, Inc.
      - 1) Prewash Cleaner: “Enviro Klean ReKlaim” and “ReKlaim Activator.”
      - 2) Afterwash Cleaner: “Limestone & Masonry Afterwash.”

- b. Cleaning Location: Use at masonry surfaces to remove biological staining and used at additional locations where directed by Architect.

## 2.4 ACCESSORY MATERIALS

- A. Liquid Strippable Masking Agent: Manufacturer's standard liquid, film-forming, strippable masking material for protecting glass, metal, glazed masonry, and polished stone surfaces from damaging effects of acidic and alkaline masonry cleaners.
- B. Other Products: Select materials and methods of use based on the following, subject to approval of a mockup:
  - 1. Previous effectiveness in performing the work involved.
  - 2. Minimal possibility of damaging exposed surfaces.
  - 3. Consistency of each application.
  - 4. Uniformity of the resulting overall appearance.
  - 5. Do not use products or tools that could do the following:
    - a. Remove, alter, or harm the present condition or future preservation of existing surfaces, including surrounding surfaces not in contract.
    - b. Leave residue on surfaces.

## 2.5 CHEMICAL-CLEANING SOLUTIONS

- A. Dilute chemical cleaners with water to produce solutions not exceeding concentration recommended in writing by chemical-cleaner manufacturer.
- B. Acidic Cleaner Solution for Brick and Unpolished Stone: Dilute acidic cleaner with water to produce hydrofluoric acid content of 3 percent or less, but not greater than that recommended in writing by chemical-cleaner manufacturer.
  - 1. Stones: Use only on unpolished granite, unpolished dolomite marble, and siliceous sandstone.

## PART 3 - EXECUTION

### 3.1 PROTECTION

- A. Remove downspouts and associated hardware adjacent to immediate work area and store during masonry cleaning. Reinstall when masonry cleaning is complete.
  - 1. Provide temporary rain drainage during work to direct water away from building.

### 3.2 CLEANING MASONRY, GENERAL

- A. Have cleaning work performed only by qualified treatment specialist.

- B. Cleaning Appearance Standard: Cleaned surfaces are to have a uniform appearance as viewed from 20 feet away by Architect.
- C. Proceed with cleaning in an orderly manner; work from top to bottom of each scaffold width and from one end of each elevation to the other. Ensure that dirty residues and rinse water do not wash over dry, cleaned surfaces.
- D. Use only those cleaning methods indicated for each masonry material and location.
  - 1. Brushes: Do not use wire brushes or brushes that are not resistant to chemical cleaner being used.
  - 2. Spray Equipment: Use spray equipment that provides controlled application at volume and pressure indicated, measured at nozzle. Adjust pressure and volume to ensure that cleaning methods do not damage masonry.
    - a. Equip units with pressure gauges.
    - b. For chemical-cleaner spray application, use low-pressure tank or chemical pump suitable for chemical cleaner indicated, equipped with nozzle having a cone-shaped spray.
    - c. For water-spray application, use fan-shaped spray that disperses water at an angle of 25 to 50 degrees.
    - d. For heated water-spray application, use equipment capable of maintaining temperature between 140 and 160 deg F at flow rates indicated.
    - e. For steam application, use steam generator capable of delivering live steam at nozzle.
- E. Perform each cleaning method in a manner that results in uniform coverage of all surfaces, including corners, moldings, and interstices, and that produces an even effect without streaking or damaging masonry surfaces.
  - 1. Keep wall wet below area being cleaned to prevent streaking from runoff.
- F. Perform additional general cleaning, and stain removal, and spot cleaning of small areas that are noticeably different when viewed according to "Cleaning Appearance Standard" Paragraph, so that cleaned surfaces blend smoothly into surrounding areas.
- G. Water-Spray Application Methods:
  - 1. Water-Soak Application: Soak masonry surfaces by applying water continuously and uniformly to limited area for time indicated. Apply water at low pressures and low volumes in multiple fine sprays using perforated hoses or multiple spray nozzles. Erect a protective enclosure constructed of polyethylene sheeting to cover area being sprayed.
  - 2. Water-Spray Applications: Unless otherwise indicated, hold spray nozzle at least 6 inches from masonry surface, and apply water in horizontal back-and-forth sweeping motion, overlapping previous strokes to produce uniform coverage.
- H. Steam Cleaning: Apply steam to masonry surfaces at very low pressures indicated for each type of masonry. Hold nozzle at least 6 inches from masonry surface, and apply steam in horizontal back-and-forth sweeping motion, overlapping previous strokes to produce uniform coverage.



- I. Chemical-Cleaner Application Methods: Apply chemical cleaners to masonry surfaces according to chemical-cleaner manufacturer's written instructions; use brush or spray application. Do not spray apply at pressures exceeding 50 psi. Do not allow chemicals to remain on surface for periods longer than those indicated or recommended in writing by manufacturer.
- J. Rinse off chemical residue and soil by working upward from bottom to top of each treated area at each stage or scaffold setting. Periodically during each rinse, test pH of rinse water running off of cleaned area to determine that chemical cleaner is completely removed.
  - 1. Apply neutralizing agent and repeat rinse if necessary to produce tested pH of between 6.7 and 7.5.
- K. After cleaning is complete, remove protection no longer required. Remove tape and adhesive marks.

### 3.3 PRELIMINARY CLEANING

- A. Removing Plant Growth: Completely remove visible plant, moss, and shrub growth from masonry surfaces. Carefully remove plants, creepers, and vegetation by cutting at roots and allowing remaining growth to dry as long as possible before removal. Remove loose soil and plant debris from open masonry joints to whatever depth they occur.
- B. Preliminary Cleaning: Before beginning general cleaning, remove extraneous substances that are resistant to planned cleaning methods. Extraneous substances include paint, caulking, asphalt, and tar.
  - 1. Carefully remove heavy accumulations of rigid materials from masonry surface with sharp chisel. Do not scratch or chip masonry surface.
  - 2. Remove paint and caulking with alkaline paint remover.
  - 3. Comply with requirements in "Paint Removal" Article.
    - a. Repeat application up to two times if needed.

### 3.4 PAINT REMOVAL

- A. Paint-Remover Application, General: Apply paint removers according to paint-remover manufacturer's written instructions. Do not allow paint removers to remain on surface for periods longer than those indicated or recommended in writing by manufacturer.
- B. Paint Removal with Solvent-Type Paste Paint Remover:
  - 1. Remove loose and peeling paint using low-pressure water spray, scrapers, stiff brushes, or a combination of these. Let surface dry thoroughly.
  - 2. Apply thick coating of paint remover to painted surface with natural-fiber cleaning brush, deep-nap roller, or large paint brush. Apply in one or two coats according to manufacturer's written instructions.

3. Allow paint remover to remain on surface for period recommended in writing by manufacturer or as determined by preconstruction testing.
4. Rinse with hot water applied by low-pressure spray to remove chemicals and paint residue.

### 3.5 CLEANING WORK

- A. Hot-Water Wash: Use hot water applied by low-pressure spray.
- B. Steam Cleaning: Apply steam at very low pressures not exceeding 30 psi, unless otherwise recommended by chemical-cleaner manufacturer. Remove dirt softened by steam with wood scrapers, stiff-nylon or -fiber brushes, or cold-water wash, as indicated by cleaning tests.
- C. Mold, Mildew, and Algae Removal:
  1. Wet surface with hot water applied by low-pressure spray.
  2. Apply mold, mildew, and algae remover by brush or low-pressure spray.
  3. Scrub surface with medium-soft brushes until mold, mildew, and algae are thoroughly dislodged and can be removed by rinsing. Use small brushes for mortar joints and crevices. Dip brush in mold, mildew, and algae remover often to ensure that adequate fresh cleaner is used, and that surface remains wet.
  4. Rinse with hot water applied by low-pressure spray to remove mold, mildew, and algae remover and soil.
  5. Repeat cleaning procedure, where needed to produce cleaning effect established by mockup.
- D. Acidic Chemical Cleaning:
  1. Wet surface with cold water applied by low-pressure spray.
  2. Apply cleaner to surface in two applications by brush or low-pressure spray.
  3. Let cleaner remain on surface for period recommended in writing by chemical-cleaner manufacturer.
  4. Rinse with cold water applied by low-pressure spray to remove chemicals and soil. Rinse until all foaming, if any, stops and suds disappear.
  5. Repeat cleaning procedure, where needed to produce cleaning effect established by mockup. Do not repeat more than once. If additional cleaning is required, use steam cleaning.
- E. Mild-Acid Gel Cleaning:
  1. Wet surface with cold water applied by low-pressure spray.
  2. Apply cleaner to surface by brush or deep-nap roller.
  3. Let cleaner remain on surface for period recommended in writing by chemical-cleaner manufacturer.
  4. Rinse with cold water applied by medium-pressure spray to remove chemicals and soil.
  5. Repeat cleaning procedure, where needed to produce cleaning effect established by mockup. Do not repeat more than once. If additional cleaning is required, use steam cleaning.

F. Two-Part Chemical Cleaning:

1. Wet surface with hot water applied by low-pressure spray.
2. Apply cleaner to surface by brush or roller.
3. Let cleaner remain on surface for period recommended in writing by chemical-cleaner manufacturer.
4. Rinse with hot water applied by low-pressure spray unless otherwise recommended by chemical-cleaner manufacturer to remove chemicals and soil.
5. Apply acidic afterwash cleaner, while surface is still wet, using low-pressure spray equipment, deep-nap roller, or soft-fiber brush.
6. Let neutralizer remain on surface for period recommended in writing by manufacturer unless otherwise indicated.
7. Rinse with cold water applied by medium-pressure spray to remove chemicals and soil.
8. Repeat cleaning procedure, where needed to produce cleaning effect established by mockup. Do not repeat more than once. If additional cleaning is required, use steam cleaning.

3.6 FINAL CLEANING

- A. Clean adjacent nonmasonry surfaces of spillage and debris. Use detergent and soft brushes or cloths.
- B. Remove debris from gutters and downspouts. Rinse off roof and flush gutters and downspouts.
- C. Remove masking materials, leaving no residues that could trap dirt.

END OF SECTION 04 01 10

## SECTION 05 01 70.51 - DECORATIVE METAL CLEANING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes decorative metal cleaning as follows:
  - 1. Cleaning decorative metal surfaces of existing framed-aluminum entrances and storefront assemblies from atmospheric soiling, staining, surface deposits and other contaminants.

#### 1.2 DEFINITIONS

- A. Very Low-Pressure Spray: Less than 100 psi.
- B. Low-Pressure Spray: 100 to 400 psi; 4 to 6 gpm.

#### 1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include recommendations for product application and use.
  - 2. Include test data substantiating that products comply with requirements.

#### 1.5 REFERENCES

- A. American Architectural Manufacturers Association: AAMA 609 & 610-02 – Cleaning and Maintenance of Architectural Finished Aluminum.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For decorative metal refinishing specialist.

## 1.7 QUALITY ASSURANCE

- A. Decorative Metal Cleaning Specialist Qualifications: A qualified decorative metal cleaning specialist. Cleaning specialist shall be experienced in using mechanical and chemical methods on the types of metal surfaces indicated.
- B. Mockups: Prepare mockups of decorative metal cleaning processes on existing surfaces to demonstrate aesthetic effects and to set quality standards for materials and execution. Prepare mockups so they are inconspicuous.
  - 1. Cleaning: Prepare an area approximately 2 sq. ft. for each process on each type of metal indicated for treatment.
  - 2. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
  - 3. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

## 1.8 FIELD CONDITIONS

- A. Weather Limitations: Proceed with decorative metal cleaning only when existing and forecasted weather conditions are within the environmental limits set by each manufacturer's written instructions and specified requirements.

## PART 2 - PRODUCTS

### 2.1 CLEANING MATERIALS

- A. Water: Potable.
- B. Hot Water: Water heated to a temperature of 140 to 160 deg F (60 to 71 deg C).
- C. Detergent Solution, Job Mixed: Solution prepared by mixing 2 cups of tetrasodium pyrophosphate (TSPP), 1/2 cup of laundry detergent, and 20 quarts of hot water for every 5 gal. of solution required.
- D. Abrasive Materials:
  - 1. Abrasive Pads for Aluminum Cleaning: Plastic abrasive pads.

### 2.2 MISCELLANEOUS MATERIALS

- A. Masking Tape: Nonstaining, nonabsorbent material; compatible with chemical solutions being used and substrate surfaces; and that will easily come off entirely, including adhesive.

B. Other Products: Select materials and methods of use based on the following, subject to approval of a mockup:

1. Previous effectiveness in performing the work involved.
2. Little possibility of damaging exposed surfaces.
3. Consistency of each application.
4. Uniformity of the resulting overall appearance.
5. Do not use products or tools that could do the following:
  - a. Remove, alter, or in any way harm the present or future condition of existing surfaces, including surrounding surfaces not in the Contract.
  - b. Leave an unintended residue on surfaces.

### PART 3 - EXECUTION

#### 3.1 DECORATIVE METAL CLEANING SPECIALIST

A. Decorative Metal Cleaning Specialist Firms: Subject to compliance with requirements, firms that may provide decorative metal cleaning include, but are not limited to, the following:

1. Linetec, 3578 Campton Ridge Road, Pfafftown, NC 27040, website: [www.linetc.com](http://www.linetc.com).
  - a. Contact: Dale Robinson (Field Service Manager); Tel: (715) 846 -3638 / email: [dale.robinson@linetec.com](mailto:dale.robinson@linetec.com)

#### 3.2 PROTECTION

A. Comply with each manufacturer's written instructions for protecting building and other surfaces against damage from exposure to its products. Prevent chemical solutions from coming into contact with people, motor vehicles, landscaping, buildings, and other surfaces that could be harmed by such contact.

1. Cover adjacent surfaces with materials that are proven to resist chemical solutions being used unless products being used will not damage adjacent surfaces. Use protective materials that are waterproof and UV resistant. Apply masking agents to comply with manufacturer's written instructions. Do not apply liquid masking agent to painted or porous surfaces. When no longer needed, promptly remove masking to prevent adhesive staining.
2. Do not apply chemical solutions during winds of sufficient force to spread them to unprotected surfaces.
3. Neutralize alkaline and acid wastes before disposal.
4. Dispose of runoff from operations by legal means and in a manner that prevents soil erosion, undermining of paving and foundations, damage to landscaping, and water penetration into building interiors.

### 3.3 DECORATIVE METAL CLEANING, GENERAL

- A. Execution of the Work: In cleaning items, disturb them as minimally as possible and as follows:
1. Remove deteriorated coatings and corrosion.
  2. Sequence work to minimize time before protective coatings are reapplied.
  3. Clean items in place unless otherwise indicated.

