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END TABLE OF CONTENTS.

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. Coordination with occupants.
5. Work restrictions.
6. Specification and drawing conventions.
7. 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: Reroofing Projects at:

1. Roosevelt Community Education Center, 978 Haskell Avenue, Rockford, Illinois, 61103
2. Marshall Elementary School, 4704 N. Rockton Avenue, Rockford, Illinois 61103.

B. Owner: Board of Education of Rockford School District No. 205, Winnebago and Boone Counties, Illinois.

C. Architect: Richard L Johnson Associates, Inc., 4703 Charles Street, Rockford, IL 61108.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of Reroofing Work.

B. Contractor is responsible for construction means, methods and sequencing. Architect will not have control over, be in charge of, or be responsible for construction means, methods, techniques, sequences, procedures or safety precautions and programs in connection with the Work, as these are solely within the responsibility of the Contractor. Architect shall not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

C. Type of Contract: Project will be constructed under one Contract to one Roofing Contractor or under two Contracts to two Roofing Contractors.

1.5 ACCESS TO SITE

A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.

1. Driveways, Walkways and Entrances: Keep driveways loading areas, 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. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

B. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.6 COORDINATION WITH OCCUPANTS

A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

1.7 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: Normal business working hours will be 7:00 a.m. to 3:30 p.m., Monday through Friday, unless otherwise indicated or approved by the Owner.

C. 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.

D. Nonsmoking Building: Smoking is not permitted within the building or anywhere on the site.

E. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

F. Guns: Guns are prohibited on school grounds.

1.8 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 published as part of the U.S. National CAD Standard and scheduled on Drawings.
3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

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 through Owner 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 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.

1.5 CHANGE ORDER PROCEDURES

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

B. The combined overhead and profit included in the total cost to the Owner for a change in the Work shall be based on the following schedule:

1. For the Contractor, for Work performed by the Contractor's own forces, twelve percent of the cost.
2. For the Contractor, for Work performed by the Subcontractor's, five percent of the amount due the Subcontractors.
3. For each Subcontractor involved, for Work performed by the Subcontractor's own forces, five percent of the cost.
4. For each Subcontractor involved, for Work performed by the Subcontractor's Sub-subcontractors, five percent of the amount due the Sub-subcontractor.
5. In order to facilitate checking of quotations for extras and credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also.

1.6 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Work Change Directive: Architect may issue a Construction Work Change Directive on AIA Document G714 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.

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.

1.3 DEFINITIONS

A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.

1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:

a. Application for Payment forms with continuation sheets.
b. Submittal schedule.
c. Items required to be indicated as separate activities in Contractor's construction schedule.

2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.

B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the schedule of values:

    a. Project name and location.
    b. Name of Architect.
    c. Architect's project number.
    d. Contractor's name and address.
    e. Date of submittal.

2. Arrange schedule of values consistent with format of AIA Document G703.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.

    a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.

6. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

    a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.

7. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.

    1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.

B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.

C. Payment Application Times: Submit Application for Payment to Architect by the 10th of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.

D. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.

E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect and/or Project Manager will return incomplete applications without action.

1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect or Program Manager by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.

1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.

G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from 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.

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

1. List of subcontractors.
2. Schedule of values.
3. Contractor's construction schedule (preliminary if not final).
4. Submittal schedule (preliminary if not final).
5. List of Contractor's staff assignments.
6. List of Contractor's principal consultants.
7. Initial progress report.
8. Certificates of insurance and insurance policies.
9. Performance and payment bonds.

I. 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.

J. 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 G706-1994, "Contractor's Affidavit of Payment of Debts and Claims."
5. AIA Document G706A-1994, "Contractor's Affidavit of Release of Liens."
6. AIA Document G707-1994, "Consent of Surety to Final Payment."

K. The Owner will make payments once a month to the General Contractor as long as all required documentation is submitted.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

SECTION 013100
PROJECT MANAGEMENT & 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.

B. General Contractor shall have a full time foreman on site at all times any work is taking place to coordinate all work. The foreman shall remain the same throughout the entire project.

1.2 SUMMARY

A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. Coordination drawings.
2. Requests for Information (RFIs).
3. Project meetings.

B. Related Requirements:

1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

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.

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

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

1.6 COORDINATION DRAWINGS

A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:

a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
b. Coordinate the addition of trade-specific information to the coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.

1.7 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.

C. RFI Forms: AIA Document G716.

1. Attachments shall be electronic files in Adobe Acrobat PDF format.

D. Architect's Action: Architect and 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."

1.8 PROJECT MEETINGS

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

1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, and Architect, within three days of the meeting.

B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect.

1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; 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.
2. Agenda: Discuss items of significance that could affect progress, including the following:

    a. Tentative construction schedule.
    b. Phasing.
    c. Critical work sequencing and long-lead items.
    d. Designation of key personnel and their duties.
    e. Lines of communications.
    f. Procedures for processing field decisions and Change Orders.
    g. Procedures for RFIs.
    h. Procedures for testing and inspecting.
    i. Procedures for processing Applications for Payment.
    j. Distribution of the Contract Documents.
    k. Submittal procedures.
    l. Preparation of record documents.
    m. Use of the premises and existing building.
    n. Work restrictions.
    o. Working hours.
    p. Owner's occupancy requirements.
    q. Responsibility for temporary facilities and controls.
    r. Procedures for moisture and mold control.
    s. Procedures for disruptions and shutdowns.
    t. Construction waste management and recycling.
    u. Parking availability.
    v. Office, work, and storage areas.
    w. Equipment deliveries and priorities.
    x. First aid.
    y. Security.
    z. Progress cleaning.

3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Progress Meetings: General Contractor to conduct progress meetings at weekly intervals.

1. Coordinate dates of meetings with preparation of payment requests.

2. Attendees: In addition to representatives of Owner, and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the 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) Status of submittals.
        4) Deliveries.
        5) Off-site fabrication.
        6) Access.
        7) Site utilization.
        8) Temporary facilities and controls.
        9) Progress cleaning.
        10) Quality and work standards.
        11) Status of correction of deficient items.
        12) Field observations.
        13) Status of RFIs.
        14) Status of proposal requests.
        15) Pending changes.
        16) Status of Change Orders.
        17) Pending claims and disputes.
        18) Documentation of information for payment requests.

4. Minutes: Entity responsible for conducting the meeting 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 & PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013300
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. Related Requirements:

1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.3 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."

B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.4 ACTION SUBMITTALS

A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    a. Architect reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

B. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 5 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
3. Resubmittal Review: Allow 15 days for review of each resubmittal.

C. Paper Submittals: Place a permanent label or title block on each submittal item for identification.

1. Indicate name of firm or entity that prepared each submittal on label or title block.
2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
3. Include the following information for processing and recording action taken:
    a. Project name.
    b. Date.
    c. Name of Architect.
    d. Name of Contractor.
    e. Name of subcontractor.
    f. Name of supplier.
    g. Name of manufacturer.
    h. Submittal number or other unique identifier, including revision identifier.
        1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
    i. Number and title of appropriate Specification Section.
    j. Drawing number and detail references, as appropriate.
    k. Location(s) where product is to be installed, as appropriate.
    l. Other necessary identification.

4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.

    a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.

