



# **PROJECT MANUAL**

## **VOLUME ONE**

EOP Project # 201732  
November 12, 2018

### **KCTCS System Office Renovation COPY CENTER FIT-UP**

300 N. Main St.  
Versailles, Kentucky 40383

**ARCHITECT**  
EOP Architects  
201 W. Short St., Suite 700  
Lexington, KY 40507

**BOOK 1 OF 1**

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DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
- B. Project Identification: KCTCS System Office Renovation, Copy Center Fit-up.
  - 1. Project Location: 300 N. Main St., Versailles, KY 40383.
- C. Owner: Kentucky Community & Technical College System.
  - 1. Owner's Representative: Ken Marks, System Director
    - a. 300 N. Main St., Versailles, KY 40383
    - b. 1-877-528-2748 (Toll-Free Kentucky only)
    - c. [ken.marks@kctcs.edu](mailto:ken.marks@kctcs.edu)
- D. Architect: EOP Architects
  - 1. Project Architect: Rachel Hinson
    - a. 201 W Short Street, Suite 700, Lexington, KY 40507
    - b. 859-231-7538
    - c. [rhinson@eopa.com](mailto:rhinson@eopa.com)
- E. Project Description: The work includes the fit-up of the remaining portion of the existing mechanical room into a new copy center, copy center equipment is not included.
- F. Project cost is anticipated to be under \$168,844.00.
- G. Construction Contract: Bids will be received for the following Work:
  - 1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Sealed proposals clearly marked for Bid 01 - Copy Center Fit-up will be received from qualified contractors by City of Versailles at 196 South Main St., Versailles, KY 40383 until 2:00 PM local time, Friday, December 7, 2018, for the KCTCS System Office Renovation, Copy Center Fit-up at the same address. Bids received after this time shall not be accepted and will be returned unopened to the bidder. The project includes acceptance of all existing site conditions (which are to be inspected by all bidders prior to bidding) and all other general construction, mechanical and electrical work specified in the Contract Documents dated November 12, 2018. Liquidated damages will be assessed per the specifications. Refer to construction documents for additional information.
  - 1. Bid Date: December 7, 2018 (Friday)
  - 2. Bid Time: 2:00pm, local time.
  - 3. Location: City of Versailles, 196 South Main St., Versailles, KY 40383
- B. Immediately following the scheduled closing time for receiving the bids, all proposals that have been completely filled out and have been properly submitted with the appropriate attachments in accordance with the Contract Documents will be publicly opened and read.

- C. KCTCS requires that the bidder **submit with the bid** the following information:
  - 1. **Bid Bond** -- properly signed, witnessed and executed.
  - 2. **Forms** -- properly signed, with completed all required information at time of submittal.
  
- D. Bid Submission: Contractors are to place their Bid Bond in one envelope, and their Bid Form and supplemental documents in a second envelope. All envelopes must be distinctly labeled for content and must be placed in a large, single envelope labeled with the project name and submitting company. The contents of all envelopes must be complete in order for the bid to be considered.

### 1.3 BID SECURITY

- A. Bids must be accompanied by a certified check or bid bond, payable to the Owner in an amount of not less than 5% of the bid. The award of the contract shall be made on the basis of the lowest and best bid in the interest of KCTCS. No bidder may withdraw his/her bid for a period of sixty (60) days after the date set for the bid opening. Award of the contract is contingent upon financing.

### 1.4 PREBID MEETING

- A. A Pre-bid meeting for all bidders will be held at KCTCS on Wednesday, November 28, 2018 @ 11:00am local time. General Contract bidder attendance is strongly recommended. Bidders' Questions: Architect will provide responses at Pre-bid conference to bidders' questions received up to two business days prior to conference.

### 1.5 DOCUMENTS

- A. Plans and Specifications are available to download from the KCTCS procurement website. [https://systemoffice.kctcs.edu/vendor\\_information/opportunities\\_to\\_bid](https://systemoffice.kctcs.edu/vendor_information/opportunities_to_bid)

### 1.6 TIME OF COMPLETION AND LIQUIDATED DAMAGES

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Work is subject to liquidated damages.

### 1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

### 1.8 NON-CONFORMANCE TO THE ABOVE REQUIREMENTS SHALL BE GROUNDS FOR REJECTION OF THE BID.

- A. The Owner reserves the right to waive informalities and irregularities, and shall have the right to reject any and all bids. The successful bidder shall provide a 100% Performance and Payment Bond. Preference for resident bidders shall be given as outlined in KRS 45A.90 to 45A.94. All

questions during the bidding period shall be submitted to Rachel Hinson, EOP Architects, via email ([rhinson@eopa.com](mailto:rhinson@eopa.com)). All questions shall be submitted no later November 29, 2018 by 1pm.

