

SUMMARY OF WORK**SECTION 01010****1.01 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including General and Supplementary Conditions, and other Division 1 - General Requirements apply to the work specified in this Section.
- B. Division 1 Sections describe the administrative and procedural requirements and are as follows:
 - 1. 01010 - Summary of Work
 - 2. 01040 - Cutting and Patching
 - 3. 01120 - Alteration Procedures
 - 4. 01200 - Project Meetings
 - 5. 01290 - Payment Procedures
 - 6. 01300 - Submittals
 - 7. 01500 - Construction Facilities And Temporary Controls
 - 8. 01562 - Temporary Dust Partitions
 - 9. 01600 - Materials and Equipment
 - 10. 01700 - Project Closeout

1.02 PROJECT IDENTIFICATION

- A. The work contemplated and covered in these Specifications and the accompanying Drawings consist of the Contractor furnishing all labor, materials, equipment, supervision, and all other services required including all work reasonably intended in the Contract Documents for:

**Renovations To
Edwards Warehouse
Cox Communications, Inc.
342 Edwards Avenue
Harahan , Louisiana 70123
Project No. 9514**

- B. The drawings which accompany and compliment the Specifications are identified on drawing title sheet.

1.03 GENERAL WORK DESCRIPTION

- A. Scope of Services: The work of this Contract, except as otherwise specified shall include all labor, materials, equipment and facilities necessary to produce the required result, all transportation and services, and all materials and equipment incorporated and intended to be incorporated in such results. The Work includes all fees, taxes, permit costs, insurance premiums, and costs for overhead, superintendence, temporary facilities, and other direct and indirect costs and expenses incidental to the performance of the Work.

1.04 EXISTING CONDITIONS

- A. The Contractor shall accept the area of the work in it's present condition and carefully examine the area of the work and determine for himself all existing conditions visually discernable and/or reasonably expected from his understanding of the Construction Documents and/or reasonably inferrible from the Contract Documents or his particular knowledge of this particular type of project, and shall be responsible for same. No activity by the Contractor shall jeopardize the usefulness of the existing building to the Owner at any time during the construction period.

1.05 CONTRACTOR'S USE OF PREMISES

- A. Confine operations at site to areas within the limits of the work of this Contract.
- B. Do not unreasonably encumber site with materials or equipment.
- C. Do not load structure with weight that will endanger structure.
- D. Assume full responsibility for protection and safekeeping of products stored on premises.
- E. Move any stored products which interfere with operations of the Owner.
- F. Obtain and pay for use of additional storage or work areas needed for operation.

1.06 INTERPRETATION OF DOCUMENTS

- A. The Contractor shall notify the Architect of any ambiguity, inconsistency or error which he may discover upon examination of the Construction Documents or of the site and local conditions. If the Contractor performs any work knowing it to be contrary to applicable laws, ordinances rules and regulations, and without such notice to the Architect, he shall assume full responsibility therefore and shall bear all costs attributable thereto.
- B. During construction the "Request For Information" form, a copy following this section, shall be completed and submitted to the Architect to obtain a response to any needed information and/or clarifications.

1.7 CONTRACTORS REPRESENTATIONS

- A. The Contractor represents that he has visited the site and determined for himself all existing conditions, laws and regulations that will affect the construction of the work and be responsible for same.
- B. The contractor must be fully qualified under any "Licensing Law for Contractors" in effect at the time and place of the work before submitting his proposal. In the State of Louisiana, only the bids of Contractors and Subcontractors duly licensed under Chapter 24 of the Louisiana State Legislature, La. R.S. 37:2151, et seq., will be considered if licensing is required. The law requires the Contractor to ascertain that his Subcontractors are fully licensed in accordance with the law.

- C. The Contractor represents that the contract will include the full cost of the building permit, and all other permits and licenses, required as a result of the work of this Contract such as State Fire Marshal Plan Review Fee, as well as fees for inspection and testing as required by the City, Parish, or State authority having jurisdiction over this project. The Contractor acknowledges that if the Owner has prepaid any portion of the building permit or other permit fees, the Owner will deduct from the bid an amount equal to that prepaid by the Owner for the permits in arriving at the Contract Sum to be used on the Contract to be entered into by the Owner and Contractor, or the permit fee shall be deducted by Change Order.
 - 1. Contractor is responsible for submitting, paying for and securing the permit (projects in the City of New Orleans) for the installation, alteration or addition to fire protective signaling, detection or suppression systems. The permit shall be submitted to the Department of Fire, City of New Orleans, Fire Prevention Division, 317 Decatur Street, New Orleans, LA 70130 in a timely manner since the Use and Occupancy permit is contingent on this permit.
- D. The Contractor represents that the Contract will include all applicable taxes; local, state, and federal.
- E. The Contractor represents that he has ascertained prior to submission of his bid that he has received all addenda issued., and that his contract will contain the costs associated with these addenda.

1.8 SUPERINTENDENT

- A. Contractor shall, prior to the commencement of construction operations, submit to the Architect for approval the name of the Superintendent and assistants he proposes to assign to the job and shall further submit a resume of the experience of the Superintendent and assistants and such other data as will attest to their competence and qualifications. This information shall be submitted in duplicate for the guidance of the Architect and Owner, and assignment of a Superintendent to the job shall not be made until the Owner and the Architect have approved this selection.
- B. The Superintendent shall be full time and be in attendance at the site whenever Work is being performed.

1.9 MATERIALS AND EQUIPMENT DELIVERY DATES

- A. The Contractor shall submit a statement giving a firm shipping and delivery date on all major items of building material and equipment. The statement shall be submitted not later than six weeks from the date the contract is returned to the Contractor.
- B. In addition, submit the names of the manufacturers of any long lead items that would potentially impact the progress of the Work and is the Contractor's responsibility to identify these manufacturers. Unless the aforementioned information is submitted, no extensions of time will be considered if extenuating circumstances exist affecting timely product delivery. Furthermore, no payments will be made to the Contractor until all information is furnished.