5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return without review submittals received from sources other than Contractor.

    a. Transmittal Form for Paper Submittals: Provide locations on form for the following information:

        1) Project name.
        2) Date.
        3) Destination (To:).
        4) Source (From:).
        5) Name and address of Architect.
        6) Name of Contractor.
        7) Name of firm or entity that prepared submittal.
        8) Names of subcontractor, manufacturer, and supplier.
        9) Category and type of submittal.
        10) Submittal purpose and description.
        11) Specification Section number and title.
        12) Specification paragraph number or drawing designation and generic name for each of multiple items.
        13) Drawing number and detail references, as appropriate.
        14) Indication of full or partial submittal.
        15) Transmittal number, numbered consecutively.
        16) Submittal and transmittal distribution record.
        17) Remarks.
        18) Signature of transmitter.

D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

    1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements:

    1. Submit electronic submittals via email as PDF electronic files.

        a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.

2. Action Submittals: Submit three paper copies of each submittal unless otherwise indicated. Architect will return two copies.
3. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.
4. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

    a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
    b. Provide a notarized statement on original paper copy certificates and certifications where indicated.

B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
2. Mark each copy of each submittal to show which products and options are applicable.
3. Include the following information, as applicable:

    a. Manufacturer's catalog cuts.
    b. Manufacturer's product specifications.
    c. Standard color charts.
    d. Statement of compliance with specified referenced standards.
    e. Testing by recognized testing agency.
    f. Application of testing agency labels and seals.
    g. Notation of coordination requirements.
    h. Availability and delivery time information.

4. Submit Product Data before or concurrent with Samples.
5. Submit Product Data in the following format:

    a. PDF electronic file.
    b. Three paper copies of Product Data unless otherwise indicated. Architect will return two copies.

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data**,** unless submittal based on Architect's digital data drawing files is otherwise permitted.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:

    a. Identification of products.
    b. Schedules.
    c. Compliance with specified standards.
    d. Notation of coordination requirements.
    e. Notation of dimensions established by field measurement.
    f. Relationship and attachment to adjoining construction clearly indicated.
    g. Seal and signature of professional engineer if specified.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm), but no larger than 30 by 42 inches (750 by 1067 mm).
3. Submit Shop Drawings in the following format:

    a. PDF electronic file.
    b. Two opaque (bond) copies of each submittal. Architect will return one copy.

D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:

    a. Generic description of Sample.
    b. Product name and name of manufacturer.
    c. Sample source.
    d. Number and title of applicable Specification Section.
    e. Specification paragraph number and generic name of each item.

3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.

    a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.

    a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.

1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

1. Submit product schedule in the following format:

a. PDF electronic file.
b. Three paper copies of product schedule or list unless otherwise indicated. Architect will return two copies.

F. Coordination Drawing Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."

G. Application for Payment and Schedule of Values: Comply with requirements specified in Section 012900 "Payment Procedures."

H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 014000 "Quality Requirements."

I. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."

J. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

K. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

L. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

M. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

N. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

O. Schedule of Test and Inspections: Comply with requirements specified in Section 014000 “Quality Requirements”.

P. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.

B. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."

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

3.2 ARCHITECT'S ACTION

A. General: Architect will not review submittals that do not bear Contractor’s review stamp and will return them without action.

B. Action Submittals: Architect’s review is performed to determine general conformance with the design concept set forth in the Contract Documents. Review does not relieve Contractor of sole responsibility for means, methods, sequencing, scheduling of work, verification of quantities and dimensions or the performance of the work in a safe manner. No comments on the shop drawings will relieve the Contractor from performing the work in a manner consistent with the Contract Documents. Architect’s review will indicate action mark as follows:

1. Reviewed.
2. Note Comments.
3. Rejected.
4. Not reviewed/Outside scope of Services.
5. Resubmit After Required General Contractor Review.
6. Revise.
7. Resubmit.

C. Subcontractors are not to use shop drawings and submittals to ask questions or request information. All questions must be asked through the RFI.

D. Architect is not responsible for correcting errors in the shop drawings or submittals.

E. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

F. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.

G. Submittals not required by the Contract Documents may be returned by the Architect without action.

END OF SECTION 013300

SECTION 014200
REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.

C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."

E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.

H. "Provide": Furnish and install, complete and ready for the intended use.

I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.

C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.4 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in the following list:

1. AIA - American Institute of Architects (The); www.aia.org.
2. AISC - American Institute of Steel Construction; www.aisc.org.
3. AISI - American Iron and Steel Institute; www.steel.org.
4. ANSI - American National Standards Institute; www.ansi.org.
5. ASTM - ASTM International; www.astm.org.
6. AWPA - American Wood Protection Association; www.awpa.com.
7. CSI - Construction Specifications Institute (The); www.csinet.org.
8. ICBO - International Conference of Building Officials; (See ICC).
9. ICC - International Code Council; www.iccsafe.org.
10. MPI - Master Painters Institute; www.paintinfo.com.
11. NFPA - National Fire Protection Association; www.nfpa.org.
12. NFPA - NFPA International; (See NFPA).
13. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
14. SPIB - Southern Pine Inspection Bureau; www.spib.org.
15. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
16. UL - Underwriters Laboratories Inc.; www.ul.com.
17. WWPA - Western Wood Products Association; www.wwpa.org.

B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.

1. ICC - International Code Council; www.iccsafe.org.
2. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.
3. IBC – International Building Code

C. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.

1. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
2. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
3. DOE - Department of Energy; www.energy.gov.
4. EPA - Environmental Protection Agency; www.epa.gov.
5. FG - Federal Government Publications; www.gpo.gov.
6. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
7. OSHA - Occupational Safety & Health Administration; www.osha.gov.

D. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. FED-STD - Federal Standard; (See FS).

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 014200

SECTION 015000
TEMPORARY FACILITIES & 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.

B. Contractor shall notify the Owner at least 7 days prior to any shut down of utilities.

C. Related Requirements:

1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.

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, Architect, testing agencies, and authorities having jurisdiction.

B. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

1.4 INFORMATIONAL SUBMITTALS

A. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage.

1. Describe delivery, handling, and storage provisions for materials subject to water absorption or water damage.
2. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water-damaged Work.

PART 2 - PRODUCTS

2.1 MATERIALS

A. None.

2.2 TEMPORARY FACILITIES

A. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.

1. Store combustible materials apart from building.

B. Provide and service temporary toilets for construction operations.

C. Provide fire protection during construction.

2.3 EQUIPMENT

A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.

B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 SUPPORT FACILITIES INSTALLATION

A. General: Provide sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.

B. Parking: Use designated areas of Owner's existing parking areas for construction personnel.

C. Waste Disposal Facilities: Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."

D. 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.

E. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.

1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

F. Temporary Elevator Use: Use of existing elevators is not permitted.

3.3 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. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

C. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.

END OF SECTION 015000

SECTION 016000
PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

B. Related Requirements:

1. Section 014200 "References" for applicable industry standards for products specified.

1.3 DEFINITIONS

A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.

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

B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.4 ACTION SUBMITTALS

A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.

    a. Form of Approval: As specified in Section 013300 "Submittal Procedures."
    b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 013300 "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

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

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

B. Delivery and Handling:

1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

C. Storage:

1. Store products to allow for inspection and measurement of quantity or counting of units.
2. Store materials in a manner that will not endanger Project structure.

3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.