### 3.4 CLEANING

- A. General: Comply with AAMA 609 & 610-02 for light, medium or heavy cleaning procedure required for removing soils from existing decorative metal surfaces.
1. Spray Equipment: Use spray equipment that provides controlled application at volume and pressure indicated, measured at nozzle. Adjust pressure and volume to ensure that spray methods do not damage surfaces.
    - a. Equip units with pressure gages.
    - b. For water-spray application, use fan-shaped spray that disperses water at an angle of 25 to 50 degrees.
  2. Uniformity: Perform each cleaning method in a manner that results in uniform coverage of all surfaces, including corners, contours, and interstices, and that produces an even effect without streaks or damaging surfaces.
  3. Protection: After cleaning is complete, remove protection no longer required. Remove tape and adhesive marks.
- B. Water Cleaning: Clean with cold water applied by low-pressure spray. Supplement with plastic-bristle brush. Use small brushes to remove soil from joints and crevices.
- C. Detergent Cleaning:
1. Wet surface with cold water applied by low-pressure spray.
  2. Scrub surface with detergent solution and plastic-bristle brush until soil is thoroughly dislodged and can be removed by rinsing. Use small brushes to remove soil from joints and crevices. Dip brush in solution often to ensure that adequate fresh detergent is used, and that surface remains wet.
  3. Rinse with cold water applied by low-pressure spray to remove detergent solution and soil.
  4. Repeat cleaning procedure where needed to produce cleaning effect established by mockup.
- D. Cleaning with Abrasive Pads: Clean surfaces to remove dirt by light rubbing with abrasive pads and water. Rinse with cold water to remove residue. Apply rinse by low-pressure spray.

3.5 DECORATIVE METAL CLEANING SCHEDULE

A. Treatment of Decorative Architectural Aluminum:

1. Framed-aluminum Entrances.
2. Exterior storefronts.

END OF SECTION 05 01 70.51



## SECTION 06 10 00 - ROUGH CARPENTRY

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Wood blocking and nailers.
2. Plywood backing panels.

#### 1.2 DEFINITIONS

A. Lumber grading agencies, and the abbreviations used to reference them, include the following:

1. NeLMA: Northeastern Lumber Manufacturers' Association.
2. NLGA: National Lumber Grades Authority.
3. SPIB: The Southern Pine Inspection Bureau.
4. WCLIB: West Coast Lumber Inspection Bureau.
5. WWPA: Western Wood Products Association.

#### 1.3 ACTION SUBMITTALS

A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.

1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used and net amount of preservative retained.
2. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Include physical properties of treated materials based on testing by a qualified independent testing agency.
3. For fire-retardant treatments, include physical properties of treated lumber both before and after exposure to elevated temperatures, based on testing by a qualified independent testing agency according to ASTM D 5664.
4. Include copies of warranties from chemical treatment manufacturers for each type of treatment.
5. For products receiving a waterborne treatment, include statement that moisture content of treated materials was reduced to levels specified before shipment to Project site.
6. Include copies of warranties from chemical treatment manufacturers for each type of treatment.

#### 1.4 INFORMATIONAL SUBMITTALS

A. Evaluation Reports: For the following, from ICC-ES:

1. Wood-preservative-treated wood.
2. Fire-retardant-treated wood.
3. Power-driven fasteners.
4. Powder-actuated fasteners.
5. Expansion anchors.

#### 1.5 QUALITY ASSURANCE

- A. Testing Agency Qualifications: For testing agency providing classification marking for fire-retardant treated material, an inspection agency acceptable to authorities having jurisdiction that periodically performs inspections to verify that the material bearing the classification marking is representative of the material tested.

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Stack lumber flat with spacers beneath and between each bundle to provide air circulation. Protect lumber from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

### PART 2 - PRODUCTS

#### 2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
1. Factory mark each piece of lumber with grade stamp of grading agency.
  2. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
  3. Provide dressed lumber, S4S, unless otherwise indicated.
- B. Maximum Moisture Content of Lumber: 19 percent maximum moisture content at time of dressing for 2-inches nominal thickness or less, unless otherwise indicated.

#### 2.2 WOOD-PRESERVATIVE-TREATED LUMBER

- A. Preservative Treatment by Pressure Process: AWPA U1; Use Category UC2 for interior construction not in contact with the ground, Use Category UC3b for exterior construction not in contact with the ground, and Use Category UC4a for items in contact with the ground.
1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium.

- B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or that does not comply with requirements for untreated material.
- C. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.
- D. Application: Treat items indicated on Drawings, and the following:
  - 1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.
  - 2. Wood framing members that are less than 18 inches above the ground in crawlspaces or unexcavated areas.
  - 3. Wood floor plates that are installed over concrete slabs-on-grade.

## 2.3 FIRE-RETARDANT-TREATED MATERIALS

- A. General: Where fire-retardant-treated materials are indicated, use materials complying with requirements in this article, that are acceptable to authorities having jurisdiction, and with fire-test-response characteristics specified as determined by testing identical products per test method indicated by a qualified testing agency.
- B. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Products with a flame spread index of 25 or less when tested according to ASTM E 84, and with no evidence of significant progressive combustion when the test is extended an additional 20 minutes, and with the flame front not extending more than 10.5 feet beyond the centerline of the burners at any time during the test.
  - 1. Use treatment that does not promote corrosion of metal fasteners.
  - 2. Exterior Type: Treated materials shall comply with requirements specified above for fire-retardant-treated lumber and plywood by pressure process after being subjected to accelerated weathering according to ASTM D 2898. Use for exterior locations and where indicated.
  - 3. Interior Type A: Treated materials shall have a moisture content of 28 percent or less when tested according to ASTM D 3201 at 92 percent relative humidity. Use where exterior type is not indicated.
  - 4. Design Value Adjustment Factors: Treated lumber shall be tested according to ASTM D 5664 and design value adjustment factors shall be calculated according to ASTM D 6841.
- C. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Kiln-dry plywood after treatment to a maximum moisture content of 15 percent.
- D. Identify fire-retardant-treated wood with appropriate classification marking of qualified testing agency.
- E. Application: Treat items indicated on Drawings, and the following:
  - 1. Concealed blocking.
  - 2. Roof construction.
  - 3. Plywood backing panels.

## 2.4 MISCELLANEOUS LUMBER

- A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
1. Blocking.
  2. Nailers.
  3. Rooftop equipment bases and support curbs.
  4. Cants.
- B. For items of dimension lumber size, provide Construction or No. 2 grade lumber and any of the following species:
1. Mixed southern pine; SPIB.
  2. Western woods; WCLIB or WWPA.
  3. Northern species; NLGA.
  4. Eastern softwoods; NeLMA.
- C. For concealed boards, provide lumber with 19 percent maximum moisture content and the following species and grades:
1. Mixed southern pine; No. 2 grade; SPIB.
  2. Eastern softwoods; No. 2 Common grade; NeLMA.
  3. Northern species; No. 2 Common grade; NLGA.
  4. Western woods; Construction or No. 2 Common grade; WCLIB or WWPA.
- D. For blocking not used for attachment of other construction, Utility, Stud, or No. 3 grade lumber of any species may be used provided that it is cut and selected to eliminate defects that will interfere with its attachment and purpose.
- E. For blocking and nailers used for attachment of other construction, select, and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.
- F. For furring strips for installing plywood or hardboard paneling, select boards with no knots capable of producing bent-over nails and damage to paneling.

## 2.5 PLYWOOD BACKING PANELS

- A. Equipment Backing Panels: DOC PS 1, Exposure 1, C-D Plugged, fire-retardant treated, in thickness indicated or, if not indicated, not less than 1/2-inch nominal thickness.

## 2.6 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
1. Where rough carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.

- B. Nails, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: NES NER-272.
- D. Wood Screws: ASME B18.6.1.
- E. Lag Bolts: ASME B18.2.1.
- F. Bolts: Steel bolts complying with ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.
- G. Expansion Anchors: Anchor bolt and sleeve assembly of material indicated below with capability to sustain, without failure, a load equal to six times the load imposed when installed in unit masonry assemblies and equal to four times the load imposed when installed in concrete as determined by testing per ASTM E 488 conducted by a qualified independent testing and inspecting agency.
  - 1. Material: Stainless steel with bolts and nuts complying with ASTM F 593 and ASTM F 594, Alloy Group 1 or 2.

## 2.7 MISCELLANEOUS MATERIALS

- A. Flexible Flashing: Composite, self-adhesive, flashing product consisting of a pliable, butyl rubber or rubberized-asphalt compound, bonded to a high-density polyethylene film, aluminum foil, or spunbonded polyolefin to produce an overall thickness of not less than 0.025 inch.
- B. Adhesives for Gluing Furring to Concrete or Masonry: Formulation complying with ASTM D 3498 that is approved for use indicated by adhesive manufacturer.
  - 1. Adhesives shall have a VOC content of 70 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- C. Water-Repellent Preservative: NWWDA-tested and -accepted formulation containing 3-iodo-2-propynyl butyl carbamate, combined with an insecticide containing chlorpyrifos as its active ingredient.

## PART 3 - EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate furring, nailers, blocking, and similar supports to comply with requirements for attaching other construction.
- B. Install plywood backing panels by fastening to studs; coordinate locations with utilities requiring backing panels. Install fire-retardant treated plywood backing panels with classification marking of testing agency exposed to view.

- C. Provide blocking and framing as indicated and as required to support facing materials, fixtures, specialty items, and trim.
  - 1. Provide metal clips for fastening gypsum board or lath at corners and intersections where framing or blocking does not provide a surface for fastening edges of panels. Space clips not more than 16 inches o.c.
- D. Sort and select lumber so that natural characteristics will not interfere with installation or with fastening other materials to lumber. Do not use materials with defects that interfere with function of member or pieces that are too small to use with minimum number of joints or optimum joint arrangement.
- E. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
  - 1. NES NER-272 for power-driven fasteners.
  - 2. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code.
- F. Comply with AWP A M4 for applying field treatment to cut surfaces of preservative-treated lumber.
  - 1. Use inorganic boron for items that are continuously protected from liquid water.
  - 2. Use copper naphthenate for items not continuously protected from liquid water.
- G. Use steel common nails unless otherwise indicated. Select fasteners of size that will not fully penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood. Drive nails snug but do not countersink nail heads unless otherwise indicated.

### 3.2 WOOD BLOCKING, AND NAILER INSTALLATION

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.
- C. Where wood-preservative-treated lumber is installed adjacent to metal decking, install continuous flexible flashing separator between wood and metal decking.

### 3.3 PANEL PRODUCT INSTALLATION

- A. General: Comply with applicable recommendations contained in APA Form No. E30K, "APA Design/Construction Guide: Residential & Commercial," and local utility requirements, if any, for plywood backing panels utilized as indicated.
- B. Fastening Methods: Fasten panels as indicated below:

1. Plywood Backing Panels: Secure to wall using proper fastening devices for substrates encountered spaced 12 inches on center maximum at perimeter 1/2 inch from corners and three rows of 3 fasteners each in the backerboard field. Countersink fasteners flush with plywood surface. Butt adjacent panels without lapping.

3.4 PROTECTION

- A. Protect rough carpentry from weather. If, despite protection, rough carpentry becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

END OF SECTION 06 10 00

## SECTION 06 16 00 - SHEATHING

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Wall sheathing.

#### 1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type product. Indicate component materials and dimensions and include construction and application details.

#### 1.4 DELIVERY, STORAGE, AND HANDLING

- A. Stack panels flat with spacers beneath and between each bundle to provide air circulation. Protect sheathing from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

### PART 2 - PRODUCTS

#### 2.1 PERFORMANCE REQUIREMENTS

- A. Thickness: As needed to comply with requirements specified, but not less than thickness indicated.
- B. Factory mark panels to indicate compliance with applicable standard.

#### 2.2 WALL SHEATHING

- A. Plywood Wall Sheathing: DOC PS 1, Exterior, Structural I sheathing.
1. Span Rating: Not less than 32/16.
  2. Nominal Thickness: Not less than 5/8 inch.

#### 2.3 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.



1. For roof and wall sheathing, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.
- B. Screws for Fastening Sheathing to Wood Framing: ASTM C1002.
- C. Screws for Fastening Wood Structural Panels to Cold-Formed Metal Framing: ASTM C954, except with wafer heads and reamer wings, length as recommended by screw manufacturer for material being fastened.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION, GENERAL

- A. Do not use materials with defects that impair quality of sheathing or pieces that are too small to use with minimum number of joints or optimum joint arrangement. Arrange joints so that pieces do not span between fewer than three support members.
- B. Cut panels at penetrations, edges, and other obstructions of work; fit tightly against abutting construction unless otherwise indicated.
- C. Securely attach to substrate by fastening as indicated, complying with the following:
  1. Table 2304.9.1, "Fastening Schedule," in ICC's "International Building Code."
- D. Coordinate wall sheathing installation with flashing and joint-sealant installation so these materials are installed in sequence and manner that prevent exterior moisture from passing through completed assembly.
- E. Do not bridge building expansion joints; cut and space edges of panels to match spacing of structural support elements.
- F. Coordinate sheathing installation with installation of materials installed over sheathing so sheathing is not exposed to precipitation or left exposed at end of the workday when rain is forecast.

#### 3.2 WOOD STRUCTURAL PANEL INSTALLATION

- A. General: Comply with applicable recommendations in APA Form No. E30, "Engineered Wood Construction Guide," for types of structural-use panels and applications indicated.
- B. Fastening Methods: Fasten panels as indicated below:
  1. Wall Sheathing:
    - a. Nail or staple to wood framing.
    - b. Screw to cold-formed metal framing.
    - c. Space panels 1/8 inch apart at edges and ends.

END OF SECTION 06 16 00

## SECTION 07 42 13.23 - METAL COMPOSITE MATERIAL WALL PANELS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes metal composite material wall panels.