1.10 SELECTIVE DEMOLITION

- A. Conduct demolition, removal of debris and all work to ensure a minimum of interference with building occupants, building corridors and service areas. Ensure safe passage of persons around the areas of demolition. Promptly repair damages caused to adjacent construction by operations at no cost to the Owner. Do not interrupt existing utilities serving occupied facilities except when authorized in writing by the Owner. Use methods to keep the dust and dirt scattering in the air to the lowest practical level. Remove all debris and dispose of off the Owner's property. Any damage to existing facilities and site caused by the work of this contract shall be repaired and returned to original condition by the Contractor. See Section 02070-Selective Demolition.

1.11 PATCHING

- A. The Contractor shall be responsible for the repair of adjacent surfaces damaged as a result of the work of this project. Repair shall return the surface to a condition at least as good as existing prior to the alteration and shall include all finishing and painting to match existing surfaces. Contractor shall be responsible for determining the need for alterations prior to bidding, and shall bear all costs associated with alterations and repairs.

1.12 WORKING CONDITIONS AND SCHEDULING

- A. In general, the work may be performed during **normal business working hours, 7:00 a.m. to 3:30 p.m. Monday through Friday**, provided it is performed in a manner which does not interfere with the normal use and functions of the adjacent areas and buildings by the Owner and does not create noise which is objectionable to other tenants, and is of a duration authorized in advance by the Owner.
 - 1. **Note:** Any required utility shut downs and specific items identified in the documents that require work to be performed after normal business working hours. Additionally, all drilling and other objectionable noise must be performed at other than normal business hours.
- B. The Contractor shall furnish sufficient forces, construction plant and equipment, and shall work such hours of overtime or perform a continuous operation if necessary to insure the prosecution of the work in accordance with the approved progress schedule. It is imperative that the Work be completed on or before the date scheduled, and necessary allowances shall be made in estimating the project to allow for the construction schedule. The Contractor shall "accelerate" his subcontractors to the fullest extent and he shall impress upon his subcontractors the expedience required to overcome delays on their part or in the delivery of materials. He shall be alert to any and all happenings that affect the progress of the project. If the Contractor should fall behind in the progress schedule, it is mandatory that he take immediate steps, whatever required, to put the project back on schedule. Neither the Contractor nor any of his subcontractors nor anyone working on the Project shall be entitled to any compensation whatsoever for acceleration of the work for any reason for which the Contractor or any of his subcontractors or anyone else working on the Project is responsible, even if that responsibility is only a partial cause of the need to accelerate.

- C. The building and areas adjacent to the work areas will be in use by the public during the construction time and all protections for the public and property shall be implemented .
- D. All times during the term of the contract, the Contractor shall be responsible for the operation of all existing systems and equipment, in whatever manner may be necessary to provide service and compliment the conditions he creates by the various tie-ins, connections, and progress of the total project.
- E. All work that interfaces with the building mechanical, lightning protection systems must be coordinated directly with Building Management.
- F. The contractor and any subcontractors are required to coordinate their use of the loading dock and service elevator with Building Management so that normal building operations are not adversely affected by the construction activity. Storage of contractor's items in the dock areas is prohibited.
- G. The entrances, lobbies, passages, corridors, public elevators, stairways, and other common areas shall not be encumbered or obstructed by any of the Contractor's personnel or materials during construction.
- H. Each contractor and subcontractor will be responsible for the actions of their personnel.
- I. All trash removal from the job site will be the responsibility of the Contractor. The Building's dumpster is not to be used by the contractor. The Contractor shall make provisions for removal, transportation and legal disposal of his own trash and debris.
- J. All work that would affect the Owner's and the publics normal use and the functioning of the building and must be performed during "other-than-normal" hours at no additional cost to the Owners, and must be scheduled in advance and approved by the Owner with respect to time, date, and duration of the work.
- L. Smoking is not allowed in the Building or the roof area. Violation of this provision will cause expulsion of employee.
- P. Each contractor and subcontractor will be responsible for the actions of their personnel. There will be no alcoholic beverages, glass containers, or any "controlled substance" on the premises.
- Q. Identification badges, approved by building management, are required on all personnel at all times working on the building.
- R. Parking of contractor's vehicles and staging area will be accommodated in a portion of the parking lot.
- S. Dust and air contamination shall be controlled with temporary partitions which are sealed adequately to prevent dust from entering public areas or mechanical equipment. Floors shall be vacuumed with a dust proof vacuum cleaner. Return air systems shall be turned off or additionally filtered when operations creating dust are being performed so as not to clog the air filters. Protect smoke detector systems from dusty conditions by masking.

- U. All necessary temporary dust-proof partitions shall be erected at the work site before commencing any cutting, patching, demolition, or new installation work to contain dust and airborne contaminants to the work area. See Section 01562 - Temporary Dustproof Partitions

1.13 PROTECTION OF PROPERTY AND PUBLIC

- A. Contractor shall protect the public and the Owner's existing property that is adjacent to the Work being performed under this contract. Contractor shall also obtain approval from the Architect prior to removal of protection. Prior to commencing work, the Contractor shall provide adequate protection such as covers, dust partitions, platforms, scaffolding, etc., all as may be necessary to protect the Owner's property from dust and possible falling debris and/or materials. Removal of such protection shall likewise be performed with extreme care to prevent possible damage to the Owner's property.
- B. Furthermore, the Contractor shall repair at his own cost and make good all damage to the Owner's property and to adjacent and adjoining properties not belonging to the Owner for which he is or has been adjudged to be legally responsible. He shall further, reimburse the Owner and/or Architect in full for any damages resulting from suits that may be decided against the Owner and/or Architect rising out of claims for property damage due to the Contractor's improper performance or negligence on the part of any of the Contractor's employees, agents, or subcontractors, or due to any other acts for which the Contractor is legally responsible, together with all attorneys' fees, cost of court, and any other expense that may be entailed by the Owner and/or Architect in defending themselves against such suits and/or claims.
- C. The Contractor shall make all necessary provisions for the protection of the public. He shall provide barriers and shelters or any other safeguards as required to protect the public in accordance with the local laws. The safeguards and protections shall be fully maintained in first-class condition during the entire construction period, and at no time shall required protection be removed without the approval of the Architect. It is of utmost importance that all construction work be done without interfering with the normal operations of the adjacent areas and buildings.
- D. Restore all areas and items disturbed by the new construction to original condition.

