

HAPGOOD ELEMENTARY SCHOOL SWITCHGEAR REPLACEMENT

for LOMPOC UNIFIED SCHOOL DISTRICT
324 SOUTH A ST • LOMPOC, CALIFORNIA 93436

PROJECT MANUAL

04 AUGUST 2022 • KBZ JOB NO. 21075 • TRACKING NO. 69229-89
DSA Application 03-122441, File 42-22

Owner: LOMPOC UNIFIED SCHOOL DISTRICT
1301 North A St • Lompoc, CA 93436 • Phone (805) 742-3300



Architect: KRUGER BENSEN ZIEMER ARCHITECTS, INC.
30 W Arrellaga St • Santa Barbara, CA 93101
Phone (805) 963-1726 • www.kbzarch.com

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SPECIFICATION MANUAL
for the construction of:
Lompoc Unified School District
Hapgood ES Switchgear Replacement

KRUGER BENSEN ZIEMER ARCHITECTS, INC.
30 West Arrellaga Street. Santa Barbara, CA 93101



Todd A Jespersen
Principal Architect

C-25839
License No.

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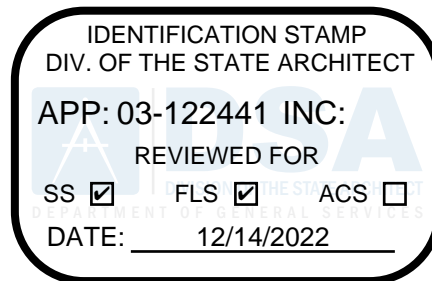
ELECTRICAL ENGINEER
C. HOOD & ASSOCIATES INC.
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Project Engineer

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PROJECT MANUAL
for
HAPGOOD ELEMENTARY SCHOOL
SWITCHGEAR REPLACEMENT
324 South A St
Lompoc, CA 93436

OWNER: BOARD OF EDUCATION
Lompoc Unified School District
1301 N A St
Lompoc, CA 93436
(805) 742-3300

ARCHITECT: KRUGER BENSEN ZIEMER ARCHITECTS, INC.
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SCHEDULE OF DRAWINGS

GENERAL

1. G-001 TITLE SHEET

ARCHITECTURAL

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ELECTRICAL

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Not Used

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Not Used

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Not Used

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Not Used

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Not Used

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Not Used

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Not Used

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Not Used

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Not Used

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SECTION 01 0001 - GENERAL DSA REQUIREMENTS**PART 1 - GENERAL**

- 1.1 All work shall be compliant with California Building Code Title 24, for Parts 1-6 and 9.
- 1.2 California Building Code Title 24, Parts 1-5 must be kept on site during construction.
- 1.3 If any conflicts or inconsistencies exist between the specifications and the drawings (including the general notes), more stringent requirements shall take precedence.
- 1.4 All DSA addenda must be signed by Architect and approved by DSA (Section 4-338, Part 1).
- 1.5 All substitutions affecting DSA-regulated items shall be considered as a Construction Change Document (CCD) or Addenda and shall be approved by DSA prior to fabrication and installation. (IR A-6 and Section 4-338(c), Part 1).
 - A. DSA-regulated items are those which affect structural, life-safety, and/or accessibility components.
 - B. Construction Change Documents must be signed by all the following:
 - 1. A/E of Record
 - 2. Structural Engineer (when applicable)
 - 3. Delegated professional engineer (when applicable)
 - 4. DSA
- 1.6 The Project Inspector and testing lab must be employed by the owner and approved by all of the following:
 - A. A/E of Record
 - B. Structural Engineer (when applicable)
 - C. DSA

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 0001

SECTION 01 1000 - SUMMARY**PART 1 - GENERAL****1.1 SUMMARY****A. Section Includes:**

1. Project information.
2. Work covered by Contract Documents.
3. Contractor's use of site and premises.
4. Coordination with occupants.
5. Work restrictions.
6. Specification and Drawing conventions.

B. Related Requirements:

1. Section 01 5000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.2 DEFINITIONS

- A. Work Package: A group of specifications, drawings, and schedules prepared by the design team to describe a portion of the Project Work for pricing, permitting, and construction.

1.3 PROJECT INFORMATION**A. Project Identification: HAPGOOD ES SWITCHGEAR REPLACEMENT.**

1. Project Location: 324 A St, Lompoc, CA 93436.

B. Owner: LOMPOC UNIFIED SCHOOL DISTRICT.

1. Owner's Representative: Sam Blanton, Director Facilities & Maintenance.

C. Architect: KRUGER BENSEN ZIEMER ARCHITECTS, INC.

1. Architect's Representatives: Todd Jespersen & Stuart Hauck.

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

1. Electrical Engineer: C. HOOD & ASSOCIATES, INC.

- a. C. Hood & Associates Representative: Craig Hood.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:
 - 1. Replacement of main electrical switchgear and other Work indicated in the Contract Documents.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract.

1.5 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Restricted Use of Site: 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.
- B. Limits on Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Limits on Use of Site: Confine construction operations to the area immediately around the existing switchgear and the path to the power pole as necessary.
 - 2. 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 for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. 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.
- D. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.6 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy Project site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts

and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day 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 approval of authorities having jurisdiction.
2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
3. (discuss temp power requirements, if any)

1.7 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work to between 7:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise indicated. Work hours may be modified to meet Project requirements if approved by Owner and authorities having jurisdiction.
 1. Weekend Hours: by prior authorization only; 72-hours advance request required.
 2. Early Morning Hours: by prior authorization only; 72-hours advance request required.
 3. Hours for Utility Shutdowns: by prior authorization only; 72-hours advance request required.
 4. Hours for Core Drilling: by prior authorization only; 72-hours advance request required..
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging for temporary utility services according to requirements indicated:
 1. Notify Owner not less than three days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
 1. Notify Owner not less than two days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products including e-cigarettes/vaping, alcoholic beverages, and other controlled substances on Project site is not permitted.
- F. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

- G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.

- 1. Maintain list of approved screened personnel with Owner's representative.

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. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
 - 3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
 - 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.

- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

- D. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:

- 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings and published as part of the U.S. National CAD Standard.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1000

SECTION 01 2500 - SUBSTITUTION PROCEDURES**PART 1 - GENERAL****1.1 SUMMARY**

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 01 6000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.2 DEFINITIONS

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

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit documentation identifying product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use form acceptable to Architect.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific

- features and requirements indicated. Indicate deviations, if any, from the Work specified.
- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 QUALITY ASSURANCE

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

1.5 PROCEDURES

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

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

- 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

- a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

- B. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Architect.

- 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

- a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Substitution request is fully documented and properly submitted.
 - e. Requested substitution will not adversely affect Contractor's construction schedule.

- f. Requested substitution has received necessary approvals of authorities having jurisdiction.
- g. Requested substitution is compatible with other portions of the Work.
- h. Requested substitution has been coordinated with other portions of the Work.
- i. Requested substitution provides specified warranty.
- j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2500

SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES**PART 1 - GENERAL****1.1 SUMMARY**

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
 - 1. Section 01 2500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.
 - 2. Section 01 3100 "Project Management and Coordination" for requirements for forms for contract modifications provided as part of web-based Project management software.

1.2 MINOR CHANGES IN THE WORK

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

1.3 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.
 - e. Quotation Form: Use forms acceptable to Architect.

- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Section 01 2500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 7. Proposal Request Form: Use form acceptable to Architect.

1.4 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 or District form.

1.5 CONSTRUCTION CHANGE DIRECTIVE

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2600

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SECTION 01 2900 - PAYMENT PROCEDURES**PART 1 - GENERAL****1.1 SUMMARY**

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Section 01 2600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 2. Section 01 3200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.2 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.

1.3 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 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. Owner's name.
 - c. Owner's Project number.
 - d. Name of Architect.
 - e. Architect's Project number.
 - f. Contractor's name and address.
 - g. Date of submittal.

2. Arrange schedule of values consistent with format of AIA Document G703.
3. Arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of 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.
6. Overhead Costs, Separate Line Items: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
7. Temporary Facilities: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
8. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
9. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.4 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.
- B. Payment Application Times: The date for each progress payment is indicated in the Owner/Contractor Agreement. 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 last day of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
 - 1. Submit draft copy of Application for Payment seven days prior to due date for review by DSA Project Inspector and then the Architect.
- 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. Execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 - 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 - 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- F. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
 - 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.
 - 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 - 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- G. Transmittal: Submit electronic signed and original PDF of each Application for Payment to DSA Project Inspector and Construction Manager via email. PDF shall include waivers of lien and similar attachments if required.
 - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.

- H. Waivers of Mechanic's Lien: With each Application for Payment, submit 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. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- I. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Submittal schedule (preliminary if not final).
 6. List of Contractor's staff assignments.
 7. List of Contractor's principal consultants.
 8. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 9. Initial progress report.
 10. Report of preconstruction conference.
- J. 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.
 - a. Complete administrative actions, submittals, and Work preceding this application, as described in Section 01 7700 "Closeout Procedures."
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- K. 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. Certification of completion of final punch list items.

3. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
4. Updated final statement, accounting for final changes to the Contract Sum.
5. AIA Document G706.
6. Evidence that claims have been settled.
7. Final liquidated damages settlement statement.
8. Proof that taxes, fees, and similar obligations are paid.
9. Waivers and releases.
10. Close-out documents, including as-built drawings and specifications.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2900

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SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION**PART 1 - GENERAL****1.1 SUMMARY**

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Related Requirements:
 - 1. Section 01 3200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
 - 2. Section 01 7300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Section 01 7700 "Closeout Procedures" for coordinating closeout of the Contract.

1.2 DEFINITIONS

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

1.3 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, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses, cellular telephone numbers, and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1.4 GENERAL COORDINATION PROCEDURES

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

1.5 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 - 1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 - 2. Coordinate and submit RFIs in a prompt manner 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. Owner name.
 3. Owner's Project number.
 4. Name of Architect.
 5. Architect's Project number.
 6. Date.
 7. Name of Contractor.
 8. RFI number, numbered sequentially.
 9. RFI subject.
 10. Specification Section number and title and related paragraphs, as appropriate.
 11. Drawing number and detail references, as appropriate.
 12. Field dimensions and conditions, as appropriate.
 13. **Contractor's suggested resolution.** If anticipated resolution or Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 14. Contractor's signature.
 15. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: AIA Document G716 or software-generated form with substantially the same content as indicated above, acceptable to Architect.
1. Attachments shall be electronic files in PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven 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 by Architect 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 01 2600 "Contract Modification Procedures."

- a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 5 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Include the following:
 - 1. Project name.
 - 2. Name and address of Contractor.
 - 3. Name and address of Architect.
 - 4. RFI number, including RFIs that were returned without action or withdrawn.
 - 5. RFI description.
 - 6. Date the RFI was submitted.
 - 7. Date Architect's response was received.
 - 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within three days if Contractor disagrees with response.