1.9 NOTIFICATION

- A. This Advertisement for Bids document is issued by EOP Architects.

END OF DOCUMENT 001113

## 004123 - SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

### 1.1 SCOPE

- A. The following instructions modify, change, delete from or add to AIA Document A701 - Instructions to Bidders as amended by the Kentucky Department of Education, Division of Facilities Management. Where any article of the Instructions to Bidders is modified or any paragraph, subparagraph or clause thereof is modified or deleted by these Supplementary Instructions to Bidders, the unaltered provisions of that Article, paragraph, subparagraph or clause shall remain in effect.

### 1.2 ARTICLE 3 BIDDING DOCUMENTS

- A. Add the following:
  - 3.1.1 Bidders are responsible for the cost of obtaining bid documents from Lynn Imaging.
  - 3.2.1 Owner takes seriously the bidder's responsibility to report errors, omissions, discrepancies, contradictions, etc., found in the plans and specifications to the architect. Errors in the architect's documents shall not be cause for an adjustment to the bidder's proposal after bid receipt.

### 1.3 ARTICLE 4 BIDDING PROCEDURES

- A. No bid may be withdrawn for a period of sixty (60) calendar days after the date set for the opening of bids. Pricing for bid alternates shall remain effective and available for Owner acceptance by Change Order for a period of 120 calendar days.
- B. 2-Envelope Bid Submission Procedures:
  - a. Bids must be submitted in the following manner in order to be considered responsive:
  - b. The following items are to be submitted in 2 SEPARATE, SEALED ENVELOPES:
    - i. **Bid Bond - Properly signed, witnessed and executed.**
    - ii. **Bid Form** – Properly signed, with completed additional forms to be submitted at time of bid submittal.
  - c. The above **2 separate sealed** envelopes are to be submitted in 1 SEALED envelope prior to the scheduled time of bid opening.
  - d. All envelopes must be clearly labeled for content on the outside surface.
  - e. Envelopes will be opened in the order listed above and must be complete and responsive before the subsequent envelopes will be opened.
- C. Any revisions to this process will be addressed by addendum.

### 1.4 ARTICLE 5 CONSIDERATION OF BIDS

- 5.2 Incomplete Forms of Proposal or those Forms without bid bond or other required attachments will be returned to the bidder's representative at the bid opening. Owner shall have the right to reject any or all bids.

### 1.5 ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

- A. At sub-paragraph 7.2.2, revise the last sentence to read: "Unless otherwise provided, both bonds shall be written in the amount of the sum of the contract amount plus the total amount of all purchase orders.

**END OF SECTION**

DOCUMENT 004313 - BID SECURITY FORMS

1.1 BID FORM SUPPLEMENT

- A. A completed bid bond form is required to be attached to the Bid Form.

1.2 BID BOND FORM

- A. AIA Document A310, "Bid Bond," is the recommended form for a bid bond. A bid bond acceptable to Owner, or other bid security as described in the Instructions to Bidders, is required to be attached to the Bid Form as a supplement.
- B. Copies of AIA standard forms may be obtained from The American Institute of Architects; [www.aia.org/contractdocs/purchase/index.htm](http://www.aia.org/contractdocs/purchase/index.htm); email: [docspurchases@aia.org](mailto:docspurchases@aia.org); (800) 942-7732.

END OF DOCUMENT 004313



DOCUMENT 004393 - BID SUBMITTAL CHECKLIST

1.1 BID INFORMATION

- A. Bidder: \_\_\_\_\_.
- B. Prime Contract: \_\_\_\_\_.
- C. Project Name: KCTCS System Office Renovation, Copy Center Fit-up.
- D. Project Location: 300 N. Main St., Versailles, KY 40383
- E. Owner: KCTCS System Office.
- F. Architect: EOP Architects.
- G. Architect Project Number: 201732.

1.2 BIDDER'S CHECKLIST

- A. In an effort to assist the Bidder in properly completing all documentation required, the following checklist is provided for the Bidder's convenience. The Bidder is solely responsible for verifying compliance with bid submittal requirements.
- B. Attach this completed checklist to the outside of the Submittal envelope.
  - Prepared the Bid Form as required by the Instructions to Bidders.
  - Indicated on the Bid Form the Addenda received.
  - ~~Attached to the Bid Form: Bid Supplement Form – Unit Prices.~~
  - Attached to the Bid Form: Bid Supplement Form - Alternates
  - Attached to the Bid Form: Bid Bond OR a certified check for the amount required.
  - Bid envelope shows name and address of the Bidder.
  - Bid envelope shows the Bidder's Contractor's License Number.
  - Bid envelope shows name of Project being bid.
  - Bid envelope shows name of Prime Contract being bid, if applicable.
  - Bid envelope shows time and day of Bid Opening.
  - Verified that the Bidder can provide executed Performance Bond and Labor and Material Bond.
  - Verified that the Bidder can provide Certificates of Insurance in the amounts indicated.

