

SECTION 01010
SUMMARY OF THE WORK



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PART 1 -

GENERAL 1.01 DESCRIPTION

A. The contractor shall supply all labor, materials, plant facilities and skills necessary to complete construction for:

A NEW OFFICE AND PART STORAGE BUILDING
FOR
A + A AUTO RECYCLING
5508 9TH ST EAST
BRADENTON, FLORIDA

The project shall include but not be limited to construction and related work as shown and described in the PROJECT MANUAL and DRAWINGS, as herein enumerated:

PROJECT MANUAL

DIVISION 0	BIDDING AND CONTRACT REQUIREMENTS
DIVISION 1	GENERAL REQUIREMENTS
DIVISION 2	SITWORK
DIVISION 3	CONCRETE
DIVISION 4	MASONRY
DIVISION 5	METALS
DIVISION 6	CARPENTRY
DIVISION 7	MOISTURE PROTECTION
DIVISION 8	DOORS, WINDOWS, AND GLASS
DIVISION 9	FINISHES
DIVISION 10	SPECIALTIES
DIVISION 11	NOT USED
DIVISION 12	NOT USED
DIVISION 13	SPECIAL CONSTRUCTION
DIVISION 14	NOT USED
DIVISION 15	MECHANICAL
DIVISION 16	ELECTRICAL

SCHEDULE OF DRAWINGS

SEE SHEET G-O (COVERSHEET) FOR LIST OF DRAWINGS

END OF SECTION



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SECTION 01026
CHANGES IN THE WORK

PART 1 - GENERAL

1.01 SCOPE OF THE CONTRACT

A. This is a Completed Operations contract. The contract documents are intended to provide a competent General Contractor with sufficient information necessary to complete the structure for it's intended use.

B. It is not anticipated that the documents are a "Laundry List" of parts and pieces to be assembled, but rather that they provide the information necessary to visualize the End Product in its entirety and allow the Contractor to provide the goods and services necessary to achieve that goal.

C. The owner will not honor any requests for Change Order under this section that are the result of the Contractor's failure to include goods and services sufficient to deliver the "End Product".

1.02 RELATED DOCUMENTS

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

1.03 SUMMARY

A. This section specifies administrative and procedural requirements governing changes in the Work.

1.04 QUALITY ASSURANCE

A. Include within the Contractor's quality assurance program such measures as needed to assure familiarity of the Contractor's staff and employees with these procedures for processing Change Order data.

1.05 SUBMITTALS

A. Make submittals directly to the Architect at the address shown on the Project Directory in the Project Manual.

B. Submit the number of copies called for under the various items listed in this Section.

1.06 PRODUCT HANDLING

A. Maintain a "Register of Field Instructions and Change Orders" at the job site, accurately reflecting current status of all pertinent data.

B. Make the Register available to the Architect for review at his request.

1.07 PROCESSING CHANGES INITIATED BY THE OWNER

A. Should the Owner contemplate making a change in the Work or a change in the Contract Time of Completion, the Architect will issue a Field Instruction to the Contractor.

1. Field Instructions will be dated and will be numbered in sequence.

2. The Field Instructions will describe the Contemplated change, and will carry one of the following instructions to the Contractor:

a. Make the described change in the Work at no change in the Contract Sum and no change in the Contract Time of Completion;

b. Make the described change in the Work, credit or cost for which will be determined in accordance with Article 7 of General Conditions and Supplementary Conditions;

c. Promptly advise the Architect as to credit or cost proposed for the described change. This is not an authorization to proceed with the change.

B. If the Contractor has been directed by the Architect To make the described change in the Work at no change in The Contract Sum and no change in the Contract Time of completion, but the Contractor wishes to make a claim for one or both of such changes, the Contractor shall proceed with the change and shall notify the Architect as provided for under Paragraph 7.3 of the General Conditions.

C. If the Contractor has been directed by the Architect to promptly advise him as to credit or cost proposed for the described change, the Contractor shall in addition to the provisions of Paragraph 7.3 of General Conditions:

1. Analyze the described change and its impact on costs and time;

2. Secure the required information and forward it to the Architect for review;

3. Meet with the Architect as required to explain costs and, when appropriate, determine other acceptable ways to achieve the desired objective;

4. Alert pertinent personnel and subcontractors as to the impending change and, to the maximum extent possible, avoid such work as would increase the Owner's cost for making the change, advising the Architect in writing when such avoidance no longer is practicable.

1.08 PROCESSING CHANGES INITIATED BY THE CONTRACTOR

A. Should the Contractor discover a discrepancy among the Contract Documents, a concealed condition as described in Paragraph 4.3.6 of the General Conditions, or other cause for suggesting a change in the Work, a change in the Contract Sum, or a change in the Contract Time of Completion, he shall notify the Architect as required by pertinent provisions of the Contract Documents.

B. Upon agreement by the Architect that there is reasonable cause to consider the Contractor's proposed change, the Architect will issue a Field Instruction in accordance with the provisions described in Article 1.06 above.

1.09 PROCESSING FIELD INSTRUCTIONS

A. Make written reply to the Architect in response to each Field Instruction.

1. State proposed change in the Contract Sum, if any.
2. State proposed change in the Contract Time of Completion, if any.
3. Clearly describe other changes in the Work required by the proposed change, or desirable therewith, if any.
4. Include full backup data such as subcontractor's letter of proposal or similar information.
5. Submit this response in single copy.

B. When cost or credit for the change has been agreed upon by the Owner and the Contractor, or the Owner has directed that cost or credit be determined in accordance with provisions of Article 7 of the General Conditions, the Architect will issue a "Change Order" to the Contractor.

1.10 PROCESSING CHANGE ORDERS

A. Change Orders will be dated and will be numbered in sequence.

B. The Change Order will describe the change or changes, will refer to the Field Instruction or Field Instructions involved, and will be signed by the Owner and the Architect.

C. The Architect will issue four copies of each Change Order to the Contractor.

1. The Contractor promptly shall sign all four copies and return three copies to the Architect.
2. The architect will retain one signed copy in

His File, and will forward one signed copy to the Owner, and a signed copy to the Lender.

D. Should the Contractor disagree with the stipulated change in Contract Sum or change in Contract Time of Completion, or both:

1. The Contractor promptly shall return three copies of the Change Order, unsigned by him, to the Architect with a letter signed by the Contractor and stating the reason or reasons for the Contractor's disagreement.

2. The Contractor's disagreement with the Change Order shall not in any way relieve the Contractor of His Responsibility to proceed with the change as ordered and to seek settlement of the dispute under pertinent provisions of the Contract Documents.

END OF SECTION

SECTION 01027
APPLICATIONS FOR PAYMENT

PART 1 - GENERAL

1.01 DESCRIPTION

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

1.02 SUMMARY

A. This section specifies administrative and procedural requirements governing the Contractor's applications for payment. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule.