1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Architect's Data Files Not Available: Architect will not provide Architect's CAD drawing digital data files for Contractor's use during construction.
- B. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare 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.
 - 2. Name file with submittal number or other unique identifier, including revision identifier.
 - 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
 - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times a minimum of seven days prior to meeting.
 - 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, but no later than 15 days after execution of the Agreement.
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. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - 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, including notification requirements for DSA Project Inspector and Testing Lab.
 - 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.
 - 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. Project Closeout Conference ("Punch List Walk"): Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 7 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, Architect, DSA Project Inspector, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of Record Documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Procedures for completing and archiving web-based Project software site data files.
 - d. Submittal of written warranties.
 - e. Requirements for completing sustainable design documentation.
 - f. Requirements for preparing operations and maintenance data.
 - g. Requirements for delivery of material samples, attic stock, and spare parts.
 - h. Requirements for demonstration and training.
 - i. Preparation of Contractor's punch list.
 - j. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - k. Submittal procedures.
 - l. Coordination of separate contracts.
 - m. Owner's partial occupancy requirements.
 - n. Installation of Owner's furniture, fixtures, and equipment.
 - o. Responsibility for removing temporary facilities and controls.
 4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- D. Progress Meetings: 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 use.
 - 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 (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3100

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SECTION 01 3200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Startup construction schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Construction schedule updating reports.
 - 4. Daily construction reports.
 - 5. Material location reports.
 - 6. Site condition reports.
 - 7. Unusual event reports.
- B. Related Requirements:
 - 1. Section 01 4000 "Quality Requirements" for schedule of tests and inspections.
 - 2. Section 01 2900 "Payment Procedures" for schedule of values and requirements for use of cost-loaded schedule for Applications for Payment.

1.2 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction Project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine the critical path of Project and when activities can be performed.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.

1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- F. Resource Loading: The allocation of manpower and equipment necessary for completing an activity as scheduled.

1.3 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
1. PDF file.
- B. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
- C. Construction Schedule Updating Reports: Submit with Applications for Payment.
- D. Construction Schedule 3-Week Look-Ahead: Submit 24 hours minimum in advance of each construction progress meeting.
- E. Daily Construction Reports: Submit at weekly intervals.
- F. Material Location Reports: Submit at weekly intervals.
- G. Site Condition Reports: Submit at time of discovery of differing conditions.
- H. Unusual Event Reports: Submit at time of unusual event.

1.4 COORDINATION

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

1.5 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
- B. Time Frame: Extend schedule from date established for the Notice of Award to date of Final Completion.
 - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each floor or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
 - 1. Activity Duration: Define activities so no activity is longer than 10 days, unless specifically allowed by Architect.
 - 2. Temporary Facilities: Indicate start and completion dates for the following as applicable:
 - a. Temporary facilities.
 - b. Construction of mock-ups, prototypes and samples.
 - c. Owner interfaces and furnishing of items.
 - d. Interfaces with Separate Contracts.
 - e. Regulatory agency approvals.
 - f. Punch list.
 - 3. Procurement Activities: Include procurement process activities for the following long lead-time items and major items, requiring a cycle of more than 30 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 - a. Prefabricated Ramp Assembly.
 - 4. Submittal Review Time: Include review and resubmittal times indicated in Section 01 3300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
 - 5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
 - 6. Punch List and Final Completion: Include not more than 14 days for completion of punch list items and Final Completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
 - 1. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 - 2. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.

- b. Limitations of continued occupancies.
 - c. Uninterruptible services.
 - d. Partial occupancy before Substantial Completion.
 - e. Use-of-premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. Environmental control.
 - i. Permanent space enclosure.
 - j. Completion of mechanical and plumbing installation.
 - k. Completion of electrical installation.
 - l. Substantial Completion.
- E. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
- 1. Unresolved issues.
 - 2. Unanswered Requests for Information.
 - 3. Rejected or unreturned submittals.
 - 4. Notations on returned submittals.
 - 5. Pending modifications affecting the Work and the Contract Time.
- F. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule with each pay application.
- 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Final Completion percentage for each activity.
- G. Recovery Schedule: When periodic update indicates the Work is 7 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.
- H. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
- 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

1.6 GANTT-CHART SCHEDULE REQUIREMENTS

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's Construction Schedule within 14 days of date established for the Notice to Proceed.
 - 1. Base schedule on the startup construction schedule and additional information received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
 - 1. For construction activities that require three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

1.7 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
 - 1. List of subcontractors at Project site.
 - 2. List of separate contractors at Project site.
 - 3. Approximate count of personnel at Project site.
 - 4. Equipment at Project site.
 - 5. Material deliveries.
 - 6. High and low temperatures and general weather conditions, including presence of rain or snow.
 - 7. Testing and inspection.
 - 8. Accidents.
 - 9. Meetings and significant decisions.
 - 10. Unusual events.
 - 11. Stoppages, delays, shortages, and losses.
 - 12. Meter readings and similar recordings.
 - 13. Emergency procedures.
 - 14. Orders and requests of authorities having jurisdiction.
 - 15. Change Orders received and implemented.
 - 16. Construction Change Directives received and implemented.
 - 17. Services connected and disconnected.
 - 18. Equipment or system tests and startups.
 - 19. Partial completions and occupancies.
 - 20. Substantial Completions authorized.
- B. Material Location Reports: At weekly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:

1. Material stored prior to previous report and remaining in storage.
 2. Material stored prior to previous report and since removed from storage and installed.
 3. Material stored following previous report and remaining in storage.
- C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.
- D. Unusual Event Reports: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, responses by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.
1. Submit unusual event reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3200

SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

B. Related Requirements:

1. Section 01 2900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
2. Section 01 3100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
3. Section 01 3200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
4. Section 01 3233 "Photographic Documentation" for submitting preconstruction photographs, periodic construction photographs, and Final Completion construction photographs.
5. Section 01 4000 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
6. Section 01 7700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.
7. Section 01 7823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
8. Section 01 7839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.2 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."

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list 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. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 2. Final Submittal Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule as required to reflect changes in current status and timing for submittals.
 3. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal Category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's final release or approval.

1.4 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
1. Project name.
 2. Date.
 3. Name of Architect.
 4. Name of Contractor.
 5. Name of firm or entity that prepared submittal.
 6. Names of subcontractor, manufacturer, and supplier.
 7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
 8. Category and type of submittal.
 9. Submittal purpose and description.
 10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 11. Drawing number and detail references, as appropriate.
 12. Indication of full or partial submittal.
 13. Location(s) where product is to be installed, as appropriate.
 14. Other necessary identification.
 15. Remarks.
 16. Signature of transmitter.

- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Paper Submittals: Not required
- E. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.
 - 1. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using AIA Document G810 or Contractor's standard transmittal form acceptable to Architect.
 - a. Transmittal shall be the first page of the PDF submittal.
 - b. Provide a blank space approximately 4 by 4 inches on the transmittal sheet for Architect's and consultant's (where applicable) review and approval markings and action(s) taken.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form as part of each submittal. Include information in email subject line as requested by Architect.
 - a. Architect will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
 - b. Architect will return final approved submittal file to DSA Inspector for field verification.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 - 4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.

- a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's 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 7 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 7 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 10 days for initial review of each submittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block, and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. 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 unsuitable 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. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.
- B. 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.
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
 1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
 4. Paper Transmittal: Include paper transmittal, including complete submittal information indicated.

5. 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.
6. 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(s) 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.
7. 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.
 - 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.
- D. 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. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.

- E. 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.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
 - 1. Certificates and Certifications Submittals: Submit 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. Provide a notarized signature where indicated.
 - 2. 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.
 - 3. 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.
 - 4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
 - 5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
 - 6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.
- H. Test and Research Reports:
 - 1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
 - 2. 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.
 - 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 - 4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 - 5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on

evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:

- a. Name of evaluation organization.
- b. Date of evaluation.
- c. Time period when report is in effect.
- d. Product and manufacturers' names.
- e. Description of product.
- f. Test procedures and results.
- g. Limitations of use.

1.7 CONTRACTOR'S REVIEW

- A. Action Submittals 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. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include 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.
 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.8 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return.
 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.
- B. 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.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will return without review submittals received from sources other than Contractor.

- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3300

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SECTION 01 4000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and quality-control requirements for individual work results are specified in their respective Specification Sections. Requirements in individual Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
 - 4. Refer to DSA-approved form DSA-103 for project-specific Testing and Inspection requirements, including special inspection requirements.
 - 5. District will engage the required DSA-certified Project Inspector that will be approved by the DSA Field Engineer for this project.
 - a. Project Inspector will complete and submit the DSA-145 Project Inspection Card to the DSABox for this project at various stages of project completion, noting compliance with the approved documents.
 - b. Project will be inspected per CBC Chapter 1 Section 110 and other DSA requirements and procedures.

1.2 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

- C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, subcontractor, or sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).
- D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.
- E. Product Tests: Tests and inspections that are performed by a testing agency certified to conduct product testing and acceptable to authorities having jurisdiction (DSA), to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."
- H. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work, to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- I. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work, to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect.

1.3 CONFLICTING REQUIREMENTS

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

1.4 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data: For Contractor's quality-control personnel.
- C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
 - 1. Seismic-force-resisting system, designated seismic system, or component listed in the Statement of Special Inspections.
 - 2. Primary wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.
- D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- E. Schedule of Tests and Inspections: See DSA-approved form DSA-103.

1.5 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, telephone number, and email address of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.
 - 10. Record of temperature and weather conditions at time of sample-taking and testing and inspection.
 - 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 - 12. Name and signature of laboratory inspector.
 - 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:

1. Name, address, telephone number, and email address of technical representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement of whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.
 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 4. Statement of whether conditions, products, and installation will affect warranty.
 5. Other required items indicated in individual Specification Sections.

1.6 QUALITY ASSURANCE

- A. Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Specialists: Certain Specification Sections require that specific construction activities be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and engage in the activities indicated.
1. Requirements of authorities having jurisdiction supersede requirements for specialists.

- F. Testing and Inspecting Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented in accordance with ASTM E329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
 - 1. Testing Laboratory shall hired directly by the District and shall be listed as an "Accepted Laboratory" by the Division of the State Architect (DSA) as part of their Laboratory Evaluation and Acceptance (LEA) program and shall have an assigned LEA identification number.
- G. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- H. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

1.7 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
 - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspection they are engaged to perform.
 - 2. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
 - 1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 - 2. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor will not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 - 3. Notify testing agencies at least 48 hours in advance of time when Work that requires testing or inspection will be performed; notification shall happen via the DSA project inspector.

4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. Testing Agency Responsibilities: Cooperate with Project Inspector, Architect, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform duties of Contractor.
- E. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01 3300 "Submittal Procedures."
- F. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- G. Contractor's Associated Requirements and Services: Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.

5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 6. Security and protection for samples and for testing and inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

1.8 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency and special inspector (if required) to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures, and reviewing the completeness and adequacy of those procedures to perform the Work.
 2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
 4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
 5. Interpreting tests and inspections, and stating in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
 6. Retesting and reinspecting corrected Work.
 7. Refer to approved form DSA-103 for table of required tests and inspections.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect.
 4. Identification of testing agency or special inspector conducting test or inspection.

- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's and authorities' having jurisdiction reference during normal working hours.

- 1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample-taking, and similar services, repair damaged construction and restore substrates and finishes.
 - 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 7300 "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 4000

SECTION 01 4200 - REFERENCES

PART 1 - GENERAL

1.1 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.

1.2 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.

1. For standards referenced by applicable building codes, comply with dates of standards as listed in building codes.
- 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.