1.7 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.

B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.

1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

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

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.

5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product during the bidding phase.

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
4. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

C. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300
EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. Installation of the Work.
4. Cutting and patching.
5. Coordination of Owner-installed products.
6. Progress cleaning.
7. Starting and adjusting.
8. Protection of installed construction.

B. Related Requirements:

1. Section 011000 "Summary" for limits on use of Project site.
2. 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.

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 QUALITY ASSURANCE

A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection

    a. Refer to Unit Specifications.

2. 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.

PART 2 - PRODUCTS

2.1 MATERIALS

A. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Examine walls for suitable conditions where products and systems are to be installed.
2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

B. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 013100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

3.4 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level.
2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
2. Allow for building movement, including thermal expansion and contraction.
3. Coordinate installation of anchorages.

I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 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. Temporary Support: Provide temporary support of work to be cut.

C. 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.

D. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."

E. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Proceed with patching after construction operations requiring cutting are complete.

F. 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. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
3. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.

G. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.6 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. 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. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

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

K. Provide final cleaning of all disturbed areas .

3.7 STARTING AND ADJUSTING

A. Confirm proper operation of components. Remove malfunctioning units, replace with new units and retest.

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

C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.8 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.

END OF SECTION 017300

SECTION 017419
CONSTRUCTION WASTE MANAGEMENT & 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 disposing of nonhazardous construction waste.

1.3 DEFINITIONS

A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.

B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.

C. 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.

1. Comply with operation, termination, and removal requirements in Section 015000 "Temporary Facilities and Controls."

B. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

3.2 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. Warranties.
4. Final cleaning.
5. Repair of the Work.

B. Related Requirements:

1. Section 017300 "Execution" for progress cleaning of Project site.
2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

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.

1.5 MAINTENANCE MATERIAL SUBMITTALS

A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.6 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 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, and similar final record information.
3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
5. Submit test/adjust/balance records.

C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Advise Owner of pending insurance changeover requirements.
2. Perform preventive maintenance on equipment used prior to Substantial Completion.
3. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
4. Participate with Owner in conducting inspection and walkthrough.
5. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
6. Complete final cleaning requirements, including touchup painting.
7. 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. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for final completion.

1.7 FINAL COMPLETION PROCEDURES

A. Preliminary procedures: 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. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 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. Submit list of incomplete items in the following format:

    a. MS Excel electronic file. Architect, will return annotated file.
    b. Three paper copies. Architect will return two copies.

1.9 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.

B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.

1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

1.10 ELECTRONIC CLOSEOUT DOCUMENTATION

A. General: Provide a complete project Closeout Documentation Package in electronic format. This package shall include:

1. Project Record Documents.
2. Approved submittals.
3. Operation and Maintenance Manuals.
4. Warranties.
5. Owner Training DVDs
6. Project Contact Directory.

B. The electronic Closeout Document shall be prepared by BHFX,LLC - at 815-397-8800 Rockford@bhfx.net.

C. In order to facilitate the Electronic Closeout Documentation process, comply with the following:

1. Contact BHFX a minimum of 3 months prior to the date of substantial Completion to schedule a pre-close out meeting. Review the following:

a. Format of documents: PDF electronic format for all documents.
b. Folder structure for storage and transfer of files.
c. Schedule of collection and turn-over of closeout documentation.
d. Record Document format procedures: Provide clean and accurate paper copies of the marked up Record Documents (drawings and specifications) for scanning.
e. Provide contact information for the individual responsible for the collection and transfer of the electronic Closeout Documentation Package contents.
f. Review a complete listing of Closeout Documentation Package contents.

2. Provide all documentation to BHFX, LLC for processing no later than 30 days after the date of substantial completion.
3. Schedule a training conference with the Owner's representative, Architect, Aand BHFX to present the completed Electronic Closeout Documentation Package.

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: 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. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
c. Remove tools, construction equipment, machinery, and surplus material from Project site.

d. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
e. Remove debris and surface dust from limited access spaces.
f. Clean any transparent materials disturber by reroofing work
g. Leave Project clean and ready for occupancy.

C. Construction Waste Disposal: Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

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

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.

    a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.

3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.

END OF SECTION 017700

SECTION 017839
PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.

B. Related Requirements:

1. Section 017700 "Closeout Procedures" for general closeout procedures.

1.3 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:

1. Number of Copies: Submit one set of marked-up record prints.
2. Number of Copies: Submit copies of record Drawings as follows:

a. Initial Submittal:

1) Submit one paper-copy set(s) of marked-up record prints.
2) Submit PDF electronic files of scanned record prints and one of file prints.
3) Submit record digital data files and one set of plots.
4) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.

b. Final Submittal:

1) Submit one paper-copy sets of marked-up record prints.
2) Submit PDF electronic files of scanned record prints.
3) Print each drawing, whether or not changes and additional information were recorded.

B. Record Specifications: Submit one paper copy and PDF electronic files of Project's Specifications, including addenda and contract modifications.

C. Record Product Data: Submit one paper copy and PDF electronic files and directories of each submittal.

1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

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

1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.

    a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    b. Accurately record information in an acceptable drawing technique.
    c. Record data as soon as possible after obtaining it.

2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

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

1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
2. Format: Annotated PDF electronic file with comment function enabled.
3. Identification: As follows:

    a. Project name.
    b. Date.
    c. Designation "PROJECT RECORD DRAWINGS."
    d. Name of Architect.
    e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
4. Note related Change Orders, record Product Data, and record Drawings where applicable.

B. Format: Submit record Specifications as scanned PDF electronic file(s) of marked-up paper copy of Specifications.

2.3 RECORD PRODUCT DATA

A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
3. Note related Change Orders, record Specifications, and record Drawings where applicable.

B. Format: Submit record Product Data as annotated PDF electronic file and paper copy.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.

B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

END OF SECTION 017839

SECTION 061000
ROUGH CARPENTRY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Wood blocking and nailers.

B. Related Requirements:

1. Section 070150 “Preparation for Re-roofing”: for replacement of deteriorated wood blocking/nailers.
2. Section 076123 “Sheet Metal Work: for metal fascia, and edge trim.

1.3 ACTION SUBMITTALS

A. Product Data: Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used and net amount of preservative retained.

B. Evaluation Reports: For wood-preservative-treated wood, from ICC-ES.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

1. Factory mark each piece of lumber with grade stamp of grading agency.
2. Dress lumber, S4S, unless otherwise indicated.

B. Maximum Moisture Content of Lumber: 19 percent unless otherwise indicated.

C. Nailers and Blocking:

1. Factory mark each piece of lumber with grade stamp of grading agency.
2. Dress lumber, S4S, unless otherwise indicated.
3. Maximum Moisture Content of Lumber: 19 percent unless otherwise indicated.
4. For blocking not used for attachment of other construction, Utility, Stud, or No. 3 grade lumber of any species may be used provided that it is cut and selected to eliminate defects that will interfere with its attachment and purpose.

5. For blocking and nailers used for attachment of other construction, select and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.

2.2 WOOD-PRESERVATIVE-TREATED LUMBER

A. Preservative Treatment by Pressure Process: AWPA U1; Use Category UC2 for interior construction. Use Category UC3b for exterior construction.

1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium.

B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or that does not comply with requirements for untreated material.

C. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.