B. The Contractor's Construction Schedule and Submittal Schedule are included in section "Schedules and Reports".

C. Number of copies required: One original notarized application and Certificate for Payment plus five identical copies of continuation sheets. The Architect will make required copies and distribute:

1. One copy to Contractor
2. Original and 2 copies to Owner
3. One copy retained by Architect

1.03 SCHEDULE OF VALUES

A. Prepare the Schedule of Values in conjunction with preparation of the Contractors Construction schedule.

1. Submit the Schedule of Values to the Architect at the earliest feasible date, but in no case later than 7 days before the date scheduled for submittal of the initial Application for Payment.

2. Sub-Schedules: Where the Work is separated into phases that require separately phased payments, provide sub-schedules showing values correlated with each phase of payment.

B. Format and Contents: Use the Project Manual Table of Contents to establish the format for the Schedule of Values.

1. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Break principal subcontract amounts down into several line items.

2. Round amounts off to the nearest whole dollar; the

total shall equal the Contract Sum.

3. For each part of the Work where an Application for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

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

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

D. Schedule Updating: Update and resubmit the Schedule of Values when change orders affect line items and when performance of the Work involves changes of substance to values listed.

1.04 APPLICATIONS FOR PAYMENT

A. Prepare typewritten Applications for Payment on a regular basis. Each Application for Payment shall be consistent with previous applications and payments.

B. Payment Application Times: Each progress payment date is as indicated in the Agreement. The period of construction work covered by each Application or Payment is the period indicated in the Agreement.

C. Payment Application Forms: Use AIA Document G702 and Continuation Sheets as the form for Application for Payment.

D. Informal Application: Make an informal submission of the Application to the Architect at the last regular job meeting of each month. Fill in, in pencil, all pertinent portions. Revise the Informal Application at the job meeting, initialing the final copy.

E. Application Preparation: Complete every entry on the form, including notarization and execution by authorized persons. Incomplete applications will be returned without action.

1. Entries shall match data on the Schedule of Values

and Contractor's Construction Schedule, and the Informal application. Use updated schedules if revisions have been made.

2. Include amount of change orders issued prior to the last day of the construction period covered by the application.

F. Transmittals: Submit 3 executed copies of each Application for Payment to the Architect by means ensuring receipt within 24 hours; one copy shall be complete, including waiver of lien and similar attachments.

1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to the Architect.

G. Waivers of Lien: With each Application for Payment, submit waivers of lien from every entity who could lawfully file a lien in excess of \$100 arising out of the Contract, and related to work covered by the payment.

1. Submit partial waivers on each item for the amount requested, prior to deduction or retainage, on each item.

2. When an application shows completion of an item, submit final or full waivers.

3. The Owner reserves the right to designate which entities involved in the Work must submit waivers.

4. Waiver Forms: Submit waivers on forms, and executed in a manner, acceptable to the Owner.

1.05 INITIAL APPLICATION FOR PAYMENT

A. Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment application include the following:

1. List of subcontractors;
2. List of principal suppliers and fabricators;
3. Schedule of Values;
4. Contractor's Construction Schedule (preliminary if not final);
5. Copies of building permits
6. Copies of authorizations and licenses from governing authorities for performance of the work.
7. Initial progress report;
8. Report of pre-construction meeting.
9. Performance and payment bonds (if required).
10. Satisfactory evidence that Contractor's insurance coverage has been secured.
11. Data needed to acquire Owner's insurance.
12. Initial settlement survey and damage report, if required.

1.06 APPLICATION FOR PAYMENT AT SUBSTANTIAL COMPLETION

A. Following issuance of the "Certificate of Substantial Completion", submit an Application for Payment; this application shall reflect "Certificates of Partial Substantial Completion" issued previously for Owner occupancy of designated portions of the Work.

B. Administrative actions and submittals that shall proceed or coincide with this application include:

1. Occupancy permits and similar approvals;
2. Warranties (guarantees) and maintenance agreements;
3. Test/adjust/balance records;
4. Maintenance instructions;
5. Meter readings;
6. Start-up performance reports;
7. Change-over information germane to Owner's occupancy, use, operation and maintenance.
8. Final cleaning;
9. Application for reduction of retainage, and consent of surety.
10. Advice on shifting insurance coverages.
11. Final progress photographs.
12. List of incomplete work, recognized as exceptions To Architect's certificate of substantial completion.

1.07 FINAL PAYMENT APPLICATION

A. Administrative actions and submittals which much precede or coincide with submittal of the final payment application include the following:

1. Completion of project closeout requirements.
2. Completion of items specified for completion after substantial completion.
3. Assurance that unsettled claims will be settled;
4. Assurance that work not complete and accepted will be completed without undue delay.
5. Transmittal of required project construction records to Owner.
6. Certified property survey.
7. Proof that taxes, fees and similar obligations have been paid.
8. Removal of temporary facilities and services;
9. Removal of surplus materials, rubbish and similar elements;
10. Change of door locks to Owner's access.

END OF SECTION



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SECTION 01030
ALTERNATES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

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

1.02 DESCRIPTION OF REQUIREMENTS:

A. Definition: An alternate is an amount proposed by Bidders and stated on the Bid Form that may be added to or deducted from Base Bid amount if the Owner decides to accept a corresponding change in either the scope of work or in the products, materials, equipment, systems or installation method described in Contract Documents.

B. Coordination: Coordinate related work and modify or adjust adjacent work as necessary to ensure that work affected by each accepted alternate is complete and fully integrated into the product.

C. Notification: Immediately following the award of the Contract, prepare and distribute to each party involved, notification of the status of each alternate. Indicate whether alternates have been accepted, rejected or deferred for consideration at a later date. Include a complete description of negotiated modifications to alternates.

D. A "Schedule of Alternates" is included at the end of this section. Specification sections referenced in the Schedule contain requirements for materials and methods necessary to achieve the work described under each alternate. Include as part of each alternate, miscellaneous devices, accessory objects and similar items incidental to or required for a complete installation whether or not mentioned as part of the alternate,

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION - SCHEDULE OF ALTERNATES

3.01 ALTERNATE NO. 1 – DEDUCTIVE ALTERNATE

- A. Eliminate the masonry walls at the lower level of the building and replace with metal siding to match the rest of the building.

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SECTION 01340
SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

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

1.02 SUMMARY

A. This section specifies administrative and procedural requirements for submittal of shop drawings, product data and samples to verify that products, materials and systems proposed for use comply with provisions of the Contract Documents.

B. Shop drawings include, but are not limited to the following:

1. Fabrication drawings;
2. Installation drawings;
3. Setting diagrams;
4. Shop work manufacturing instructions;
5. Templates;
6. Patterns;
7. Schedules;
8. Design mix formulas.