1.3 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 Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."
- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Abbreviations and acronyms not included in this list shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States." The information in this list is subject to change and is believed to be accurate as of the date of the Contract Documents.
1. AABC - Associated Air Balance Council; www.aabc.com.
 2. AAMA - American Architectural Manufacturers Association; (See FGIA).
 3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
 4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
 5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
 6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
 7. ABMA - American Boiler Manufacturers Association; www.abma.com.
 8. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org.
 9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
 10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
 11. AF&PA - American Forest & Paper Association; www.afandpa.org.
 12. AGA - American Gas Association; www.aga.org.
 13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
 14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
 15. AI - Asphalt Institute; www.asphaltinstitute.org.
 16. AIA - American Institute of Architects (The); www.aia.org.
 17. AISC - American Institute of Steel Construction; www.aisc.org.
 18. AISI - American Iron and Steel Institute; www.steel.org.
 19. AITC - American Institute of Timber Construction; www.plib.org.
 20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.

21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.
30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
34. ASSP - American Society of Safety Professionals (The); www.assp.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AVIXA - Audiovisual and Integrated Experience Association; (Formerly: Infocomm International); www.avixa.org.
38. AWEA - American Wind Energy Association; www.awea.org.
39. AWI - Architectural Woodwork Institute; www.awinet.org.
40. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
41. AWPA - American Wood Protection Association; www.awpa.com.
42. AWS - American Welding Society; www.aws.org.
43. AWWA - American Water Works Association; www.awwa.org.
44. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
45. BIA - Brick Industry Association (The); www.gobrick.com.
46. BICSI - BICSI, Inc.; www.bicsi.org.
47. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
48. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
49. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
50. CDA - Copper Development Association; www.copper.org.
51. CE - Conformance Européenne; www.ec.europa.eu/growth/single-market/ce-marking.
52. CEA - Canadian Electricity Association; www.electricity.ca.
53. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
54. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
55. CGA - Compressed Gas Association; www.cganet.com.
56. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
57. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
58. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
59. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
60. CPA - Composite Panel Association; www.compositepanel.org.
61. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.

62. CRRC - Cool Roof Rating Council; www.coolroofs.org.
63. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
64. CSA - CSA Group; www.csa-group.org.
65. CSI - Cast Stone Institute; www.caststone.org.
66. CSI - Construction Specifications Institute (The); www.csiresources.org.
67. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
68. CTA - Consumer Technology Association; www.cta.tech.
69. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.coolingtechnology.org.
70. CWC - Composite Wood Council; (See CPA).
71. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
72. DHA - Decorative Hardwoods Association; (Formerly: Hardwood Plywood & Veneer Association); www.decorativehardwoods.org.
73. DHI - Door and Hardware Institute; www.dhi.org.
74. ECA - Electronic Components Association; (See ECIA).
75. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
76. ECIA - Electronic Components Industry Association; www.ecianow.org.
77. EIA - Electronic Industries Alliance; (See TIA).
78. EIMA - EIFS Industry Members Association; www.eima.com.
79. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
80. EOS/ESD Association; (Electrostatic Discharge Association); www.esda.org.
81. ESTA - Entertainment Services and Technology Association; (See PLASA).
82. ETL - Intertek (See Intertek); www.intertek.com.
83. EVO - Efficiency Valuation Organization; www.evo-world.org.
84. FCI - Fluid Controls Institute; www.fluidcontrolsintstitute.org.
85. FGIA - Fenestration and Glazing Industry Alliance; <https://fgiaonline.org>.
86. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
87. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
88. FM Approvals - FM Approvals LLC; www.fmapprovals.com.
89. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
90. FRSA - Florida Roofing, Sheet Metal Contractors Association, Inc.; www.floridarroof.com.
91. FSA - Fluid Sealing Association; www.fluidsealing.com.
92. FSC - Forest Stewardship Council U.S.; www.fscus.org.
93. GA - Gypsum Association; www.gypsum.org.
94. GANA - Glass Association of North America; (See NGA).
95. GS - Green Seal; www.greenseal.org.
96. HI - Hydraulic Institute; www.pumps.org.
97. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
98. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
99. HPVA - Hardwood Plywood & Veneer Association; (See DHA).
100. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
101. IAS - International Accreditation Service; www.iasonline.org.
102. ICBO - International Conference of Building Officials; (See ICC).
103. ICC - International Code Council; www.iccsafe.org.
104. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.

105. ICPA - International Cast Polymer Association; www.theicpa.com.
106. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
107. IEC - International Electrotechnical Commission; www.iec.ch.
108. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
109. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
110. IESNA - Illuminating Engineering Society of North America; (See IES).
111. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
112. IGMA - Insulating Glass Manufacturers Alliance; (See FGIA).
113. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.org.
114. II - Infocomm International; (See AVIXA).
115. ILI - Indiana Limestone Institute of America, Inc.; www.ili.ai.com.
116. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
117. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
118. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
119. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
120. ISO - International Organization for Standardization; www.iso.org.
121. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
122. ITU - International Telecommunication Union; www.itu.int.
123. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
124. LMA - Laminating Materials Association; (See CPA).
125. LPI - Lightning Protection Institute; www.lightning.org.
126. MBMA - Metal Building Manufacturers Association; www.mbma.com.
127. MCA - Metal Construction Association; www.metalconstruction.org.
128. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
129. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
130. MHI - Material Handling Industry; www.mhi.org.
131. MIA - Marble Institute of America; (See NSI).
132. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
133. MPI - Master Painters Institute; www.paintinfo.com.
134. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
135. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
136. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
137. NADCA - National Air Duct Cleaners Association; www.nadca.com.
138. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
139. NALP - National Association of Landscape Professionals; www.landscapeprofessionals.org.
140. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
141. NBI - New Buildings Institute; www.newbuildings.org.
142. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
143. NCMA - National Concrete Masonry Association; www.ncma.org.
144. NEBB - National Environmental Balancing Bureau; www.nebb.org.

145. NECA - National Electrical Contractors Association; www.necanet.org.
146. NelMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
147. NEMA - National Electrical Manufacturers Association; www.nema.org.
148. NETA - InterNational Electrical Testing Association; www.netaworld.org.
149. NFHS - National Federation of State High School Associations; www.nfhs.org.
150. NFPA - National Fire Protection Association; www.nfpa.org.
151. NFPA - NFPA International; (See NFPA).
152. NFRC - National Fenestration Rating Council; www.nfrc.org.
153. NGA - National Glass Association (The); (Formerly: Glass Association of North America); www.glass.org.
154. NHLA - National Hardwood Lumber Association; www.nhla.com.
155. NLGA - National Lumber Grades Authority; www.nlga.org.
156. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
157. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
158. NRCA - National Roofing Contractors Association; www.nrca.net.
159. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
160. NSF - NSF International; www.nsf.org.
161. NSI - National Stone Institute; (Formerly: Marble Institute of America); www.naturalstoneinstitute.org.
162. NSPE - National Society of Professional Engineers; www.nspe.org.
163. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
164. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
165. NWFA - National Wood Flooring Association; www.nwfa.org.
166. NWRA - National Waste & Recycling Association; www.wasterecycling.org.
167. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
168. PDI - Plumbing & Drainage Institute; www.pdionline.org.
169. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
170. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
171. RFCI - Resilient Floor Covering Institute; www.rfci.com.
172. RIS - Redwood Inspection Service; www.redwoodinspection.com.
173. SAE - SAE International; www.sae.org.
174. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
175. SDI - Steel Deck Institute; www.sdi.org.
176. SDI - Steel Door Institute; www.steeldoor.org.
177. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
178. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
179. SIA - Security Industry Association; www.siaonline.org.
180. SJI - Steel Joist Institute; www.steeljoist.org.
181. SMA - Screen Manufacturers Association; www.smainfo.org.
182. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
183. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
184. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
185. SPIB - Southern Pine Inspection Bureau; www.spib.org.
186. SPRI - Single Ply Roofing Industry; www.spri.org.

187. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
188. SSINA - Specialty Steel Industry of North America; www.ssina.com.
189. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
190. STI - Steel Tank Institute; www.steeltank.com.
191. SWI - Steel Window Institute; www.steelwindows.com.
192. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
193. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
194. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
195. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
196. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
197. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
198. TMS - The Masonry Society; www.masonrysociety.org.
199. TPI - Truss Plate Institute; www.tpinst.org.
200. TPI - Turfgrass Producers International; www.turfgrasssod.org.
201. TRI - Tile Roofing Institute; www.tilerroofing.org.
202. UL - Underwriters Laboratories Inc.; www.ul.com.
203. UL LLC - UL LLC; www.ul.com.
204. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
205. USAV - USA Volleyball; www.usavolleyball.org.
206. USGBC - U.S. Green Building Council; www.usgbc.org.
207. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
208. WA - Wallcoverings Association; www.wallcoverings.org.
209. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
210. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
211. WDMA - Window & Door Manufacturers Association; www.wdma.com.
212. WI - Woodwork Institute; www.wicnet.org.
213. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
214. WWPA - Western Wood Products Association; www.wwpa.org.

C. 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. DIN - Deutsches Institut für Normung e.V.; www.din.de.
2. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
3. ICC - International Code Council; www.iccsafe.org.
4. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

D. 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. COE - Army Corps of Engineers; www.usace.army.mil.
2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.

3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
 4. DOD - Department of Defense; www.quicksearch.dla.mil.
 5. DOE - Department of Energy; www.energy.gov.
 6. EPA - Environmental Protection Agency; www.epa.gov.
 7. FAA - Federal Aviation Administration; www.faa.gov.
 8. FG - Federal Government Publications; www.gpo.gov/fdsys.
 9. GSA - General Services Administration; www.gsa.gov.
 10. HUD - Department of Housing and Urban Development; www.hud.gov.
 11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
 12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
 13. SD - Department of State; www.state.gov.
 14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
 15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
 16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
 17. USDOJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
 18. USP - U.S. Pharmacopeial Convention; www.usp.org.
 19. USPS - United States Postal Service; www.usps.com.
- E. 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. CFR - Code of Federal Regulations; Available from Government Printing Office; www.govinfo.gov.
 2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
 3. DSCC - Defense Supply Center Columbus; (See FS).
 4. FED-STD - Federal Standard; (See FS).
 5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org.
 6. MILSPEC - Military Specification and Standards; (See DOD).
 7. USAB - United States Access Board; www.access-board.gov.
 8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

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

1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; www.bearhfti.ca.gov.
2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; www.calregs.com.
3. CDHS; California Department of Health Services; (See CDPH).
4. CDPH; California Department of Public Health; Indoor Air Quality Program; www.cdph.ca.gov/Programs/CCDCPHP/DEODC/EHLB/IAQ/Pages/Main-Page.aspx.
5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
7. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservation.tamu.edu.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 4200

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SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 01 1000 "Summary" for work restrictions and limitations on utility interruptions.

1.2 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Not applicable.
- C. Water Service: Owner will pay water-service use charges for water used by all entities for construction operations.
- D. Electric Power Service: Owner will pay electric-power-service use charges for electricity used by all entities for construction operations.
- E. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- F. 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.

1.3 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.