D. Application: Treat all rough carpentry unless otherwise indicated**.**

2.3 FASTENERS

A. General: Fasteners shall be of size and type indicated and shall comply with requirements specified in this article for material and manufacture.

1. Where rough carpentry is pressure-preservative treated provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.

B. Nails, Brads, and Staples: ASTM F 1667.

C. Power-Driven Fasteners: Fastener systems with an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC70.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Wood Framing: Comply with recommendations of NFPA **"**Manual for House Framing**,"** NFPA **"**Recommended Nailing Schedule**,"** and NFPA **"**National Design Specifications for Wood Construction.**"** Place work accurately**,** level**,** plumb and true.

B. Nailers and Blocking: Execute in a manner to achieve greatest stability.

1. General: Use 2x wood studs spaced 16" o.c.
2. Plates: Joints in top plates shall be lapped at least 6"**;** do not join over wall openings.
3. Anchorage at Exterior Walls: Anchor the bottom plate.
4. Corners and Intersections: Construct with not less than 3 studs.

C. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.

D. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.

3.2 PROTECTION

A. Protect wood that has been treated with inorganic boron (SBX) from weather. If, despite protection, inorganic boron-treated wood becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

B. Protect rough carpentry from weather. If, despite protection, rough carpentry becomes wet enough that moisture content exceeds that specified, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label

END OF SECTION 061000

SECTION 070150
PREPARATION FOR REROOFING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Removal of existing roofing material**,** roof sheet metal work and related accessories in preparation for installation of new roof membrane systems.
2. Protection of existing rooftop structures designated to remain.

B. Related Requirements:

1. Section 011000 "Summary" for use of the premises and phasing requirements.
2. Section 015000 "Temporary Facilities and Controls" for temporary construction and environmental-protection measures for reroofing preparation.
3. Section 075423 "Adhered TPO Roofing" for new reroofing work
4. Section 076200 "Sheet Metal Work" for sheet metal work related to reroofing.

1.3 DEFINITIONS

A. Roofing Terminology: Definitions in ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" apply to work of this Section.

B. Removal of selected components and accessories from existing roofing system as follows:

1. Roosevelt Community Education Center:
    a. Remove existing ballast 3 feet away from parapet wall around the entire perimeter of the building. Store ballast for reinstallation.
    b. Existing Roof Composition: Refer to drawings.

2. Marshall Elementary School:
    a. Remove existing roofing system down to the top of existing roof deck, perimeter flashings**,** base flashings**,** counter flashings**,** vent stack flashings, sheet metal edge trim/fascia, and any wood blocking around perimeter of roof as required.
    b. Existing Roofs Composition: Refer to drawings.

1.4 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: Include plans, sections, and details.

1.5 INFORMATIONAL SUBMITTALS

A. Fastener pull-out test report.

1.6 QUALITY ASSURANCE

A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning roofing removal. Comply with hauling and disposal regulations of authorities having jurisdiction.

1.7 FIELD CONDITIONS

A. Existing Roofing System: (Refer to drawings for location of composition of existing roofing system to be reroofed).

B. Owner will occupy portions of building immediately below reroofing area. Conduct reroofing so Owner's operations are not disrupted. Provide Owner with not less than 72 hours' notice of activities that may affect Owner's operations.

1. Coordinate work activities daily with Owner so Owner can place protective dust and water-leakage covers over sensitive equipment and furnishings, shut down HVAC and fire-alarm or -detection equipment if needed, and evacuate occupants from below work area.

C. Protect building to be reroofed, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from reroofing operations.

D. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.

E. Weather Limitations: Proceed with reroofing preparation only when existing and forecasted weather conditions permit Work to proceed without water entering existing roofing system or building.

1. Remove only as much roofing in one day as can be made watertight in the same day.

PART 2 - PRODUCTS

2.1 TEMPORARY PROTECTION MATERIALS

A. Sheet polyethylene or fiber reinforced plastic sheeting. Provide weights to retain sheeting in position.

2.2 INFILL AND REPLACEMENT MATERIALS

A. Use infill materials matching existing roofing system materials unless otherwise indicated.

2.3 AUXILIARY REROOFING MATERIALS

A. General: Use auxiliary reroofing preparation materials recommended by roofing system manufacturer for intended use and compatible with components of existing and new roofing system.

PART 3 - EXECUTION

3.1 PREPARATION

A. Shut off rooftop utilities and service piping, if any, before beginning the Work.

B. Protect existing roofing system that is not to be reroofed.

C. Coordinate with Owner to shut down air-intake equipment in the vicinity of the Work. Cover air-intake louvers before proceeding with reroofing work that could affect indoor air quality or activate smoke detectors in the ductwork.

D. During removal operations, have sufficient and suitable materials on-site to facilitate rapid installation of temporary protection in the event of unexpected rain.

3.2 ROOF TEAR-OFF

A. Remove accessories from roofing as required.

B. Roof Tear-Off: Remove existing roofing and other roofing system components down to the existing roof decks (metal, gypsum and cementitious).

3.3 DECK PREPARATION

A. Inspect deck after tear-off of roofing system.

B. If deck surface is unsuitable for receiving new roofing or if structural integrity of deck is suspect, immediately notify Architect. Do not proceed with installation until directed by Architect.

3.4 BASE FLASHING REMOVAL

A. Remove existing base flashings. Clean substrates of contaminants, such as asphalt, sheet materials, dirt, and debris.

B. Do not damage metal counterflashings that are to remain. Replace metal counterflashings damaged during removal with counterflashings of same metal, weight or thickness, and finish.

C. Inspect wood blocking, curbs, and nailers for deterioration and damage. If wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.

D. When directed by Architect, replace wood blocking, curbs, and nailers to comply with Section 061000 "Rough Carpentry."

3.5 FASTENER PULL-OUT TESTING

A. Perform fastener pull-out tests and submit test report to Architect and roofing manufacturer before installing new roofing system.

B. Obtain roofing manufacturer approval to proceed with specified fastening pattern. Roofing manufacturer may furnish revised fastening pattern commensurate with pull-out test results.

3.6 DISPOSAL

A. Collect demolished materials and place in containers. Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.

1. Storage or sale of demolished items or materials on-site is not permitted.

B. Transport and legally dispose of demolished materials off Owner's property.

END OF SECTION 070150

SECTION 075320
ADHERED TPO ROOFING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Fully adhered TPO sheet roofing systems.
2. Board insulation.
3. Membrane roof flashings, base flashings and parapet flashings.
4. Elastomeric flashing boots at pipe penetrations.
5. Fasteners and adhesives.
6. Sealants.
7. Walkway pads.
8. Expansion joints.
9. Aluminum access ladders.

B. Related Work Specified In Other Sections:

1. Section 013300 “Submittal Procedures” for submittal of required items.
2. Section 075423 “Preparation for Reroofing” for removal of existing roofing materials and preparation of new roofing.
3. Section 076200 “Sheet Metal Work” for new sheet metal work and roof trim.
4. Section 077100 “Roof Hatch” for new roof hatch.

1.3 QUALITY ASSURANCE

A. Roofing Contractor: Illinois licensed, specializing for at least 5 years in the type of membrane system involved, who is approved by Architect and is certified/licensed by new roofing membrane system producer and who can furnish for this installation a foreman factory trained by the roof membrane system producer.