(Standard information prepared without specific reference to the project is not considered to be shop drawings.)

C. Coordination drawings are a special type of shop drawing that show the relationship and integration of different construction elements that require close and careful coordination during fabrication or during installation to fit in the restricted space provided or to function as intended.

1. Preparation of coordination drawings is specified in Section 01040 "Project Coordination" and may include components previously shown in detail on shop drawings or product data.

D. Product data includes but is not limited to the following:

1. Manufacturer's product specifications;
2. Manufacturer's installation instructions;
3. Standard color charts;
4. Catalog cuts;
5. Roughing-in diagram and templates;

6. Standard wiring diagrams;
7. Printed performance curves;
8. Operational range diagrams;
9. Mill reports;
10. Standard product operating and maintenance manuals.

E. Samples include but are not limited to the following:

1. Partial sections or manufactured or fabricated components;
2. Small cuts or containers of materials;
3. Complete units of repetitively-used materials;
4. Swatches showing color, texture and pattern;
5. Color range sets;
6. Components used for independent inspection and testing.

F. Field samples are full-size physical examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be judged.

G. Mock-ups are full size assemblies for review of construction, coordination, testing, or operation; they are not considered samples.

1.03 SUBMITTAL PROCEDURES

A. Coordination: Coordinate preparation and processing of submittals with performance of the Work. Transmit each submittal to the Architect sufficiently in advance of scheduled performance of related construction activities to avoid delay.

1. Coordinate each submittal with other submittals and related activities that require sequential activity including testing, purchasing, fabrication, delivery.
2. Coordinate transmittal of different types of submittals for the same element of the Work and different elements of related parts of the Work so that processing will not be delayed by the Architect's need to review submittals concurrently for coordination.
3. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are forthcoming.

B. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for re-submittals.

1. Allow two weeks for the Architect's initial review of

each submittal. Where processing must be delayed to permit coordination with subsequent submittals, allow additional time. The Architect will advise the Contractor promptly when a submittal being processed must be delayed for coordination.

2. Where necessary to provide an intermediate submittal between the initial and final submittals, process the intermediate submittal in the same manner as the initial submittal.
3. Allow two weeks for reprocessing each submittal.
4. Advise the Architect when processing time is critical to progress, and the work would be expedited if processing time could be shortened.
5. No extension of time will be authorized because of the Contractor's failure to transmit submittals to the Architect sufficiently in advance of the work to permit processing.

C. Submittal Preparation: Place a permanent label or title block on each submittal for identification.

1. Indicate the name of the firm or entity that prepared each submittal on the label or title block.
2. Provide a space approximately 4" X 5" on the label or beside the title block to record the Contractor's review and approval markings and the action taken by the Architect.
3. Include the following information on the label for processing and recording action taken: Project name; date, name and addresses of Architect, Contractor, subcontractor, supplier; name of manufacturer; number and title of appropriate specification section; drawing number and detail references as appropriate; submittal number; similar definitive information as necessary.

D. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Architect, and to other destination, as indicated, by use of a Transmittal Form. Submittals received from sources other than the Contractor will be returned to the sender "without action".

1. Record relevant information and requests for data on the transmittal form. On the form, or an attached separate sheet, record deviations from requirements of the Contract Documents, including minor variations and limitations.
2. Include the Contractor's signed certification stating that information submitted complies with requirements of the Contract Documents.
3. Consecutively number all submittals.

4. Maintain an accurate submittal log for the duration of the Work, showing current status of all submittals at all times. Make submittal log available to the Architect for his review.

1.04 SHOP DRAWINGS

A. Submit newly prepared information, drawn to accurate scale. Do not reproduce contract documents or copy standard printed information as the basis of shop drawings.

1. Include the following information on shop drawings: dimensions; identification of products and materials included; compliance with specified standards; notation of coordination requirements; notation of dimensions established by field measurement.

2. Submit coordination drawings where required for integration of different construction elements. Show construction sequences and special relationships of separate components where necessary to avoid conflicts in utilization of the space available.

3. Highlight, encircle or otherwise indicate deviations from the contract documents on the shop drawings.

4. Do not permit shop drawing copies without an appropriate final stamp or other marking indicating the action taken by the Architect to be used in connection with construction.

B. Sheet size: Except for templates, patterns and similar full-size drawings, submit shop drawings on sheets at least 8-1/2" X 11" but no larger than 30" X 42".

C. Copies: Submit one reproducible print for the Architect's review; a reproducible print will be returned.

D. Distribution: Furnish copies of final shop drawings to manufacturers, subcontractors, suppliers, fabricators, installers, governing authorities and others as required for performance of the Work. Show distribution on transmittal forms.

1. Do not proceed with installation of materials, products and systems until a copy of shop drawings applicable to the installation is in the installer's possession.

2. Do not permit use of unmarked copies of product data in connection with construction.

E. The Architect will use his computer-based project drawings for further development of the building.

When shop drawings(whether proposed as a substitution or as a supplier's revision) require an up-dating of project drawings to accommodate further development referred to above, then the Contractor shall reimburse the Architect the cost of up-dating the computer-based project drawings. The Contractor's submission of shop drawings which include such changes shall be construed as evidence that the Contractor intends to make the reimbursement to the Architect, provided the shop drawings are approved.

1.05 PRODUCT DATA

A. Collect product data into a single submittal for each element of construction or system. Mark each copy to show which choices and options are applicable to the project.

1. Where product data has been printed to include information on several similar products, some of which are not required for use on the project, or are not included in this submittal, mark copies to show clearly that such information is not applicable.

2. Include the following information in product data: manufacturer's printed recommendations; compliance with recognized trade association and testing agency standards; application of testing agency labels and seals; notation of dimensions verified by field measurement; notation of coordination requirements.

3. Do not submit product data until compliance with requirements of the Contract Documents has been confirmed by the Contractor.

B. When manufactured items are specified by catalog number, and the Contractor plans to supply these items, product data submission is not required. Submit a letter confirming the selection by naming the product, manufacturer catalog number.

C. Submittals: Submit 2 copies of each required product data submittal. The Architect will retain one copy, and will return the other marked with the action taken and corrections or modifications required.

1. Unless the Architect observes noncompliance with provisions of the contract documents, the submittal may serve as the final submittal.

2. Manufacturer's literature will be accepted provided the literature can be copied on a desktop plain paper copier, maximum size 11" X 17".

D. Distribution: Furnish copies of final product data

SECTION 01400
QUALITY CONTROL

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PART 1 - GENERAL

1.01 RELATED DOCUMENTS

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

1.02 DESCRIPTION

A. General

1. Give Architect timely notice of readiness and of dates arranged so the Architect may observe testing. Cooperate with testing agency, and permit full rights of entry and inspection. Independent testing laboratory control is employed to help produce work of uniformly high quality and does not relieve contractor of complete responsibility of providing work equal to or greater than minimum quality specified hereinafter.