- B. Implementation and Termination Schedule: Within 10 days of date established for commencement of the Work, submit schedule indicating implementation and termination dates of each temporary utility.
- C. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- D. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- E. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Include the following:
 - 1. Locations of dust-control partitions at each phase of work.
 - 2. HVAC system isolation schematic drawing.
 - 3. Location of proposed air-filtration system discharge.
 - 4. Waste-handling procedures.
 - 5. Other dust-control measures.
- F. Noise and Vibration Control Plan: Identify construction activities that may impact the occupancy and use of existing spaces within the building or adjacent existing buildings, whether occupied by others, or occupied by the Owner. Include the following:
 - 1. Methods used to meet the goals and requirements of the Owner.
 - 2. Concrete cutting method(s) to be used.
 - 3. Location of construction devices on the site.
 - 4. Show compliance with the use and maintenance of quieted construction devices for the duration of the Project.
 - 5. Indicate activities that may disturb building occupants and that are planned to be performed during non-standard working hours as coordinated with the Owner.
 - 6. Indicate locations of sensitive areas or other areas requiring special attention as identified by Owner. Indicate means for complying with Owner's requirements.

1.4 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the United States Access Board's ADA-ABA Accessibility Guidelines, CBC Chapter 11B, and ICC/ANSI A117.1.

1.5 PROJECT CONDITIONS

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

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Portable Chain-Link Fencing: Minimum 2-inch, 0.148-inch-thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch-OD line posts and 2-7/8-inch-OD corner and pull posts, with 1-5/8-inch-OD top and bottom rails. Provide galvanized-steel bases for supporting posts.
- B. Fencing Windscreen Privacy Screen: Polyester fabric scrim with grommets for attachment to chain-link fence, sized to height of fence, in color selected by Architect from manufacturer's standard colors.

2.2 TEMPORARY FACILITIES

- A. Field Offices: Not required.
- B. 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.

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 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

3.2 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.
 1. Locate facilities to limit site disturbance as specified in Section 01 1000 "Summary."
- 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.

3.3 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- C. Sanitary Facilities: Provide temporary toilets, wash facilities, safety shower and eyewash 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.
 1. Use of Permanent Toilets: Use of Owner's existing or new toilet facilities is not permitted.
- D. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
- E. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- F. Telephone Service: Not required.

3.4 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:

1. Provide construction for temporary shops and sheds located within construction area or within 30 feet of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241.
 2. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Traffic Controls: Comply with requirements of authorities having jurisdiction.
1. Protect existing site improvements to remain, including curbs, pavement, and utilities.
 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- C. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
- D. Storage and Staging: Use designated areas of Project site for storage and staging needs.
- E. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
1. Optional Identification Signs: Provide Project identification signs as indicated on Drawings.
 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 3. Maintain and touch up signs, so they are legible at all times.
- F. Waste Disposal Facilities: Comply with requirements specified in Section 01 7419 "Construction Waste Management and Disposal."
- G. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 01 7300 "Execution."
- H. 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.

3.5 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.
1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.

- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Section 01 1000 "Summary."
- C. Temporary Erosion and Sedimentation Control: Comply with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent and requirements specified in Section 31 1000 "Site Clearing."
- D. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
 - 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant-protection zones.
 - 2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
 - 3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
 - 4. Remove erosion and sedimentation controls, and restore and stabilize areas disturbed during removal.
- E. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- F. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- G. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals, so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using materials approved by authorities having jurisdiction.
- H. Site Enclosure Fence: Prior to commencing earthwork, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.
 - 1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
 - 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to Owner.

- I. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.
- J. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- K. Temporary Egress: Provide temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction. Provide signage directing occupants to temporary egress.
- L. 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.
 - 1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- M. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
 - 1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
 - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition in accordance with requirements of authorities having jurisdiction.
 - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
 - 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign, stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

3.6 MOISTURE AND MOLD CONTROL

- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.
- B. Exposed Construction Period: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:
 - 1. Protect porous materials from water damage.
 - 2. Protect stored and installed material from flowing or standing water.
 - 3. Keep porous and organic materials from coming into prolonged contact with concrete.
 - 4. Remove standing water from decks.
 - 5. Keep deck openings covered or dammed.

- C. Partially Enclosed Construction Period: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
 2. Keep interior spaces reasonably clean and protected from water damage.
 3. Periodically collect and remove waste containing cellulose or other organic matter.
 4. Discard or replace water-damaged material.
 5. Do not install material that is wet.
 6. Discard and replace stored or installed material that begins to grow mold.
 7. Perform work in a sequence that allows wet materials adequate time to dry before enclosing the material in gypsum board or other interior finishes.
- D. Controlled Construction Period: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
 2. Use temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
 3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective and require replacing.
 - b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
 - c. Remove and replace materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.7 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.

- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 2. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 3. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 7700 "Closeout Procedures."

END OF SECTION 01 5000

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SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 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 01 1000 "Summary" for Contractor requirements related to Owner-furnished products.
 - 2. Section 01 2500 "Substitution Procedures" for requests for substitutions.
 - 3. Section 01 4200 "References" for applicable industry standards for products specified.
 - 4. Section 01770 "Closeout Procedures" for submitting warranties.

1.2 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. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
 - 3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in Part 2 "Comparable Products" Article, 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 single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.
 - 1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities

related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.

- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.
- D. Comparable Product Request Submittal: An action submittal requesting consideration of a comparable product, including the following information:
 - 1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
 - 2. Data indicating compliance with the requirements specified in Part 2 "Comparable Products" Article.
- E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 01 3300 "Submittal Procedures."
- F. Substitution: Refer to Section 01 2500 "Substitution Procedures" for definition and limitations on substitutions.

1.3 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. Resolution of Compatibility Disputes between Multiple Contractors:
 - a. Contractors are responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 - b. If a dispute arises between the multiple contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.
- B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.

1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is not conspicuous.
2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but inconspicuous surface. Include information essential for operation, including the following:
 - a. Name of product and manufacturer.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.
3. See individual identification Sections in Divisions 21, 22, 23, and 26 for additional equipment identification requirements.

1.4 COORDINATION

- A. Modify or adjust affected work as necessary to integrate work of approved comparable products and approved substitutions.

1.5 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 that products are undamaged and properly protected.
- C. Storage:
 1. Provide a secure location and enclosure at Project site for storage of materials and equipment.
 2. Store products to allow for inspection and measurement of quantity or counting of units.
 3. Store materials in a manner that will not endanger Project structure.

4. Store products that are subject to damage by the elements under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation and with adequate protection from wind.
5. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
7. Protect stored products from damage and liquids from freezing.
8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.6 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 standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to 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 in the Project Manual, 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 01 7700 "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 meeting 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 approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
 - a. Submit additional documentation required by Architect in order to establish equivalency of proposed products. Unless otherwise indicated, evaluation of "or equal" product status is by the Architect, whose determination is final.

B. Product Selection Procedures:

1. Sole 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.
 - a. Sole product may be indicated by the phrase "Subject to compliance with requirements, provide the following."
2. Sole 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.
 - a. Sole manufacturer/source may be indicated by the phrase "Subject to compliance with requirements, provide products by the following."
3. Limited List of 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 unless otherwise indicated.
 - a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."
4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed or an unnamed product that complies with requirements.

- a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
5. Limited List of 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 unless otherwise indicated.
 - a. Limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, provide products by one of the following."
6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed or a product by an unnamed manufacturer that complies with requirements.
 - a. Non-limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of products of an unnamed manufacturer is not considered a substitution, if the product complies with requirements.
7. 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 may additionally 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.
 - a. For approval of products by unnamed manufacturers, comply with requirements in Section 01 2500 "Substitution Procedures" for substitutions for convenience.
- C. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a 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.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements:

1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects, with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.
- B. Architect's Action on Comparable Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 01 3300 "Submittal Procedures."
1. Form of Approval of Submittal: As specified in Section 01 3300 "Submittal Procedures."
 2. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- C. Submittal Requirements, Single-Step Process: When acceptable to Architect, incorporate specified submittal requirements of individual Specification Section in combined submittal for comparable products. Approval by the Architect of Contractor's request for use of comparable product and of individual submittal requirements will also satisfy other submittal requirements.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 6000

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SECTION 01 7300 - EXECUTION

PART 1 - GENERAL

1.1 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's portion of the Work.
 - 6. Progress cleaning.
 - 7. Starting and adjusting.
 - 8. Protection of installed construction.
 - 9. Correction of the Work.
- B. Related Requirements:
 - 1. Section 01 1000 "Summary" for coordination of, Owner-performed work, and limits on use of Project site.
 - 2. Section 01 3300 "Submittal Procedures" for submitting surveys.
 - 3. Section 01 7700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.
 - 4. Section 02 4119 "Selective Demolition" for demolition and removal of selected portions of the building.

1.2 DEFINITIONS

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

1.3 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, or when encountering the need for cutting and patching of elements whose structural function is not known, 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.
 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include the following:
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.
 - c. Air or smoke barriers.
 - d. Fire-suppression systems.
 - e. Plumbing piping systems.
 - f. Mechanical systems piping and ducts.
 - g. Control systems.
 - h. Communication systems.
 - i. Fire-detection and -alarm systems.
 - j. Conveying systems.
 - k. Electrical wiring systems.
 - l. Operating systems of special construction.
 3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:
 - a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Sprayed fire-resistive material.
 - d. Equipment supports.
 - e. Piping, ductwork, vessels, and equipment.
 - f. Noise- and vibration-control elements and systems.
 4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, gas service piping, and water-service piping; underground electrical services; and other utilities.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.

2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
1. Description of the Work, including Specification Section number and paragraph, and Drawing sheet number and detail, where applicable.
 2. List of detrimental conditions, including substrates.
 3. List of unacceptable installation tolerances.
 4. Recommended corrections.
- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. 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.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect in accordance with requirements in Section 01 3100 "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 and existing conditions. If discrepancies are discovered, notify Architect promptly.
- B. Engage a land surveyor experienced in laying out the Work, using the following accepted surveying practices:

1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 2. Establish limits on use of Project site.
 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 4. Inform installers of lines and levels to which they must comply.
 5. Check the location, level and plumb, of every major element as the Work progresses.
 6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.

3.5 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
1. Make vertical work plumb and make horizontal work level.

2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
 4. Maintain minimum headroom clearance of 96 inches in occupied spaces and 90 inches in unoccupied spaces, unless otherwise indicated on Drawings.
- 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 satisfactory results as judged by Architect. 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 of type expected for Project.
- 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: Select tools or equipment that minimize production of excessive 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 portions of the 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 with manufacturer.
1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 2. Allow for building movement, including thermal expansion and contraction.
 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed Work are not indicated, arrange joints for the best visual effect, as judged by Architect. Fit exposed connections together to form hairline joints.

3.6 CUTTING AND PATCHING

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of Work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching in accordance with requirements in Section 01 1000 "Summary."
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.
- G. 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. Concrete: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
 - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 6. Proceed with patching after construction operations requiring cutting are complete.
- H. 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, as judged by Architect. 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 eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch, corner to corner of wall and edge to edge of ceiling. Provide additional coats until patch blends with adjacent surfaces.
 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 COORDINATION OF OWNER'S PORTION OF THE WORK

- A. Site Access: Provide access to Project site for Owner's construction personnel.
1. Provide temporary facilities required for Owner-furnished, Contractor-installed products.
 2. Refer to Section 01 1000 "Summary" for other requirements for Owner-furnished, Contractor-installed products.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel and Owner's separate contractors.
1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend

preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.8 PROGRESS CLEANING

- A. 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.
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where Work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: 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 01 7419 "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 ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.9 STARTING AND ADJUSTING

- A. Coordinate startup and adjusting of equipment and operating components with requirements in Section 01 9113 "General Commissioning Requirements."
- B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- E. Manufacturer's Field Service: Comply with qualification requirements in Section 01 4000 "Quality Requirements."