1.14 CLEANLINESS AND CLEANUP

- A. All existing areas adjacent to the area of work must be kept clean from Contractor's debris. Any area not adequately cleaned by the Contractor shall be cleaned by the Owner (to his satisfaction) and the cost of such cleaning operations shall be deducted from any monies still due the Contractor.

1.15 ASBESTOS FREE CERTIFICATION

- A. All new building components shall be totally free of asbestos. The contractor is responsible to verify that the aforementioned condition exist during and at the completion of the project.

END OF SECTION

Request For Information

Project: Renovations to Edwards Warehouse
Cox Communications, Inc.
Metairie, Louisiana

Project No. 9514

RFI No. _____

Date: _____

Contractor:

Brief Description:

Drawing No. _____

Spec. Section _____

Detailed Description:

TMG Response:

Note: Some of the items in this response may result in credits or additions which may become part of a future Request for Change Order.

____ This document is not a RFI and therefore is being returned to you without a response. This document has not been entered into the project's RFI Log.

Initialed: _____

Date: _____



CUTTING AND PATCHING**SECTION 01040****PART 1 - GENERAL**

1.01 SUMMARY OF WORK

- A. Furnish all labor materials, tools, and equipment, and perform all operations necessary for cutting and patching work indicated or specified. The work involved in this section includes the following:

1. Cutting and patching of existing construction to accommodate the new Work.

1.02 DEFINITION

- A. "Cutting-and-Patching" is hereby defined to include but is not necessarily limited to the cutting and patching of nominally completed and previously existing work, in order to accommodate the coordination of the work, or to uncover other work for access or inspection, or to obtain samples for testing, or for similar purposes.

1.03 QUALITY ASSURANCE

- A. Requirements for Structural Work: Do not cut-and-patch structural work in a manner resulting in a reduction of load-carrying capacity or load/deflection ratio.
- B. Visual Requirements: Cut-and-patch work in a manner which will not result in a reduction of visual qualities or in substantial evidence of the cut-and-patch work, both as judged solely by the Architect. Remove and replace work judged by the Architect to be cut-and-patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. General: Except as otherwise indicated or approved by the Architect provide materials for cutting-and-patching which will result in equal-or-better work than the work being cut-and-patched, in terms of performance characteristics and including visual effect where applicable. Comply with the original materials where feasible and where recognized that satisfactory results can be produced thereby.

PART 3 - EXECUTION

3.01 PREPARATION

- A. The Contractor shall protect all property and the interest of all parties concerned in this general contract and its subsidiaries.

3.02 CUTTING AND PATCHING

- A. General: Employ skilled tradesmen to perform cutting-and-patching. Except as otherwise indicated or approved by the Architect, proceed with cutting-and-patching at the earliest feasible time, in each instance, and perform the work promptly.
- B. Cut work by methods least likely to damage work to be retained and work adjoining.
- C. Restore exposed finished of patched areas; and, where necessary extend finish restoration onto retained work adjoining, in a manner which will eliminate evidence of patching.
- D. Repaint surfaces from "break point to break point".

END OF SECTION

ALTERATION PROJECT PROCEDURES**SECTION 01120****PART 1 - GENERAL****1.01 SECTION INCLUDES**

- A. Selective demolition and protection of existing items.
- B. Products and installation for patching and extending Work.
- C. Transition and adjustments.
- D. Repair of damaged surfaces, finishes, and cleaning.

1.02 RELATED SECTIONS

- A. Section 01040 - Cutting and Patching: Cutting and patching.
- B. Section 01030 - Special Project Procedures and Requirements: Protection of installed work and cleaning during construction.

PART 2 - PRODUCTS**2.01 PRODUCTS FOR PATCHING AND EXTENDING WORK**

- A. New Materials: As specified in individual Sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspection and testing products where necessary, referring to existing Work as a standard.

PART 3 - EXECUTION**3.01 EXAMINATION**

- A. Verify that demolition is complete, and areas are ready for installation of new Work.
- B. Beginning of restoration Work means acceptance of existing conditions.

3.02 PREPARATION

- A. Cut, move, or remove items as necessary for access to alterations Work. Replace and restore at completion.
- B. Remove unsuitable material not marked for salvage, such as corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.
- C. Remove debris and abandoned items from area and from concealed spaces.

- D. Prepare surface and remove surface finishes to provide for proper installation of new work and finishes.

3.03 SELECTIVE DEMOLITION

- A. Demolition of designated portions of the building and lawful removal of materials from site.
- B. Careful removal and protection of existing items indicated for salvage and/or reinstallation.
- C. Obtain required permits from governing authorities.
- D. Protections: Provide temporary barricades, temporary dust partitions, and other forms of protection to protect personnel from injury and existing finishes from damage due to selective demolition work.
 - 1. Provide protective measures as required to provide free and safe passage of Owner's personnel and general public to occupied portions of building.
 - 2. Provide shoring, bracing, or support to prevent movement, settlement, or collapse of structure or element to be demolished and adjacent facilities or work to remain.
 - 3. Protect from damage existing finish work that is to remain in place during demolition operations.
 - 4. Protect floors with suitable coverings.
 - 5. Construct temporary dustproof partitions where required to separate areas where noisy or extensive dirt or dust operations are performed. Equip partitions with dustproof doors and security locks.
- E. Damages: Promptly repair damages caused to adjacent facilities by demolition operations at no cost to the Owner.
- F. Remove from the site debris, rubbish, and other materials resulting from the demolition operations.
- G. If hazardous materials are encountered during demolition operations notify the Owner immediately. Comply with applicable regulations, laws, and ordinances concerning and protection against exposed or environmental pollution.
- H. Cleanup and Repair: Upon completion of demolition work, remove tools, equipment, and demolished materials from site. Remove protections and leave interior areas broom clean.
 - 1. Repair demolition performed in excess of that required. Return elements of construction and surfaces to remain to condition existing prior to start operations. Repair adjacent construction or surfaces soiled or damaged by selective demolition work.