2. Provide such other testing and inspecting as are specified to be furnished by the Contractor in this Section and/or elsewhere in the Contract Documents.

B. Related work:

1. Where no testing requirements are described, but the Owner decides that testing is required, the Owner may require such testing to be performed under current pertinent standards for testing. Payment for such testing will be made as described in this Section.

C. Work not included:

1. Selection of testing laboratory: The Owner will select a prequalified independent testing laboratory.

2. Payment for initial testing: The Owner will pay for all initial services of the testing laboratory as further described in Article 2.1 of this Section.

1.03 QUALITY ASSURANCE

A. The testing laboratory will be qualified to the Owner's approval in accordance with ASTM E329.

B. Testing, when required, will be in accordance with all pertinent codes and regulations, and with selected standards of the American Society for Testing and Materials.

1.04 PRODUCT HANDLING

- A. Comply with pertinent provisions of Section 01630.
- B. Promptly process and distribute required copies of test reports and related instructions to assure necessary retesting and replacement of materials with the least possible delay in progress of the Work.

PART 2 - PRODUCTS

2.01 PAYMENT FOR TESTING

- A. Initial services:
 - 1. The Owner will pay for initial testing services requested by the Owner.
 - 2. When initial tests indicate non-compliance with the Contract Documents, the costs of initial tests associated with that non-compliance will be deducted by the Owner from the Contract Sum.
- B. Retesting: When initial tests indicate non-compliance with the Contract Documents, subsequent retesting occasioned by the non-compliance shall be performed by the same testing agency, and costs thereof will be deducted by the Owner from the Contract Sum.

2.02 CODE COMPLIANCE TESTING

- A. Inspections and tests required by codes or ordinances, or by a plan approval authority, and which are made by a legally constituted authority, shall be the responsibility of and shall be paid for by the Contractor, unless otherwise provided in the Contract Documents.

2.03 CONTRACTOR'S CONVENIENCE TESTING

- A. Inspecting and testing performed exclusively for the Contractor's convenience shall be the sole responsibility of the Contractor.

PART 3 - EXECUTION

3.01 COOPERATION WITH TESTING LABORATORY

- A. Representatives of testing laboratory shall have access to the Work at all times and at all locations where the Work is in progress. Provide facilities for such access to enable the laboratory to perform its functions properly.

3.02 TAKING SPECIMENS

- A. All specimens and samples for testing, unless otherwise

provided in the Contract Documents, shall be taken by the testing personnel. All sampling equipment and personnel will be provided by the testing laboratory. All deliveries of specimens and samples to the testing laboratory will be performed by the testing laboratory.

3.03 SCHEDULES FOR TESTING

A. Establishing schedule:

1. By advance discussion with the testing laboratory selected by the Owner, determine the time required for the laboratory to perform its tests and to issue each of its findings.
2. Provide all required time within the construction schedule.

B. Revising schedule: When changes of construction schedule are necessary during construction, coordinate all such changes with the testing laboratory as required.

C. Adherence to schedule: When the testing laboratory is ready to test according to the established schedule, but if prevented from testing or taking specimens due to incompleteness of the Work, all extra charges for testing attributable to the delay may be back-charged to the Contractor and shall not be borne by the Owner.

END OF SECTION



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SECTION 01410
TESTING LABORATORY SERVICES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

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

1.02 SUMMARY

A. This Section describes the responsibilities of the Owner's Testing Laboratory Services and is part of this Division for the general information of the Contractor.

B. Work included: Provide testing and inspecting, complete, as described in this Section and elsewhere in the Contract Documents.

1. The Contractor's responsibilities are described in Section 01400.

2. Requirements for testing may be described in various Sections of these Specifications.

1.03 QUALITY ASSURANCE

A. Provide the services of a soil engineer and a Testing Laboratory approved by the Architect.

B. The Owner will retain an independent testing laboratory. The testing laboratory shall conform to the applicable requirements of ASTM C 1077 "Standard Practice for Laboratory Testing of Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation"; and shall be inspected and accredited by the Concrete and Materials Engineering Council, Inc. or by an equivalent national authority. The agent of the testing laboratory performing the field sampling and field testing of concrete shall be certified by the American Concrete Institute as a Concrete Field Testing Technician Grade 1 or by an equivalent recognized national authority for an equivalent level of competence or shall be a licensed Professional Engineer.

C. Upon completion of each test and/or inspection, promptly distribute copies of test or inspection reports to the Architect, to governmental agencies requiring submission of such reports, and to such other persons as directed by the Architect.

PART 2 - PRODUCTS

2.01 PAYMENT FOR TESTING

A. The Testing Laboratory shall include within his Contract with the Owner, a sum sufficient to cover all testing and inspecting required under this Section of these Specifications, and to cover all testing and inspecting required by governmental agencies having jurisdiction.

B. When initial tests requested by the Architect indicate non-compliance with the Contract Documents, costs of initial tests associated with that non-compliance will be deducted by the Owner from the amounts owing the Contractor, and subsequent retesting occasioned by the non-compliance shall be performed by this Testing Laboratory and the costs thereof shall be paid by the Testing Laboratory from amounts owing the Contractor. The Testing Laboratory shall carefully account for the billing differences to the Owner.

PART 3 - EXECUTION

3.01 TAKING SPECIMENS

A. Except as may be specifically otherwise approved by the Architect, The Testing Laboratory secures and handles all samples and specimens for testing.

3.02 SOIL INSPECTING AND TESTING

A. Make required inspections and tests including, but not necessarily limited to:

1. Visually inspect on-site and imported fill and backfill, making such tests and retests as are necessary to determine compliance with the Contract requirements and suitability for the proposed purpose;
2. Make field density tests on samples from in-place material as required;
3. As pertinent, inspect and test the scarifying and recompacting of cleaned subgrade; inspect the progress of excavating, filling and grading; make density tests at fills and backfills; and verify compliance with provisions of the Contract Documents and governmental agencies having jurisdiction.

B. Soils Compaction: Test compacted soil occupied by building for density equal to minimum in-place 95% relative density (95% of modified proctor tested by ASTM method D-1557 and AASHTO T-180). Make following number of tests in location directed by Architect for each site.