END OF DOCUMENT 004393

**SECTION 010100 - SPECIAL CONDITIONS**

The following "Special Conditions" modify, change, delete from or add to the "General Conditions of the Contract for Construction". Where any Article, Paragraph, Subparagraph or Clause of the General Conditions is modified by these Special Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph or Clause shall remain in effect.

**INDEX TO SPECIAL CONDITIONS:**

1.0	DEFINITIONS
2.0	GENERAL
3.0	ARCHITECT'S STATUS
4.0	ARCHITECT'S WORK PRODUCT
5.0	ADMINISTRATION OF THE CONTRACT
6.0	INDENIFICATION
7.0	CONFLICTS
8.0	VERBAL COMMUNICATIONS
9.0	WORKMANSHIP
10.0	DIMENSIONS
11.0	DIVISION OF SPECIFICATION
12.0	DISPUTES
13.0	ALLOCATION OF WORK
14.0	OWNER'S RIGHT TO STOP THE WORK
15.0	NOTICE AND SERVICE THEREOF
16.0	CODES AND ORDINANCES
17.0	ORDERING MATERIALS
18.0	STORAGE OF MATERIALS
19.0	LAYOUT OF THE WORK
20.0	DAMAGED FACILITIES
21.0	INTERRUPTION OF UTILITIES
22.0	CONTRACTOR COORDINATION
23.0	CONTRACTOR'S RESPONSIBIIITY FOR DEVIATIONS
24.0	TIME OF COMPLETION AND LIQUIDATED DAMAGES

**SECTION 01000 - SPECIAL CONDITIONS**

**1.0 DEFINITIONS:**

- A. The term "Owner" as used throughout these documents means the Kentucky Community and Technical College System (KCTCS).
- B. The term "Architect" as used throughout these documents means EOP Architects, 201 W. Short Street, Suite 700, Lexington, KY 40507, (859) 231-7538, ([www.eopa.com](http://www.eopa.com)).
- C. The terms "Plans" and "Drawings" are used interchangeably and are construed to have the same meaning.

**2.0 GENERAL:**

- A. These specifications and drawings accompanying them describe the work to be done and the materials to be furnished for KCTCS System Office Renovation, Copy Center Fit-up, Versailles, Kentucky.

- B. The drawings and specifications are intended to be fully explanatory and supplementary. However, should anything be shown, indicated or specified on one and not the other, it shall be done the same as if shown, indicated or specified in both.
- C. Should any error or inconsistency appear in the drawings or Specifications, the Contractor, before proceeding with the work, must notify the Architect immediately and in no case proceed with the work in uncertainty or with insufficient drawings.
- D. The work under this contract does not include any items marked N.I.C. (not in contract) on the drawings.
- E. The Contractor and each subcontractor shall be responsible for verification of all measurements at the site before ordering any materials or doing any work. No extra charge or compensation shall be allowed due to difference between actual dimensions and dimensions indicated on the drawings. Any such discrepancy in dimension, which may be found, shall be submitted to the Architect for his consideration before the Contractor proceeds with the work in the affected areas.
- F. Contractors shall follow sizes in specifications or figures on drawings, in preference to scale measurements and follow detail drawings in preference to general drawings.
- G. Where it is obvious that a drawing illustrates only a part of a given work or of a number of items, the remainder shall be deemed repetitious and so constructed.
- H. All Contractors, before submitting proposals, shall visit and examine the site as necessary to satisfy themselves as to the nature and scope of required new construction and any difficulties attending the execution of the work as hereinafter specified and as detailed in the drawings. The submission of a proposal will be construed as evidence that a visit and examination have been made. Later claims for labor, equipment, or materials required or difficulties encountered, which could have been foreseen had such an examination been made, will not be recognized.
- I. The Contractor shall verify and document all lines and levels and be responsible for the proper location of all his work.
- J. The Contractor shall at all times enforce strict discipline and good order among the Contractor's employees. Any people conducting themselves in an inappropriate manner will be removed from the job site at the request of the Owner, Architect, or their representatives.
- K. For the duration of the Contract, each Contractor shall maintain all haul roads, access roads, parking lots, and all other work areas free from dust or mud. Industrial-accepted method of dust control suitable for the area involved, such as sprinkling, chemical treatment, or similar methods, will be permitted. All parking areas and roadways are to be kept clean of mud and other debris. No separate payment will be made for dust or mud control.
- L. Contractor shall not permit fires within or adjacent to the limits of the Project sites and shall be liable for all damage from any fire due directly or indirectly to its own activities or to those activities of its employees or of its subcontractors of any tier or their employees. Contractor shall provide portable fire extinguishers compatible with the hazard of each work area and shall instruct its personnel in their location and use. Wherever welding and burning are conducted, inflammable materials shall be protected and a fire watch shall be provided by Contractor to be present during the burning and welding operation to ensure that protective measures are taken and that no fires result from such operation. The fire watch shall have extinguisher equipment readily available and know-how for proper use.