3.04 INSTALLATION

- A. Coordinate work of alterations to expedite completion.
- B. Remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring Products and finishes.
- C. Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
- D. Install products as specified in individual Sections.

3.05 TRANSITIONS

- A. Where new Work abuts or aligns with existing, perform a smooth and even transition. Patched Work to match existing adjacent Work in texture and appearance.
- B. When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect/Engineer.

3.06 ADJUSTMENTS

- A. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- B. Where a change of plane of 1/4 inch or more occurs, submit recommendation for providing a smooth transition for Architect's review.
- C. Trim existing doors as necessary to clear new floor finish. Refinish trim as required.

3.07 REPAIR OF DAMAGED SURFACES

- A. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- B. Repair substrate prior to patching finish.

3.08 FINISHES

- A. Finish surfaces as specified in individual specification Sections.
- B. Finish patches to product uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

3.09 CLEANING

- A. In addition to cleaning specified in individual Sections, clean Owner occupied areas of work where affected by the Work.

END OF SECTION

PROJECT MEETINGS**SECTION 01200****PART 1 - GENERAL****1.01 RELATED DOCUMENTS**

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

1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements for project meetings including but not limited to:
 - 1. Pre-Construction Conference
 - 2. Pre-Installation Conferences
 - 3. Coordination Meetings
 - 4. Progress Meetings
- B. The Contractor shall schedule, conduct and record the contents of all meetings and distribute typed minutes to all pertinent parties in a timely manner.

1.03 PRE-CONSTRUCTION CONFERENCE

- A. Schedule a pre-construction conference and organizational meeting at the Project site or other convenient location no later than fifteen (15) days after execution of the Agreement and prior to commencement of construction activities. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees: The Owner, Architect and their consultants, the Contractor and its superintendent, major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress including such topics as:
 - 1. Tentative construction schedule.
 - 2. Critical Work sequencing.
 - 3. Designation of responsible personnel.
 - 4. Procedures for processing field decisions and Change Orders.
 - 5. Procedures for processing Applications for Payment.
 - 6. Distribution of Contract Documents.
 - 7. Submittal of Shop Drawings, Product Data and Samples.
 - 8. Preparation of record documents.
 - 9. Use of the premises.
 - 10. Office, Work, and storage area.
 - 11. Equipment deliveries and priorities.
 - 12. Safety procedures.
 - 13. First aid.
 - 14. Security.
 - 15. Housekeeping.
 - 16. Working hours.

17. Establish timing of progress meetings to coincide with monthly pay request.
- D. Submittals: Contractor will be responsible for submitting the following at the pre-construction conference:
1. Schedule of values
 2. List of major subcontractors
 3. Tentative construction schedule
 4. Critical work sequencing

1.04 PRE-INSTALLATION CONFERENCES

- A. Conduct a pre-installation conference at the site before each construction activity that requires coordination with other construction. The 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 the Architect of schedule meeting dates.
- B. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for:
1. Contract Documents
 2. Options
 3. Related Change Orders
 4. Purchases
 5. Deliveries
 6. Shop Drawings, Product Data and quality control samples
 7. Possible conflicts
 8. Compatibility problems
 9. Time schedules
 10. Weather limitations
 11. Manufacturer's recommendations
 12. Compatibility of materials
 13. Acceptability of substrates
 14. Temporary facilities
 15. Space and access limitations
 16. Governing regulations
 17. Safety
 18. Inspection and testing requirements
 19. Required performance results
 20. Recording requirements
 21. Protection
- C. Record significant discussions and agreements and disagreements of each conference, along with the approved schedule. Distribute the record of the meeting to everyone concerned, promptly, including the Owner and Architect.
- D. Do not proceed if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

1.05 COORDINATION MEETINGS

- A. Conduct Project coordination meetings at regularly scheduled times convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and shall address similar agenda items as the Progress Meetings.
- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
- C. Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.06 PROGRESS MEETINGS

- A. Conduct progress meetings at the Project site at regularly scheduled intervals. Notify the Owner and Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request.
- B. Attendees: In addition to representatives of the Owner and Architect, Contractor and his Superintendent each subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination or performance of future activities shall be represented at these meetings by persons familiar with the Project and authorized to conclude matters relating to progress.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the Project to include applicable agenda items listed for the Pre-Construction Conference and as further listed below.
- D. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind 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.
- E. Review the present and future needs of each entity present, including such items as:
 - 1. Interface requirements
 - 2. Time
 - 3. Sequences
 - 4. Deliveries
 - 5. Off-site fabrication problems
 - 6. Access
 - 7. Site utilization
 - 8. Temporary facilities and services
 - 9. Hours of work
 - 10. Hazards and risks
 - 11. Housekeeping
 - 12. Quality and Work standards
 - 13. Change Orders
 - 14. Documentation of information for payment requests

- F. Reporting: No later than three (3) days after each progress meeting date, distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
- G. Schedule Updating: Revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

END OF SECTION

PAYMENT PROCEDURES**SECTION 01290**

PART 1 – GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Application for Payment.

1.2 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 Application for Payment forms with Continuation Sheets, Submittals Schedule and Contractor's Construction Schedule.
 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
 3. Subschedules: Where the Work is separated into phases requiring separately phased payments, provide subschedules 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. Submit draft of AIA Document G703 Continuation Sheets.
 3. 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 several line items for principal subcontract amounts, where appropriate.
 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
 5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
 7. Allowances: Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.

8. 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.

1.3 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: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Progress payments shall be submitted to Architect by the 30th of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
- D. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets 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. Architect will return incomplete applications without action.
 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- F. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from 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 in previous application, after 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 Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors. Due with Bid.
 2. Schedule of Values. Due with Bid.
 3. Contractor's Construction Schedule (preliminary if not final). Due 5 days after Award of Bid.
 4. Schedule of unit prices. Due with Bid.
 5. Submittals Schedule (preliminary if not final). Due 5 days after Award of Bid.
 6. List of Contractor's staff assignments. Due 5 days after Award of Bid.
 7. Initial progress report. Due with first Application for Payment.
 8. Report of preconstruction conference. Due with first Application for Payment.
- I. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion on, 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.
- J. 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.
 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, liquidated damages settlement statement.
 9. Prior to final payment (retainage) being released by the Owner, the Contractor must secure and provide the Owner with a unrestricted Use and Occupancy Certificate.