3.10 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- C. Comply with manufacturer's written instructions for temperature and relative humidity.

3.11 CORRECTION OF THE WORK

- A. Repair or remove and replace damaged, defective, or nonconforming Work. Restore damaged substrates and finishes.
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Repair Work previously completed and subsequently damaged during construction period. Repair to like-new condition.

- C. Restore permanent facilities used during construction to their specified condition.
- D. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- E. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- F. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01 7300

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SECTION 01 7700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Requirements:
 - 1. Section 01 2900 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
 - 2. Section 01 3233 "Photographic Documentation" for submitting Final Completion construction photographic documentation.
 - 3. Section 01 7823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 4. Section 01 7839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

1.2 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Architect's use prior to Architect's inspection, to determine if the Work is substantially complete.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- 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 required by 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, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit sustainable design submittals not previously submitted.
 - 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- 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. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 3. Complete startup and testing of systems and equipment.
 - 4. Perform preventive maintenance on equipment used prior to Substantial Completion.

5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 01 7900 "Demonstration and Training."
 6. Advise Owner of changeover in utility services.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements.
 10. Touch up paint 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. 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. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 01 2900 "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.
 4. Submit Final Completion photographic documentation.
- 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. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS

- 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, listed by room or space number.
 - 2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
 - 3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.
 - 4. Submit list of incomplete items in the following format:
 - a. MS Excel Electronic File: Architect will return annotated file, or
 - b. PDF Electronic File: Architect will return annotated file.

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, 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.
- C. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 - 1. Submit to Architect by email attachment or file transfer service to Architect.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. 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.
 - f. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - g. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
 - h. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.

- i. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - j. Remove labels that are not permanent.
 - k. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - l. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - m. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - n. Clean ducts, blowers, and coils.
 - o. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
 - p. Clean strainers.
 - q. Leave Project clean and ready for occupancy.
- C. Construction Waste Disposal: Comply with waste-disposal requirements in Section 01 7419 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 01 7300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 01 7700

SECTION 01 7823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Emergency manuals.
 - 3. Systems and equipment operation manuals.
 - 4. Systems and equipment maintenance manuals.
 - 5. Product maintenance manuals.
- B. Related Requirements:
 - 1. Section 01 3300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

1.2 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.3 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Submit on digital media acceptable to Architect by email or file transfer service to Architect. Enable reviewer comments on draft submittals.

- C. Initial Manual Submittal: Submit draft copy of each manual at least 10 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 5 days before commencing demonstration and training. Architect will return copy with comments.
 - 1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 3 days of receipt of Architect's comments and prior to commencing demonstration and training.
- E. Comply with Section 01 7700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.4 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 - 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 - 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

1.5 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name and address of Owner.
 - 4. Date of submittal.

5. Name and contact information for Contractor.
 6. Name and contact information for Construction Manager.
 7. Name and contact information for Architect.
 8. Name and contact information for Commissioning Authority.
 9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 10. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

1.6 EMERGENCY MANUALS

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
 2. Emergency instructions.
 3. Emergency procedures.
- C. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
 2. Flood.
 3. Gas leak.
 4. Water leak.
 5. Power failure.
 6. Water outage.

7. System, subsystem, or equipment failure.
 8. Chemical release or spill.
- D. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- E. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.
 3. Operating instructions for conditions outside normal operating limits.
 4. Required sequences for electric or electronic systems.
 5. Special operating instructions and procedures.

1.7 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- C. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
 2. Manufacturer's name.

3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- D. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- F. Piped Systems: Diagram piping as installed and identify color coding where required for identification.

1.8 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.
1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds as described below.
- C. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent,

and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

- D. **Manufacturers' Maintenance Documentation:** Include the following information for each component part or piece of equipment:
1. Standard maintenance instructions and bulletins; include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 3. Identification and nomenclature of parts and components.
 4. List of items recommended to be stocked as spare parts.
- E. **Maintenance Procedures:** Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
 2. Troubleshooting guide.
 3. Precautions against improper maintenance.
 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.
- F. **Maintenance and Service Schedules:** Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- G. **Spare Parts List and Source Information:** Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- H. **Warranties and Bonds:** Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

- I. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.

1. Do not use original project record documents as part of maintenance manuals.

1.9 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Product Information: Include the following, as applicable:
 1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- E. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 7823

SECTION 01 7839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
- B. Related Requirements:
 - 1. Section 01 7300 "Execution" for final property survey.
 - 2. Section 01 7700 "Closeout Procedures" for general closeout procedures.
 - 3. Section 01 7823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up record prints.
- B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and Contract modifications.
- C. Record Product Data: Submit annotated 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.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.
- E. Reports: Submit written report indicating items incorporated into Project Record Documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

1.3 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
1. Preparation: Mark record prints to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:

1. Format: Annotated PDF electronic file with comment function enabled.
 2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 3. Refer instances of uncertainty to Architect for resolution.
 4. Architect will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.
 - a. See Section 01 3100 "Project Management and Coordination" for requirements related to use of Architect's digital data files.
 - b. Architect will provide data file layer information. Record markups in separate layers.
- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Format: Annotated PDF electronic file with comment function enabled.
 2. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.

1.4 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. Note related Change Orders and Record Drawings where applicable.
- B. Format: Submit record specifications as annotated PDF electronic file.

1.5 RECORD PRODUCT DATA

- 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. 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.

C. Format: Submit Record Product Data as annotated PDF electronic file.

1. Include Record Product Data directory organized by Specification Section number and title, electronically linked to each item of Record Product Data.

1.6 MISCELLANEOUS RECORD SUBMITTALS

A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

B. Format: Submit miscellaneous record submittals as PDF electronic file.

1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

1.7 MAINTENANCE OF RECORD DOCUMENTS

A. Maintenance of Record Documents: Store Record Documents 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 7839

SECTION 01 7900 - DEMONSTRATION AND TRAINING

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 instructing Owner's personnel, including the following:
 - 1. Instruction in operation and maintenance of systems, subsystems, and equipment.

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Qualification Data: For facilitator and instructor as applicable.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.

1.4 CLOSEOUT SUBMITTALS

- A. Demonstration and Training Video Recordings: Submit two copies within seven days of end of each training module.
 - 1. Identification: On each copy, provide an applied label with the following information:
 - a. Name of Project.
 - b. Name of Architect.
 - c. Name of Contractor.

2. Transcript: Prepared and bound in format matching operation and maintenance manuals. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding video recording. Include name of Project and date of video recording on each page.
3. Transcript: Prepared in PDF electronic format. Include a cover sheet with same label information as the corresponding video recording and a table of contents with links to corresponding training components. Include name of Project and date of video recording on each page.
4. At completion of training, submit complete training manual(s) for Owner's use prepared in same PDF file format required for operation and maintenance manuals specified in Section 01 7823 "Operation and Maintenance Data."

1.5 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 01 4000 "Quality Requirements," experienced in operation and maintenance procedures and training.

1.6 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data have been reviewed and approved by Architect.

1.7 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:

1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Systems and equipment operation manuals.
 - c. Systems and equipment maintenance manuals.
 - d. Product maintenance manuals.
 - e. Project Record Documents.
 - f. Identification systems.
 - g. Warranties and bonds.
 - h. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:

- a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
- 6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
- 7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning.
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
- 8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

1.8 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 01 7823 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

1.9 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Owner will furnish an instructor to describe Owner's operational philosophy.

2. Owner will furnish Contractor with names and positions of participants.
- C. Scheduling: Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
1. Schedule training with Owner with at least seven days' advance notice.
- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 01 7900

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SECTION 03 3053 - MISCELLANEOUS CAST-IN-PLACE CONCRETE**PART 1 - GENERAL****1.1 SUMMARY**

- A. Section includes cast-in-place concrete, including reinforcement, concrete materials, mixture design, placement procedures, and finishes.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Design Mixtures: For each concrete mixture.

1.3 QUALITY ASSURANCE

- A. Ready-Mix-Concrete Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C94/C94M requirements for production facilities and equipment.

PART 2 - PRODUCTS**2.1 CONCRETE, GENERAL**

- A. Comply with the following sections of ACI 301 unless modified by requirements in the Contract Documents:
 - 1. "General Requirements."
 - 2. "Formwork and Formwork Accessories."
 - 3. "Reinforcement and Reinforcement Supports."
 - 4. "Concrete Mixtures."
 - 5. "Handling, Placing, and Constructing."
- B. Comply with ACI 117.

2.2 STEEL REINFORCEMENT

- A. Reinforcing Bars: ASTM A615/A615M, Grade 60, deformed.
- B. Plain-Steel Wire: ASTM A1064/A1064M, as drawn.

2.3 CONCRETE MATERIALS

- A. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, obtain aggregate from single source, and obtain admixtures from single source from single manufacturer.
- B. Cementitious Materials:
 - 1. Portland Cement: ASTM C150/C150M, Type II.
 - 2. Fly Ash: ASTM C618, Class F.
- C. Normal-Weight Aggregate: ASTM C33/C33M, 1-inch nominal maximum aggregate size.
- D. Air-Entraining Admixture: ASTM C260/C260M.
- E. Optional Chemical Admixtures: Certified by manufacturer to be compatible with other admixtures and that do not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
 - 1. Water-Reducing Admixture: ASTM C494/C494M, Type A.
 - 2. Retarding Admixture: ASTM C494/C494M, Type B.
 - 3. Water-Reducing and Retarding Admixture: ASTM C494/C494M, Type D.
 - 4. High-Range, Water-Reducing Admixture: ASTM C494/C494M, Type F.
 - 5. High-Range, Water-Reducing and Retarding Admixture: ASTM C494/C494M, Type G.
 - 6. Plasticizing and Retarding Admixture: ASTM C1017/C1017M, Type II.
- F. Water: ASTM C94/C94M.

2.4 RELATED MATERIALS

- A. Joint-Filler Strips: ASTM D1751, asphalt-saturated cellulosic fiber, or ASTM D1752, cork or self-expanding cork.

2.5 CURING MATERIALS

- A. Evaporation Retarder: Waterborne, monomolecular film forming; manufactured for application to fresh concrete.
- B. Absorptive Cover: AASHTO M 182, Class 3, burlap cloth or cotton mats.
- C. Moisture-Retaining Cover: ASTM C171, polyethylene film or white burlap-polyethylene sheet.
- D. Water: Potable.

2.6 CONCRETE MIXTURES

- A. Comply with ACI 301.
- B. Normal-Weight Concrete:
 - 1. Minimum Compressive Strength: 3000 psi at 28 days.
 - 2. Maximum W/C Ratio: 0.50.
 - 3. Slump Limit: 5 inches, plus or minus 1 inch.
 - 4. Air Content: Maintain within range permitted by ACI 301. Do not allow air content of trowel-finished floor slabs to exceed 3 percent.

2.7 CONCRETE MIXING

- A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C94/C94M, and furnish batch ticket information.
 - 1. When air temperature is above 90 deg F, reduce mixing and delivery time to 60 minutes.