B. Source of Supply: Membrane system materials shall be obtained from a single source of supply except as authorized otherwise by membrane producer.

C. Standards of Installation: All components of roof system shall be furnished and installed to meet the wind 72 mph wind warranty.

D. Scheduling and Coordination:

1. Coordinate roofing installation with mechanical and electrical work associated with roof penetrations.
2. No phased construction will be considered or approved.

1.4 SUBMITTALS

A. Process all submittals as required in Section 01300 – Submittals.

B. Product Data: Submit 3 copies of roofing materials producer's specifications, material characteristics and installation instructions for each product required including fasteners.

C. Shop Drawings: Indicate:

1. Outline of roof and dimensions.
2. Typical and special details for flashings, roof curbs, penetrations, perimeter conditions, termination details, etc. Reference the locations of details on the roof outline.
3. Number and mark of each factory prepared roofing sheet and flashing.
4. Layout of tapered insulation saddle areas.
5. Provide fastener locations and spacing for insulation installation.

1.5 PRODUCT DELIVERY, STORAGE AND HANDLING

A. Packaging: Deliver materials to the job site in their original containers or packages, sealed, with legible labels intact, brand name, lot number, warning labels and reference standards clearly shown.

B. Temperatures Prior to Use: Store materials in the dry and in accordance with membrane producer's instructions. Other than roof membrane, all materials furnished by membrane producer shall be stored between 60°F and 80°F. If exposed to lower temperatures, restore to 60 - 80°F prior to use.

C. Warped or Broken Insulation Boards: Shall be removed from site.

1.6 JOB CONDITIONS

A. Ambient Conditions: Do not apply adhesives below adhesive manufacturers' recommended ambient temperature ranges.

B. Cold Weather: Follow membrane producer's special recommendations when cold weather retards free flow of adhesives and sealants. Do not apply adhesives below adhesive manufacturers' recommended ambient temperature ranges.

C. Electrical Power: Furnish power for heat welders by way of portable generator(s) producing at least 30 amps per welder supplied or furnish power to 220V heat welders by way of #10 x 3 or greater power cords and boost the power with a step-up transformer when cord length exceeds 150 feet.

D. Fire Prevention: Take every precaution to prevent fire.

1. Maintain at least 2 portable fire extinguishers, rated 10-B:C-20 pounds, near area where adhesives are being used and train applicators in their proper use.
2. Do not use open flames to heat adhesives. Allow solvents to air-dry.
3. Use only grounded spray equipment.

E. Coordinate with Owner to shut off or block vents which may allow solvents or adhesives vapors to be drawn inside the building.

1.7 WARRANTIES

A. New Roofing: Shall be provided with a non-prorated, No-Dollar-Limit, full system warranty to Owner, including tapered insulation saddles, against leaks or defects of any kind due to faulty materials or workmanship, and to sustain a 72 mph maximum wind speed as follows:

1. Roofing membrane system producer's 20 year warranty for materials and workmanship.
2. Roofing Contractor's 2 year warranty for workmanship.

PART 2 - PRODUCTS

2.1 SYSTEM DESCRIPTION

A. System Fire Rating: Provide a fire-resistant membrane and insulation assembly which has been tested and listed by Underwriter's Laboratories, Inc. (UL) as Class A, for the roof deck and slopes to be used on this project.

B. System Wind Rating: Roof to be warranted for a 72 mph maximum wind speed.

C. System Types: Reinforced TPO membrane fully adhered to the top layer of insulation units.

D. Membrane Joint System: Membrane system producer's splice tape system.

E. Approved Products: Use one of the following systems:

1. TPO Membrane System:

a. Carlisle **"**Sure-Weld**"**
b. Firestone "Ultra Ply TPO".
c. Versico "VersiWeld."
d. Or approved equal during bidding.

F. Membrane Joint System: Membrane system producer's splice tape system.

2.2 MATERIALS

A. Membrane: TPO Roof Membrane: White, Thermoplastic Polyolefin, .060" (60 mil) thick, reinforced.

B. Roof Insulation: High Density Rigid board insulation of foamed isocyanurate core with manufacturer's standard glass fiber reinforced mat facers or organic/inorganic facers integrally laminated to both sides; minimum R=5.7 per 1" of thickness: All insulation directly below the roofing membrane to be 25psi: All other insulation can be 20psi. Insulation furnished shall be as approved by membrane manufacturer.

1. Thickness: As shown on the drawings.

2. Tapered Insulation for Saddle & and Crickets: Isocyanurate units by same manufacturer as typical roof insulation; taper as required to achieve slopes indicated on drawings.

C. Mechanical Anchors: Types recommended by roof system manufacturer including compression plates, for the kind of deck indicated and for wood nailers, featuring anti-corrosive materials and anti-blackout design. Anti-corrosion coating shall pass 30 cycles in Kesternich Cabinet DIN #50018 - 2 liter.

D. Base Sheet: Asphalt coated glass fiber base sheet meeting ASTM D 4601, Type II, as recommended by membrane manufacturer.

E. Base and Parapet Flashing: Same material as used for roof membrane.

F. Flashing To Cover Corners In Substrates: Same material as roof membrane; or roof membrane producer**'**s unreinforced ethylene propylene-based flashing strips**,** .055" (55 mil) thick**,** of matching color.

G. Pipe Flashings: Premolded rubber boots approved by system producer for the membrane system, complete with stainless steel, screw tightened, pipe clamps.

H. Temporary Protection: Sheet polyethylene or fiber reinforced plastic. Provide weights to retain sheeting in position.

I. Auxiliary Materials: Prefabricated flashing units, bonding adhesives, sealants, splicing cements, mastics and other accessory materials shall be recommended by producer of roof membrane for the system installed.

J. Roof Expansion Joints: : See drawings for locations and details:

K. Walkway Pads:

1. Carlisle "Sure-Seal Roof Walkway Pads" 30" wide x 30" long, 3/8" thick.
2. Firestone " Walkway Pad", 30" wide x 30" long, .54" thick.
3. Or approved equal.

L. Aluminum Access Ladder: See drawing for details.

PART 3 - EXECUTION

3.1 GENERAL:

A. Install roofing membrane and flashing system in accordance with details, specifications and best practices recommended by membrane manufacturer.

1. Follow all recommendations and adhere to all precautions specified by roofing manufacturer except that where conflict occurs between manufacturer's recommendations and these specifications, the more stringent requirement shall prevail.
2. No wet or damaged materials shall be installed.

3.2 TEMPORARY PROTECTION

A. Temporary Protective Sheeting: Provide over uncovered deck surfaces whenever precipitation is forecast.

1. Retain sheeting in position with weights or temporary fasteners.
2. Provide for surface drainage from sheeting to existing drainage facilities.

B. Traffic: Do not permit traffic over unprotected or repaired deck surface.

3.3 PREPARATION

A. Surfaces to Receive Roofing System: Prepare so that they will be clean**,** dry**,** and free of fins**,** sharp edges**,** loose**,** damaged and foreign materials**,** oil and grease.

B. Cleaning: Sweep roof surface clean of loose matter.

3.4 INSPECTION FOR ROOFING

A. Acceptance of Conditions Affecting Application: Proceeding with roof system application shall designate acceptance of conditions.