1. Fill compaction under bldg: 4 tests per "lift" of fill.

2. Foundation bearing after excavation: 6 tests
3. Fill compaction under paving: 2 tests per 1000 s.f. per "lift" of fill

3.03 CONCRETE INSPECTING AND TESTING

- A. Portland cement:
 1. Secure from the cement manufacturer Certificates of Compliance delivered directly to the concrete producer for further delivery directly to the Testing Laboratory.
 2. Require the Certificates of Compliance to positively identify the cement as to production lot, bin or silo number, dating and routing of shipment, and compliance with the specified standards.
 3. If so required by the Architect, promptly provide such other specific physical and chemical data as requested.
- B. Aggregate:
 1. Provide one test unless character of material changes, material is substituted, or additional test is requested by the Architect.
 2. Sample from conveyor belts or batching gates at the ready-mix plant:
 - a. Sieve analysis to determine compliance with specified standards and grading;
 - b. Specific gravity test for compliance with specified standards.
- C. Laboratory design mix:
 1. After approval of aggregate, and whenever character or source of materials is changed, provide mix design in accordance with ACI 613.
 2. Provide designs for all mixes prepared by a licensed civil engineer.
- D. Molded concrete cylinders:
 1. Provide three test cylinders for each 100 cu yds, or fraction thereof, of each class of concrete of each day's placement. Testing Laboratory is to have complete freedom to take and make cylinders at any time and place in four, pick up cylinders, and make all tests themselves.
 2. Make and cure test specimens in accord with "standard method of making and curing concrete compression and flexure test specimens in the field" (ASTM designation C-31). Test in accord with "standard method of test for compressive strength of molded concrete cylinders". (ASTM designation C-39), except as hereinafter modified.
 3. Test one cylinder at seven days, one at 28 days,

and one when so directed.

4. Standard age of test is to be 28 days. Minimum compressive strength of specimen cylinders is design compressive strength. Test first cylinder at seven (7) days to provide check for concrete quality. Test second and third cylinders at 28 days, report each value and state average values of both test breaks.

5. Report the mix, slump, gage, location of concrete in the structure, and test results.

6. Take specimens and make tests in accordance with the applicable ASTM standard specifications.

E. Core tests:

1. Provide only when specifically so directed by the Architect because of low cylinder test results.

2. Cut from location directed by the Architect, securing in accordance with ASTM C42, and prepare and test in accordance with ASTM C39.

F. Placement inspections:

1. On concrete over 2000 psi, provide continuous or other inspection as required by governmental agencies having jurisdiction.

2. Throughout the progress of concrete placement, make slump tests to verify conformance with specified slump.

3. Using all required personnel and equipment, throughout progress of concrete placement verify that finished concrete surfaces will have the level or slope that is required by the Contract Documents.

3.04 CONCRETE REINFORCEMENT INSPECTING AND TESTING

A. Prior to use, test all reinforcement steel bars for compliance with the specified standards.

1. Material identified by mill test reports, and certified by the Testing Laboratory, does not require additional testing. Require the supplier to furnish mill reports to the testing laboratory for certification.

2. Tag identified steel at the supplier's shop. When steel arrives at the job site without such tags, test it as unidentified steel.

B. Unidentified steel:

C. Provide continuous inspection for all welding of reinforcement steel.

3.05 STRUCTURAL STEEL INSPECTING AND TESTING

- A. Prior to use, test all structural steel for compliance with the specified standards.
 - 1. Material identified by mill test reports, and Certified by the testing laboratory, does not require additional testing. Require the supplier to furnish mill test reports to the laboratory for certification.
 - 2. Tag identified steel at the supplier's shop. When steel arrives at the job site without such tags, test it as unidentified steel.

- B. Unidentified Steel:
 - 1. Have Testing Laboratory make one tensile test and one bend test for each five tons or fraction thereof of each shape and size of unidentified structural steel.

- C. Shop Welding:
 - 1. Provide qualified testing laboratory inspector.
 - 2. On single pass welds, inspect after completion of welding and prior to painting.
 - 3. On multiple pass welds, and on butt welds with cover pass on the back side, provide continuous inspection.

- D. Field welding:
 - 1. Provide continuous inspection by a qualified testing laboratory inspector.

END OF SECTION



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SECTION 01500
TEMPORARY FACILITIES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

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

1.02 DESCRIPTION

A. Work included: Provide temporary facilities and controls needed for the Work including, but not necessarily limited to:

1. Temporary utilities such as heat, water, electricity, and telephone;
2. Field office for the Contractor's personnel;
3. Sanitary facilities;
4. Enclosures such as tarpaulins, barricades, and canopies;
5. Temporary fencing of the construction site;
6. Project sign.

B. Related Work:

1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
2. Except that equipment furnished by subcontractors shall comply with requirements of pertinent safety regulations, such equipment normally furnished by the individual trades in execution of their own portions of the Work are not part of this Section.
3. Permanent installation and hookup of the various utility lines are described in other Sections.

1.03 PRODUCT HANDLING

A. Maintain temporary facilities and controls in proper and safe Condition throughout progress of the Work.

PART 2 - PRODUCTS

2.01 TEMPORARY WATER

A. Provide water for construction of the project. Provide a safe sanitary means of furnishing drinking water to all personnel working on the project.

2.02 ELECTRIC POWER AND LIGHTING

- A. Provide electric power for construction of the project.
- B. Provide temporary electrical service from the source of supply, make temporary wiring and outlets of sufficient size and capacity as required for power tools and temporary lighting at all convenient points within the building.
- C. Wiring, switches, breakers, etc. shall meet the requirements of the National Electric Code and OSHA, and shall be subject to inspection and approval by the Owner's representative.
- D. Maintain a minimum light level of thirty (30) foot-candles in all areas in which construction work is being performed, except where natural light exceeds this requirement.
- E. Temporary electrical service may not be used for testing of mechanical and elevator equipment. Schedule progress of permanent electrical installation accordingly.

2.03 TEMPORARY HEAT

- A. Provide heat as necessary to protect all work and materials against injury from dampness and cold and to dry out the building. Heating methods shall be approved by the Architect. All precautions shall be taken against possible spread of fire and damage to the building and/or equipment from smoke and soot.

2.04 TELEPHONE SERVICE

- A. Provide and maintain local telephone service for the legitimate use of those connected with the work, throughout the duration of the project.

2.05 TOILET FACILITIES

- A. Provide and maintain in a sanitary condition at all times, temporary facilities and enclosures on the premises at a location approved by the Architect for the use of all workmen on the project. Comply with the State Board of Health, OSHA and all local codes.

2.06 PROJECT SIGN

- A. Provide one project sign indicating the name of the project, the Owner, names and addresses of the Architect, Consulting Engineers, and General

Contractor. The Architect shall approve location, color and lettering of the sign. No other signs or advertisement shall be erected or displayed on the premises without prior approval by the Owner.