3.0 ARCHITECT'S STATUS:

- A. The Architect is the consultant to the Owner during construction and until final payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified by written instrument, which will be shown to the Contractor. The Architect has authority to reject work that does not conform to the Contract Documents.

4.0 ARCHITECT'S WORK PRODUCT:

- A. The Architect and his retained professional consultant's work product are prepared and produced for the sole and exclusive benefit of the Owner. Any real or inferred benefits to third parties are hereby expressly disclaimed.

5.0 ADMINISTRATION OF THE CONTRACT:

- A. The Architect is to perform the administrative function of the construction contract. Nothing contained in the contract documents, not any other oral or written agreements, memoranda, or communications shall create any express or implied contractual relationship between the Architect and the Contractor.
- B. The Architect shall make periodic visits to the work site in accordance with the conditions of his contract with the Owner. The purpose of these visits and observations is to endeavor to guard against defects and deficiencies, not to supervise the Contractor's work.
- C. The Architect makes no express or implied representations of guaranteeing the Contractor's work.
- D. The Architect is not a specialist in construction methods, techniques, sequences or procedures and therefore expressly assumes no responsibility for the construction operations and safety program.
- E. The Architect will review all applications for payment by the Contractor, including final payment and make recommendations to the Owner.
- F. The Architect will receive from the Contractor and review all Shop Drawings, Product Data, and Samples.
- G. The Contractor will maintain at the Project site a record copy of Drawings, Specifications, Addenda, Change Orders and other modifications pertaining to the Project, in good order and marked currently to record all changes made during construction, and approved Shop Drawings, Product Data and Samples. These shall be available to the Architect, Engineer and Owner upon request.

6.0 INDEMNIFICATION:

- A. The Contractor shall hold harmless and indemnify the Architect and/or his employees, officers, agents, and consultants from all claims, loss, damage, actions, causes of actions, expenses and/or liability resulting from, brought for, or an account of any personal injury or property damage received or sustained by any person, persons, (including third parties), or any property growing out of, occurring, or attributable to any work performed under or related to this contract, resulting in whole or in part from the negligence of the Contractor, any Subcontractor, any employee, agent or representative.

7.0 CONFLICTS:

- A. If there is any conflict in the General Conditions with the Special Conditions, the Special Conditions

shall govern.

- B. Precedence of Documents: (see General Conditions)

8.0 VERBAL COMMUNICATIONS:

- A. No verbal agreement or conversation with any officer, representative, agent or employee of Owner, Architect, or Engineer, either before or after execution of this contract, shall affect or modify terms or obligations herein contained.

9.0 WORKMANSHIP:

- A. The Workmanship shall be of the highest quality, in every respect, as usually recognized in the building industry. Poor or inferior workmanship (as determined by the Architect, Engineers, or inspecting authorities) is to be removed and replaced to conform to the highest quality standards of the trades concerned, or otherwise corrected.

10.0 DIMENSIONS:

- A. The drawing dimensions shall have precedence over scaled measurements and details over general drawings.
- B. Figured dimensions on the drawings are reasonably accurate and should govern in setting out the work. However, should the Contractor discover discrepancies or inaccuracies, it shall be the Contractor's responsibility to bring them to the attention of the Architect before making any changes. Changes shall be made only with the approval of the Architect.

11.0 DIVISION OF SPECIFICATIONS:

- A. Division of Specifications into sections and the use of specification section numbers in the drawing notation system is done for convenience of reference and is not intended to control contractors in dividing work among subcontractors or to limit scope of work performed by any trade under any given section.

12.0 DISPUTES:

- A. Contractor is hereby put on notice that it is his contractual obligations to adjust differences between his several subcontractors. Attempts to have the Architect and/or Owner settle disputes between the Contractor and/or subcontractors, will not be given consideration.

13.0 ALLOCATION OF WORK:

- A. The Contract Documents make no attempt to allocate the distribution of work even where certain materials are specified under specific sections or headings. It shall be the responsibility of the Contractor to allocate such work under the proper subcontractor as determined by the Contractor.

14.0 OWNER'S RIGHT TO STOP THE WORK:

- A. If the Contractor fails to correct defective work or persistently fails to supply materials or equipment in accordance with the Contract Documents, the Owner may order the Contractor to stop the work,

or any portion thereof, until the cause for such order has been eliminated.