#### 1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of panel and accessory.
- B. Shop Drawings:
  - 1. Include fabrication and installation layouts of metal composite material panels; details of edge conditions, joints, panel profiles, corners, anchorages, attachment assembly, trim, flashings, closures, and accessories; and special details.
  - 2. Accessories: Include details of the flashing, trim, and anchorage, at a scale of not less than 1-1/2 inches per 12 inches.
- C. Samples for Verification: For each type of exposed finish required, prepared on Samples of size indicated below.
  - 1. Metal Composite Material Panels: 12 inches long by actual panel width. Include fasteners, closures, and other metal composite material panel accessories.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Test Reports: For each product, tests performed by a qualified testing agency.
- C. Sample Warranties: For special warranties.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For metal composite material panels to include in maintenance manuals.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver components, metal composite material panels, and other manufactured items so as not to be damaged or deformed. Package metal composite material panels for protection during transportation and handling.
- B. Unload, store, and erect metal composite material panels in a manner to prevent bending, warping, twisting, and surface damage.
- C. Stack metal composite material panels horizontally on platforms or pallets, covered with suitable weathertight and ventilated covering. Store metal composite material panels to ensure dryness, with positive slope for drainage of water. Do not store metal composite material panels in contact with other materials that might cause staining, denting, or other surface damage.
- D. Retain strippable protective covering on metal composite material panels during installation.

1.8 FIELD CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit assembly of metal composite material panels to be performed according to manufacturers' written instructions and warranty requirements.

1.9 COORDINATION

- A. Coordinate metal composite material panel installation with rain drainage work, flashing, trim, construction of soffits, and other adjoining work to provide a leakproof, secure, and noncorrosive installation.

1.10 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of metal composite material panel systems that fail in materials or workmanship within specified warranty period.
  - 1. Failures include, but are not limited to, the following:
    - a. Structural failures including rupturing, cracking, or puncturing.
    - b. Deterioration of metals and other materials beyond normal weathering.
  - 2. Warranty Period: Two years from date of Substantial Completion.

- B. Special Warranty on Panel Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace metal composite material panels that show evidence of deterioration of factory-applied finishes within specified warranty period.
1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:
    - a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
    - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
    - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
  2. Finish Warranty Period: 20 years from date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Structural Performance: Provide metal composite material panel systems capable of withstanding the effects of the following loads, based on testing according to ASTM E 330:
1. Wind Loads: Determine loads in accordance with the Building Code based upon design wind speed, exposure and occupancy category indicated.
    - a. Design wind speed: 112 miles per hour.
    - b. Exposure category: B.
    - c. Occupancy category: II.
  2. Deflection Limits: Engineer panel assemblies to withstand test pressures with deflection no greater than 1/480 of the span and no evidence of material failure, structural distress, or permanent deformation exceeding 0.2 percent of the clear span.
    - a. Test Pressures: 150 percent of inward and outward wind-load design pressures.
- B. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes by preventing buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
1. Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.
- C. Fire-Resistance Ratings: Comply with ASTM E 119; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
1. Indicate design designations from UL's "Fire Resistance Directory" or from the listings of another qualified testing agency.
- D. Fire Propagation Characteristics: Metal composite material wall panel system passes NFPA 285 testing.

## 2.2 METAL COMPOSITE MATERIAL WALL PANELS

- A. Metal Composite Material Wall Panel Systems: Provide factory-formed and -assembled, metal composite material wall panels fabricated from two metal facings that are bonded to a solid, extruded thermoplastic core; formed into profile for installation method indicated. Include attachment assembly components, panel stiffeners, and accessories required for weathertight system.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Citadel Architectural Products, Inc.; “Envelope 2000 Rainscreen (RS) System.”
      - 1) Color and Finish: Match Architect’s sample.
    - b. Arconic; “Reynobond FR.”
      - 1) Color and Finish: Match Architect’s sample
      - 2) Attachment Assembly:
        - a) Basis-of-Design Product: Subject to compliance with requirements, provide “EC-200 Dry Joint MCM System” as fabricated by East Coast Metal Systems or comparable product.
- B. Aluminum-Faced Composite Wall Panels: Formed with 0.020-inch- thick, aluminum sheet facings.
  - 1. Panel Thickness: 0.157 inch.
  - 2. Core: Fire retardant.
- C. Attachment Assembly Components: Formed from extruded aluminum.
- D. Attachment Assembly: Rainscreen principle system.

## 2.3 MISCELLANEOUS MATERIALS

- A. Miscellaneous Metal Subframing and Furring: ASTM C 645, cold-formed, metallic-coated steel sheet ASTM A 653/A 653M, G90 coating designation or ASTM A 792/A 792M, Class AZ50 aluminum-zinc-alloy coating designation unless otherwise indicated. Provide manufacturer's standard sections as required for support and alignment of metal composite material panel system.
- B. Panel Accessories: Provide components required for a complete, weathertight panel system including trim, copings, fasciae, mullions, sills, corner units, clips, flashings, sealants, gaskets, fillers, closure strips, and similar items. Match material and finish of metal composite material panels unless otherwise indicated.

- C. Flashing and Trim: Provide flashing and trim formed from same material as metal composite material panels as required to seal against weather and to provide finished appearance. Locations include, but are not limited to, bases, drips, sills, jambs, corners, endwalls, framed openings, rakes, fasciae, parapet caps, soffits, reveals, and fillers. Finish flashing and trim with same finish system as adjacent metal composite material panels.
- D. Panel Fasteners: Self-tapping screws designed to withstand design loads. Provide exposed fasteners with heads matching color of metal composite material panels by means of plastic caps or factory-applied coating. Provide EPDM or PVC sealing washers for exposed fasteners.
- E. Panel Sealants: ASTM C 920; elastomeric polyurethane or silicone sealant; of type, grade, class, and use classifications required to seal joints in metal composite material panels and remain weathertight; and as recommended in writing by metal composite material panel manufacturer.

## 2.4 FABRICATION

- A. General: Fabricate and finish metal composite material panels and accessories at the factory, by manufacturer's standard procedures and processes, as necessary to fulfill indicated performance requirements demonstrated by laboratory testing. Comply with indicated profiles and with dimensional and structural requirements.
- B. Sheet Metal Flashing and Trim: Fabricate flashing and trim to comply with manufacturer's recommendations and recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of item indicated.
  - 1. Form exposed sheet metal accessories that are without excessive oil canning, buckling, and tool marks and that are true to line and levels indicated, with exposed edges folded back to form hems.
  - 2. Seams for Aluminum: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with epoxy seam sealer. Rivet joints for additional strength.
  - 3. Seams for Other Than Aluminum: Fabricate nonmoving seams in accessories with flat-lock seams. Tin edges to be seamed, form seams, and solder.
  - 4. Sealed Joints: Form non-expansion, but movable, joints in metal to accommodate sealant and to comply with SMACNA standards.
  - 5. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces of accessories exposed to view.
  - 6. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal recommended in writing by metal panel manufacturer.
    - a. Size: As recommended by SMACNA's "Architectural Sheet Metal Manual" or metal wall panel manufacturer for application but not less than thickness of metal being secured.

## 2.5 FINISHES

- A. Protect mechanical and painted finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- B. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.
- C. Aluminum Panels and Accessories:
  - 1. Two-Coat Fluoropolymer: AAMA 2605. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, metal composite material panel supports, and other conditions affecting performance of the Work.
  - 1. Examine wall framing to verify that girts, angles, channels, studs, and other structural panel support members and anchorage have been installed within alignment tolerances required by metal composite material wall panel manufacturer.
  - 2. Examine wall sheathing to verify that sheathing joints are supported by framing or blocking, and that installation is within flatness tolerances required by metal composite material wall panel manufacturer.
    - a. Verify that air- or water-resistive barriers have been installed over sheathing or backing substrate to prevent air infiltration or water penetration.
- B. Examine roughing-in for components and assemblies penetrating metal composite material panels to verify actual locations of penetrations relative to seam locations of metal composite material panels before installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Miscellaneous Supports: Install subframing, furring, and other miscellaneous panel support members and anchorages according to ASTM C 754 and metal composite material panel manufacturer's written recommendations.

### 3.3 METAL COMPOSITE MATERIAL PANEL INSTALLATION

- A. General: Install metal composite material panels according to manufacturer's written instructions in orientation, sizes, and locations indicated on Drawings. Install panels perpendicular to supports unless otherwise indicated. Anchor metal composite material panels and other components of the Work securely in place, with provisions for thermal and structural movement.
  - 1. Shim or otherwise plumb substrates receiving metal composite material panels.
  - 2. Flash and seal metal composite material panels at perimeter of all openings. Fasten with self-tapping screws. Do not begin installation until air- or water-resistive barriers and flashings that will be concealed by metal composite material panels are installed.
  - 3. Install screw fasteners in predrilled holes.
  - 4. Locate and space fastenings in uniform vertical and horizontal alignment.
  - 5. Install flashing and trim as metal composite material panel work proceeds.
  - 6. Locate panel splices over, but not attached to, structural supports. Stagger panel splices and end laps to avoid a four-panel lap splice condition.
  - 7. Align bottoms of metal composite material panels and fasten with blind rivets, bolts, or self-tapping screws. Fasten flashings and trim around openings and similar elements with self-tapping screws.
  - 8. Provide weathertight escutcheons for pipe- and conduit-penetrating panels.
- B. Fasteners:
  - 1. Aluminum Panels: Use aluminum or stainless-steel fasteners for surfaces exposed to the exterior; use aluminum or galvanized-steel fasteners for surfaces exposed to the interior.
- C. Metal Protection: Where dissimilar metals contact each other or corrosive substrates, protect against galvanic action as recommended in writing by metal composite material panel manufacturer.
- D. Attachment Assembly, General: Install attachment assembly required to support metal composite material wall panels and to provide a complete weathertight wall system, including subgirts, perimeter extrusions, tracks, drainage channels, panel clips, and anchor channels.
  - 1. Include attachment to supports, panel-to-panel joinery, panel-to-dissimilar-material joinery, and panel-system joint seals.
- E. Rainscreen-Principle Installation: Install using manufacturer's standard assembly with vertical channel that provides support and secondary drainage assembly, draining at base of wall. Notch vertical channel to receive support pins. Install vertical channels supported by channel brackets or adjuster angles and at locations, spacings, and with fasteners recommended by manufacturer. Attach metal composite material wall panels by inserting horizontal support pins into notches in vertical channels and into flanges of panels. Leave horizontal and vertical joints with open reveal.
  - 1. Install wall panels to allow individual panels to be installed and removed without disturbing adjacent panels.
  - 2. Do not apply sealants to joints unless otherwise indicated.



- F. Accessory Installation: Install accessories with positive anchorage to building and weathertight mounting and provide for thermal expansion. Coordinate installation with flashings and other components.
1. Install components required for a complete metal composite material panel assembly including trim, copings, corners, seam covers, flashings, sealants, gaskets, fillers, closure strips, and similar items. Provide types indicated by metal composite material panel manufacturer; or, if not indicated, provide types recommended in writing by metal composite material panel manufacturer.
    - a. Coping: Mechanically secure metal composite panel copings and seal horizontal and vertical joints between adjacent metal panel material with sealant backing and sealant. Install sealant backing and sealant according to requirements specified in Section 07 92 00 "Joint Sealants."
- G. Flashing and Trim: Comply with performance requirements, manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible and set units true to line and level as indicated. Install work with laps, joints, and seams that are permanently watertight.
1. Install exposed flashing and trim that is without buckling and tool marks and that is true to line and levels indicated, with exposed edges folded back to form hems. Install sheet metal flashing and trim to fit substrates and to result in waterproof performance.
  2. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently waterproof, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with mastic sealant (concealed within joints).

### 3.4 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align metal composite material wall panel units within installed tolerance of 1/4 inch in 20 feet, non-accumulative, on level, plumb, and location lines as indicated, and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.

### 3.5 CLEANING AND PROTECTION

- A. Remove temporary protective coverings and strippable films, if any, as metal composite material panels are installed, unless otherwise indicated in manufacturer's written installation instructions. On completion of metal composite material panel installation, clean finished surfaces as recommended by metal composite material panel manufacturer. Maintain in a clean condition during construction.
- B. After metal composite material panel installation, clear weep holes and drainage channels of obstructions, dirt, and sealant.

- C. Replace metal composite material panels that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 07 42 13.23

## SECTION 07 54 23 - THERMOPLASTIC POLYOLEFIN (TPO) ROOFING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
1. Adhered TPO membrane roofing system.
  2. Roof insulation.

#### 1.2 DEFINITIONS

- A. TPO: Thermoplastic polyolefin.
- B. Roofing Terminology: See ASTM D 1079 and glossary in NRCA's "The NRCA Roofing and Waterproofing Manual" for definitions of terms related to roofing work in this Section.

#### 1.3 PERFORMANCE REQUIREMENTS

- A. General Performance: Installed membrane roofing and base flashings shall withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Membrane roofing and base flashings shall remain watertight.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by membrane roofing manufacturer based on testing and field experience.
- C. Roofing System Design: Provide a membrane roofing system that is identical to systems that have been successfully tested by a qualified testing and inspecting agency to resist uplift pressure specific to the geographic location of the building as required by the building code authorities having jurisdiction and calculated according to ASCE 7.
- D. FM Approvals Listing: Provide membrane roofing, base flashings, and component materials that comply with requirements in FM Approvals 4450 and FM Approvals 4470 as part of a membrane roofing system, and that are listed in FM Approvals' "RoofNav" for Class 1 or noncombustible construction, as applicable. Identify materials with FM Approvals markings.
1. Fire/Windstorm Classification: Class 1A-90.
  2. Hail Resistance: SH.
- E. Solar Reflectance Index: Not less than 78 when calculated according to ASTM E 1980, based on testing identical products by a qualified testing agency.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.

- B. Shop Drawings: For roofing system. Include plans, elevations, sections, details, and attachments to other work.
  - 1. Base flashings and membrane terminations.
  - 2. Tapered insulation, including slopes.
  - 3. Roof plan showing orientation of steel roof deck and orientation of membrane roofing and fastening spacings and patterns for mechanically fastened membrane roofing.
  - 4. Insulation fastening patterns for corner, perimeter, and field-of-roof locations.
- C. Samples for Verification: For the following products:
  - 1. Sheet roofing, of color specified, including T-shaped side and end lap seam.
  - 2. Roof insulation.
  - 3. Metal termination bars.
  - 4. Six insulation fasteners of each type, length, and finish.
  - 5. Six roof cover fasteners of each type, length, and finish.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer and manufacturer.
- B. Manufacturer Certificates: Signed by roofing manufacturer certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
  - 1. Submit evidence of compliance with performance requirements.
- C. Product Test Reports: Based on evaluation of comprehensive tests performed by manufacturer and witnessed by a qualified testing agency, for components of membrane roofing system.
- D. Research/Evaluation Reports: For components of membrane roofing system as required by authorities having jurisdiction.
- E. Warranties: Sample of special warranties.

#### 1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For roofing system to include in maintenance manuals.

#### 1.7 QUALITY ASSURANCE

- A. Manufacturer Qualifications: A qualified manufacturer that is FM Approvals approved for membrane roofing system identical to that used for this Project.
- B. Installer Qualifications: A qualified firm that is approved, authorized, or licensed by membrane roofing system manufacturer to install manufacturer's product and that is eligible to receive manufacturer's special warranty.
  - 1. Installers shall be certified by the FM Global roofing installer program.