2.07 TEMPORARY EQUIPMENT

A. Provide equipment such as temporary stairs, ladders, ramps, runways, scaffolding, derricks, and chutes as required for proper execution of the work by all trades. When necessary, ladders shall be provided to safely enable access to all parts of the work by the Architect, Owner or any other person authorized to inspect the work. Construction of such apparatus and equipment shall be in compliance with the City and County ordinances, OSHA and State laws.

2.08 PROTECTION OF PROJECTS

A. Erect and maintain such barricades, fences with light and other safety protective measures at all excavations, mounds of earth and other obstructions for the protection of the public and to protect all work as approved by the codes and the Architect. The Contractor shall be held liable for any injury to the public or damage to the project by lack of adequate protection.

B. The Contractor and his sub-contractors are charged with the protection of the work and the property, but the final responsibility for these provisions rests with the Contractor who shall take complete charge of the buildings and property from start to finish of the work.

C. The Contractor shall provide temporary closures and other security measures during non-working hours so as to protect the Owner's intent in the Project, all as approved by the Owner and the Architect.

2.09 CONSTRUCTION OFFICE

A. Provide for his and the Architect's use, in a location approved by the Architect, separate temporary weathertight offices furnished with a plan table, plan rack, means of storage and adequate seating. If space is provided in existing adjacent buildings, all equipment, lighting, temporary partitioning, etc., to this area shall be at the Contractor's expense.

2.10 ROADS AND ACCESS

A. If the condition of the job site is such that temporary

roads must be installed so that heavy equipment can be brought to and from the site satisfactorily, install such temporary roads and at the completion of the job, remove all materials involved therein and restore area utilized for such roads to proper finished state.

PART 3 - EXECUTION

3.01 MAINTENANCE AND REMOVAL

A. Maintain temporary facilities and controls as long as needed for safe and proper completion of the Work.

B. Remove such temporary facilities and controls as rapidly as progress of the Work will permit, or as directed by the Architect.

END OF SECTION

SECTION 01630
PRODUCT HANDLING AND SUBSTITUTIONS



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PART 1 - GENERAL

1.01 RELATED DOCUMENTS

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

1.02 SUMMARY

A. This section establishes procedural requirements governing the selection of products for use in the project, and administrative procedures for handling requests for substitutions made after award of the Contract.

1.03 DEFINITIONS

A. Definitions used in this article are not intended to change or modify the meaning of other terms used in the Contract Documents, such as, "specialties," "systems," "structure," "furnishings," "finishes," "accessories," and similar terms. Terms such as these are self-explanatory and have well recognized meanings within the construction industry.

1. "Products" are items purchased for incorporation in the Work, whether specifically purchased for the project or taken from previously purchased stock. The term "product" includes the terms "material", "equipment", "system," and other terms of similar intent.

2. "Named Products" are items identified by the manufacturer's product name, including make or model designation, as indicated in the issue of the manufacturer's published product literature, that is current as of the date of the Contract Documents.

3. "Materials" are products that are substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.

4. "Equipment" is a product with operational parts, whether motorized or manually operated that requires service connections such as wiring or piping.

1.04 SUBSTITUTIONS

A. Requests for changes in products, materials, equipment and methods of construction required by Contract Documents proposed by the Contractor after award of the Contract are considered requests for "substitutions", and are subject

to requirements specified for substitutions.

1.05 SUBSTITUTION REQUEST SUBMITTAL

A. Within 60 days after commencement of the Work, submit 3 copies of each request for substitution for consideration. Submit requests in the form and in accordance with procedures required for change order proposals. Requests received more than 60 days after commencement of the Work will be accepted for consideration or rejected at the discretion of the Architect.

B. Identify the product, or the fabrication or installation method to be replaced in each request. Include related specification section and drawing numbers. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:

1. Product data, including drawings and descriptions of products, fabrication and installation procedures.
2. Samples, where applicable or requested.
3. A detailed comparison of significant qualities of the proposed substitution with those of the work specified. Significant qualities may include elements such as size, weight, durability, performance and visual effect.
4. Coordination information, including a list of changes or modifications needed to other parts of the work and to construction performed by the Owner and separate Contractors, that will become necessary to accommodate the proposed substitution.
5. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
6. Cost information, including a proposal of the net change, if any in the Contract Sum.
7. Certification by the Contractor that the substitution proposed is equal-to or better in every significant respect to that required by the Contract Documents, and that it will perform adequately in the application indicated. Include the Contractor's waiver of rights to additional payment or time, that may subsequently become necessary because of the failure of the substitution to perform adequately.

1.06 ARCHITECT'S ACTION

A. Within one week of receipt of the request for substitution, the Architect will request additional

information or documentation necessary for evaluation of the request. Within 2 weeks of receipt of the request, or one week of receipt of the additional information or documentation, whichever is later, the Architect will notify the Contractor of acceptance or rejection of the proposed substitution. If a decision on use of a proposed substitute cannot be made or obtained within the time allocated, use the project specified by name.

1. Acceptance will be in the form of a change order.
2. Rejection will include a statement giving reasons for rejection.

B. If the Architect determines that the proposed substitution requires professional verification, analysis, revisions to contract drawings and extensive time to prepare the change order, the Architect will notify the contractor of these requirements and will quote a fee for these activities. The Contractor has the option to notify the Architect to proceed with the evaluation of the substitution, or to accept the rejection of the proposed substitution. If the Contractor requests the Architect to proceed, then, whether the Owner approves the substitution or not, the Contractor shall pay the Architect's fee.

1.07 QUALITY ASSURANCE

A. Source Limitations: To the fullest extent possible, provide products of the same kind, from a single source, for each part of the Work.

B. Compatibility of Options: When the Contractor is given the option of selecting between two or more products for use on the project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.

1.08 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products in accordance with the manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft.

1. Schedule delivery to minimize long-term storage at the site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding or storage times for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft and other sources of loss.
3. Deliver products to the site in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling,

storing, unpacking, protecting and installing.

4. Inspect products upon delivery to ensure compliance with the Contract Documents, and to ensure that products are undamaged and properly protected.

5. Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.

6. Store heavy materials away from the project structure in a manner that will not endanger the supporting construction.

7. Store products subject to damage by the elements above ground, under cover in a weathertight enclosure, with adequate ventilation to prevent condensation. Maintain temperature and humidity within the range required by manufacturer's instructions.

PART 2 - PRODUCTS

2.01 PRODUCT SELECTION

A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, unused at the time of installation.

B. Product Selection Procedures: Product selection is governed by the Contract Documents and governing regulations, not by previous project experience.

C. Proprietary Specification Requirements: Where only a single product or manufacturer is named, provide the product indicated.

D. Semiproprietary Specification Requirements: Where two or more products or manufacturers are named, provide one of the products indicated.

E. Where products or manufacturers are specified by name, accompanied by the term "or-equal," comply with the contract document provisions concerning "substitutions" to obtain approval for use of an unnamed product.