PART 2- PRODUCTS (Not Used)

PART 3- EXECUTION (Not Used)

END OF SECTION 01290

SUBMITTALS**SECTION 01300****PART 1 - GENERAL****1.01 SECTION INCLUDES**

- A. Submittal schedule and procedures
- B. Construction progress schedule
- C. Proposed products list
- D. Subcontractors
- E. Shop drawings
- F. Product data
- G. Samples
- H. Manufacturer's instructions
- I. Manufacturer's certificates
- J. Schedule of values.

1.02 RELATED SECTIONS

- A. Section 01700 - Project Closeout

1.03 SUBMITTAL SCHEDULE

- A. General: Immediately following the development and acceptance of the fully developed progress schedule, prepare a complete schedule of work-related submittals. Submit within ten (10) days of date required for establishment of the progress schedule. Correlate submittal schedule with the listing of principal subcontractors. Refer to Section 01300 and Division 2 through 16 for submittal requirements.
- B. Form: Prepare schedule in chronological sequence of "first submittals". Show category of submittal, name of subcontractor, generic description of work covered, related Specification section numbers, activity or event number on progress schedule, scheduled date for first submission, and blank columns for actual date of submittal, resubmittal, and final release by the Architect.

1.04 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Architect's attached "round-robin" submittal form following this section. Coordinate each submittal with requirements of the work represented by that submittal and submittal for related work and of Contract Documents.

- B. Sequentially number the transmittal forms. Resubmittals shall have original number with an alphabetic suffix.
- C. Identify Project, Contractor, subcontractor or supplier; pertinent drawing sheet and detail number(s), and specification section number.
- D. Contractor shall review all submittals. Apply Contractor's stamp, signed, or initialed certifying that review, verification of products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and deliver to Architect at Architect's business address. Coordinate submission of related items.
- F. Contractor shall identify deviations from Contract Documents in writing and/or indicate on the submittal and on the submitted transmittal noting "Deviation". Also provide product or system limitations which may be detrimental to successful performance of the completed Work.
 - 1. If items, dimensions or methods submitted deviate from the Contract Documents and action is not taken by the Architect or his Consultants, this action and the deviation shall not alter the Contract sum.
- G. It is the Contractor's responsibility to submit revised details and coordinate any necessary changes in related work when the dimensions and configuration of original details (Contract Documents) are altered by substitutions of materials according to provisions for substitutions contained in the Contract Documents and/or any deviations submitted.
- H. Provide space for Contractor and Architect's review stamps.
- I. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- J. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

1.05 ARCHITECT'S REVIEW

- A. The Architect will review submittals only for the limited purpose of checking conformance with the design concept of the project and with the information given in the Contract Documents. Review of a separate item shall not indicate approval of an assembly in which the item functions or any other related assembly.
- B. The Architect's review shall not relieve the Contractor from responsibility for errors or omissions in the submittals.
- C. The Architect's review shall not constitute approval of safety precautions or unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures.

- D. The Architect's action on the stamp does not constitute acceptance of any deviations. If deviations are accepted the contract price shall not increase.
- E. Action Stamp: The architect will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, as follows, to indicate the action taken:
 - 1. Final Unrestricted Release: Where submittals are marked "Do Not Resubmit", that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
 - 2. Final-But-Restricted Release: When submittals are marked "Reviewed" and "Noted", that part of the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
 - 3. Returned for Resubmittal: When submittal is marked "Resubmit As Noted" or "Rejected", do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
- F. Should resubmission be required, the resubmission will be checked one additional time. Should three (3) or more submissions be required, the Owner shall reduce the contract amount, by deductive change orders, for the additional services and expenses of the Architect and/or his consultants.

1.06 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial progress schedule in duplicate within ten (10) days after date of Owner-Contractor Agreement for Architect's review.
- B. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- C. Submit a horizontal bar chart with separate line for each major section of Work or operation, identifying first work day of each week.
- D. Indicate estimated percentage of completion for each item of Work at each submission.
- E. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner.

1.07 PROPOSED PRODUCTS LIST

- A. Within ten (10) days after date of Owner-Contractor Agreement, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

- B. In addition, submit the names of the manufacturers of any long lead items that would potentially impact the progress of the Work and is the Contractor's responsibility to identify these manufacturers. Unless the aforementioned information is submitted, no extensions of time will be considered if extenuating circumstances exist affecting timely product delivery. Furthermore, no payments will be made to the Contractor unless all information is furnished.
- C. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.08 SUBCONTRACTORS

- A. Within ten (10) days of signing the Agreement or at the Pre-Construction Conference (whichever is first) submit to the Owner and Architect, in writing, the names of the persons and/or entities, (including those who furnish materials or equipment), proposed to perform the work of each portion of the Work.
- B. No payments will be made to the Contractor until all information is furnished.

1.09 SHOP DRAWINGS

- A. Reproducible tracings made from Contract Drawings will not be permitted. The first submittal of shop drawings to the Architect for review shall consist of one (1) sepia and two (2) blue or black line prints made from the original shop drawings tracing (not the sepia). The sepia quality shall be sepia lined Helios Albanized transparent paper, or equivalent. Print sepia shop drawings in "face-up" attitude.
- B. Shop drawings shall indicate which dimensions are field measured. Identify materials and indicate compliance with standards and special coordination requirements. Maintain one set of shop drawings at the project site, available for reference by the Architect, Engineer or others.
- C. The sepia (with corrections marked thereon and stamped) and one (1) print will be returned to the Contractor. A subsequent sepia and print shall be resubmitted by the Contractor after correcting the original tracing, until the sepia is stamped by the Architect "No Exceptions Taken" , the Contractor shall resubmit three (3) blue or black line prints made from the approval sepia to the Architect for his use.
- D. After review, reproduce and distribute in accordance with Article on Procedures above and for Record Documents described in Section 01700 - Contract Closeout.