- C. Source Limitations: Obtain components including roof insulation for membrane roofing system from same manufacturer as membrane roofing or approved by membrane roofing manufacturer.
- D. Exterior Fire-Test Exposure: ASTM E 108, Class A; for application and roof slopes indicated, as determined by testing identical membrane roofing materials by a qualified testing agency. Materials shall be identified with appropriate markings of applicable testing agency.
- E. Fire-Resistance Ratings: Where indicated, provide fire-resistance-rated roof assemblies identical to those of assemblies tested for fire resistance per ASTM E 119 by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
- F. Preliminary Roofing Conference: Before starting roof deck construction, conduct conference at Project site.

#### 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
  - 1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Handle and store roofing materials and place equipment in a manner to avoid permanent deflection of deck.

#### 1.9 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.

#### 1.10 WARRANTY

- A. Special Warranty: Manufacturer's standard or customized form, without monetary limitation, in which manufacturer agrees to repair or replace components of membrane roofing system that fail in materials or workmanship within specified warranty period.
  - 1. Special warranty includes membrane roofing, base flashings, roof insulation, fasteners, cover boards, substrate board, roofing accessories, and other components of membrane roofing system.
  - 2. Warranty Period: 20 years from date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 TPO MEMBRANE ROOFING

- A. Fabric-Reinforced Thermoplastic Polyolefin Sheet: ASTM D 6878, internally fabric or scrim reinforced, uniform, flexible TPO sheet.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following or proposed substitution complying with Division 01 Section "Substitution Procedures:"
    - a. Firestone Building Products Company
    - b. Carlisle SynTec Incorporated
    - c. GAF Materials Corporation
    - d. Johns Manville
  2. Thickness: 60 mils, nominal.
  3. Exposed Face Color: White.
    - a. Complying with Solar Reflectance Index (SRI) performance requirements as specified within this Section.

### 2.2 AUXILIARY MEMBRANE ROOFING MATERIALS

- A. General: Auxiliary membrane roofing materials recommended by roofing system manufacturer for intended use, and compatible with membrane roofing.
1. Liquid-type auxiliary materials shall comply with VOC limits of authorities having jurisdiction.
  2. Adhesives and sealants that are not on the exterior side of weather barrier shall comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
    - a. Plastic Foam Adhesives: 50 g/L.
    - b. Gypsum Board and Panel Adhesives: 50 g/L.
    - c. Multipurpose Construction Adhesives: 70 g/L.
    - d. Fiberglass Adhesives: 80 g/L.
    - e. Single-Ply Roof Membrane Adhesives: 250 g/L.
    - f. Other Adhesives: 250 g/L.
    - g. Single-Ply Roof Membrane Sealants: 450 g/L.
    - h. Nonmembrane Roof Sealants: 300 g/L.
    - i. Sealant Primers for Nonporous Substrates: 250 g/L.
    - j. Sealant Primers for Porous Substrates: 775 g/L.
- B. Sheet Flashing: Manufacturer's standard unreinforced thermoplastic polyolefin sheet flashing, 55 mils thick, minimum, of same color as sheet membrane.
- C. Bonding Adhesive: Manufacturer's standard solvent-based bonding adhesive for membrane, and solvent-based bonding adhesive for base flashings.

- D. Metal Termination Bars: Manufacturer's standard, predrilled stainless-steel or aluminum bars, approximately 1 by 1/8 inch thick; with anchors.
- E. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening membrane to substrate, and acceptable to membrane roofing system manufacturer.
- F. Miscellaneous Accessories: Provide pourable sealers, preformed cone, and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, lap sealants, termination reglets, and other accessories.
  - 1. Stucco Reglet and Counterflashing: Refer to Division 07 Section "Roof Specialties" for prefabricated reglet and counterflashing.

## 2.3 ROOF INSULATION

- A. General: Preformed roof insulation boards manufactured or approved by TPO membrane roofing manufacturer, selected from manufacturer's standard sizes suitable for application, of thicknesses indicated and that produce FM Approvals-approved roof insulation.
- B. Polyisocyanurate Board Insulation: ASTM C 1289, Type II, Class 1, Grade 2, felt or glass-fiber mat facer on both major surfaces.
- C. Tapered Insulation: Provide factory-tapered insulation boards fabricated to slope of 1/4 inch per 12 inches unless otherwise indicated.
- D. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.

## 2.4 INSULATION ACCESSORIES

- A. General: Furnish roof insulation accessories recommended by insulation manufacturer for intended use and compatibility with membrane roofing.
- B. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening roof insulation to substrate, and acceptable to roofing system manufacturer.
- C. Cover Board: ASTM C 1177/C 1177M, glass-mat, water-resistant gypsum substrate, 1/2 inch thick.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following or proposed substitution complying with Division 01 Section "Substitution Procedures:"
    - a. Georgia-Pacific Corporation.
    - b. United States Gypsum Co.
  - 2. Prime cover board as recommended by roof membrane manufacturer.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
  - 1. Verify that roof openings and penetrations are in place and curbs are set and braced and that roof drain bodies are securely clamped in place.
  - 2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
    - a. The wood shall be attached in a manner that will resist a minimum force of 200 lbs./ft. in any direction.
  - 3. Verify that surface plane flatness and fastening of steel roof deck.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- C. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at the end of the workday or when rain is forecast. Remove and discard temporary seals before beginning work on adjoining roofing.

### 3.3 INSULATION INSTALLATION

- A. Coordinate installing membrane roofing system components, so insulation is not exposed to precipitation or left exposed at the end of the workday.
- B. Comply with membrane roofing system and insulation manufacturer's written instructions for installing roof insulation.
- C. Install tapered insulation under area of roofing to conform to slopes indicated.
- D. Install insulation under area of roofing to achieve required thickness. Where overall insulation thickness is 2.7 inches or greater, install two or more layers with joints of each succeeding layer staggered from joints of previous layer a minimum of 6 inches in each direction.
- E. Trim surface of insulation where necessary at roof drains so completed surface is flush and does not restrict flow of water.



- F. Install insulation with long joints of insulation in a continuous straight line with end joints staggered between rows, abutting edges and ends between boards. Fill gaps exceeding 1/4 inch with insulation.
  - 1. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
- G. Loosely Laid Insulation: Loosely lay insulation units over substrate.
- H. Install cover boards over insulation with long joints in continuous straight lines with end joints staggered between rows. Offset joints of insulation below a minimum of 6 inches in each direction. Loosely butt cover boards together and fasten to roof deck.
  - 1. Fasten cover boards according to requirements in FM Approvals' "RoofNav" for specified Windstorm Resistance Classification.

### 3.4 ADHERED MEMBRANE ROOFING INSTALLATION

- A. Adhere membrane roofing over area to receive roofing and install according to membrane roofing system manufacturer's written instructions.
- B. Start installation of membrane roofing in presence of membrane roofing system manufacturer's technical personnel.
- C. Accurately align membrane roofing and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- D. Bonding Adhesive: Apply to substrate and underside of membrane roofing at rate required by manufacturer and allow to partially dry before installing membrane roofing. Do not apply to splice area of membrane roofing.
- E. In addition to adhering, mechanically fasten membrane roofing securely at terminations, penetrations, and perimeter of roofing.
- F. Apply membrane roofing with side laps shingled with slope of roof deck where possible.
- G. Seams: Clean seam areas, overlap membrane roofing, and hot-air weld side and end laps of membrane roofing and sheet flashings according to manufacturer's written instructions to ensure a watertight seam installation.
  - 1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of sheet membrane.
  - 2. Verify field strength of seams a minimum of twice daily and repair seam sample areas.
  - 3. Repair tears, voids, and lapped seams in roofing that does not comply with requirements.
- H. Spread sealant bed over deck drain flange at roof drains and securely seal membrane roofing in place with clamping ring.

### 3.5 BASE FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories and adhere to substrates according to membrane roofing system manufacturer's written instructions.
- B. Apply bonding adhesive to substrate and underside of sheet flashing at required rate and allow to partially dry. Do not apply to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.
- D. Clean seam areas, overlap, and firmly roll sheet flashings into the adhesive. Hot-air weld side and end laps to ensure a watertight seam installation.
- E. Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars.

### 3.6 PROTECTING AND CLEANING

- A. Protect membrane roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to Architect and Owner.
- B. Correct deficiencies in or remove membrane roofing system that does not comply with requirements; repair substrates; and repair or reinstall membrane roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

END OF SECTION 07 54 23

## SECTION 07 62 00 - SHEET METAL FLASHING AND TRIM

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Formed roof-drainage sheet metal fabrications.
2. Formed low-slope roof sheet metal fabrications.
3. Formed wall sheet metal fabrications.

#### 1.2 COORDINATION

- A. Coordinate sheet metal flashing and trim layout and seams with sizes and locations of penetrations to be flashed, and joints and seams in adjacent materials.
- B. Coordinate sheet metal flashing and trim installation with adjoining roofing and wall materials, joints, and seams to provide leakproof, secure, and noncorrosive installation.

#### 1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

#### 1.4 ACTION SUBMITTALS

A. Product Data: For each type of product.

1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each manufactured product and accessory.

B. Shop Drawings: For sheet metal flashing and trim.

1. Include plans, elevations, sections, and attachment details.
2. Detail fabrication and installation layouts, expansion-joint locations, and keyed details. Distinguish between shop- and field-assembled work.
3. Include identification of material, thickness, weight, and finish for each item and location in Project.
4. Include details for forming, including profiles, shapes, seams, and dimensions.
5. Include details for joining, supporting, and securing, including layout, and spacing of fasteners, cleats, clips, and other attachments. Include pattern of seams.
6. Include details of termination points and assemblies.
7. Include details of expansion joints and expansion-joint covers, including showing direction of expansion and contraction from fixed points.
8. Include details of roof-penetration flashing.
9. Include details of edge conditions, including eaves, ridges, valleys, rakes, crickets, and counterflashings as applicable.
10. Include details of special conditions.

11. Include details of connections to adjoining work.
12. Detail formed flashing and trim at scale of not less than 3 inches per 12 inches.

C. Samples for Verification: For each type of exposed finish.

1. Sheet Metal Flashing: 12 inches long by actual width of unit, including finished seam and in required profile. Include fasteners, cleats, clips, closures, and other attachments.
2. Trim, Metal Closures, Expansion Joints, Joint Intersections, and Miscellaneous Fabrications: 12 inches long and in required profile. Include fasteners and other exposed accessories.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For fabricator.
- B. Product Certificates: For each type of coping and roof edge flashing that is FM Approvals approved.
- C. Product Test Reports: For each product, for tests performed by a qualified testing agency.
- D. Sample Warranty: For special warranty.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For sheet metal flashing and trim, and its accessories, to include in maintenance manuals.

1.7 QUALITY ASSURANCE

- A. Fabricator Qualifications: Employs skilled workers who custom fabricate sheet metal flashing and trim similar to that required for this Project and whose products have a record of successful in-service performance.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Do not store sheet metal flashing and trim materials in contact with other materials that might cause staining, denting, or other surface damage. Store sheet metal flashing and trim materials away from uncured concrete and masonry.
- B. Protect strippable protective covering on sheet metal flashing and trim from exposure to sunlight and high humidity, except to extent necessary for period of sheet metal flashing and trim installation.

1.9 WARRANTY

- A. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.
  1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:

- a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
  - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
  - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
2. Finish Warranty Period: 20 years from date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. General: Sheet metal flashing and trim assemblies shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.
- B. Sheet Metal Standard for Flashing and Trim: Comply with SMACNA's "Architectural Sheet Metal Manual" requirements for dimensions and profiles shown unless more stringent requirements are indicated.
- C. Recycled Content of Steel-Sheet Flashing and Trim: Postconsumer recycled content plus one-half of preconsumer recycled content not less than 25 percent.
- D. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes to prevent buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
  1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.

### 2.2 SHEET METALS

- A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying strippable, temporary protective film before shipping.
- B. Aluminum Sheet: ASTM B 209, alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required; with smooth, flat surface.
  1. Exposed Coil-Coated Finish:
    - a. Two-Coat Fluoropolymer: AAMA 620. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
  2. Color: Refer to "Finish Schedule" located on Drawings.
  3. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester backer finish, consisting of prime coat and wash coat with minimum total dry film thickness of 0.5 mil.

- C. Stainless-Steel Sheet: ASTM A 240/A 240M, Type 304, dead soft, fully annealed; with smooth, flat surface.

1. Finish: 2D (dull, cold rolled).

## 2.3 UNDERLAYMENT MATERIALS

- A. Self-Adhering, High-Temperature Sheet: Minimum 30 mils thick, consisting of a slip-resistant polyethylene- or polypropylene-film top surface laminated to a layer of butyl- or SBS-modified asphalt adhesive, with release-paper backing; specifically designed to withstand high metal temperatures beneath metal roofing. Provide primer according to written recommendations of underlayment manufacturer.

1. Thermal Stability: ASTM D 1970; stable after testing at 240 deg F or higher.
2. Low-Temperature Flexibility: ASTM D 1970; passes after testing at minus 20 deg F or lower.

## 2.4 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, protective coatings, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and as recommended by manufacturer of primary sheet metal unless otherwise indicated.

- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal.

1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
  - a. Exposed Fasteners: Heads matching color of sheet metal using plastic caps or factory-applied coating. Provide metal-backed EPDM or PVC sealing washers under heads of exposed fasteners bearing on weather side of metal.
  - b. Blind Fasteners: High-strength aluminum or stainless-steel rivets suitable for metal being fastened.
  - c. Spikes and Ferrules: Same material as gutter; with spike with ferrule matching internal gutter width.

2. Fasteners for Aluminum Sheet: Aluminum or Series 300 stainless steel.
3. Fasteners for Stainless-Steel Sheet: Series 300 stainless steel.

- C. Solder:

1. For Stainless Steel: ASTM B 32, Grade Sn60, with acid flux of type recommended by stainless-steel sheet manufacturer.

- D. Sealant Tape: Pressure-sensitive, 100 percent solids, polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape 1/2 inch wide and 1/8 inch thick.

- E. Elastomeric Sealant: ASTM C 920, elastomeric polyurethane, or silicone polymer sealant; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.
- F. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type expansion joints with limited movement.
- G. Bituminous Coating: Cold-applied asphalt emulsion according to ASTM D 1187.
- H. Asphalt Roofing Cement: ASTM D 4586, asbestos free, of consistency required for application.