PART 3 - EXECUTION

3.1 FORMWORK INSTALLATION

- A. Design, construct, erect, brace, and maintain formwork according to ACI 301.

3.2 EMBEDDED ITEM INSTALLATION

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.

3.3 STEEL REINFORCEMENT INSTALLATION

- A. Comply with CRSI's "Manual of Standard Practice" for fabricating, placing, and supporting reinforcement.

3.4 JOINTS

- A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.
- B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.

- C. Isolation Joints in Slabs-on-Grade: After removing formwork, install joint-filler strips at slab junctions with vertical surfaces, such as column pedestals, foundation walls, grade beams, and other locations, as indicated.
 - 1. Extend joint-filler strips full width and depth of joint, terminating flush with finished concrete surface unless otherwise indicated.

3.5 CONCRETE PLACEMENT

- A. Comply with ACI 301 for placing concrete.
- B. Before test sampling and placing concrete, water may be added at Project site, subject to limitations of ACI 301.
- C. Do not add water to concrete during delivery, at Project site, or during placement.
- D. Consolidate concrete with mechanical vibrating equipment according to ACI 301.

3.6 FINISHING FORMED SURFACES

- A. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defective areas. Remove fins and other projections exceeding 1/8 inch.
 - 1. Apply to concrete surfaces exposed to public view.

3.7 FINISHING UNFORMED SURFACES

- A. General: Comply with ACI 302.1R for screeding, re-straightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.
- B. Screed surfaces with a straightedge and strike off. Begin initial floating using bull floats or darbies to form a uniform and open-textured surface plane before excess moisture or bleedwater appears on surface.
 - 1. Do not further disturb surfaces before starting finishing operations.
- C. Slip-Resistive Broom Finish: Apply a slip-resistive finish to surfaces indicated and to exterior concrete platforms, steps, and ramps. Immediately after float finishing, slightly roughen trafficked surface by brooming with fiber-bristle broom perpendicular to main traffic route.

3.8 CONCRETE PROTECTING AND CURING

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and with ACI 305.1 for hot-weather protection during curing.
- B. Evaporation Retarder: Apply evaporation retarder to concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.
- C. Begin curing after finishing concrete but not before free water has disappeared from concrete surface.
- D. Curing Methods: Cure formed and unformed concrete for at least seven days by one or a combination of the following methods:
 - 1. Moisture Curing: Keep surfaces continuously moist for not less than seven days with the following materials:
 - a. Water.
 - b. Continuous water-fog spray.
 - c. Absorptive cover, water saturated, and kept continuously wet. Cover concrete surfaces and edges with 12-inch lap over adjacent absorptive covers.
 - 2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least 12 inches, and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period, using cover material and waterproof tape.
 - 3. Curing Compound: Apply uniformly in continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Maintain continuity of coating and repair damage during curing period.

3.9 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified testing agency to perform tests and inspections.
- B. Tests: Perform according to ACI 301.
 - 1. Testing Frequency: Obtain one composite sample for each day's pour of each concrete mixture exceeding 5 cu. yd., but less than 25 cu. yd., plus one set for each additional 50 cu. yd. or fraction thereof.

END

OF

SECTION

03 3053

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SECTION 260000 - GENERAL ELECTRICAL PROVISIONS**1.00 - GENERAL**

- A. The general contract provisions apply to this section and take precedent over this section in case of conflict.

1.01 GENERAL PROVISIONS

- A. This division supplements the applicable requirements of other divisions.

1.02 DEFINITIONS

- A. For the purposes of Division 260000, the following definitions apply:
 - 1. Provide: Furnish and install.
 - 2. Indicated: As shown on the drawings or specified herein.
 - 3. Circuit Designation: Panel designation and circuit number, i.e., CHA-13.

1.03 SCOPE OF WORK

- A. The Specifications for Work of Division 260000 include, but are not limited to the following sections:

260000 - General Electrical Provisions
260015 - Cable Testing
260030 - Tests and Identification
260050 - Basic Electrical Materials and Methods
260060 - Minor Electrical Demolition for Remodeling
260080 - Technical Services Division Start-up Service
260124 - Medium Voltage Cables
260142 - Nameplates and Warning Signs
260341 - Medium Voltage Switchgear

- B. Work Included: All labor, materials, appliances, tools, equipment, facilities, transportation and services necessary for and incidental to performing all operations in connection with furnishing, delivery and installation of the work of this division, complete, as shown on the drawings and/or specified herein. Work includes, but is not necessarily limited to the following:

- 1. Examine all divisions for related work required to be included as work under this division.
- 2. General provisions for electrical work.

3. Coordinate with serving utility companies for utility services. Applications for service including service charges are part of this Contract.
4. Underground utility service systems. Perform work in accordance with the requirements of the serving utility companies.
5. Primary underground conduit system and high voltage feeders as shown on drawings.
6. Concrete encasement for service feeders and feeders over 600 volt.
7. High voltage system complete with all required metering, transformation, distribution equipment, and connections to existing feeders and equipment which is to be reused.
8. Removal of existing electrical systems and equipment which will be affected by the work of this Contract and reinstallation of same as shown or as is required.
9. Work in existing facility and shut down of existing services shall be performed only at times approved.
10. All cutting, patching, excavation, spoils removal, de-watering, landscape repair, etc. as required for the electrical system installation.
11. Temporary power during construction.

C. Related Work Specified Elsewhere:

1. Motors and their installation.
2. Control wiring and conduit for heating, ventilating and air conditioning.

D. Work Not In Contract (N.I.C.):

1. Telephone instruments.

E. Coordination

1. The following supplements are additional General Requirements pertaining to work of this Division. Provisions of Division 01 - General Requirements shall remain in effect.
 - a) Coordinate work of various sections of Division 26.
 - b) Coordinate work of this Division 26 with work of Divisions 02 through 25.

1.04 REFERENCE STANDARDS

- A. American National Standards Institute (ANSI).
- B. Association of Edison Illuminating Companies (AEIC).
- C. Electrical Testing Laboratories (ETL).
- D. Illuminating Engineering Society (IES).
- E. Institute of Electrical and Electronic Engineers (IEEE).
- F. Insulated Cable Engineers Association (ICEA).
- G. National Electrical Manufacturers Association (NEMA).
- H. National Fire Protection Association (NFPA).
- I. Underwriters Laboratories, Inc. (UL).
- J. California State Fire Marshal (CSFM).

1.05 QUALITY ASSURANCE

- A. Regulations: All the electrical equipment and materials, including their installations, shall conform to the following applicable latest codes and standards:
 - 1. National Electric Code, Latest Adopted Edition (NEC), 2020 unless a more current version has been adopted.
 - 2. California Electric Code, Latest Adopted Edition (CEC), 2019 unless a more current version has been adopted.
 - 3. National Fire Alarm Code (NFPA) 72.
 - 4. Local and State Fire Marshal.
 - 5. Occupational Safety and Health Act (OSHA).
 - 6. Requirements of the Serving Utility Company.
 - 7. Local Codes and Ordinances.
 - 8. Requirements of the Office of the California State Architect (OSA).
 - 9. California Administrative Code, Title 8, Chapter 4, Industrial Safety Orders.

10. California Administrative Code, Title 24.
 11. County of Santa Barbara Codes and Regulations.
- B. Variances: In instances where two or more codes are at variance, the most restrictive requirement shall apply. In instances where plans and specifications are at variance or conflict the most restrictive requirement shall apply. Contractor shall be responsible for all his associated work and materials and also the work and materials of related or affected trades.
- C. Contractor's Expense: Obtain and pay for all required bonds, insurance, licenses, and pay for all taxes, fees and utility charges required for the electrical work.
- D. Testing and Adjustment:
1. Perform all necessary tests required to ascertain that the electrical system has been properly installed, that the power supply to each item of equipment is correct, and that the system is free of grounds, ground faults, and open circuits, that all motors are rotating in the proper directions, and such other tests and adjustments as may be required for the proper completion and operation of the electrical system.
 2. If, during the course of testing, it is found that system imbalance is in excess of 20%, rearrange single-pole branch circuit in lighting and receptacle panels to bring system balance to within 20% on all phases. Record all such changes on the panelboard schedule and submit a summary of changes to the Engineer on the record drawings.

1.06 SUBMITTALS

- A. Procedure: In accord with Section 01300.
- B. Show drawings: Detailed shop drawings for the following equipment:
- (1) Surge protection and cable terminations.
 - (2) High voltage switchgear
- C. Product data: Detailed manufacturer's data for:
- (1) High voltage fuses.
 - (2) Wire connectors.
- D. Test results for the following:
- (1) High voltage switchgear
 - (2) Grounding systems.
 - (3) Cables.

- E. Include sufficient information to indicate complete compliance with Contract Documents. Include illustrations, catalog cuts, installation instructions, drawings, and certifications. On each sheet show manufacturer's name or trademark.
- F. Operating, maintenance, and instruction data for:
 - (1) Switchgear.
- G. Instruction materials:
 - (1) Provide at the time of personnel instruction period three bound copies of instruction manuals for the systems used on this project.
 - (2) Include the following (minimum) information in each copy of instruction manual:
 - (a) Manufacturers' names and addresses.
 - (b) Serial numbers of items furnished.
 - (c) Catalog cuts, exploded views and brochures, complete with technical and performance data for all equipment, marked to indicate actual items furnished and intended use.

1.07 OWNER'S PERSONNEL INSTRUCTIONS

- A. Prior to completion of the contract, and at the Owner's convenience, instruct verbally and demonstrate to the Owner's personnel, the operation of the systems as listed under operating, maintenance, and instructional data and/or emergency generator, automatic transfer switch and fire alarm annunciator panel.

1.08 CLEANING

- A. Clean exterior surfaces of equipment and remove all dirt, cement, plaster and other debris. Protect interior of equipment from dirt during construction and clean thoroughly before energizing.
- B. Clean out cracks, corners and surfaces on equipment to be painted. Remove grease and oil spots so that paint may be applied without further preparation.

1.09 PROJECT RECORD DOCUMENTS - Prepare the following and submit to the engineer before final acceptance:

- A. Mark Project Record Documents daily to indicate all changes made in the field.
 - 1. In addition to general requirements of Project Record Drawings, indicate on drawings, changes of equipment locations and ratings, trip sizes, and settings on circuit breakers, alterations in raceway runs and sizes, changes in wire sizes, circuit designations, installation details, one-line diagrams, control diagrams and schedules.

- B. Use green to indicate deletions and red to indicate additions.
 - 1. Use the same symbols and follow the same drafting procedures used on the Contract Drawings.
- C. Locate underground conduit stubbed-out for future use, underground feeder conduits, and feeder pull box locations using building lines by indicating on the Project Record Drawings.
- D. At the completion of underground conduit installation provide underground conduit record documents to owner's representative.
- E. Two copies, in binder form, of all test results as required by these specifications - 260030.
- F. Two copies of local and/or state code enforcing authorities' final inspection certificates.
- G. Two copies, in binder form, of electrical equipment cut sheets, manufacturer's installation instructions, warranty certificates, and product literature for all products utilized on project.

1.10 SERVICE INTERRUPTIONS AND UTILITY

- A. Coordinate with the Owner the interruption of services necessary to accomplish the work.
- B. Coordinate with the utility company all work associated with power and communications distribution systems and service entrance equipment.
- C. Electrical contractor shall supply temporary power for all trades.