1.10 PRODUCT DATA

- A. Collect and submit all required data into one submittal for each material, product or system; and mark each copy to show which choices and options are applicable to the project. Include manufacturer's standard printed recommendations for specific application and use for this project, compliance with standards, application of labels and seals, notation of field measurements which have been checked, and special coordination requirements. Maintain one set of product data at the project site, available for reference by the architect, Engineer or others.

- B. Submit the number of copies which the Contractor requires, plus two (2) copies which will be retained by the Architect.
- C. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer' standard data to provide information unique to this Project.
- D. After review, distribute in accordance with Article on Procedures above and provide copies for Record Documents described in Section 01700 - Contract Closeout.

1.11 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Architect's selection, or where indicted as "custom", submit in custom color indicated.
- C. All such samples, colors, etc. shall be submitted in one complete package to facilitate Architects review of related materials and colors. Each sample and color grouping shall be properly labeled with project name, Architect's job number, and applicable specification section number.

1.12 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. The Contractor is responsible to furnish and install equipment in accordance with manufacturer's instructions and more stringent requirements when specified. If manufacturer's instructions deviate or conflict with the Contract Documents, the Contractor shall identify conflict to the Architect prior to procuring or installing equipment.

1.13 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Architect/Engineer for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceed specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on materials or Product, but must be acceptable to Architect/Engineer.

1.14 SCHEDULE OF VALUES

- A. In accordance with General Conditions. Correlate line items with other administrative schedules and forms required for the Work, including progress payment request forms (AIA Forms G703 and G702). Provide breakdown of Contract Sum in sufficient detail to

facilitate continued evaluation of payment requests and progress reports. Submit three (3) copies of Schedule of Values to Architect and as follows:

1. Submit at Pre-Construction Conference.
2. Use the Index of this Specification as the format for listing costs of work for Sections under Division 1 through 16. Use each Section number under each Division. Each section shall be subdivided into separate line items for the total cost (with overhead and profit) of separate items in Section.
3. Round off cost figures to the nearest ten (10) dollars. The total of all items shall equal the total Contract Sum.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION

TESTING LABORATORY SERVICES**SECTION 01410****PART 1 - GENERAL**

1.01 SELECTION AND PAYMENT:

- A. The Owner will select and will pay for the services of an independent testing laboratory to perform inspections and test of materials and constructions as hereinafter specified and/or as specified in other sections of the specifications or as shown on the Drawings.

1.02 RELATED SECTIONS

- A. Section 02315 – Excavation and Fill
- B. Division 2 - Piling
- C. Section 03100 – Concrete work
- D. Section 05120 – Structural Steel

1.03 RESPONSIBILITY OF CONTRACTOR

- A. Selection of the laboratory by the Owner in no way relieves the Contractor of his responsibility to furnish materials and construction in full compliance with the project plans and specifications. The Contractor accepts all processes, materials and their use which are approved by the testing laboratory unless the Contractor protests in writing prior to the approval by the testing laboratory.

1.04 COOPERATION OF CONTRACTOR

- A. The Contractor shall cooperate with the laboratory and make available, without cost, samples of materials to be tested.
- B. Furnish such nominal labor and sheltered working space as is necessary to obtain samples at the project.
- C. Advise the laboratory of the identity of material sources and instruct the suppliers to allow tests or inspections by the laboratory.
- D. Notify the laboratory sufficiently in advance of operations to allow for completion of initial tests and assignment of inspection personnel. Notification shall be not less than 48 hours in advance or as directed by the Architect.

1.05 REJECTION OF MATERIALS

- A. The laboratory shall reject any materials which are not in full conformance with specifications, and promptly notify the Architect. The Architect shall notify the Contractor promptly of such rejections. Any materials rejected by the laboratory shall not be incorporated in the work without prior written approval of the Architect.

1.06 TEST METHODS

- A. Tests and inspections shall be conducted in accordance with the requirements of these specifications or, if not herein specified, in accordance with latest ASTM, ACI, or other recognized authorities.

1.07 TEST REPORTS

- A. The laboratory shall submit written reports of each test and inspection made to the Architect, Engineer and Contractor, suppliers of tested products and to such other parties the Architect may specify.

1.08 ADDITIONAL TESTS

- A. The Architect reserves the right to require additional tests to those specified or upon materials not herein specified for testing. If such tests are necessary because of apparently defective materials or workmanship, the cost of these additional tests shall be borne by the Contractor.

1.09 DESCRIPTION OF TESTS AND INSPECTION

- A. Piling: Inspect all piling for compliance with the specifications and stamp with seal of laboratory. Log the driving of probe piles, conduct pile load test and prepare report of load test. See Division 2 - Piling section for requirements.
- B. Concrete: The laboratory shall continuously monitor the delivery and placing of ready-mix concrete for compliance with the Drawings and the Specifications in Division 3. The laboratory representative shall report any substandard concrete operations as soon as practicable. Laboratory shall comply with the requirements of ACI 301, Chapter 16.
- C. Soil Compaction: The Testing Laboratory shall obtain a sample of soil to be used as fill or backfill material and perform a sieve analysis test and a Moisture-Density Relation analysis per ASTM D698 or ASTM D1557 to determine optimum moisture content and maximum density in accordance with Section 02315 – Excavation and Fill.
- D. Reinforcing Steel: The laboratory shall check mill test reports and monitor the placing of all reinforcing steel for compliance with the Specifications.
- E. Structural Steel, Metal Deck, etc.: The testing laboratory shall visually inspect all connections to determine quality, size, and compliance with reviewed erection drawings. Where the quality of a weld is in question, the Architect will be advised. The Contractor may then be required to remove and reweld the connection or if the Contractor desires, he may have the weld inspected further by radiography. The cost of this radiography inspection will be borne by the Contractor whether or not the weld is acceptable. See division 5 for requirements, see Section 05120.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION

CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS**SECTION 01500****PART 1 - GENERAL****1.01 SECTION INCLUDES**

- A. Temporary Utilities: Electricity, lighting, heat, ventilation, telephone service, water, and sanitary facilities.
 - 1. The Owner will make available and pay all metered cost of temporary power and water.
 - 2. Contractor shall provide temporary toilet facilities.
- B. Temporary Controls: Barriers, protection of the Work, and water control. Maintain building in watertight condition at all time during the length of this contract.