15.0 NOTICE AND SERVICE THEREOF:

- A. Any notice to any Contractor from the owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted, by registered mail, to the said Contractor at his last address, or delivered in person to said Contractor or his authorized representative on the work.

16.0 CODES AND ORDINANCES:

- A. All branches of the work shown on the plans or specified, whether specifically mentioned or not, shall be executed in strict compliance with all local or state regulations and codes, and shall be in compliance with all National Codes, when same have jurisdiction.

17.0 ORDERING MATERIALS:

- A. Immediately following award of contract for this work, Contractor shall determine source of supply for all materials and length of time required for their delivery, including materials of subcontractors, and order shall be placed for such materials promptly.
- B. If, for any reasons, any item specified will not be available when needed and Contractor can show that he has made a reasonable persistent effort to obtain items in question, the Architect is to be notified in writing within fourteen (14) days after the Contract is signed, and he will either determine source of supply or arrange with the Owner for appropriate substitution within terms of Contract; otherwise, the Contractor will not be excused for delays in securing material specified and will be held accountable if completion of building is thereby delayed.

18.0 STORAGE OF MATERIALS:

- A. The Contractor providing materials and equipment shall be responsible for the proper and adequate storage of his materials and equipment, and for the removal of same upon completion of work. Storage of materials at the site shall be confined to areas within the Contract Limits, and the Contractor's designated parking area if necessary.

19.0 LAYOUT OF THE WORK:

- A. Each Contractor shall lay out the work and be responsible for all lines, levels and measurements of all work executed under this Contract; he shall verify the figures before laying out the work and will be held responsible for any error resulting from his failure to do so.
- B. The Contractor shall be prepared to guarantee each of his subcontractors the dimensions, which they may require for the layout and fitting of their work to the surrounding work.

20.0 DAMAGED FACILITIES:

- A. The Contractor shall repair and/or replace, at no expense to the owner, any sections of existing roads, drives, streets, sidewalks, curbs, utilities, buildings and other structures damaged by reason of work performed under this Contract or incidental thereto, whether by his own forces or by his subcontractors or by his material suppliers.

21.0 INTERRUPTION OF UTILITIES:

- A. Do not interrupt existing utilities serving facilities occupied and used by the Owner or others, except when permitted in writing by the Architect, and then only after temporary utility services have been provided.

22.0 CONTRACTOR COORDINATION:

- A. The Contractor and all subcontractors shall cooperate and coordinate their work to expedite the progress of the project. All subcontractors shall review and refer to the drawings and specifications of other trades involved with their particular work before proceeding. Any work installed that conflicts with another trade and had not been brought to the attention of the Architect prior to installation shall be removed at no additional expense to the Owner.

23.0 CONTRACTOR'S RESPONSIBILITY FOR DEVIATIONS:

- A. Plans and specifications for this project are shown and specified around non-proprietary structural, architectural, mechanical and electrical entities, diagrams and devices for each item. The mention of acceptable bidder does not necessarily imply that their particular "standard" product is totally adaptable to all details shown. Therefore, the cost of deviations, extensions or adjustments required for low Bidder's product must be included in the Contractor's bid. The contractor may submit alternate products for approval to the owner/architect that meet the requirements of the specification other than those brands specifically listed. The Contractor shall be responsible for submitting all pertinent product data for approval and the decision of the owner/architect's decision shall be final.

24.0 TIME OF COMPLETION AND LIQUIDATED DAMAGES:

- A. Completion: The project shall be scheduled, managed and constructed such that Project Substantial Completion for construction is 90 calendar days after issuance of the Owner's notice to proceed. The project will then achieve Final Completion within 15 calendar days after Project Substantial Completion. The total construction duration from the Owner's notice to proceed to Project Final Completion shall not exceed the time listed unless time is added to the construction contract for just cause.
- B. The Contractor and the Contractor's surety shall be liable for and shall pay the Owner the sum of five hundred dollars (\$500.00) per day as liquidated damages for each calendar day of delay until the Work is substantially complete. The Contractor is allotted 15 days to execute Final Completion. If Final Completion is not achieved within 15 days, then the Contractor and Surety Company shall be liable for charges of five hundred dollars (\$500.00) per calendar day until Final Completion is approved by Owner and Architect.

END OF SECTION 010100

## SECTION 011000 - SUMMARY

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Access to site.
4. Work restrictions.
5. Specification and drawing conventions.
6. Miscellaneous provisions.

- B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

#### 1.3 PROJECT INFORMATION

- A. Project Identification: KCTCS System Office Renovation – Copy Center Fit-up.

1. Project Location: 300 N. Main St., Versailles, KY 40383

- B. Owner: KCTCS.