1.11 MINIMUM SPECIFICATION REQUIREMENTS (ALL WORK OF DIVISION 260000)

- A. As a minimum Specification requirement, all materials and methods shall comply with applicable governing codes.

1.12 PLACING EQUIPMENT IN SERVICE

- A. Do not energize or place electrical equipment in service until all interested parties have been duly notified and are present or have waived their rights to be present. Where equipment to be placed in service involves service or connection from another contractor of the Owner, notify the Owner in writing when the equipment will be ready. Notify the Owner two weeks in advance of the date the various items of equipment will be complete.

1.13 OWNER-FURNISHED ITEMS

- A. Pick up Owner-furnished items and handle, deliver, install, and make all final connections.
 - 1. Assume responsibility for the items when consigned at the storage facility in accord with requirements of the Contract Documents.

1.14 ELECTRIC ITEM LOCATION

- A. Electrical drawings are generally diagrammatic. Verify equipment sizes with shop drawings and manufacturers' data and coordinate location layout with other trades. Notify Owner of any changes of location requirements prior to installation.

1.15 DEMOLITION

- A. Scope: Provide and perform demolition, preparatory and miscellaneous work as indicated and specified, complete.
- B. Principle Items of Work:
 - 1. Demolition and removal of existing high voltage switchgear, wiring and equipment required to complete the project.
 - 2. Preparation of the existing building to receive or connect the new work.
 - 3. Miscellaneous demolition, cutting, alteration, and repair work necessary for the completion of the entire project.
 - 4. Disconnecting and reconnection of electrical equipment as required by the construction modifications.
- C. Existing Conditions: Make a detailed survey of the existing conditions pertaining to the work. Check the locations of all existing structures, equipment and wiring.
- D. Salvage and Disposal: All removed material other than items to be reused shall be returned to the Owner or disposed of in accordance with instructions from the Owner's representative. Disposal shall be done in accordance with EPA and governing body requirements and regulations. Contractor shall pay all fees and charges for disposal.

1.16 ELECTRICAL WORKMANSHIP REQUIREMENTS

- A. It is required that all electrical construction of this Contract be performed by State of California licensed journeyman electricians.
 - 1. Before each journeyman electrician commences work, deliver to Owner at project site a photocopy of journeyman's valid State of California license.
- B. All electrical systems shall be installed in a neat and workmanlike manner per National Electrical Code requirements and ANSI approved NEIS National Electrical Installation Standards.

1.17 DESIGN CHANGES AFTER AWARD OF BID

- A. When a change in the quantity or size of conductors is made, the conduit size will remain in accordance with that indicated in the original contract drawings rather than the drawing symbol conduit table. When code permits, provide conductor insulation 'THWN' where required to maintain conduit fill conformance with the NEC.

1.18 CREDITS AND EXTRAS (in case of conflict the provisions of section 011000 shall govern)

- A. Material prices shall be in accordance with the 2020 edition of Means Electrical Cost Data, or submitted manufacturer's or supplier's quotes, plus tax and 1% cartage.
- B. Labor rates shall be based on local union scale and shall include only benefits required by the union.
- C. The maximum charged for the Foreman or General Foreman shall be the minimum required by the local union.
- D. The maximum amount of labor charged to accomplish the required work shall be based on 2020 edition of Means Electrical Cost Data.
- E. The amount of added direct labor cost shall not exceed 30% of the actual labor cost and shall include insurance, taxes, small tools, payroll expenses, office supervision, management development, training, and etc.
- F. Rental cost or rates shall be based on the American Equipment Dealers rated manual, less Contractor's discount. Copies of the Equipment Rental Invoices shall be submitted to the Architect.
- G. The Contractor and the Architect shall negotiate any cost item where it can be shown that the job conditions are beyond the scope of the above listed manuals. In this case, the burden of proof shall be the responsibility of the Contractor. He shall provide invoices, detailed breakdowns, confirmation by the resident inspector of existing conditions and etc., as may be required to justify his claim.
- H. The fee for the prime electrical sub-contractor shall be in accordance with the general and supplemental conditions of the specification, but shall not exceed 5% overhead and 5% profit. No additional overhead and profit shall be allowed for sub-contractors to the prime sub-contractor.
- I. The Contractor shall submit detailed material and labor cost breakdown on all cost changes to the contract in the form directed by the Architect.
- J. For credit changes to the contract, the fee shall not be included, except where additions and deductions are made by a single change order. The cost shall be based on the net change in material and labor prior to determining the fee.

1.19 MATERIAL AND EQUIPMENT SUBSTITUTION

- A. Where two or more trade names or manufacturers are mentioned, selection shall be made from the group listed for use in the base bid. The order in which names are listed is not intended to be any indication of preference.
- B. Where a single manufacturer, product or trade name is stated, that manufacturer, product or trade name shall be used in the base bid. The use of other manufacturers, products or trade names will be considered (unless that product is indicated for no substitution) only if submitted as alternate items at the time of bidding, with evidence of equality and a statement of net price difference as compared to the specified item. The Architect and Owner reserve the right to review such submittals and to determine the acceptability for use.
- C. Equipment other than that specified will be accepted only when written approval is given by the Architect, in accordance with Division 01.
- D. The Contractor shall be held responsible for all physical changes in piping, equipment, etc. resulting from equipment substitution and likewise bear any increased cost of other trades in making said substitution. Approval by the Architect of equipment other than that specified does not relieve this Contractor of this responsibility.

1.20 REQUESTS FOR INFORMATION

- A. The contractor shall submit all requests for information (RFI's) on the attached form.

END OF SECTION 260000

REQUEST FOR INFORMATION

To: _____ RFI # _____

Attention _____ Date Sent _____

Project: _____ Project # _____

Sheet Number: _____ Bulletin or Delta Number: _____

Spec. Section _____ Sheet Details: _____

REQUEST FOR INFORMATION:

CONTRACTOR'S RECOMMENDATION:

Requested by: _____

The above information is requested on or before: _____

Cost Impact: ___ Yes ___ No ___ Possible Time Impact: ___ Yes ___ No ___ Possible

Response: _____

Response by:

Name: _____ Signature: _____

Date: _____

SECTION 260015 - CABLE TESTING**1.00 - CABLES - LOW-VOLTAGE - 600V MAXIMUM****A. Visual and Mechanical Inspection**

1. Inspect cables for physical damage and proper connection in accordance with single-line diagram.
2. Test cable mechanical connections to manufacturer's recommended values using a calibrated torque wrench. In the absence of manufacturer's data use Table 10.1.
3. Check cable color coding with applicable engineer's specifications and National Electrical Code standards.

B. Electrical Tests

1. Perform insulation-resistance test on each conductor with respect to ground and adjacent conductors. Applied potential shall be 1000 volts dc for 1 minute.
2. Perform continuity test to insure proper cable connection.

C. Test Values

Evaluate results by comparison with cables of same length and type. Investigate any values less than 50 megohms. Provide test report to engineer.

2.00 - CABLES - MEDIUM-VOLTAGE - 25 KV MAXIMUM**A. Visual and Mechanical Inspection**

1. Inspect exposed sections for physical damage.
2. Verify cable is supplied and connected in accordance with single-line diagram.
3. Inspect for shield grounding, cable support and termination.
4. Check for visible cable bends against manufacturer's minimum allowable bending radius.
5. Inspect for proper fireproofing in common cable areas.
6. If cables are terminated through window-type CT's, make an inspection to verify that neutrals and grounds are properly terminated for proper operation of protective devices.

7. Visually inspect jacket and insulation condition.
8. Inspect for proper phase identification and arrangement.

B. Electrical Tests

1. Perform a shield continuity test on each power cable by ohmmeter method. Record ohmic value.
2. Perform a partial discharge test on each existing feeder. Individually test each conductor with all other conductors and shields grounded. Provide test report.
3. Perform a dc high-potential test on all cables. Adhere to all precautions and limits as specified in the applicable NEMA/ICEA Standard for the specific cable. Perform tests in accordance with ANSI/IEEE Std. 400. Test procedure shall be as follows, and the results for each cable test shall be recorded as specified herein. Test voltages shall not exceed 80% of cable manufacturer's factory test value.
 - a. Current-sensing circuits in test equipment shall measure only the leakage current associated with the cable under test and shall not include internal leakage of the test equipment.
 - b. Record wet- and dry-bulb temperatures or relative humidity and temperature.
 - c. Test each section of cable individually.
 - d. Individually test each conductor with all other conductors grounded. Ground all shields.
 - e. Terminations shall be properly corona-suppressed by guard ring, field reduction sphere, or other suitable methods as necessary.
 - f. Ensure that the maximum test voltage does not exceed the limits for terminators specified in manufacturer's specifications.
 - g. Apply a dc high-potential test in at least five equal increments until maximum test voltage is reached. No increment shall exceed the voltage rating of the cable. Record dc leakage current at each step after a constant stabilization time consistent with system charging current.
 - h. Raise the conductor to the specified maximum test voltage and hold for fifteen (15) minutes. Record readings of leakage current at 30 seconds and one minute and at one-minute intervals thereafter.
 - i. Reduce the conductor test potential to zero and measure residual voltage at discrete intervals.

- j. Apply grounds for a time period adequate to drain all insulation stored charge.
- k. When new cables are spliced into existing cables, the dc high-potential test shall be performed on the new cable prior to splicing in accordance with industry standard. After test results are approved for new cable and the splice is completed, an insulation-resistance test and a shield-continuity test shall be performed on the length of new and existing cable including the splice. After a satisfactory insulation-resistance test, a dc high-potential test shall be performed on the cable utilizing a test voltage acceptable to owner/engineer and not exceeding 60% of factory test value.

3.00 - TEST VALUES

- A. Shielding must exhibit continuity. Investigate resistance values in excess of 10 ohms per 1000 feet of cable.
- B. A graphic plot may be made with leakage current (X axis) versus voltage (Y axis) at each increment.
 - 1. The step voltage slope should be reasonable linear.
 - 2. Absorption slope should be flat or negative. In no case should slope exhibit a positive characteristic.

END OF SECTION 260015

SECTION 260030 - TESTS AND IDENTIFICATION**1.00 - GENERAL****1.01 SECTION INCLUDES**

- A. Tests and identification.

1.02 SUBMITTALS

- A. In accord with Section 260000.
- B. All test values.

1.03 DEFINITION

- A. Circuit designation: This term is construed to mean panel designation and circuit number; i.e., CHA-13.

1.04 TESTS AND ADJUSTMENTS

- A. Prior to energizing, test all systems. Test to ensure systems are:
 - 1. Free from short circuits and grounds.
 - 2. Free from mechanical and electrical defects.
- B. Circuit breakers: Testing and adjustments of circuit breakers shall be made by Owner-approved independent testing firm. Testing firm shall meet the criteria for full membership of the International Electrical Testing Association (NETA).
 - 1. Visual and mechanical inspection:
 - a. Compare nameplate data with Drawings and Specifications.
 - b. Inspect circuit breaker for correct mounting.
 - c. Operate circuit breakers to ensure smooth operation.
 - d. Inspect case for cracks or other defects.
 - e. Verify tightness of accessible bolted connections and/or cable connections by calibrated torque-wrench method in accord with manufacturer's published data.
 - f. Inspect mechanism contacts and arc chutes in unsealed units.
- C. Adjust all installation and equipment for their intended use and rating as defined in manufacturer's specifications and test procedures.
- D. Adjust transformer taps under full load operating conditions, to provide nominal operating voltages at the loads.