1.02 RELATED SECTIONS

- A. Section 01700 - Contract Closeout: Final cleaning.

1.03 QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations if authorities having jurisdiction, including but not limited to:
 - 1. Building Code requirements.
 - 2. Health and safety regulations.
 - 3. Utility company regulations.
 - 4. Police, Fire Department and Rescue Squad Rules.
 - 5. Environmental protection regulations.
- B. Environmental Protection: Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways and subsoil might be contaminated or polluted, or that other undesirable effects might result. Avoid use of tools and equipment which produce harmful noise. Restrict use of noise making tools and equipment which produce harmful noise. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near the site.

1.04 TEMPORARY ELECTRICITY

- A. Use of existing power service is permitted.
- B. Provide temporary electric feeder from existing electrical service if required. Contractor shall verify existing capacity and power consumption shall not disrupt Owner's need for continuous service.

- C. New permanent convenience receptacles may be utilized during construction.

1.05 TEMPORARY LIGHTING

- A. Provide and maintain lighting for construction operations to achieve an adequate lighting level.
- B. Provide adequate artificial lighting for all areas of work when natural light is not adequate for work, and for areas accessible to the public.

1.06 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors or gases. Special consideration shall be taken for ventilation directly to the exterior of vapors during painting.

1.07 SECURITY

- A. Provide security and facilities to protect Work from unauthorized entry, vandalism, or theft.

1.08 TEMPORARY WATER

- A. Water Service: Use of existing water service is permitted. Provide distribution piping of sizes and pressures adequate for construction as required.

1.09 TEMPORARY TELEPHONES

- A. Temporary Telephones: Provide and pay for a temporary telephone(s) for all personnel engaged in construction activities, throughout the construction period. Coordinate with the Owner's existing system.

1.10 PROTECTION OF WORK

- A. Protect the Work and provide special protection where specified in individual specification Sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to minimize damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and openings.
- D. Protect floors, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Barricades, Warning Signs and Lights: Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed provide lighting, including flashing red or amber lights.

1.11 SECURITY

- A. Provide security and facilities to protect Work from unauthorized entry, vandalism, or theft.
- B. Coordinate with the Owner for security procedures.

1.12 TEMPORARY FIRE PROTECTION

- A. Provide and maintain fire extinguishers and other equipment necessary for proper fire protection during construction. In addition, provide one or more qualified personnel with fully charged and operating foam type fire extinguishers during all field welding, roofing and similar operations of adequate capacity which are fire hazardous.

1.13 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Remove waste materials, debris, and rubbish from site weekly and dispose off-site.

1.14 FIELD OFFICES

- A. Provide an office space of sufficient size to accommodate required office-type personnel at the project site, with work stations properly furnished and adequately equipped to accommodate plan layout, and plan and shop drawing filing.

1.15 REMOVAL OF UTILITIES, FACILITIES AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION

TEMPORARY DUSTPROOF PARTITIONS**SECTION 01562****PART 1 - GENERAL**

1.01 SECTION INCLUDES

- A. Temporary dustproof partitions and/or sheeting separations. Provide doors if required.

1.02 RELATED SECTIONS

- A. Section 01700 - Contract Closeout: Final cleaning.

1.03 TEMPORARY DUSTPROOF PARTITIONS

- A. Provide temporary sheeting separations and/or dustproof partitions (with doors if necessary), as required to separate work areas from Owner occupied areas, to prevent penetration of dust into Owner occupied areas, and to prevent damage to existing materials and equipment.

PART 2 - PRODUCTS

2.04 MATERIALS

- A. Framing: "C" shaped steel studs. 3⁵/₈" deep, runners and headers to fit studs.
- B. Fire Rated Plastic Sheeting: Plastic laminate materials with 90 lb. tear strength and reinforced with non-woven nylon cord. Reinforcing shall be in a diamond pattern with no less than 33 yarns per linear foot in each direction. Each package and roll must be marked with UL Fire Hazard Classification designating Flame Spread of 10 and Smoke Developed of 45, equal to Type 55 FR as manufactured by Griffolyn Co., Inc.
 - 1. Provide T55 ASFR (antistatic and fire retardant) materials where partition is adjacent to or in proximity of computers and electrical and telephone equipment.

PART 3 - EXECUTION

3.05 CONSTRUCTION

- A. Framing shall be steel studs from floor to slab above fire-rated plastic sheeting applied to seal out construction dust from other areas. Provide overlapped sheeting for doors.
- B. Provide temporary air filters in partitioning above ceiling where temporary partitions block return air path.

3.06 REMOVAL OF TEMPORARY DUSTPROOF PARTITIONS

- A. Remove temporary dustproof partitions prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.

END OF SECTION

MATERIAL AND EQUIPMENT**SECTION 01600****PART 1 - GENERAL****1.01 SECTION INCLUDES**

- A. Products.
- B. Transportation and handling.
- C. Storage and protection.
- D. Product options.
- E. Substitutions.

1.02 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer, for similar components.

1.03 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

1.04 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation

to avoid condensation.

- E. Store loose granular materials on solid flat surfaces in a well-drained area. Provide mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

1.05 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

1.06 SUBSTITUTIONS

- A. Architect/Engineer will consider requests for Substitutions only within 15 days after date of Owner-Contractor Agreement.
- B. Substitutions maybe considered when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents, benefit to the project, including associated credit to the project budget or benefit to the project schedule.
- D. A request constitutes a representation that the Contractor:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Will provide the same warranty for the Substitution as for the specified product.
 - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension which may subsequently become apparent.
 - 5. Will reimburse Owner for review and/or redesign services associated with re-approval by authorities.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.