## 2.5 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with details shown and recommendations in cited sheet metal standard that apply to design, dimensions, geometry, metal thickness, and other characteristics of item required. Fabricate sheet metal flashing and trim in shop to greatest extent possible.
  - 1. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
  - 2. Obtain field measurements for accurate fit before shop fabrication.
  - 3. Form sheet metal flashing and trim to fit substrates without excessive oil canning, buckling, and tool marks; true to line, levels, and slopes; and with exposed edges folded back to form hems.
  - 4. Conceal fasteners and expansion provisions where possible. Do not use exposed fasteners on faces exposed to view.
- B. Fabrication Tolerances: Fabricate sheet metal flashing and trim that is capable of installation to a tolerance of 1/4 inch in 20 feet on slope and location lines indicated on Drawings and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.
- C. Expansion Provisions: Form metal for thermal expansion of exposed flashing and trim.
  - 1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
  - 2. Use lapped expansion joints only where indicated on Drawings.
- D. Sealant Joints: Where movable, nonexpansion-type joints are required, form metal to provide for proper installation of elastomeric sealant according to cited sheet metal standard.
- E. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.
- F. Fabricate cleats and attachment devices of sizes as recommended by cited sheet metal standard and by FM Global Property Loss Prevention Data Sheet 1-49 for application, but not less than thickness of metal being secured.
- G. Seams: Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.

- H. Do not use graphite pencils to mark metal surfaces.

## 2.6 ROOF-DRAINAGE SHEET METAL FABRICATIONS

- A. Downspouts: Fabricate downspouts of size and profile to match existing, complete with mitered elbows. Furnish with metal hangers from same material as downspouts and anchors.
  - 1. Fabricate from the following materials:
    - a. Aluminum: 0.024 inch thick.
- B. Parapet Scuppers: Fabricate scuppers to dimensions required, with closure flange trim to exterior, 4-inch- wide wall flanges to interior, and base extending 4 inches beyond cant or tapered strip into field of roof. Fabricate from the following materials:
  - 1. Aluminum: 0.032 inch thick.

## 2.7 LOW-SLOPE ROOF SHEET METAL FABRICATIONS

- A. Copings: Fabricate in minimum 96-inch- long, but not exceeding 12-foot- long, sections. Fabricate joint plates of same thickness as copings. Furnish with continuous cleats to support edge of external leg and interior leg. Miter corners, fasten and seal watertight. Shop fabricate interior and exterior corners.
  - 1. Coping Profile: Fig. 3-4A in accordance with SMACNA's "Architectural Sheet Metal Manual."
  - 2. Joint Style: Butted with expansion space and 6-inch- wide, concealed backup plate.
  - 3. Fabricate from the following materials:
    - a. Aluminum: 0.050 inch thick.
    - b. Color: Match existing.
- B. Roof-to-Wall Transition Expansion-Joint Cover: Fabricate from the following materials:
  - 1. Stainless Steel: 0.025 inch thick.
- C. Base Flashing: Fabricate from the following materials:
  - 1. Stainless Steel: 0.019 inch thick.
- D. Counterflashing: Fabricate from the following materials:
  - 1. Stainless Steel: 0.019 inch thick.
- E. Flashing Receivers: Fabricate from the following materials:
  - 1. Stainless Steel: 0.016 inch thick.
- F. Roof-Penetration Flashing: Fabricate from the following materials:
  - 1. Stainless Steel: 0.019 inch thick.



G. Roof-Drain Flashing: Fabricate from the following materials:

1. Stainless Steel: 0.016 inch thick.

## 2.8 WALL SHEET METAL FABRICATIONS

A. Through-Wall Flashing: Fabricate continuous flashings in minimum 96-inch- long, but not exceeding 12-foot- long, sections, under copings, and at shelf angles. Fabricate discontinuous lintel, sill, and similar flashings to extend 6 inches beyond each side of wall openings; and form with 2-inch- high, end dams. Fabricate from the following materials:

1. Stainless Steel: 0.016 inch thick.

B. Opening Flashings in Frame Construction: Fabricate head, sill, jamb, and similar flashings to extend 4 inches beyond wall openings. Form head and sill flashing with 2-inch- high, end dams. Fabricate from the following materials:

1. Stainless Steel: 0.016 inch thick.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, substrate, and other conditions affecting performance of the Work.

1. Verify compliance with requirements for installation tolerances of substrates.
2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and securely anchored.
3. Verify that air- or water-resistant barriers have been installed over sheathing or backing substrate to prevent air infiltration or water penetration.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 UNDERLAYMENT INSTALLATION

A. Self-Adhering Sheet Underlayment: Install self-adhering sheet underlayment, wrinkle free. Prime substrate if recommended by underlayment manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation; use primer for installing underlayment at low temperatures. Apply in shingle fashion to shed water, with end laps of not less than 6 inches staggered 24 inches between courses. Overlap side edges not less than 3-1/2 inches. Roll laps and edges with roller. Cover underlayment within 14 days.

### 3.3 INSTALLATION, GENERAL

A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement. Use fasteners, solder, protective

coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.

1. Install fasteners, solder, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
  2. Install sheet metal flashing and trim true to line, levels, and slopes. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
  3. Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement.
  4. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
  5. Space cleats not more than 12 inches apart. Attach each cleat with at least two fasteners. Bend tabs over fasteners.
  6. Install exposed sheet metal flashing and trim with limited oil canning, and free of buckling and tool marks.
  7. Torch cutting of sheet metal flashing and trim is not permitted.
  8. Do not use graphite pencils to mark metal surfaces.
- B. Metal Protection: Where dissimilar metals contact each other, or where metal contacts pressure-treated wood or other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by sheet metal manufacturer or cited sheet metal standard.
1. Coat concealed side of uncoated-aluminum and stainless-steel sheet metal flashing and trim with bituminous coating where flashing and trim contact wood, ferrous metal, or cementitious construction.
  2. Underlayment: Where installing sheet metal flashing and trim directly on cementitious or wood substrates, install underlayment and cover with slip sheet.
- C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at maximum of 10 feet with no joints within 24 inches of corner or intersection.
1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.
  2. Use lapped expansion joints only where indicated on Drawings.
- D. Fasteners: Use fastener sizes that penetrate substrate not less than recommended by fastener manufacturer to achieve maximum pull-out resistance.
- E. Conceal fasteners and expansion provisions where possible in exposed work and locate to minimize possibility of leakage. Cover and seal fasteners and anchors as required for a tight installation.
- F. Seal joints as required for watertight construction.
1. Use sealant-filled joints unless otherwise indicated. Embed hooked flanges of joint members not less than 1 inch into sealant. Form joints to completely conceal sealant. When ambient temperature at time of installation is between 40 and 70 deg F, set joint

members for 50 percent movement each way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 deg F.

2. Prepare joints and apply sealants to comply with requirements in Section 079200 "Joint Sealants."

- G. Soldered Joints: Clean surfaces to be soldered, removing oils and foreign matter. Pre-tin edges of sheets with solder to width of 1-1/2 inches; however, reduce pre-tinning where pre-tinned surface would show in completed Work.

1. Do not solder aluminum sheet.
2. Do not use torches for soldering.
3. Heat surfaces to receive solder, and flow solder into joint. Fill joint completely. Completely remove flux and spatter from exposed surfaces.
4. Stainless-Steel Soldering: Tin edges of uncoated sheets, using solder for stainless steel and acid flux. Promptly remove acid flux residue from metal after tinning and soldering. Comply with solder manufacturer's recommended methods for cleaning and neutralization.

- H. Rivets: Rivet joints in uncoated aluminum where necessary for strength.

### 3.4 INSTALLATION OF ROOF-DRAINAGE SYSTEM

- A. Install sheet metal roof-drainage items to produce complete roof-drainage system in accordance with cited sheet metal standard unless otherwise indicated. Coordinate installation of roof perimeter flashing with installation of roof-drainage system.

- B. Downspouts:

1. Join sections with 1-1/2-inch telescoping joints.
2. Provide hangers with fasteners designed to hold downspouts securely to walls.
3. Locate hangers at top and bottom and at approximately 60 inches o.c.
4. Provide elbows at base of downspout to direct water away from building.

- C. Parapet Scuppers:

1. Continuously support scupper, set to correct elevation, and seal flanges to interior wall face, over cants or tapered edge strips, and under roofing membrane.
2. Solder or seal with elastomeric sealant exterior wall scupper flanges into back of conductor head.

- D. Expansion-Joint Covers: Install expansion-joint covers at locations and of configuration indicated on Drawings. Lap joints minimum of 4 inches in direction of water flow.

### 3.5 ROOF FLASHING INSTALLATION

- A. General: Install sheet metal flashing and trim to comply with performance requirements, sheet metal manufacturer's written installation instructions, and cited sheet metal standard. Provide concealed fasteners where possible, and set units true to line, levels, and slopes. Install work with laps, joints, and seams that are permanently watertight and weather resistant.

- B. Copings: Anchor to resist uplift and outward forces according to recommendations in FM Global Property Loss Prevention Data Sheet 1-49 for specified FM Approvals' listing for required windstorm classification.
- C. Pipe or Post Counterflashing: Install counterflashing umbrella with close-fitting collar with top edge flared for elastomeric sealant, extending minimum of 4 inches over base flashing. Install stainless-steel draw band and tighten.
- D. Counterflashing: Coordinate installation of counterflashing with installation of base flashing. Insert counterflashing in reglets or receivers and fit tightly to base flashing. Extend counterflashing 4 inches over base flashing. Lap counterflashing joints minimum of 4 inches. Secure in waterproof manner by means of interlocking folded seam or blind rivets and sealant unless otherwise indicated.
- E. Roof-Penetration Flashing: Coordinate installation of roof-penetration flashing with installation of roofing and other items penetrating roof. Seal with elastomeric sealant and clamp flashing to pipes that penetrate roof.

### 3.6 WALL FLASHING INSTALLATION

- A. General: Install sheet metal wall flashing to intercept and exclude penetrating moisture according to cited sheet metal standard unless otherwise indicated. Coordinate installation of wall flashing with installation of wall-opening components such as windows, doors, and louvers.
- B. Opening Flashings in Frame Construction: Install continuous head, sill, jamb, and similar flashings to extend 4 inches beyond wall openings.

### 3.7 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align sheet metal flashing and trim within installed tolerance of 1/4 inch in 20 feet on slope and location lines indicated on Drawings and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.

### 3.8 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean and neutralize flux materials. Clean off excess solder.
- C. Clean off excess sealants.
- D. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturer's written installation instructions. On completion of sheet metal flashing and trim installation, remove unused materials and clean finished surfaces as recommended by sheet metal flashing and trim manufacturer. Maintain sheet metal flashing and trim in clean condition during construction.

- E. Replace sheet metal flashing and trim that have been damaged or that have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 07 62 00

## SECTION 07 92 00 - JOINT SEALANTS

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Silicone joint sealants.
2. Urethane joint sealants.
3. Preformed joint sealants.

#### 1.2 ACTION SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.
- B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Samples for Verification: For each kind and color of joint sealant required, provide Samples with joint sealants 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.
- D. Joint-Sealant Schedule: Include the following information:
1. Joint-sealant application, joint location, and designation.
  2. Joint-sealant manufacturer and product name.
  3. Joint-sealant formulation.
  4. Joint-sealant color.

#### 1.3 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Product Certificates: For each kind of joint sealant and accessory, from manufacturer.
- C. Sealant, Waterproofing, and Restoration Institute (SWRI) Validation Certificate: For each sealant specified to be validated by SWRI's Sealant Validation Program.
- D. Warranties: Sample of special warranties.

#### 1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Manufacturer's authorized representative who is trained and approved for installation of units required for this Project.
- B. Source Limitations: Obtain each kind of joint sealant from single source from single manufacturer.

## 1.5 PROJECT CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F.
  2. When joint substrates are wet.
  3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
  4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

## 1.6 WARRANTY

- A. Special Installer's Warranty: Manufacturer's standard form in which Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
1. Warranty Period: Two years from date of Substantial Completion.
- B. Special Manufacturer's Warranty: Manufacturer's standard form in which joint-sealant manufacturer agrees to furnish joint sealants to repair or replace those that do not comply with performance and other requirements specified in this Section within specified warranty period.
1. Warranty Period: Five years from date of Substantial Completion.
- C. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:
1. Movement of the structure caused by structural settlement or errors attributable to design or construction resulting in stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
  2. Disintegration of joint substrates from natural causes exceeding design specifications.
  3. Mechanical damage caused by individuals, tools, or other outside agents.
  4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

## PART 2 - PRODUCTS

### 2.1 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. VOC Content of Interior Sealants: Sealants and sealant primers used inside the weatherproofing system shall comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
1. Architectural Sealants: 250 g/L.

2. Sealant Primers for Nonporous Substrates: 250 g/L.
  3. Sealant Primers for Porous Substrates: 775 g/L.
- C. Liquid-Applied Joint Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied joint sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
- D. Stain-Test-Response Characteristics: Where sealants are specified to be nonstaining to porous substrates, provide products that have undergone testing according to ASTM C 1248 and have not stained porous joint substrates indicated for Project.
- E. Colors of Exposed Joint Sealants: Match Architect's samples.

## 2.2 SILICONE JOINT SEALANTS

- A. Single-Component, Nonsag, Neutral-Curing Silicone Joint Sealant: ASTM C 920, Type S, Grade NS, Class 50, for Use NT.
1. For Horizontal and Vertical Applications:
    - a. Products: Subject to compliance with requirements, provide one of the following products or proposed substitution complying with Division 01 Section "Substitution Procedures:"
      - 1) Dow Corning Corporation; 756 SMS.
      - 2) GE Advanced Materials - Silicones; SilPruf SCS9000.
      - 3) Tremco Incorporated; Spectrem 3.

## 2.3 URETHANE JOINT SEALANTS

- A. Multicomponent, Nonsag, Urethane Joint Sealant: ASTM C 920, Type M, Grade NS, Class 50, for Use NT.
1. Products: Subject to compliance with requirements, provide one of the following products or proposed substitution complying with Division 01 Section "Substitution Procedures:"
    - a. Pecora Corporation; Dynatrol II.
    - b. Polymeric Systems, Inc.; PSI-270.
    - c. Tremco Incorporated; Dymeric 240.
- B. Immersible Multicomponent, Pourable, Traffic-Grade, Urethane Joint Sealant: ASTM C 920, Type M, Grade P, Class 25, for Use T and I.
1. For Horizontal Applications with Slopes not Exceeding 5% (Self Leveling):
    - a. Products: Subject to compliance with requirements, provide one of the following products or proposed substitution complying with Division 01 Section "Substitution Procedures:"
      - 1) BASF Building Systems; Sonolastic SL 2.