3.5 BASE SHEET INSTALLATION OVER LIGHTWEIGHT CONCRETE AND TECTUM DECKS

A. General: At Marshall Elementary school, apply base sheets parallel to slope and lap the sheets 2", shingle fashion. Except as otherwise required for warranty:

1. Nail the base sheet to the gypsum deck and lightweight concrete.

3.6 INSULATION INSTALLATION

A. Marshall Elementary School:

1. Existing Metal Deck Areas: Install first 3” layer and mechanically fasten to metal deck. Install and adhere second 2 ½” layer of rigid insulation to the first layer of insulation.
2. Over Existing Lightweight Concrete Deck Areas: Install and fully adhere 3” first layer over base sheet. Install and adhere second 2 ½” layer of rigid insulation to the first layer of insulation.
3. Over Existing Cementitious “Tectum” Deck: Install and fully adhere first layer over base sheet. Install and adhere other layers of rigid insulation to the first layer of insulation.
4. Crickets and Saddles: Slopes shall be as indicated on drawings. Assure positive drainage flow by installing crickets and saddles wherever flow to roof drain is obstructed, is inadequate or must be positively encouraged during storms to counter the forces of excessive runoff speeds or high winds. Take special care to correct flow patterns at rooftop equipment and where roofs have been modified. Fully adhere to insulation using adhesive as recommended by manufacturer.

3.7 ROOF MEMBRANE INSTALLATION

A. General: Install roofing membrane and flashings in accordance with details, specifications and best practices recommended by membrane producer. Follow all recommendations and comply with all precautions specified by roofing producer except that where conflict occurs between producer's recommendations and these specifications, the more stringent requirement shall prevail.

1. Direction of Membrane Placement: Orient the membrane so that rainwater runs over rather than along lap joints.
2. Whole Sheets: Use whole, single sheets to the extent practicable.

B. Membrane Installation: Lay membrane in full bed of contact adhesive for 100% adhesion.

1. Relaxing: Roof membrane shall be set in place over substrate without stretching and allowed to relax 30 minutes before bonding.
2. Placement: Set sheets in final position, free of wrinkles and folds, overlapping adjacent sheets, with up-hill sheet on top of joint. Make overlap 5" on EPDM membranes. Then roll sheet back evenly onto itself. Sweep away bonding contaminants from mating surfaces using a stiff bristled broom.
3. Bonding Adhesive Application: Apply evenly to underside of sheet and to insulation at about the same time so as to allow matching drying times. Smooth out adhesive with nap roller. Hold bonding adhesive well back from edges to be spliced over other membrane.
4. Bonding to Insulation: When bonding adhesive is tacky and does not stick or string to touch of a dry finger, roll membrane into the coated substrate slowly and evenly so as not to cause wrinkles. Compress the bond with an approved roller. Do not bond surfaces before adhesive becomes tacky. Should adhesive loose its tackiness, reapply adhesive. Set the pace of work accordingly. When first half of a sheet is fully adhered, complete other half in same manner.
5. Contaminated Adhesive: Should adhesive become contaminated by dust, moisture, walking etc., re-apply adhesive, but only after contaminated adhesive is thoroughly dry, even if redoing entire field of adhesive is required. Remove contaminated adhesives when so recommended by membrane producer.

C. Lap Splices:

1. Cleaning: Sweep away excess talc and other bonding contaminants from mating surfaces using a stiff bristled broom.
2. Adhesive Application: Scrub on bonding adhesive to each surface to be mated, extending adhesive 1/2" to 3/4" beyond edge of the sheet that will be layed on top. Scrub harder where there is excess dusting agent or contamination. Time the application of adhesive to each surface so as to allow matching drying times when each side of splice tape is pressed into the adhesive.
3. Rolling: Roll the splice tape into the adhesive applied onto bottom sheet, leaving no edge of tape un-wet by the adhesive.
4. Trimming: Trim the top sheet as required to allow splice tape to be exposed 1/8" to 1/2" after top sheet is fixed.

5. Bonding: Fix the top sheet in place by allowing the sheet to carefully fall on to the freshly exposed top surface of the splice tape, making a joint free of wrinkles and fishmouths. Broom the entire length of the splice as the splice is made and then roll the splice tight with a silicone wheeled hand roller, working across the joint and then along its length.
6. Splices between Lengths of Splice Tape: Lap the splices at least 1" and cover such joints with a 6" x 6" patch of uncured membrane, sealed all around with lap edge sealant.
7. Sealing Exposed Scrim: Wherever the membrane reinforcement scrim is exposed, cover with continuous bead of lap edge sealant.
8. Sealant Application: Prime the surfaces before applying sealant and tool the sealant bead, as required by membrane manufacturer. Take caution to not disturb fresh lap sealant.

D. Edge Attachment: Mechanically attach edges of membrane all around roof edges and roof openings, anchoring into parapets and edge blocking, according to membrane producer's recommendations and approved details.

E. Flashing: Bond only to clean surfaces. Contour the membrane to fit substrate to which it is bonded so as not to allow bridging or gapping effect.

1. Roof Interruptions, Curbs and Edges: Flash with longest pieces practicable. Include intersections with other roofs. Terminate flashings a minimum of 8" above adjacent roof surface unless indicated otherwise.
2. Pipe Penetrations: Flash with prefabricated rubber boots. Seal the top of boots with stainless steel strap clamps and continuous bed of mastic sealant. Form all surfaces so as to provide positive drainage.
3. Pipe Penetrations: Seal according to Architect's approval using sealant pockets having proper metal flashings all around.
4. Base Flashings: Membrane flashings applied over upright surfaces shall be fully adhered to substrate, all across contact area, using techniques similar to those used to bond main roof membrane.
5. Joints In Membrane Flashings: Provide a minimum lap of 3" at joints and compress the bond with an approved roller. Round off membrane corners. Apply additional patches of flashing membrane over joints and seal all around edges, according to roof membrane system producer's recommendations.
6. Flashing Over Fasteners: Cover the fasteners with flashing membrane, providing a minimum lap of 3" beyond washers.

F. Expansion Joints:

1. Fill expansion voids with expansion joint insulation down to the level of the roof deck. Fill voids completely. Do not use any rigid materials.

    a. Wrap a vapor barrier membrane around fibrous insulations and seal joints between vapor membrane sections with vapor resistant construction tape and then seal the joint between vapor barrier and curb with approved mastic.

2. Top the expansion joint with an approved foam tube and secure the tube against dislodgement with strips of flashing membrane or as otherwise approved.

G. Temporary Closures: Install as needed to prevent water from flowing beneath roof system during inclement weather.

1. Extent: The roof membrane shall be extended at least 2 feet past edge of roof insulation and a continuous layer of sealer applied onto substrate 12" wide along the membrane edge.
2. Sealing Edge: Firmly embed roof membrane into sealer and provide continuous pressure over the length of the cut-off, using lumber and other ballast, so as to prevent blow-off.

H. Walkway Pads: Fully adhere walkway pads to the new membrane where shown on drawings.

I. Repairs:

1. Wrinkles: When within 18" of a splice or running towards a splice or positioned to interrupt proper drainage, cut out the wrinkle and repair with unspliced roof membrane to at least 3" beyond the wrinkle.
2. Cuts and Punctures: Patch over with roof membrane to at least 3" beyond the break.