1. Owner's Representative: Ken Marks, System Director.

- C. Architect: EOP Architects.

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

1. MEP Engineers: Staggs and Fisher Consulting Engineers, Inc, Greg Carter

- E. The Work of Project is defined by the Contract Documents and consists of the following:

1. The Work encompasses fit-up to the remaining portion of the existing mechanical room. New work includes new walls, new ceiling, new finishes, new flooring, new MEP items associated with the room type, MEP tie-in to existing systems, etc.



- F. Type of Contract:
  - 1. Project will be constructed under a single prime contract.

#### 1.4 ACCESS TO SITE

- A. General: Contractor shall have full use of Project site for demolition operations as indicated on drawings by the Contract Limits and as indicated by requirements of this section.
  - 1. Limits: Confine new work operations to boundaries of the Owner's property.
  - 2. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Contractor will have access to owner's dumpster for the duration of this project.
    - b. Owner will require access to existing parking and loading dock areas at all times.
- B. Condition of Existing Building: Maintain portions of existing building affected by new work operations in an organized and clean condition throughout demolition period. Repair damage caused by new work operations in such a manner as to be indistinguishable from undisturbed existing conditions.

#### 1.5 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. **On-Site Work Hours:** Limit work in the existing building to normal business working hours of
  - 1. 8:00 a.m. to 5:00 p.m., Monday through Friday and/or weekends.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
  - 1. Notify Architect and Owner not less than two days in advance of proposed utility interruptions, if applicable.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
  - 1. Notify Architect and Owner not less than two days in advance of proposed disruptive operations.
- E. Controlled Substances: Use of tobacco products and other controlled substances within the existing building or on Project site is not permitted.
- F. Employee Screening: Comply with Owner's requirements for drug screening & sex offender background checks of Contractor's personnel working on Project Site.
  - 1. Maintain list of approved screened personnel with Owner's representative.

1.6 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
  - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  - 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 SUMMARY

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

1.2 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 2. Deductive alternates will not be considered.
  - 3. The cost for each alternate is the net addition to the Contract Sum to incorporate the alternate into the Work. No other adjustments are made to the Contract Sum.
  - 4. Alternates will be accepted in the sequential order that they are listed in the Contract Documents.

1.3 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

**Alternate No. 01:** Provide dedicated exhaust for copy machine: Provide sheet metal duct from existing exhaust opening to new exhaust fan and continue sheet metal duct to connection on copy machine. See drawing H1.01 (ALTERNATE – CONNECTION TO COPIER EXHAUST)

END OF SECTION 012300

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 MINOR CHANGES IN THE WORK

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

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within time specified in Proposal Request or 10 business days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.

1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Proposal Request Form: Use CSI Form 13.6A, "Change Order Request (Proposal)" with attachments CSI Form 13.6D, "Proposal Worksheet Summary," and Form 13.6C, "Proposal Worksheet Detail".

#### 1.5 CHANGE ORDER PROCEDURES

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

#### 1.6 CONSTRUCTION CHANGE DIRECTIVE

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
  - 1. No payment will be given for work that is not completed correctly per the contract documents.
  - 2. 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.
  - 1. Submit draft copy of Application for Payment seven days prior to due date for review by Architect.
- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
  - 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.

3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities 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 conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Contractor's construction schedule (preliminary if not final).
  3. Submittal schedule (preliminary if not final).
  4. List of Contractor's staff assignments.
  5. List of Contractor's principal consultants.
  6. Copies of building permits.
  7. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  8. Initial progress report.
  9. Report of preconstruction conference.
  10. Certificates of insurance and insurance policies.
  11. Performance and payment bonds.
  12. Data needed to acquire Owner's insurance.
- H. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.



4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
6. AIA Document G707, "Consent of Surety to Final Payment."
7. Evidence that claims have been settled.
8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
9. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

SECTION 013100

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Coordination drawings.
  - 3. Requests for Information (RFIs).
  - 4. Project Web site.
  - 5. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Requirements:
  - 1. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
  - 2. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 3. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. RFI: Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

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

- B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
  - 1. Post copies of list in project meeting room, in temporary field office, on Project Website and by each temporary telephone. Keep list current at all times.

#### 1.5 GENERAL COORDINATION PROCEDURES

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

#### 1.6 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
  - 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.

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

- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly. Use CSI Log Form 13.2B. Log shall include the following:
  - 1. Project name.
  - 2. Name and address of Contractor.
  - 3. Name and address of Architect.
  - 4. RFI number including RFIs that were returned without action or withdrawn.
  - 5. RFI description.
  - 6. Date the RFI was submitted.
  - 7. Date Architect's response was received.
  