- 2) Pecora Corporation; Urexpan NR-200.
- 3) Tremco Incorporated; THC 900.

2. For Horizontal Applications with Slopes Exceeding 5%:

- a. Products: Subject to compliance with requirements, provide one of the following products or proposed substitution complying with Division 01 Section "Substitution Procedures:"

- 1) BASF Building Systems; Sonolastic SL 2.
- 2) Tremco Incorporated; THC 901.

2.4 PREFORMED JOINT SEALANTS

- A. Preformed Silicone Joint Sealants: Manufacturer's standard sealant consisting of precured low-modulus silicone extrusion, in sizes to fit joint widths indicated, combined with a neutral-curing silicone sealant for bonding extrusions to substrates.

- 1. Products: Subject to compliance with requirements, provide one of the following products or proposed substitution complying with Division 01 Section "Substitution Procedures:"

- a. Dow Corning Corporation; 123 Silicone Seal.
- b. GE Advanced Materials - Silicones; UltraSpan US1100.
- c. Pecora Corporation; Sil-Span.

- B. Preformed Foam Joint Sealant: Manufacturer's standard preformed, precompressed, open-cell foam sealant manufactured from urethane foam with minimum density of 10 lb/cu. ft. and impregnated with a nondrying, water-repellent agent. Factory produce in precompressed sizes in roll or stick form to fit joint widths indicated; coated on one side with a pressure-sensitive adhesive and covered with protective wrapping.

- 1. Products: Subject to compliance with requirements, provide one of the following products or proposed substitution complying with Division 01 Section "Substitution Procedures:"

- a. Dayton Superior Specialty Chemicals; Polytite Standard.
- b. EMSEAL Joint Systems, Ltd.; Emseal 25V.
- c. Willseal USA, LLC; Willseal 600.

2.5 JOINT SEALANT BACKING

- A. General: Provide sealant backings of material 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. Cylindrical Sealant Backings: ASTM C 1330, Type C (closed-cell material with a surface skin), Type B (bicellular material with a surface skin) or any of the preceding types, as approved in writing by joint-sealant manufacturer for joint application indicated, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
  - 1. Products: Subject to compliance with requirements, provide one of the following products or proposed substitution complying with Division 01 Section "Substitution Procedures:"
    - a. Type C: (Closed-cell material with a surface skin.)
      - 1) HBR Closed Cell Backer Rod; Nomaco, Inc.
      - 2) Sonneborn Closed-Cell Backer-Rod, BASF.
    - b. Type B: (Bicellular material with a surface skin.)
      - 1) SOFROD; Nomaco, Inc.
      - 2) Sonneborn Sonolastic Soft Backer-Rod; BASF.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

## 2.6 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 joint substrates and adjacent nonporous surfaces in any way and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. 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.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions 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 porous joint substrate surfaces by brushing, grinding, 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 after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
    - a. Concrete.
    - b. Masonry.
    - c. Unglazed surfaces of ceramic tile.
  3. Remove laitance and form-release agents from concrete.
  4. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
    - a. Metal.
    - b. Glass.
- B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. 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 or primer 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 written installation instructions for products and applications indicated unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.

1. Do not leave gaps between ends of sealant backings.
  2. Do not stretch, twist, puncture, or tear sealant backings.
  3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- D. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.
- E. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
1. Place sealants so they directly contact and fully wet joint substrates.
  2. Completely fill recesses in each joint configuration.
  3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
1. Remove excess sealant from surfaces adjacent to joints.
  2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
  3. Provide concave joint profile per Figure 8A in ASTM C 1193, unless otherwise indicated.
- G. Installation of Preformed Silicone-Sealant System: Comply with the following requirements:
1. Apply masking tape to each side of joint, outside of area to be covered by sealant system.
  2. Apply silicone sealant to each side of joint to produce a bead of size complying with preformed silicone-sealant system manufacturer's written instructions and covering a bonding area of not less than 3/8 inch. Hold edge of sealant bead 1/4 inch inside masking tape.
  3. Within 10 minutes of sealant application, press silicone extrusion into sealant to wet extrusion and substrate. Use a roller to apply consistent pressure and ensure uniform contact between sealant and both extrusion and substrate.
  4. Complete installation of sealant system in horizontal joints before installing in vertical joints. Lap vertical joints over horizontal joints. At ends of joints, cut silicone extrusion with a razor knife.
- H. Installation of Preformed Foam Sealants: Install each length of sealant immediately after removing protective wrapping. Do not pull or stretch material. Produce seal continuity at ends, turns, and intersections of joints. For applications at low ambient temperatures, apply heat to sealant in compliance with sealant manufacturer's written instructions.

### 3.4 CLEANING

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

### 3.5 PROTECTION

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants 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 installations with repaired areas are indistinguishable from original work.

### 3.6 JOINT-SEALANT SCHEDULE

- A. Joint-Sealant Application: Exterior joints in horizontal traffic surfaces subject to water immersion.
  - 1. Joint Locations:
    - a. Joints between paving.
    - b. Other joints as indicated.
  - 2. Urethane Joint Sealant: Immersible, multicomponent, pourable, traffic grade.
  - 3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.
- B. Joint-Sealant Application: Exterior joints in vertical surfaces and horizontal nontraffic surfaces.
  - 1. Joint Locations:
    - a. Construction joints in cast-in-place concrete.
    - b. Control and expansion joints in unit masonry.
    - c. Joints in dimension stone cladding.
    - d. Joints between different materials listed above.
    - e. Perimeter joints between materials listed above and frames of doors, windows, and louvers.
    - f. Control and expansion joints in ceilings and other overhead surfaces.
    - g. Other joints as indicated.
  - 2. Silicone Joint Sealant: Single component, nonsag, neutral curing, Class 50.
  - 3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.
- C. Joint-Sealant Application: Exterior joints in vertical surfaces.
  - 1. Joint Locations:
    - a. Joints between different materials as directed by Architect.
    - b. Other joints as indicated.
  - 2. Urethane Joint Sealant: Multicomponent, nonsag, Class 50.
  - 3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.

END OF SECTION 07 92 00

## SECTION 09 01 90.52 - MAINTENANCE REPAINTING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes maintenance repainting as follows:

1. Removing existing paint.
2. Patching substrates.
3. Repainting.

#### 1.2 DEFINITIONS

- A. MPI: Maintenance Repainting Manual.
- B. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
- C. Gloss Level 2: Not more than 10 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- D. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- E. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
- F. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
- G. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
- H. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.
- I. Low-Pressure Spray: 100 to 400 psi; 4 to 6 gpm.

#### 1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

#### 1.4 SEQUENCING AND SCHEDULING

- A. Perform maintenance repainting in the following sequence, which includes work specified in this and other Sections:

1. Dismantle existing surface-mounted objects and hardware except items indicated to remain in place. Tag items with location identification and protect.
2. Verify that temporary protections have been installed.
3. Examine condition of surfaces to be painted.
4. Remove existing paint to the degree required for each substrate and surface condition of existing paint.
5. Apply paint system.
6. Reinstall dismantled surface-mounted objects and hardware unless otherwise indicated.

#### 1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Include recommendations for product application and use.
  1. Include test data substantiating that products comply with requirements.
- C. Samples: For each type of paint system and each pattern, color, and gloss; minimum 6 inches long in least dimension, but not less than whole pattern.
- D. Include stepped Samples defining each separate coat, including fillers and primers. Resubmit until each required sheen, color, and texture is achieved.
  1. Include a list of materials for each coat of each Sample.
  2. Label each Sample for location and application.
- E. Product List: For each paint product indicated, include the following:
  1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
  2. Printout of current "MPI Approved Products List" for each MPI-product category specified in paint systems, with the proposed product highlighted.
  3. VOC content.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. Color Matching Certificate: For computer-matched colors.
- B. Preconstruction Test Reports: For cleaning materials, paint removers and paint coatings and systems.

#### 1.7 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra paint materials, from the same production run, that match products applied and that are packaged with protective covering for storage and identified with labels describing contents, including material, finish, source, and location on building.

- B. Quantity: Furnish Owner with an additional 3 percent, but not less than 1 gal. or one case, as appropriate, of each material and color applied.

#### 1.8 PRECONSTRUCTION TESTING

- A. Preconstruction Testing Service: Engage a qualified testing agency to perform preconstruction testing of cleaning materials, paint removers and compatibility of paint coatings and systems for each indicated type of painted surface.
- B. Use test areas as indicated and representative of proposed materials and existing construction.
  - 1. Propose changes to materials and methods to suit Project.

#### 1.9 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F (7 deg C).
- B. Maintain containers in clean condition, free of foreign materials and residue.
  - 1. Remove rags and waste daily.

#### 1.10 FIELD CONDITIONS

- A. Weather Limitations: Proceed with maintenance repainting only when existing and forecasted weather conditions are within the environmental limits set by each manufacturer's written instructions and specified requirements.
- B. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.
- C. Do not apply paint in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.
- D. Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by manufacturer for surface preparation and during paint application and drying periods.

### PART 2 - PRODUCTS

#### 2.1 PREPARATORY CLEANING MATERIALS

- A. Water: Potable.
- B. Hot Water: Water heated to a temperature of 140 to 160 deg F.



- C. Detergent Solution: Solution prepared by mixing 2 cups of tetrasodium pyrophosphate (TSPP), 1/2 cup of laundry detergent that contains no ammonia, 5 quarts of 5 percent sodium hypochlorite bleach, and 15 quarts of warm water for every 5 gal. of solution required.
- D. Mildewcide: Commercial proprietary mildewcide or a job-mixed solution prepared by mixing 1/3 cup of household detergent that contains no ammonia, 1 quart of 5 percent sodium hypochlorite bleach, and 3 quarts of warm water.
- E. Abrasives for Ferrous Metal Cleaning: Aluminum oxide paper, emery paper, fine steel wool, steel scrapers, and steel-wire brushes of various sizes.

## 2.2 PAINT REMOVERS

- A. Low-Odor, Solvent-Type Paste Paint Remover: Manufacturer's standard low-odor, water-rinsable, solvent-type paste, gel, or foamed emulsion formulation for removing paint from masonry, stone, wood, plaster, or metal as required to suit Project; and containing no methanol or methylene chloride.
- B. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Dumond Chemicals, Inc.; Peel Away 7 without paper covering.
    - a. PROSOCO, Inc.; Enviro Klean SafStrip

## 2.3 PAINT, GENERAL

- A. Material Compatibility:
  - 1. Provide materials for use within each paint system that are compatible with one another, and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
  - 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- B. Colors: Match Architect's samples.

## 2.4 PAINT MATERIALS, GENERAL

- A. MPI Standards: Provide products that comply with MPI standards indicated and that are listed in its "MPI Approved Products List."
- B. VOC Content: Products shall comply with VOC limits of authorities having jurisdiction and, for interior paints and coatings applied at Project site, the following VOC limits, exclusive of colorants added to a tint base:
  - 1. Flat Paints and Coatings: 50 g/L.

2. Nonflat Paints and Coatings: 150 g/L.

- C. Transition Coat: Paint manufacturer's recommended coating for use where a residual existing coating is incompatible with the paint system.

## 2.5 PAINT MATERIALS

### A. Primers and Sealers:

#### 1. Acrylic Primer, Masonry:

- a. Benjamin Moore; "Ultra Spec High-Build Masonry Primer - #609": Applied wet-film thickness 1.3 mils and dry-film thickness of not less than 1.0 mils per coat.

### B. Metal Primers:

#### 1. Alkyd Primer, Ferrous Metal:

- a. Benjamin Moore; "Super Spec HP Alkyd Metal Primer - #P06": Applied wet-film thickness 2.9 to 3.6 mils and dry-film thickness of not less than 1.7 mils per coat.

#### 2. Acrylic Primer, Non-Ferrous Metal:

- a. Benjamin Moore; Corotech; "Waterbrone Bonding Primer - #V175": Applied wet-film thickness 4.0 to 5.3 mils and dry-film thickness of not less than 1.5 mils per coat.

### C. Wood Primers:

#### 1. Alkyd Primer, Exterior Wood:

- a. Benjamin Moore; "Fresh Start Exterior Wood Primer - #P094": Applied wet-film thickness 3.7 mils and dry-film thickness of not less than 1.7 mils per coat.

### D. Water-Based Paints:

#### 1. Acrylic, Exterior Low Lustre (Gloss Level 3):

- a. Benjamin Moore; "Ultra Spec EXT Low Lustre - #N455": Applied wet-film thickness 3.9 mils and dry-film thickness of not less than 1.3 mils per coat.

#### 2. Acrylic, Exterior Semigloss (Gloss Level 5):

- a. Benjamin Moore; "Ultra Spec HP D.T.M. Acrylic Semi-Gloss - #HP29": Applied wet-film thickness 5.0 mils and dry-film thickness of not less than 2.3 mils per coat.

## 2.6 PATCHING MATERIALS

- A. Wood-Patching Compound: Two-part, epoxy-resin, wood-patching compound; knife-grade

formulation as recommended in writing by manufacturer for type of wood repair indicated, tooling time required for the detail of work, and site conditions. Compound shall be designed for filling voids in damaged wood materials that have deteriorated from weathering and decay. Compound shall be capable of filling deep holes and spreading to feather edge.

- B. Metal-Patching Compound: Two-part, polyester-resin, metal-patching compound; knife-grade formulation as recommended in writing by manufacturer for type of metal repair indicated, tooling time required for the detail of work, and site conditions. Compound shall be produced for filling metal that has deteriorated from corrosion. Filler shall be capable of filling deep holes and spreading to feather edge.
- C. Cementitious Patching Compounds: Cementitious patching compounds and repair materials specifically manufactured for filling cementitious substrates and for sanding or tooling prior to repainting; formulation as recommended in writing by manufacturer for type of cementitious substrate indicated, exposure to weather and traffic, the detail of work, and site conditions.

### PART 3 - EXECUTION

#### 3.1 PROTECTION

- A. Comply with each manufacturer's written instructions for protecting building and other surfaces against damage from exposure to its products. Prevent chemical solutions from coming into contact with people, motor vehicles, landscaping, buildings, and other surfaces that could be harmed by such contact.
  - 1. Cover adjacent surfaces with materials that are proven to resist chemical solutions being used unless the solutions will not damage adjacent surfaces. Use protective materials that are UV resistant and waterproof. Apply masking agents to comply with manufacturer's written instructions. Do not apply liquid masking agent to painted or porous surfaces. When no longer needed, promptly remove masking to prevent adhesive staining.
  - 2. Do not apply chemical solutions during winds of sufficient force to spread them to unprotected surfaces.
  - 3. Neutralize and collect alkaline and acid wastes before disposal.
  - 4. Dispose of runoff from operations by legal means and in a manner that prevents soil erosion, undermining of paving and foundations, damage to landscaping, and water penetration into building interiors.