F. Descriptive Specification Requirements: Where specifications describe a product or assembly generically, listing exact characteristics required, without use of a brand or trade name, provide products or assemblies that provide the characteristics and otherwise comply with contract requirements.

G. Performance Specification Requirements: Where specifications require compliance with performance requirements, provide products that comply with these

requirements, and are recommended by the manufacturer for the application indicated. General overall performance of a product is implied where the product is specified for a specific application. Manufacturer's recommendations may be contained in published product literature, or by the manufacturer's certification of performance.

H. Compliance with Standards, Codes and Regulations: Where the specifications only require compliance with an imposed code, standard or regulation, select a product that complies with the standards, codes or regulations specified.

I. Visual Matching: Where specifications require matching an established sample, the final judgment of whether a product proposed matches satisfactorily will be determined by the Architect.

1. Where no product available within the specified category matches satisfactorily and also complies with other specified requirements, comply with provisions of the Contract Documents concerning "substitutions" for selection of a matching product in another product category, or for noncompliance with specified requirements.

J. Visual Selection: Where specified product requirements include the phrase "...as selected from manufacturer's standard colors, patterns, textures..." or similar phrases, select a product and manufacturer that complies with other specified requirements. The Architect will select the color, pattern and texture from the product line selected.

2.02 SUBSTITUTIONS

A. Conditions: The Contractor's substitution request will be received and considered by the Architect when one or more of the following conditions are satisfied, as determined by the Architect; otherwise requests will be returned without action except to record noncompliance with these requirements.

1. Extensive revisions to Contract Documents are not required.
2. Proposed changes are in keeping with the general intent of Contract Documents.
3. The request is timely, fully documented and properly submitted.
4. The request is directly related to an "or equal" clause or similar language in the Contract Documents.
5. The specified product or method of construction cannot be provided within the Contract time. The request will not be considered if the product or

method cannot be provided as a result of failure to pursue the work promptly or coordinate activities properly.

6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.

7. A substantial advantage is offered the Owner, in terms of cost, time, energy conservation or other considerations of merit, after deducting offsetting responsibilities the Owner may be required to bear. Additional responsibilities for the Owner may include additional compensation to the Architect for redesign and evaluation services, the increased cost of other construction by the Owner or separate contractors, and similar considerations.

8. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where the contractor certifies That the substitution will overcome the incompatibility.

9. The specified product or method of construction cannot be properly coordinated with other materials, and where the Contractor certifies that the proposed substitution can be properly coordinated.

10. The specified product or method of construction cannot receive a warranty as required by the Contract Documents and where the Contractor certifies that the proposed substitution receive the required warranty.

B. Submittals: The Contractor's submittal and Architect's acceptance of shop drawings, product data or samples that relate to work not complying with the Contract Documents, does not constitute an acceptable or valid request for substitution, nor does it constitute approval.

PART 3 - EXECUTION

3.01 INSTALLATION OF PRODUCTS

A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other work.

B. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of acceptance.

END OF SECTION

SECTION 01700
PROJECT CLOSEOUT



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PART 1 - GENERAL

1.01 RELATED DOCUMENTS

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

B. Requirements for final cleaning are in Section 01710 "Cleaning".

C. Requirements for record drawings, and operating and maintenance manuals are in Section 01720 "Project Record Documents".

1.02 DESCRIPTION OF REQUIREMENTS

A. Definitions: Project closeout is the term used to describe certain collective project requirements, indicating completion of the Work that are to be fulfilled near the end of the Contract time in preparation for final acceptance and occupancy of the Work by the Owner, as well as final payment to the Contractor and the normal termination of the Contract.

1. Specific requirements for individual units of work are included in the appropriate sections in Divisions 2 through 16.

2. Time of closeout is directly related to "Substantial Completion"; therefore, the time of closeout may be either a single time period for the entire Work or a series of time periods for individual elements of the Work that have been certified as substantially complete at different dates. This time variation, if any, shall be applicable to the other provisions of this Section.

1.03 PREREQUISITES TO SUBSTANTIAL COMPLETION

A. Punch list: When the Contractor determines that the project is substantially complete, he shall prepare a "punch list" of the last items to be completed or corrected and shall notify the Owner in writing, through the Architect, that the project will be ready for Substantial Completion Inspection on a definite date which shall be stated in such notice. Such notification shall be given at least ten (10) days prior to the date stated for inspection.

1. It shall be noted here, and emphasized, that the preparation of the "punch list" is a responsibility of the Contractor and NOT the Architect. The Architect's

sole role will be that of an observer to assure that the design intent is carried out, and as an administrator of the construction contract.

2. The Architect will review the Contractor's "punch list" and, on the basis of his inspection, will verify the condition of substantial completion and prepare the Certificate of Substantial Completion.

B. Additional requirements:

1. Advise Owner of pending insurance change-over requirements.
2. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents.
3. Obtain and submit releases enabling the Owner's full, unrestricted use of the Work and access to services and utilities. Where required, include occupancy permits; operating certificate and similar releases.
4. Deliver tools, spare parts, extra stock of material and similar physical items to the Owner.
5. Make the final change-over of locks and transmit the keys to the Owner. Advise the Owner's personnel of the change-over in security provisions.
6. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities and services from the project site, along with construction tools and facilities, mock-ups, and similar elements.

1.04 SUBSTANTIAL COMPLETION

A. Inspection procedures: Upon receipt of the Contractor's request for inspection, the Architect will either proceed with inspection or advise the Contractor of unfilled prerequisites.

B. Following the initial inspection, the Architect will either prepare the certificate of substantial completion (AIA Document G704), or will advise the Contractor of work which must be performed before the certificate will be issued. The Architect will repeat the inspection when requested and when assured that the Work has been substantially completed.

C. Results of the completed inspection will be provided to Contractor for his use in compiling the initial "punch-list" for final acceptance.

1.05 PREREQUISITES TO FINAL ACCEPTANCE

A. General: Complete the following before requesting the

Architect's final inspection for certification of final acceptance, and final payment as required by the General Conditions. List known exceptions, if any, in the request.

B. Inspection: When the Contractor determines that the project is complete, he shall notify the Owner in writing, through the Architect, that the project will be ready for final acceptance inspection of the final punch list on the definite date which shall be stated in such notice. Such notification shall be given at least ten days prior to the date stated for the inspection.

1. The Contractor shall inspect the completion of each punch list item before requesting re-inspection.

2. The final inspection is intended to be a last review to determine that the work included in the contract has been Executed in accordance with the contract documents.

3. Requests for a final inspection of an incompleated building or to prepare the Contractor's "punch list" will not be honored. If project or the Owner's requirements indicate that the Architect needs to make inspections due to Contractor's failure to diligently pursue the completion of the punch list, then the costs of such inspections shall be paid by the Contractor.