F. Substitution Submittal Procedure:

1. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence.
3. The Architect will notify Contractor, in writing, of decision to accept or reject request.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not used

END OF SECTION

Request For Substitution

(Not for Prior Approvals)

Project: Renovations to Edwards Warehouse

Cox Communication

Project No. 9514

Metairie, Louisiana

Sub. No. _____

Date: _____

Contractor:

**Brief Description:
Spec. Section _____**

Drawing No. _____

Detailed description of why substitution is beneficial:

MBA Response:

**Note: Some of the items in
this response may result in
credits which may become
part of a future Request
for Change Order.**

Initialed: _____

Date: _____

PROJECT CLOSEOUT**SECTION 01700****PART 1 - GENERAL**

1.01 DESCRIPTION OF WORK

- A. Furnish all labor, materials, tools, and equipment, and perform all operations necessary for project closeout work indicated or specified.

1.02 DEFINITIONS

- A. Closeout is hereby defined to include general requirements near the end of Contract Time, in preparation for final acceptance, final payment, normal termination of Contract, occupancy by Owner and similar actions evidencing completion of the work. Specific requirements for individual units of work are specified in specification sections.

1.03 PREREQUISITES TO SUBSTANTIAL COMPLETION

- A. General: Prior to requesting Architect's inspection for certification of substantial completion, as required by General Conditions, complete the following, and list known exceptions in request.
1. In progress payment request coincident with or first following date claimed, show either 100% completion for portion of work claimed as "substantially complete" or list incomplete items, dollar value of incomplete items, and reasons for being incomplete.
 2. Submit statement showing accounting of changes to the Contract Sum.
 3. Deliver to Owner tools, spare parts, extra stocks of material, and similar physical items as specifically mentioned in individual specification sections.
 4. Complete start-up testing of systems and instructions of Owner's operating/maintenance personnel. Discontinue (or change over) and remove from project site temporary facilities and services, along with construction tools and facilities, mock-ups, and similar elements.
 5. Complete final cleaning up requirements.
 6. Touch-up and otherwise repair and restore marred exposed finishes.
 7. Submit all warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents.
 8. Submit record (as-built) drawings, maintenance manuals, final project photographs (if any), and similar final record information.

1.04 PREREQUISITES TO FINAL ACCEPTANCE

- A. General: Prior to requesting Architect's final inspection for certification of final acceptance and final payment, as required by General Conditions, complete the following list known

exceptions (if any) in request:

1. Submit final payment request with final releases and supporting documentation not previously submitted and accepted.
 2. Submit updated final statement, accounting for additional (final) changes to the Contract Sum.
 3. Submit copy of final punch-list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance.
 4. Submit statement of any continuing insurance coverage.
 5. Submit consent of surety.
- B. Reinspection Procedure: Upon receipt of Contractor's notice that work has been completed, including punch list items resulting from earlier inspections, and excepting incomplete items delayed because of unacceptable circumstances. Architect will reinspect work. Upon completion of reinspection, Architect will either prepare certificates of final acceptance or advise Contractor of work not completed or obligations not fulfilled as required for final acceptance for final acceptance. If necessary, procedure will be repeated.
1. Should the Architect be required to make two (2) final inspections and he finds that the Work is still incomplete, then the cost of additional Architect's inspections shall be paid for by the Contractor. The aforementioned Architect's compensation will be withheld from the next payment.

1.05 RECORD DOCUMENT SUBMITTALS

- A. General: Specific requirements for record documents are indicated in individual sections of these Specifications. Other requirements are indicated in General Conditions, with additional provisions indicated in Division 15 and Division 16 for mechanical and electrical work, respectively. General submittal requirements are indicated in the Section 01300. Do not use record documents for construction purposes; protect from deterioration and/or loss in a secure, fire-resistive location; provide access to record documents for the Architect's reference during normal working hours.
- B. Record Drawings: Maintain a white-print set (blueline or blackline) of Contract Drawings and shop drawings in clean, undamaged condition, with mark-up of actual installations which vary substantially from the work as originally shown. Mark whichever drawing is most capable of showing "field" conditions fully and accurately; however, where shop drawings are used for mark-up, record a cross-reference at corresponding location on Contract drawing. Mark with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of work.
1. Mark-up new information which is recognized to be of importance to Owner, but was for some reason not shown on either concealed work, which would difficult to measure and record at a later date. Note related change order numbers where applicable. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on cover of each set.

C. Maintenance and Operating Manuals:

1. Provide three (3) copies unless otherwise stated in the individual section.
2. Organize Maintenance and Operations Manuals into suitable sets of manageable size, and bind into individual binders properly identified and indexed sections, bind each manual of each set in a heavy-duty 2", 3-ring vinyl-covered binder, and include pocket folders for folded sheet information. Provide a minimum of three (3) sets. In addition, the Operating and Maintenance Manuals shall include but shall not be limited to the following:
 - a. The project title, date of acceptance, names of Architect, General Contractor, subcontractors (associated with the installation of items included in the manual) should be clearly identified on the front cover along with addresses and telephone numbers.
 - b. There shall be an index in front of the manual giving the divisions for major equipment groups and a list of subdivision within the groups.
 - c. The major divisions should have indexed tabs at the front of each one.
 - d. Originals, and legible copies of manufacturers data sheets.
 - e. With the data sheets for each equipment item, attach any parts list, sequence of operations, maintenance requirements, and associated certificates or warranties.
 - f. Include copies of approved shop drawings.
 - g. Any equipment data which covers different models, options, system configurations, etc., should be clearly marked and highlighted to identify which was installed.

PART 2 - PRODUCTS

Not Applicable.

PART 3 - EXECUTION

3.01 CONTINUING INSPECTIONS

- A. General: Except as otherwise required by specific warranties, agreements to maintain, workmanship/maintenance bonds, and similar continuing commitments, comply with Owner's requests to participate in inspections at end of each time period of such continuing commitments. Participate in general inspection of the work approximately one (1) year beyond date(s) of substantial completion.

3.02 FINAL CLEANING

- A. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.
1. Remove labels that are not permanent labels.
 2. Clean transparent materials, including mirrors and glass in doors and windows.
 3. Clean exposed hard-surfaced finishes to a dust-free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition.
 4. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances.
 5. Clean light fixtures and lamps so as to function with full efficiency.

END OF SECTION