#### 3.2 MAINTENANCE REPAINTING, GENERAL

- A. Maintenance Repainting Appearance Standard: Completed work is to have a uniform appearance as viewed by Architect from building exterior at 20 feet away from painted surface.
- B. Execution of the Work: In repainting surfaces, disturb them as minimally as possible and as follows:
  - 1. Remove failed coatings and corrosion and repaint.
  - 2. Verify that substrate surface conditions are suitable for repainting.

3. Allow other trades to repair items in place before repainting.

- C. Mechanical Abrasion: Where mechanical abrasion is needed for the work, use gentle methods, such as scraping and lightly hand sanding, that will not abrade softer substrates, reducing clarity of detail.
- D. Heat Processes: Do not use torches, heat guns, or heat plates.

### 3.3 EXAMINATION

- A. Examine substrates and conditions, with Installer present, for compliance with requirements for maximum moisture content and other conditions affecting performance of painting work. Comply with paint manufacturer's written instructions for inspection.
- B. Maximum Moisture Content of Substrates: Do not begin application of coatings unless moisture content of exposed surface is below the maximum value recommended in writing by paint manufacturer and not greater than the following maximum values when measured with an electronic moisture meter appropriate to the substrate material:
  - 1. Concrete: 12 percent.
  - 2. Masonry (Clay and CMU): 12 percent.
  - 3. Wood: 15 percent.
- C. Alkalinity: Do not begin application of coatings unless surface alkalinity is within range recommended in writing by paint manufacturer. Conduct alkali testing with litmus paper on exposed plaster, cementitious, and masonry surfaces.
- D. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
  - 1. If existing surfaces cannot be prepared to an acceptable condition for proper finishing by using specified surface-preparation methods, notify Architect in writing.
- E. Begin coating application only after unsatisfactory conditions have been corrected and surfaces are dry.
  - 1. Beginning coating application constitutes Contractor's acceptance of substrates and conditions.

### 3.4 PREPARATORY CLEANING

- A. General: Use the gentlest, appropriate method necessary to clean surfaces in preparation for painting. Clean all surfaces, corners, contours, and interstices.
- B. Detergent Cleaning: Wash surfaces by hand using clean rags, sponges, and bristle brushes. Scrub surface with detergent solution and bristle brush until soil is thoroughly dislodged and can be removed by rinsing. Use small brushes to remove soil from joints and crevices. Dip brush in solution often to ensure that adequate fresh detergent is used and that surface remains

wet. Rinse with water applied by clean rags or sponges.

- C. Solvent Cleaning: Use solvent cleaning to remove oil, grease, smoke, tar, and asphalt from painted or unpainted surfaces before other preparation work. Wipe surfaces with solvent using clean rags and sponges. If necessary, spot-solvent cleaning may be employed just prior to commencement of paint application, provided enough time is allowed for complete evaporation. Use clean solvent and clean rags for the final wash to ensure that all foreign materials have been removed. Do not use solvents, including primer thinner and turpentine, that leave residue.
- D. Mildew: Clean off existing mildew, algae, moss, plant material, loose paint, grease, dirt, and other debris by scrubbing with bristle brush or sponge and detergent solution. Scrub mildewed areas with mildewcide. Rinse with water applied by clean rags or sponges.
- E. Mechanical Rust Removal:
  - 1. Remove rust with specified abrasives for ferrous-metal cleaning. Clean to bright metal.
  - 2. Wipe off residue with mineral spirits and either steel wool or soft rags.
  - 3. Dry immediately with clean, soft cloths. Follow direction of grain in metal.
  - 4. Prime immediately to prevent rust. Do not touch cleaned metal surface until primed.

### 3.5 PAINT REMOVAL

- A. General: Remove paint where indicated. Where cleaning methods have been attempted and further removal of the paint is required because of incompatible or unsatisfactory surfaces for repainting, remove paint to extent required by conditions.
  - 1. Application: Apply paint removers according to paint-remover manufacturer's written instructions. Do not allow paint removers to remain on surface for periods longer than those indicated or recommended in writing by manufacturer.
    - a. Apply materials to all surfaces, corners, contours, and interstices, to provide a uniform final appearance without streaks.
    - b. After work is complete, remove protection no longer required. Remove tape and adhesive marks.
  - 2. Brushes: Use brushes that are resistant to chemicals being used.
    - a. Metal Substrates: If using wire brushes on metal, use brushes of same metal composition as metal being treated.
    - b. Wood Substrates: Do not use wire brushes.
  - 3. Spray Equipment: Use spray equipment that provides controlled application at volume and pressure indicated, measured at nozzle. Adjust pressure and volume to ensure that spray methods do not damage surfaces.
    - a. Equip units with pressure gages.

- b. Unless otherwise indicated, hold spray nozzle at least 6 inches from surface and apply material in horizontal, back-and-forth sweeping motion, overlapping previous strokes to produce uniform coverage.
  - c. For chemical spray application, use low-pressure tank or chemical pump suitable for chemical indicated, equipped with nozzle having a cone-shaped spray.
  - d. For water-spray application, use fan-shaped spray tip that disperses water at an angle of 25 to 50 degrees.
  - e. For heated water-spray application, use equipment capable of maintaining temperature between 140 and 160 deg F at flow rates indicated.
- B. Paint Removal with Hand Tools: Remove paint manually using hand-held scrapers, wire brushes, sandpaper, and metallic wool as appropriate for the substrate material.
- C. Paint Removal with Solvent-Type Paste Paint Remover:
  - 1. Remove loose and peeling paint using water, scrapers, stiff brushes, or a combination of these. Let surface dry thoroughly.
  - 2. Apply thick coating of paint remover to dry, painted surface with natural-fiber cleaning brush, deep-nap roller, or large paintbrush. Apply in one or two coats according to manufacturer's written instructions.
  - 3. Allow paint remover to remain on surface for period recommended in writing by manufacturer or as determined by preconstruction testing.
  - 4. Rinse with hot water applied by low-pressure spray to remove chemicals and paint residue.
  - 5. Use mechanical methods recommended in writing by manufacturer to remove chemicals and paint residue.
  - 6. Repeat process if necessary to remove all paint.

### 3.6 SUBSTRATE REPAIR

- A. General: Repair substrate surface defects that are inconsistent with the surface appearance of adjacent materials and finishes.
- B. Wood Substrate:
  - 1. Repair wood defects including dents and gouges more than 1/8 inch in size and all holes and cracks by filling with wood-patching compound and sanding smooth. Reset or remove protruding fasteners.
  - 2. Where existing paint is allowed to remain, sand irregular buildup of paint, runs, and sags to achieve a uniformly smooth surface.
- C. Cementitious Material Substrate:
  - 1. General: Repair defects including dents and chips more than 1/4 inch in size and all holes and cracks by filling with cementitious patching compound and sanding smooth. Remove protruding fasteners.
  - 2. Concrete, Cement Plaster, and Other Cementitious Products: Remove efflorescence, chalk, dust, dirt, grease, oils, and release agents. If surfaces are too alkaline to paint, correct this condition before painting.

D. Metal Substrate:

1. Preparation: Treat repair locations by wire-brushing and solvent cleaning. Use mechanical rust removal method to clean off rust.
2. Defects in Metal Surfaces: Repair non-load-bearing defects in existing metal surfaces, including dents and gouges more than 1/16 inch deep or 1/2 inch across and all holes and cracks by filling with metal-patching compound and sanding smooth. Remove burrs and protruding fasteners.
3. Priming: Prime iron and steel surfaces immediately after repair to prevent flash rusting. Stripe paint corners, crevices, bolts, welds, and sharp edges. Apply two coats to surfaces that are inaccessible after completion of the Work.

3.7 PAINT APPLICATION, GENERAL

- A. Comply with manufacturers' written instructions for application methods unless otherwise indicated in this Section.
- B. Prepare surfaces to be painted according to the Surface-Preparation Schedule and with manufacturer's written instructions for each substrate condition.
- C. Apply a transition coat over incompatible existing coatings.
- D. Metal Substrate: Stripe paint corners, crevices, bolts, welds, and sharp edges before applying full coat. Apply two coats to surfaces that are inaccessible after completion of the Work. Tint stripe coat different than the main coating and apply with brush.
- E. Blending Painted Surfaces: When painting new substrates patched into existing surfaces or touching up missing or damaged finishes, apply coating system specified for the specific substrate. Apply final finish coat over entire surface from edge to edge and corner to corner.

3.8 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage paint-remover manufacturer's factory-authorized service representative for consultation and Project-site inspection and to provide on-site assistance when requested by Architect.
- B. Paint Material Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for composition and dry film thickness.
  1. Paint Composition: The following procedure may be performed at any time and as often as Owner deems necessary during the period when paints are being applied:
    - a. Testing agency will sample paint materials being used. Samples of material delivered to Project site will be taken, identified, sealed, and certified in presence of Contractor.
    - b. Testing agency will perform tests for compliance of paint materials with product requirements.

- c. If test results show materials being used do not comply with product requirements, Contractor shall remove noncomplying-paint materials from Project site, pay for testing, and repaint surfaces painted with rejected materials. Remove rejected materials from previously painted surfaces if, on repainting with complying materials, the two paints are incompatible.
- 2. Dry Film Thickness:
  - a. Contractor shall touch up and restore painted surfaces damaged by testing.
  - b. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written instructions, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written instructions.

### 3.9 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

### 3.10 SURFACE-PREPARATION SCHEDULE

- A. General: Before painting, prepare surfaces where indicated on Drawings for painting according to applicable requirements specified in this schedule.
  - 1. Examine surfaces to evaluate each surface condition according to paragraphs below.
  - 2. Where existing degree of soiling prevents examination, preclean surface and allow it to dry before making an evaluation.
  - 3. Repair substrate defects according to "Substrate Repair" Article.
- B. Surface Preparation for MPI DSD 0 Degree of Surface Degradation:
  - 1. Surface Condition: Existing paint film in good condition and tightly adhered.
  - 2. Paint Removal: Not required.
  - 3. Preparation for Painting: Wash surface by detergent cleaning; use solvent cleaning where needed. Roughen or degloss cleaned surfaces to ensure paint adhesion according to paint manufacturer's written instructions.



C. Surface Preparation for MPI DSD 1 Degree of Surface Degradation:

1. Surface Condition: Paint film cracked or broken but adhered.
2. Paint Removal: Scrape by hand-tool cleaning methods to remove loose paint until only tightly adhered paint remains.
3. Preparation for Painting: Wash surface by detergent cleaning; use other cleaning methods for small areas of bare substrate if required. Roughen, degloss, and sand the cleaned surfaces to ensure paint adhesion and a smooth finish according to paint manufacturer's written instructions.

D. Surface Preparation for MPI DSD 2 Degree of Surface Degradation:

1. Surface Condition: Paint film loose, flaking, or peeling.
2. Paint Removal: Remove loose, flaking, or peeling paint film by hand-tool or chemical paint-removal methods.
3. Preparation for Painting: Wash surface by detergent cleaning; use solvent cleaning where needed. Use other cleaning methods for small areas of bare substrate if required. Sand surfaces to smooth remaining paint film edges. Prepare bare cleaned surface to be painted according to paint manufacturer's written instructions for substrate construction materials.

E. Surface Preparation for MPI DSD 3 Degree of Surface Degradation:

1. Surface Condition: Paint film surface indicated to have paint completely removed.
2. Paint Removal: Completely remove paint film by hand-tool or chemical paint-removal methods. Remove rust.
3. Preparation for Painting: Prepare bare cleaned surface according to paint manufacturer's written instructions for substrate construction materials.

F. Surface Preparation for MPI DSD 4 Degree of Surface Degradation:

1. Surface Condition: Missing material, small holes, and openings, and deteriorated or corroded substrate.
2. Substrate Preparation: Repair, replace, and treat substrate according to "Substrate Repair" Article and requirements in other Specification Sections.
3. Preparation for Painting: Sand substrate surfaces to smooth remaining paint film edges and prepare according to paint manufacturer's written instructions for substrate construction materials. Remove rust.
4. Painting: Paint as required for MPI DSD 2 degree of surface degradation.

3.11 EXTERIOR MAINTENANCE REPAINTING SCHEDULE

A. Masonry Substrates:

1. Prime Coat: Acrylic primer, masonry.
2. Intermediate Coat: Matching topcoat.
3. Topcoat: Acrylic, exterior low lustre (Gloss Level 3).

B. Ferrous Metal Substrates:

1. Prime Coat: Alkyd primer, ferrous metal.
2. Intermediate Coat: Matching topcoat.
3. Topcoat: Acrylic, exterior semigloss (Gloss Level 5).

C. Non-Ferrous Metal Substrates:

1. Prime Coat: Acrylic primer, non-ferrous metal.
2. Intermediate Coat: Matching topcoat.
3. Topcoat: Acrylic, exterior semigloss (Gloss Level 5).

D. Wood Casings and Fasciae:

1. Prime Coat: Alkyd primer, exterior wood.
2. Intermediate Coat: Matching topcoat.
3. Topcoat: Acrylic, exterior low lustre (Gloss Level 3).

END OF SECTION 09 01 90.52

## SECTION 09 91 13 - EXTERIOR PAINTING

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Surface preparation and the application of paint systems on exterior substrates.
2. Surface preparation, priming, and finish coats specified in this Section are in addition to shop priming and surface treatment specified in other Sections.

- B. Paint exposed surfaces, except where these Specifications indicate that the surface or material is not to be painted. If an item or a surface is not specifically mentioned, paint the item or surface the same as similar adjacent materials or surfaces. If a color of finish is not indicated, Architect will select from standard colors and finishes available.

#### 1.2 DEFINITIONS

A. Gloss ranges used in this Section include the following:

1. Satin or Low Luster: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees.
2. Semigloss: 35 to 70 units at 60 degrees.

- B. Exterior Surfaces: Exterior surfaces to be painted are defined as those surfaces which are indicated in areas exposed to conditions which are not controlled by building heating and cooling systems.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.

- B. Samples for Verification: For each type of paint system and each color and gloss of topcoat.

1. Submit Samples on rigid backing, 8 inches square.
2. Step coats on Samples to show each coat required for system.
3. Label each coat of each Sample.
4. Label each Sample for location and application area.