C. Final documents: After execution of Certificate of Substantial Completion, and prior to submittal of final certificate and application for payment, assemble final documents and submit to Architect for approval. Make sure that the requirements of individual technical sections of specifications are met. The final documents shall be as follows:

1. One original and a copy of all affidavits and notarized certificates regarding waivers of lien and wage rates, (if applicable) as listed in General and Supplementary Conditions.

2. One original and a copy of validated warranties and notarized copies of all guarantees for equipment and materials as required by the construction documents.

3. Three sets of operating and maintenance manuals.

4. One original and a copy of the Contractor's guarantees and warranties.

5. One original and a copy of list of subcontractors and major material suppliers. Include address, telephone number and name of individual to contact regarding this project.

6. Project Record Documents - see Section 01720.

7. One original and a copy of start-up certifications. Where Owner's personnel have received instruction in the care and operation of systems, list time, date and attendees of such sessions.

8. Where replacement parts, special tools, portable equipment, keys, etc. are turned over to the Owner, provide for the record one original and copy of item, date, recipients name and inventory of items turned over.

9. Original and copy of HVAC system test and balance report, and all test reports made during construction (examples: soil density, concrete strength, etc.).

10. Original and copy of all manufacturers' letters and certificates where a manufacturer is required to provide start-up and adjustment of a system supplied by him.

11. Evidence of compliance with requirements of governmental agencies having jurisdiction including but not limited to:

a. Certificates of Inspections

b. Certificates of Occupancy

12. Evidence of final, continuing insurance coverage complying with insurance requirements.

13. Evidence of payment and release of liens.

14. Final meter readings for utilities, a measured record of stored fuel, and similar data either as of the date of substantial completion, or else when the Owner took possession of and responsibility for corresponding elements of the Work.

15. Consent of surety.

1.06 FINAL ACCEPTANCE

A. Upon notice by the Contractor of Completion of prerequisites to final acceptance, the Architect will either prepare a certificate of final acceptance, or will advise the Contractor of work that is incomplete, of obligations that have not been fulfilled but are required for final acceptance, and of the amount (if any) of additional services of the Architect.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.01 START-UP

A. Start-up, test, adjust, balance and otherwise place in a satisfactory working condition, all items of mechanical and electrical systems and fully instruct representatives of the Owner in the care of operation of such systems.

3.02 OPERATING AND MAINTENANCE INSTRUCTIONS

A. General: Provide instruction in the proper use of installed equipment to designated representatives of the Owner. Keep a detailed log of provided instructions.

B. Arrange for each installer of operating equipment and other work that requires regular or continuing maintenance, to meet at the site with the Owner's personnel to provide necessary basic instruction in the proper operation and maintenance of the entire Work. Where installers are not experienced in the required procedures, include instruction by the manufacturer's representatives.

END OF SECTION



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SECTION 01710
CLEANING

PART 1 - GENERAL

1.01 CONTRACT RESPONSIBILITY

A. The responsibility for site cleanliness shall remain with the General Contractor for this work. Requirements written into sub-contracts for cleaning of premises of the sub-contractor's debris, shall not relieve the General Contractor of his responsibility to maintain a clean and orderly work site.

1.01 RELATED DOCUMENTS

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

1.02 DESCRIPTION

A. Work included: Throughout the construction period, maintain the buildings and site in a standard of cleanliness as described in this Section.

B. Related work: In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.

1.03 QUALITY ASSURANCE

A. Conduct daily inspection, and more often if necessary, to verify that requirements for cleanliness are being met.

B. In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.

PART 2 - PRODUCTS

2.01 CLEANING MATERIALS AND EQUIPMENT

A. Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.

2.02 COMPATIBILITY

A. Use only the cleaning materials and equipment which are compatible with the surface being cleaned, as recommended by

the manufacturer of the material.

PART 3 - EXECUTION

3.01 PROGRESS CLEANING

A. General:

1. Retain store items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
2. Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
3. At least twice each month, and more often if necessary, completely remove all scrap, debris, and waste material from the job site.
4. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.

B. Site:

1. Daily, and more often if necessary, inspect the site and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage.
2. Weekly, and more often if necessary, inspect all arrangements of materials stored on the site. Restack, tidy, or otherwise service arrangements to meet the requirements of subparagraph 3.01-A-1 above.
3. Maintain the site in a neat and orderly condition at all times.

C. Structures:

1. Weekly, and more if necessary, inspect the structures and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage.
2. Weekly, and more often if necessary, sweep interior spaces clean.
 - a. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free from dust and other material capable of being removed by use of reasonable effort and a hand-held broom.
3. As required preparatory to installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using equipment and materials required to achieve the necessary cleanliness.
4. Following the installation of finish floor materials, clean the finish floor daily (and more

often if necessary) at all times while work is being performed in the space in which finish materials are installed.

a. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free from foreign material which, in the opinion of the Architect, may be injurious to the finish floor material.

3.02 FINAL CLEANING

A. "Clean", for the purpose of this Article, and except as may be specifically provided otherwise, shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners using commercial quality building maintenance equipment and materials.

B. Prior to completion of the Work, remove from the job site all tools, surplus materials, equipment, scrap, debris, and waste. Conduct final progress cleaning as described in Article 3.01 above.

C. Site:

1. Unless otherwise specifically directed the the Architect, broom clean paved areas on the site and public paved areas adjacent to the site.
2. Completely remove resultant debris.

D. Structures:

1. Exterior:
 - a. Visually inspect exterior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter.
 - b. Remove all traces of splashed materials from adjacent surfaces.
 - c. If necessary to achieve a uniform degree of cleanliness, hose down the exterior of the structure.
 - d. In the event of stubborn stains not removable with water, the Architect may require light sandblasting or other cleaning at no additional cost to the Owner.
2. Interior:
 - a. Visually inspect interior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter.
 - b. Remove all traces of splashed material from adjacent surfaces.
 - c. Remove paint droppings, spots, stains, and dirt from finished surfaces.
3. Glass: Clean inside and outside.
4. Polished surfaces: to surfaces requiring routine

application of buffed polish, apply the polish recommended by the manufacturer of the material being polished.

5. Carpets: vacuum.

6. Plumbing fixtures: clean to a sanitary condition.

7. Lighting fixtures: clean reflectors and diffusers to their original condition.

E. Schedule final cleaning as approved by the Architect to enable the Owner to accept a completely clean Work.

3.03 CLEANING DURING OWNER'S OCCUPANCY

A. Should the Owner occupy the Work or any portion thereof prior to its completion by the Contractor and acceptance by the Owner, responsibilities for interim and final cleaning shall be as determined by the Architect in accordance with the General Conditions of the Contract.

END OF SECTION