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
  - 1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
  - 2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

#### 1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
  - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
  - 2. Agenda: Architect will prepare the meeting agenda and distribute the agenda to all invited attendees.
  - 3. Minutes: Unless note otherwise below, the Architect will be responsible for conducting the project meeting and will record significant discussions or agreements achieved. Minutes will be distributed by the responsible entity defined to everyone concerned, including Owner and General Contractor within three days of the meeting.
  
- B. Pre-demolition Conference: Schedule and conduct a pre-demolition conference before starting demolition, at a time convenient to Owner and Architect, but no later than 7 days after execution of the Agreement.
  - 1. Architect will conduct the conference to review responsibilities and personnel assignments.
  - 2. Attendees: Authorized representatives of Owner and consultants; Contractor and its superintendent; major subcontractors; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 3. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Phasing.
    - c. Critical work sequencing
    - d. Designation of key personnel and their duties.
    - e. Lines of communications.
    - f. Procedures for processing field decisions and Change Orders.
    - g. Procedures for RFIs.

- h. Procedures for processing Applications for Payment.
  - i. Distribution of the Contract Documents.
  - j. Use of the premises.
  - k. Work restrictions.
  - l. Working hours.
  - m. Owner's occupancy requirements.
  - n. Responsibility for temporary facilities and controls.
  - o. Procedures for disruptions and shutdowns.
  - p. Construction waste management.
  - q. Parking availability.
  - r. Office, work, and storage areas.
  - s. Equipment deliveries and priorities.
  - t. First aid.
  - u. Security.
  - v. Progress cleaning.
4. Minutes: Architect will record and distribute meeting minutes.
- C. Progress Meetings: Conduct progress meetings at monthly intervals.
- 1. Coordinate dates of meetings with preparation of payment requests.
  - 2. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      - 1) Review schedule for next period.
    - b. Review present and future needs of each entity present, including the following:
      - 1) Interface requirements.
      - 2) Sequence of operations.
      - 3) Deliveries.
      - 4) Access.
      - 5) Site utilization.
      - 6) Temporary facilities and controls.
      - 7) Progress cleaning.
      - 8) Quality and work standards.
      - 9) Status of correction of deficient items.
      - 10) Field observations.
      - 11) Status of RFIs.
      - 12) Status of proposal requests.
      - 13) Pending changes.
      - 14) Status of Change Orders.
      - 15) Pending claims and disputes.

- 16) Documentation of information for payment requests.
4. Minutes: The Architect shall be responsible for conducting the meeting. Architect will record and distribute the meeting minutes to each party present and to parties requiring information.
    - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

## SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
  - 1. Pre-construction photographs.
  - 2. Periodic construction photographs.
  - 3. Final completion construction photographs.
- B. Related Requirements:
  - 1. Section 017700 "Closeout Procedures" for submitting photographic documentation as project record documents at Project closeout.
  - 2. Section 024119 "Selective Structure Demolition" for photographic documentation before selective demolition operations commence.

#### 1.3 INFORMATIONAL SUBMITTALS

- A. Digital Photographs: Submit image files within three days of taking photographs.
  - 1. Digital Camera: Minimum sensor resolution of 8 megapixels.
  - 2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph, accompanied by key plan file.

### PART 2 - PRODUCTS

#### 2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.

### PART 3 - EXECUTION

#### 3.1 CONSTRUCTION PHOTOGRAPHS

- A. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.



- B. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
  - 1. Date and Time: Include date and time in file name for each image.
  - 2. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect.
- C. Preconstruction Photographs: Before commencement of excavation, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points.
  - 1. Take photographs to show existing conditions adjacent to property before starting the Work.
  - 2. Take photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
  - 3. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- D. Periodic Construction Photographs: Take photographs monthly, coinciding with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- E. Final Completion Construction Photographs: Take color photographs after date of Substantial Completion for submission as project record documents.

END OF SECTION 013233

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's representatives, Architect, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Provided by owner, if applicable.
- C. Water Service: Provided by owner.
- D. Electric Power Service: Provided by owner.

1.4 INFORMATIONAL SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.
- B. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- C. Dust and HVAC Control Plan: Submit coordination drawing and narrative that indicates the dust and HVAC control measures proposed for use, proposed locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Include the following:
  - 1. HVAC system isolation schematic drawing.
  - 2. Location of proposed air-filtration system discharge.
  - 3. Waste handling procedures.
  - 4. Other dust-control measures.

1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.6 PROJECT CONDITIONS

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

PART 2 - PRODUCTS

2.1 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
  - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
  - 2. Permanent HVAC System: Owner does not authorize the use of the permanent HVAC system for temporary use during construction.

PART 3 - EXECUTION

3.1 TEMPORARY UTILITY INSTALLATION

- A. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.

3.2 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.

- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- C. Temporary Egress: Maintain temporary egress from existing occupied facilities as required by authorities having jurisdiction.
- D. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
  - 1. **Prohibit smoking** anywhere on site.
  - 2. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

END OF SECTION 015000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Cutting and patching.
  - 2. Progress cleaning.
- B. Related Requirements:
  - 1. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.
  - 2. Section 024119 "Selective Demolition" for demolition and removal of selected portions of the building.
  - 3. Section 078413 "Penetration Firestopping" for patching penetrations in fire-rated construction.

1.3 DEFINITIONS

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

1.4 INFORMATIONAL SUBMITTALS

- A. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:
  - 1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
  - 2. Changes to In-Place Construction: Describe anticipated results. Include changes in building appearance and other significant visual elements.
  - 3. Products: List products to be used for patching and firms or entities that will perform patching work.
  - 4. Dates: Indicate when cutting and patching will be performed.

1.5 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
1. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include the following:
    - a. Primary operational systems and equipment.
    - b. Fire separation assemblies.
    - c. Air or smoke barriers.
    - d. Fire-suppression systems.
    - e. Mechanical systems piping and ducts.
    - f. Control systems.
    - g. Communication systems.
    - h. Fire-detection and -alarm systems.
    - i. Conveying systems.
    - j. Electrical wiring systems.
    - k. Operating systems of special construction.
  2. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:
    - a. Water, moisture, or vapor barriers.
    - b. Membranes and flashings.
    - c. Exterior curtain-wall construction.
    - d. Sprayed fire-resistive material.
    - e. Equipment supports.
    - f. Piping, ductwork, vessels, and equipment.
    - g. Noise- and vibration-control elements and systems.
  3. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Pre-demolition Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

PART 2 - PRODUCTS

2.1 MATERIALS

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

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

- A. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- B. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- C. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

**3.2 CUTTING AND PATCHING**

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.
- F. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  - 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
  - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  - 6. Proceed with patching after construction operations requiring cutting are complete.

- G. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
  - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
  - 2. Firestop all locations where demolition removes any item through an existing fire rated wall.
- H. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

### 3.3 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
  - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
  - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
    - a. Use containers intended for holding waste materials of type to be stored.
  - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
  - 1. Remove liquid spills promptly.
  - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- E. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways.
- F. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- G. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.



- H. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.4 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300

SECTION 017419 – DEMOLITION WASTE DISPOSAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
  - 1. Disposing of nonhazardous demolition and construction waste.
- B. Related Requirements:
  - 1. Section 024119 "Selective Demolition" for disposition of waste resulting from partial demolition of buildings, structures, and site improvements.

1.3 DEFINITIONS

- A. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- B. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

1.4 PERFORMANCE REQUIREMENTS

- A. General: Achieve end-of-Project rates for salvage/recycling of 50 percent by weight of total non-hazardous solid waste generated by the Work. Practice efficient waste management in the use of materials in the course of the Work. Use all reasonable means to divert construction and demolition waste from landfills and incinerators. Facilitate recycling and salvage of materials, including the following:
  - 1. Demolition Waste:
    - a. Equipment.
    - b. Piping.
    - c. Supports and hangers.
    - d. Valves.
    - e. Mechanical equipment.
    - f. Refrigerants.
    - g. Electrical conduit.
    - h. Copper wiring.
    - i. Electrical devices.
    - j. Switchgear and panelboards.
    - k. Transformers.

1.5 QUALITY ASSURANCE

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
  - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
  - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials.
- C. Disposal: Remove waste materials from Owner's property and legally dispose of them.

END OF SECTION 017419

## SECTION 017700 - CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Substantial Completion procedures.
  - 2. Final completion procedures.
  - 3. Final cleaning.
  - 4. Repair of the Work.
- B. Related Requirements:
  - 1. Section 013233 "Photographic Documentation" for submitting final completion construction photographic documentation.
  - 2. Section 017300 "Execution" for progress cleaning of Project site.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

#### 1.4 CLOSEOUT SUBMITTALS

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

#### 1.5 SUBSTANTIAL COMPLETION PROCEDURES

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

- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 5 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Submit closeout submittals specified in other Division 01 Sections, including final completion construction photographic documentation, damage or settlement surveys, and similar final record information.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 5 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Complete final cleaning requirements, including touchup painting.
  - 2. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
  - 1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.
  - 2. Results of completed inspection will form the basis of requirements for final completion.

#### 1.6 FINAL COMPLETION PROCEDURES

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

1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

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

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 FINAL CLEANING

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

- a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
- b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
- c. Remove tools, construction equipment, machinery, and surplus material from Project site.
- d. Clean exposed interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances.
- e. Remove labels that are not permanent.
- f. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- g. Leave Project clean and ready for occupancy.

### 3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

END OF SECTION 017700