- C. Product List: For each product indicated, include the following:

1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
2. VOC content.

#### 1.4 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

1. Paint: 5 percent, but not less than 1 gal. of each material and color applied.

#### 1.5 QUALITY ASSURANCE

- A. Applicator Qualifications: Engage an experienced applicator who has completed painting system applications similar in material, design, and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance.
- B. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.

1. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
  - a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft.
  - b. Other Items: Architect will designate items or areas required.
2. Final approval of color selections will be based on mockups.
  - a. If preliminary color selections are not approved, apply additional mockups of additional colors selected by Architect at no added cost to Owner.
3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
4. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in manufacturer's original, unopened packages and containers bearing manufacturer's name and label and other identifying information.
- B. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F.

1. Maintain containers in clean condition, free of foreign materials and residue.
2. Remove rags and waste from storage areas daily.

#### 1.7 FIELD CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.

- B. Do not apply paints in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, provide products specified in this section by Benjamin Moore & Co. (Benjamin Moore). Substitutions will not be accepted.
  - 1. Manufacturers' shortened names shown within parentheses shall be used in identifying available products in Part 2 of this section.

### 2.2 PAINT, GENERAL

- A. Material Compatibility: Provide primers, and finish-coat materials that are compatible with one another and with the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
  - 1. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- B. Material Quality: Provide manufacturer's best-quality paint material of the various coating types specified that are factory formulated and recommended by manufacturer for application indicated. 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 manufacturer's material data and certificates of performance for proposed substitutions.
- C. Colors: Provide custom colors of the finished paint systems to match the Architect's samples.

### 2.3 EXTERIOR PRIMERS

- A. Exterior Gypsum Soffit Board Primer: Factory-formulated alkyd- or alkali-resistant acrylic-latex primer for exterior application.
- B. Exterior Ferrous-Metal Primer: Factory-formulated rust-inhibitive metal primer for exterior application.
- C. Exterior Galvanized Metal Primer: Factory-formulated galvanized metal primer for exterior application.
- D. Exterior Aluminum Primer: Factory-formulated acrylic-based metal primer for exterior application.

- E. Exterior Primer for Existing Painted Metal Surfaces: Factory-formulated acrylic-based metal primer for exterior application over existing painted metal surfaces including metal roof and wall panels.
  - 1. Benjamin Moore; Super Spec HP Acrylic Metal Primer - No. P04: Applied at a dry film thickness of not less than 1.7 mils.

## 2.4 EXTERIOR FINISH COATS

- A. Exterior Satin Acrylic Paint: Factory-formulated low-sheen acrylic-latex paint exterior application.
  - 1. Benjamin Moore: Refer to "Finish Schedule" located on drawings for indicated locations where the following products are used.
    - a. Super Spec 100% Acrylic Latex Low Lustre House Paint - No. N185: Applied at a dry film thickness of not less than 1.3 mils.
    - b. Ultra Spec EXT 100% Acrylic Exterior Satin Finish Paint - No. N448: Applied at a dry film thickness of not less than 1.5 mils.
- B. Exterior Low-Luster Acrylic Paint for Existing Painted Metal Surfaces: Factory-formulated low-sheen acrylic paint for exterior application over existing painted metal surfaces including metal roof and wall panels.
  - 1. Benjamin Moore; Super Spec HP D.T.M. Acrylic Low Lustre - No. P25: Applied at a dry film thickness of not less than 2.0 mils.
- C. Exterior Semigloss Acrylic Enamel: Factory-formulated semigloss acrylic-latex enamel for exterior application.
  - 1. Benjamin Moore; Ultra Spec EXT 100% Acrylic Gloss Paint - No. N449: Applied at a dry film thickness of not less than 1.5 mils.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
  - 1. Comply with the Painting and Decorating Contractors of America for procedures specified in PDCA P4 - Responsibility for Inspection and Acceptance of Surfaces Prior to Painting and Decorating."
- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
  - 1. Concrete: 12 percent.
  - 2. Masonry (Clay and CMU): 12 percent.

3. Wood: 15 percent.
  4. Portland Cement Plaster: 12 percent.
  5. Gypsum Board: 12 percent.
- C. Portland Cement Plaster Substrates: Verify that plaster is fully cured.
- D. Exterior Gypsum Board Substrates: Verify that finishing compound is sanded smooth.
- E. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- F. Proceed with coating application only after unsatisfactory conditions have been corrected.
1. Application of coating indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. General: Remove hardware and hardware accessories, covers, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection.
- B. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
1. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
  2. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.
- C. Concrete Substrates: Remove release agents, curing compounds, efflorescence, and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces to be painted exceeds that permitted in manufacturer's written instructions.
- D. Masonry Substrates: Remove efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces or mortar joints exceeds that permitted in manufacturer's written instructions.
- E. Steel Substrates: Remove rust, loose mill scale, and shop primer if any. Clean using methods recommended in writing by paint manufacturer but not less than the following:
1. SSPC-SP 3, "Power Tool Cleaning."
- F. Shop-Primed Steel Substrates: Clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop-primed surfaces.

- G. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal by mechanical methods to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.
- H. Aluminum Substrates: Remove loose surface oxidation.
- I. Wood Substrates:
  - 1. Scrape and clean knots. Before applying primer, apply coat of knot sealer recommended in writing by topcoat manufacturer for exterior use in paint system indicated.
  - 2. Sand surfaces that will be exposed to view, and dust off.
  - 3. Prime edges, ends, faces, undersides, and backsides of wood.
  - 4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.
- J. Plastic Trim Fabrication Substrates: Remove dust, dirt, and other foreign material that might impair bond of paints to substrates.
- K. Material Preparation: Mix and prepare paint materials according to manufacturer's written instructions.
  - 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. If necessary, remove surface film and strain material before using.
  - 3. Use only thinners approved by paint manufacturer and only within recommended limits.

### 3.3 APPLICATION

- A. Application, General:
  - 1. Application Procedures: Apply paints and coatings by brush, roller, spray, or other applicators according to manufacturer's written instructions.
    - a. Brushes: Use brushes best suited for type of material applied. Use brush of appropriate size for surface or item being painted.
    - b. Rollers: Use rollers of carpet, velvet-back, or high-pile sheep's wool as recommended by manufacturer for material and texture required.
    - c. Spray Equipment: Use airless spray equipment with orifice size as recommended by manufacturer for material and texture required.
  - 2. 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.
    - a. The number of coats and film thickness required are the same regardless of application method. Do not apply succeeding coats until previous coat has cured as recommended by manufacturer. If sanding is required to produce a smooth,



- even surface according to manufacturer's written instructions, sand between applications.
- b. Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until paint has dried to where it feels firm, and does not deform or feel sticky under moderate thumb pressure, and until application of another coat of paint does not cause undercoat to lift or lose adhesion.
  3. Minimum Coating Thickness: Apply paint materials no thinner than manufacturer's recommended spreading rate to achieve dry film thickness indicated. Provide total dry film thickness of the entire system as recommended by manufacturer.
  4. Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with requirements.
- B. Apply paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
1. The term "exposed surfaces" includes areas visible when permanent or built-in fixtures, and similar components are in place. Extend coatings in these areas, as required, to maintain system integrity and provide desired protection.
  2. Provide finish coats that are compatible with primers used.
  3. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
  4. Paint exterior doors on tops, bottoms, and side edges and entire exposed surface of exterior door frames.
  5. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
  6. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
  7. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.
  8. Paint colors, surface treatments, and finishes are indicated in the paint schedules.
  9. Sand lightly between each succeeding enamel or varnish coat.
- C. Prime Coats: Before applying finish coats, apply a prime coat, as recommended by 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.
- D. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Tint undercoats to match color of topcoat, but provide sufficient difference in shade of undercoats to distinguish each separate coat.
- E. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
1. Ensure that edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.

- F. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
  - 1. Pigmented (Opaque) Finishes: Completely cover surfaces as necessary to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage.
    - a. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
  - 2. Stipple Enamel Finish: Roll and redistribute paint to an even and fine texture.
    - a. Leave no evidence of rolling, such as laps, irregularity in texture, skid marks, or other surface imperfections.
- G. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
  - 1. Paint the following work where exposed to view:
    - a. Equipment, including panelboards.
    - b. Uninsulated metal piping.
    - c. Uninsulated plastic piping.
    - d. Pipe hangers and supports.
    - e. Metal conduit.
    - f. Plastic conduit.
    - g. Tanks that do not have factory-applied final finishes.

### 3.4 FIELD QUALITY CONTROL

- A. Dry Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
  - 1. Contractor shall touch up and restore painted surfaces damaged by testing.
  - 2. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

### 3.5 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.

- D. Provide "Wet Paint" signs to protect newly painted finishes. After completing painting operations, remove temporary protective wrappings provided by others to protect their work.

1. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces. Comply with procedures specified in PDCA P1.

### 3.6 EXTERIOR PAINTING SCHEDULE

- A. Ferrous Metal: Provide the following finish systems over exterior ferrous metal. Primer is not required on shop-primed items.

1. Semi-Gloss Acrylic-Enamel Finish: Two finish coats over a rust-inhibitive primer.
  - a. Primer: Exterior ferrous-metal primer.
  - b. Finish Coats: Exterior semi-gloss acrylic enamel.

- B. Zinc-Coated Metal: Provide the following finish systems over all exterior zinc-coated metal surfaces that are not part of the exterior façade system.

1. Semigloss Acrylic-Enamel Finish: Two finish coats over a galvanized metal primer.
  - a. Primer: Exterior galvanized metal primer.
  - b. Finish Coats: Exterior semigloss acrylic enamel.

- C. Aluminum: Provide the following finish systems over exterior aluminum surfaces:

1. Semi-Gloss Acrylic-Enamel Finish: Two finish coats over a primer.
  - a. Primer: Exterior aluminum primer.
  - b. Finish Coats: Exterior semi-gloss acrylic enamel.

- D. Existing Exterior Painted Metal Surfaces: Provide the following finish systems over existing exterior painted metal surfaces including metal roof and wall panels.

1. Low-Luster Acrylic Enamel Finish for Existing Painted Metal Surfaces: Two finish coats over an exterior acrylic primer.
  - a. Primer: Exterior primer for existing painted metal surfaces.
  - b. Finish Coats: Exterior low-luster acrylic enamel for existing painted metal surfaces.

END OF SECTION 09 91 13

## SECTION 32 17 23 - PAVEMENT MARKINGS

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Painted markings applied to asphalt and concrete pavement.
2. Stain markings applied to concrete pavement.

B. Related Sections:

1. Section 01 81 13 "Sustainable Design Requirements" for additional LEED requirements.

#### 1.2 PREINSTALLATION MEETINGS

A. Preinstallation Conference: Conduct conference at Project site.

1. Review methods and procedures related to marking pavement including, but not limited to, the following:
  - a. Pavement aging period before application of pavement markings.
  - b. Review requirements for protecting pavement markings, including restriction of traffic during installation period.

#### 1.3 ACTION SUBMITTALS

A. Product Data: For each type of product.

1. Include technical data and tested physical and performance properties.

B. LEED Documentation Submittals:

1. Comply with submittal requirements of Division 01 Section "LEED Sustainable Design Requirements" including, but not limited to:
  - a. LEED Criteria Worksheet.
2. Low Emitting Materials Information.

C. Shop Drawings: For pavement markings.

1. Indicate pavement markings, colors, lane separations, defined parking spaces, and dimensions to adjacent work.
2. Indicate, with international symbol of accessibility, spaces allocated for people with disabilities.

- D. Samples: For each exposed product and for each color and texture specified; on rigid backing, 8 inches square.

#### 1.4 FIELD CONDITIONS

- A. Environmental Limitations: Proceed with pavement marking only on clean, dry surfaces and at a minimum ambient or surface temperature of 55 deg F for water-based materials, and not exceeding 95 deg F.

### PART 2 - PRODUCTS

#### 2.1 PAVEMENT-MARKING PAINT

- A. Pavement-Marking Paint: Latex, waterborne emulsion, lead and chromate free, ready mixed, complying with FS TT-P-1952, Type II, with drying time of less than 45 minutes.

- 1. Colors: White and Yellow.

- B. Glass Beads: AASHTO M 247, Type 1 made of 100 percent recycled glass.

- 1. Roundness: Minimum 75 percent true spheres by weight.

- C. VOC Content: Pavement markings used on building interior shall have a VOC content of 150 g/L or less.

#### 2.2 PAVEMENT-MARKING STAIN

- A. Penetrating Stain: Water-based, acrylic latex, penetrating stain with colorfast pigments.

- 1. Basis-of-Design Product: Subject to compliance with the requirements, provide “#111.08 - Concrete Stain Solid Color Water Based” penetrating stain as manufactured by H&C Concrete; Tel: (800) 867-8246.

- a. Color: Yellow.

#### 2.3 ADMIXTURES

- A. Slip Resistant Admixture: Provide micronized polymer slip resistant admixture certified by manufacturer to be compatible with solvent paint coatings and have minimal effects on coating viscosity. Do not use admixture containing silica.

- 1. Basis-of-Design Product: Subject to compliance with the requirements, provide “#111.32 – Shark Grip Slip Resistant Additive” as manufactured by H&C Concrete; Tel: (800) 867-8246.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that pavement is dry and in suitable condition to begin pavement marking according to manufacturer's written instructions.
- B. Proceed with pavement marking only after unsatisfactory conditions have been corrected.

### 3.2 PAVEMENT MARKING

- A. Do not apply pavement-marking paint until layout, colors, and placement have been verified with Architect.
- B. Allow paving to age for a minimum of 90 days before starting pavement marking.
- C. Sweep and clean surface to eliminate loose material and dust.
- D. Apply paint with mechanical equipment to produce pavement markings, of dimensions indicated, with uniform, straight edges. Apply at manufacturer's recommended rates to provide a minimum wet film thickness of 15 mils.
  - 1. Apply graphic symbols and lettering with paint-resistant, die-cut stencils, firmly secured to pavement. Mask an extended area beyond edges of each stencil to prevent paint application beyond the stencil. Apply paint so that it cannot run beneath the stencil.
  - 2. Broadcast glass beads uniformly into wet markings at a rate of 6 lb/gal.
  - 3. Slip-Resistive Mixture: Mix slip-resistive admixture into paint at rate complying with admixture manufacturer's written instructions.
    - a. Apply slip-resistive paint mixture by method recommended by admixture manufacturer.

### 3.3 PROTECTING AND CLEANING

- A. Protect pavement markings from damage and wear during remainder of construction period.
- B. Clean spillage and soiling from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

END OF SECTION 32 17 23