J. Access Ladder: Mechanically attach aluminum access ladder to Marshall elementary school wall where shown on drawings.

3.8 ROOSEVELT COMMUNITY EDUCATION CENTER ROOFING REPAIR WORK

A. See drawings for scope of repair work.

3.9 INSTALLATION OF SHEET METAL WORK

A. Coordinate membrane installation with Section 076200 – Sheet Metal Work Contractor.

3.10 CLEAN UP

A. Smears and Droppings: Clean from all non-roofing surfaces.

B. Rubble, Debris, and Excess Materials: Remove roof construction rubble, debris, and excess roofing materials and containers.

END OF SECTION 075323

SECTION 076200
SHEET METAL WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Flashings and sheet metal work.
2. Coping and edge metal.

B. Related Requirements:

1. Section 061000 "Carpentry Work" for treated blocking, nailers and plywood backer panels.
2. Section 070150 "Preparation for Reroofing" for removal of existing sheet metal roof items.
3. Section 075423 "Adhered TPO Roofing" for roof flashings.

1.3 COORDINATION

A. Coordinate sheet metal flashing and trim layout and seams with sizes and locations of penetrations to be flashed, and joints and seams in adjacent materials.

B. Coordinate sheet metal flashing and trim installation with adjoining wall materials, joints, and seams to provide leakproof, secure, and noncorrosive installation.

1.4 ACTION SUBMITTALS

A. Product Data: For each type of product.

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

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

1. Include plans, elevations, sections, and attachment details.

2. Detail fabrication and installation layouts, expansion-joint locations, and keyed details. Distinguish between shop and field-assembled work.
3. Include identification of material, thickness, weight, and finish for each item and location in Project.
4. Include details for forming, including profiles, shapes, seams, and dimensions.
5. Include details for joining, supporting, and securing, including layout and spacing of fasteners, cleats, clips, and other attachments. Include pattern of seams.
6. Include details of termination points and assemblies.
7. Include details of expansion joints and expansion-joint covers, including showing direction of expansion and contraction from fixed points.
8. Include details of special conditions.
9. Include details of connections to adjoining work.
10. Detail formed flashing and trim at scale of not less than 1-1/2 inches per 12 inches.

C. Samples for Initial Selection: For each type of sheet metal and accessory indicated with factory-applied finishes.

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

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

E. Certifications: Submit roof membrane producer's certification that metal items to be furnished for roofing are acceptable for inclusion in roof system producer's warranty.

1.5 CLOSEOUT SUBMITTALS

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

1.6 QUALITY ASSURANCE

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

B. Applicator: A company specializing in sheet metal flashing work and approved by membrane roofing subcontractor; having 10 years' minimum experience.

C. Provide water and weather-tight work, with surfaces free from waves and buckles, and seams avoided as much as possible.

D. Comply with applicable recommendations and details of the latest editions of the SMACNA Architectural Sheet Metal Manual and the NRCA Roofing & Waterproofing Manual, including workmanship and installation.

E. Coordination:

1. Coordinate fabrication and installation of metal roof flashings with roof membrane system installers so as to meet requirements of roof warranty (specified in roofing specifications Section).

2. Coordinate metal flashings work with adjoining work for proper sequencing of each installation to ensure the best possible weather resistance and the protection of materials and finishes from damage.

1.7 DELIVERY, STORAGE, AND HANDLING

A. Deliver prefinished sheet metal components free of surface blemishes.

B. Do not store sheet metal flashing, panels and trim materials in contact with other materials that might cause staining, denting, or other surface damage. Store sheet metal flashing and trim materials away from uncured concrete and masonry.

C. Protect strippable protective covering on sheet metal flashing, panels and trim from exposure to sunlight and high humidity, except to extent necessary for period of sheet metal flashing and trim installation.

1.8 WARRANTY

A. Sheet metal flashings incorporated into membrane roofing shall be compatible with the requirements of the roof system producer for inclusion into the roofing warranty.

B. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing, panels and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.

1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:

a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.

2. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. General: Sheet metal flashing, panels and trim assemblies shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.

B. Sheet Metal Standard for Flashing, and Trim: Comply with SMACNA's "Architectural Sheet Metal Manual" requirements for dimensions and profiles shown unless more stringent requirements are indicated.

2.2 FABRICATED SHEET METAL COMPONENTS

A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying strippable, temporary protective film before shipping.

B. Counterflashings: Made from 0.050" aluminum, with 3" end laps. Corners to be mitered and solder sealed. Fabricate with punched nail hole slots 12" o.c. to allow for expansion.

C. Coping: Made from 0.050" aluminum, with corners formed by butting adjacent fascia pieces over backer splice unit that has been mitered and welded.

D. Roof Edge Trim: .050" thick mill finished aluminum strips, formed to profiles indicated. to provide 1-1/2" nailing flange and 1-1/2 downturn terminated by a 1/2" 45° drip.

E. Finish (All Fabricated Sheet Metal Components except as otherwise noted): Factory applied fluoropolymer coating containing a minimum of 70%, by weight, Kynar 500, Kynar 500 VLD or Hylar 5000 resin; color as selected by Architect from manufacturer’s full range of standard options to match existing.

2.3 MISCELLANEOUS MATERIALS

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

B. Flashing Cement: Asphalt mastic cement formulated for weathering and flow resistance, meeting requirements of Fed. Spec. SS-C-153.

C. Adhesives for sheet metal flashings in contact with EPDM roofing shall be type recommended by flashing sheet manufacturer and approved by roofing system manufacturer to provide a waterproof/weather-resistant seaming and adhesive application compatible with roofing system materials.

D. Dissimilar Metal Protection: Bituminous coating conforming to Fed. Spec. TT-C-494 or SSPC-Paint 12, or plastic separators, or insulating tape, subject to Architect’s approval.

1. For metal flashing in contact with roofing, use separation materials or methods compatible with roofing system materials as approved by roofing system manufacturer.

E. Sealant Tape for Surface Mounted Flashings: Protective Treatments, Inc., ″Product #606 Architectural Sealant Tape,″ 3/16" x 3/4" minimum size.

F. Sealant for Metal Flashing Joints: Use one of the following, color as best blends with color of flashing material:

1. Dap, Inc. "Butyl - Flex".
2. Pecora Corp. "BC 158".
3. Protective Treatments, Inc. (PTI) "757 Butyl Sealant".
4. Tremco "Butyl Sealant".
5. Sonneborn Bldg. Products "Butakauk".

G. Fasteners: Fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal or manufactured item.

1. For Fastening Aluminum Flashings: Aluminum or stainless steel nails with annular threads, of sufficient length to penetrate wood blocking at least 7/8".
2. For Cleats to Nailers: Use ring-shank or screw-shank nails long enough to penetrate the wood nailer at least 1-3/4" or use #8 screws long enough to penetrate the wood nailer 3/4".
3. For Exposed Fastening: Fasteners as specified above or screws, with soft neoprene washers.

2.4 FABRICATION, GENERAL

A. General: Custom fabricate sheet metal flashing and trim to comply with details shown and recommendations in cited sheet metal standard that apply to design, dimensions, geometry, metal thickness, and other characteristics of item required. Fabricate sheet metal flashing and trim in shop to greatest extent possible.

1. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
2. Obtain field measurements for accurate fit before shop fabrication.
3. Form sheet metal flashing and trim to fit substrates without excessive oil canning, buckling, and tool marks; true to line, levels, and slopes; and with exposed edges folded back to form hems.
4. Conceal fasteners and expansion provisions where possible. Do not use exposed fasteners on faces exposed to view.

B. Expansion Provisions: Form metal for thermal expansion of exposed flashing and trim.

1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
2. Use lapped expansion joints only where indicated on Drawings.

C. Sealant Joints: Where movable, nonexpansion-type joints are required, form metal to provide for proper installation of elastomeric sealant according to cited sheet metal standard.

D. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.

E. Fabricate cleats and attachment devices of sizes as recommended by cited sheet metal standard for application, but not less than thickness of metal being secured.

F. Drip Edges: All exposed edges of flashing shall have 1/2" projecting hemmed edge.

G. Seams: Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.

PART 3 - EXECUTION

3.1 EXAMINATION

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

1. Verify compliance with requirements for installation tolerances of substrates.
2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and securely anchored.

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

3.2 PREPARATION

A. Coordinate with other trades to provide flashings, etc., to secure their work.

B. Clean surfaces to be covered, removing dirt and other foreign matter.

C. Flashings shall be installed to prevent galvanic action with dissimilar metals by priming with heavy coat of bituminous paint (min. 7.5 mil DFT).

D. Prepare all surfaces where dissimilar metals meet, using dissimilar metal protection materials hereinbefore specified.

3.3 INSTALLATION, GENERAL

A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement. Use fasteners, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.

1. Install sheet metal flashing and trim true to line, levels, and slopes. Provide uniform, neat seams with minimum exposure of welds, and sealant.
2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
3. Space cleats not more than 12 inches apart. Attach each cleat with at least two fasteners. Bend tabs over fasteners.
4. Install exposed sheet metal flashing and trim with limited oil canning, and free of buckling and tool marks.
5. Torch cutting of sheet metal flashing and trim is not permitted.

B. Metal Protection: Where dissimilar metals contact each other, or where metal contacts pressure-treated wood or other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by sheet metal manufacturer or cited sheet metal standard.

1. Coat concealed side of sheet metal flashing and trim with bituminous coating where flashing and trim contact wood, ferrous metal, or cementitious construction.
2. Underlayment: Where installing sheet metal flashing and trim directly on cementitious or wood substrates, install underlayment and cover with slip sheet.

C. Cleats For Edgings: Install over a continuous bead of butyl sealant applied to the bottom of the vertical flange of the cleat. Install with annular threaded or ring-shank nails 16" o.c. When within 8 ft of outside corners, double the fasteners. Double-nail at ends of runs.

D. Metal Coping & Roof Edgings:

1. Install in coordination with roofing, as required to maintain roofing warranties.
2. Engage drip hem around the anchor cleat to the full depth of the drip hem.

E. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at maximum of 10 feet with no joints within 24 inches of corner or intersection.

1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.

F. Fasteners: Use fastener sizes that penetrate substrate not less than recommended by fastener manufacturer to achieve maximum pull-out resistance.

G. Conceal fasteners and expansion provisions where possible in exposed work and locate to minimize possibility of leakage. Cover and seal fasteners and anchors as required for a tight installation.

H. Seal joints as required for watertight construction.

1. Use sealant-filled joints unless otherwise indicated. Embed hooked flanges of joint members not less than 1 inch into sealant. Form joints to completely conceal sealant. When ambient temperature at time of installation is between 40 and 70 deg F, set joint members for 50 percent movement each way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 deg F.
2. Prepare joints and apply sealants to comply with requirements in Section 079200 "Joint Sealants."

3.4 CLEANING AND PROTECTION

A. Clean off excess sealants.

B. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturer's written installation instructions. On completion of sheet metal flashing and trim installation, remove unused materials and clean finished surfaces as recommended by sheet metal flashing and trim manufacturer. Maintain sheet metal flashing and trim in clean condition during construction.

END OF SECTION 076200

SECTION 077100
ROOF HATCH

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes flashings and sheet metal work not specifically included with other Sections of the Specifications but required to prevent penetration of water through exterior shell of the building:

1. Roof access hatch.
2. Roof hatch aluminum guardrail system.

B. Related Requirements:

1. Section 061000 "Rough Carpentry" for wood framing.
2. Section 070150 "Preparation for Re-Roofing" for removal of existing roof hatch.
3. Section 075423 "Adhered TPO Roofing" for roof flashings.

1.3 SUBMITTALS

A. Shop Drawings: Coordinate with Roof Installer as required. Indicate details for flashings, roof curbs, penetrations, perimeter conditions, etc. Shop Drawings for prefabricated roof hatch shall show exact dimensions, anchorages and relationships to other materials.

B. Product Data: Submit manufacturer’s specifications, material descriptions and installation instructions for each product required, including fasteners.

C. Warranties.

1.4 WARRANTY

A. Roof hatch manufacturer shall warrant that units will be free of defects in materials and workmanship for 5 years.

PART 2 - PRODUCTS

2.1 ROOF ACCESS HATCH

A. Type and Size: Ladder access type, with hatch cover lid controlled hydraulically or by counterbalancing spring, such as “Model S-20” manufactured by Bilco Co. as Basis-of-Design, or comparable products of Milcor or Babcock-Davis or approved equal. Field verify size of roof hatch in the field to match existing opening.

B. Cover Lid: Minimum 14-gauge steel galvanized with G-90 coating, factory primed. Lid shall be formed and reinforced to bear live load of at least 40 psf. Any joints required shall be welded or sealed continuously. Welded joints in galvanized steel shall be coated with zinc-rich galvanizing repair paint.

C. Curb: Minimum 14-gauge steel galvanized with G-90 coating. Curb shall be at least 8" higher than adjacent roof surface with an attachment flange at least 3" wide. Joints shall be welded continuously. Joints in galvanized steel shall be coated with zinc-rich galvanizing repair paint.

D. Insulation For Cover Lid and Curb: Glass fiber or mineral fiber insulation or rigid foamed plastic insulation, 1" thick, covered on the inside with 22-gauge steel, factory primed.

E. Counterflashings and Seals: Unit shall provide positive exclusion of wind blown moisture and cold air using neoprene or EPDM gaskets and counterflashing flanges of metal. Metal shall be same type as it is attached to, at least 22-gauge steel galvanized with G-90 coating.

F. Lock: Furnish with provisions for padlock on interior side.

G. Furnish aluminum guard rail system for the roof hatch.

PART 3 - EXECUTION

3.1 INSPECTION AND PREPARATION

A. Verify that surfaces to receive roof accessories roof hatches are suitable for application of the materials and that wood nailers have been properly installed.

B. Proceeding with installation of roof accessories, roof hatch shall designate acceptance of conditions.

C. Flash in existing roofing system watertight.

3.2 INSTALLATION

A. Install unit in accordance with manufacturer’s instructions according to the type of roof deck provided. Locate units accurately. Install roof curbs furnished under this Section.

B. Set flange in a continuous bed of roofing cement. Anchor only to the top of solid, treated wood blocking or through to structural framing members as detailed. Ensure that flange lays flat all around.

C. Securely fasten unit curbs to roof deck so as to resist all stresses induced by temperature changes in the roof system and induced through icing.

3.3 PROTECTION

A. Provide temporary coverings as necessary to protect against roofing operations.

END OF SECTION 077100