E. Ground systems:

1. Visual and mechanical inspection: Verify ground system is in compliance with Drawings and Specifications.
2. Electrical tests:
 - a. Perform fall-of-potential test or alternative in accord with IEEE 81 on the main ground electrode or system.
 - b. Perform point-to-point tests to determine resistance between main ground system and all major electrical equipment frames, system neutral, and/or derived neutral points.
3. Test values:
 - a. Resistance between main ground electrode and ground shall be no greater than 10 ohms. Additional rods shall be installed and bonded to grounding system and driven to a depth of 50 ft. or refusal, whichever comes first.
 - b. Investigate point-to-point resistance values which exceed 0.5 ohm.
 - c. Record all test values and provide certified copies to Owner.
4. Test cable mechanical connections to manufacturer's recommended values using a calibrated torque wrench. In the absence of manufacturer's data use Table 10.1.

F. Cables:

1. Make insulation resistance tests on all power cables, using a self-contained instrument such as the direct-indicating ohmmeter of the generator type, or "megger" such as manufactured by J.G. Biddle Company, or Owner-approved equivalent. Insulation resistance values shall be at least 75% of shop test records.
 - a. Apply the following test voltages for 1 minute, except where specified otherwise herein, in accord with procedure recommended by manufacturer of test equipment and as specified herein.

Rated Circuit Voltage	Megger Voltage (DC)	Minimum Megger Reading
600 volts	500 volts	600 kilohms
1000 volts	500 volts	1 megohm
15,000 volts	1000 volts	15 megohms

2. Record all test values and provide certified copies to Owner.
3. Replace cables not meeting specified resistance values.

G. Medium-voltage, 15 Kv cables:

1. Visual and mechanical inspection before testing cables:
 - a. Compare cable data with drawings and specifications.
 - b. Inspect exposed sections of cables for physical damage.
 - c. Inspect that shield grounding, cable support, and terminations are disconnected from any apparatus. Cables shall be positioned to minimize surface leakage current and corona.
 - d. Verify that visible cable bends meet manufacturer's minimum allowable bending radius.
 - e. Inspect for adequate fireproofing in common cable areas.
 - f. Visually inspect splice jacket and insulation condition.
2. Electrical tests:
 - a. Perform a shield-continuity test on each power cable by ohmmeter method.
 - b. Perform an insulation-resistance test utilizing a megohmmeter with a voltage output of at least 2500 volts. Individually test each conductor with all other conductors and shields grounded. Test duration shall be 1 minute.
 - c. Perform a DC high-potential test on all cables. Adhere to all precautions and limits as specified in applicable NEMA/ICEA Standard for the specific cable. Perform tests in accord with ANSI/IEEE 400. Test procedure shall be as follows, and the results for each cable test shall be recorded as specified herein. Test voltage shall be 50 Kv but shall not exceed 80% of cable manufacturer's factory test value or the maximum test voltage of 55 Kv.
 - (1) Ensure that input voltage to the test set is regulated.
 - (2) Current-sensing circuits in test equipment shall measure only the leakage current associated with the cable under test and shall not include internal leakage of test equipment.
 - (3) Record wet- and dry-bulb temperatures or relative humidity and temperature.
 - (4) Test each section of cable individually.
 - (5) Individually test each conductor with all other conductors grounded. Ground all shields.
 - (6) Terminations shall be adequately corona-suppressed by guard ring, field reduction sphere, or other suitable methods as necessary.
 - (7) Ensure that maximum test voltage does not exceed limits for terminators specified in IEEE 48 or manufacturer's specifications.
 - (8) Apply a DC high-potential test in at least five equal increments until maximum test voltage is reached. No increment shall exceed voltage rating of cable. Record DC leakage current at each step after a constant stabilization time consistent with system charging current.

- (9) Raise conductor to specified maximum test voltage and hold for 15 minutes on shielded cable. Record readings of leakage current at 30 seconds and 1 minute, and at 1-minute intervals thereafter.
- (10) Gradually reduce conductor test potential to zero and measure residual voltage at discrete intervals.
- (11) Apply ground for a time period of at least 30 minutes and adequate to drain all insulation stored charge.

3. Test values:

- a. Shielding shall exhibit continuity. Investigate resistance values in excess of 10 ohms per 1000 ft. of cable.
- b. Investigate any failed high-potential test.
- c. Record all test values and report of repairs made and provide certified copies to Owner.

H. Miscellaneous tests:

1. Wiring: check all control circuits for continuity and conformance with wiring diagrams furnished by Owner and manufacturers.
2. Polarity tests: Make continuity and polarity tests on all current and potential transformers to determine whether polarity is as indicated on drawings, and the circuit is continuous.
3. Phasing tests: Identify phases of all switchgear and power cables by stenciling switchgear and tagging cables with approved tags, so that phases can be identified for connecting to proper phase sequence.

1.05 LABELING AND IDENTIFICATION

- A. Provide engraved plastic nameplates on all electrical distribution equipment shown on single-line diagram, and on control panels, dimmer panels, terminal cabinets, and separately mounted circuit breakers, disconnects, and starters.
- B. Provide equipment and circuit designation on nameplates with minimum letter and plate sizes as indicated.
- C. Provide engraved plastic nameplates with 1/4" minimum height letters indicating:
 1. Circuit designation at branch overcurrent devices in distribution panelboards, switchboards, and motor control centers.
 2. Circuit designation of panel, equipment-controlled or device-controlled on disconnect switches and on circuit breakers, starters, and controls which are individually enclosed.

3. Voltage rating and circuit designation of all outlets larger than 120V, 20A rating and more than 2 poles.
 4. Designation of control and terminal cabinets including CUTC, as indicated.
 5. Designation of each contactor and relay in control cabinets.
 6. Designate area controlled for each dimmer in dimmer cabinet or rack.
 7. Circuit designation at all ground fault detectors and ground fault test receptacles.
 8. Equipment designation on front of switchboards, distribution panelboards, branch circuit panelboards, and load centers.
- D. Secure nameplates with at least two rivets. Cementing and adhesive installation is not acceptable.
- E. Provide two copies of a typewritten directory for each branch circuit panelboard, showing each circuit and its use. Attach one copy to panelboard door and deliver the other copy to Owner.
- F. Provide caution label on branch circuit panelboards with integral control compartments. Caution label shall be red with white letters reading "CAUTION, EXTERNAL CONTROL VOLTAGE CIRCUIT WITHIN THIS PANEL."
- G. Conductor identification:
1. Feeders: Identify with the corresponding circuit designation at over-current device and load ends, at all splices, and in pull boxes.
 2. Branch circuits: Identify with corresponding circuit designation at overcurrent device and at all splices.
 3. Control wires: Identify with indicated number and or letter designation at all terminal points and connections, including manufacturer pre-wired control sections and cabinets.
 4. Alarm and detection wires: Identify with indicated wire and mnemonics numbers at all connections, terminal points, and coiled conductors within cabinets for future termination by Owner.
 5. Voice/data communication cabling: Identify with indicated wire and mnemonics numbers at all connections, terminal points, and coiled conductors within cabinets for future termination by Owner.

6. For identification of conductors, use heat shrinkable white marking sleeves such as Brady Permasleeve with type written identification.

END OF SECTION 260030

SECTION 260050 - BASIC ELECTRICAL MATERIALS AND METHODS**1.00 - GENERAL**

1.01 DESCRIPTION: Division 01 applies to this Section. This Section contains general requirements for the Sections in Division 26.

A. Related Work Not in Division 26: Refer to individual Division 26 Sections.

1.02 QUALITY ASSURANCE:

A. Codes: Entire installation shall comply with requirements of authorities having jurisdiction.

B. Permits: Contractor shall pay for all permits required by work under this Division.

C. Inspections: Contractor shall arrange for all inspections and correct non-complying installations.

1.03 SUBMITTALS: Refer to Division 01 for procedures.

A. Material and Equipment: Prior to start of work, 6 copies of a list of all materials and equipment covered by Division 26 shall be submitted for approval. Contractor shall allow ample time for checking and processing and shall assume responsibility for delays incurred due to rejected items. No installation of material concerned shall be made until such written approval has been obtained. Approval of materials and equipment shall in no way obviate compliance with the Contract Documents. Each item proposed shall be referenced to the applicable Section, Page, and Paragraph of Division 26. For each item proposed, give name of manufacturer, trade name, catalog data, and performance data.

B. Service Manuals: Indexed Service Manuals shall be submitted which shall include test reports, service instructions, and renewal parts lists of all equipment.

1. Submission and Information: Service Manuals shall be submitted for approval at least 30 days before final inspection. The following information together with any pertinent data, shall be included in Service Manual:

- a. Renewal part numbers of all replaceable items.
- b. Manufacturer's cuts and rating data.
- c. Serial numbers of all principal pieces of equipment.
- d. Supplier's name, address, and phone number.
- e. Final settings for all breakers, relays, and control devices.

2. Copies: Four (4) copies of approved Service Manual shall be delivered on or before date required.

- C. Record Drawings: Prepare and submit in accordance with requirements of contract documents. Contractor shall make notations, neat and legible, daily as the work proceeds. Drawings shall be available for inspection at all times and kept at the job site. All buried conduit and/or indicated future connections outside any building shall be located both by depth and by accurate measurement from a permanently established landmark such as a building or structure.
- D. Spare Parts: Deliver following spare parts to Owner and obtain receipts. Submit at same time as Operating Instructions:
 - 1. Spare fuses; 1 set for each fused switch.
 - 2. Overload heater elements; 2 sets for each size used on project.
- E. Special Tools: If any part of the equipment furnished under Division 26 requires a special tool for assembly, adjustment, resetting, or maintenance thereof and such tool is not readily available on the commercial tool market, it shall be furnished with the equipment as a standard accessory and delivered to the Owner.
- F. Maintenance Paint: One (1) can of touch-up paint shall be delivered to Owner for each different color factory finish which is to be the final finished surfaces of the product.

1.04 DRAWINGS:

- A. Diagrammatic Drawings: For purposes of clarity and legibility, drawings are diagrammatic although size and location of equipment may be drawn to scale.
- B. Coordination with Other Trades: Check with other Divisions of the Specifications so that no interference shall occur and in order that elevations may be established for the work. Installed work which interferes with the work of other trades shall be removed and rerouted at the discretion of the Architect.

1.05 DAMAGE AND REPAIRS:

- A. Emergency Repairs: Owner reserves the right to make temporary repairs as necessary to keep equipment in operating condition without voiding Contractor's warranty or relieving Contractor of his responsibility during warranty period.
- B. Responsibility for Damage: Contractor shall be responsible for damage to grounds, buildings, or equipment due to work furnished or installed under this Division 26.

1.06 PROTECTION, CARE, AND CLEANING:

- A. Protection: Provide adequate protection for finished parts of materials and equipment against physical damage from any cause during progress of work and until final completion. Sensitive electrical equipment shall not be installed until major construction is completed.

- B. Care: During entire construction, properly cap all lines and equipment to prevent entrance of sand and dirt. Protect equipment against moisture, plaster, cement, paint or work of other trades by covering with polyethylene sheets.
- C. Cleaning: After installation is completed, clean all systems as follows:
 - 1. Field Painted Items: Clean exterior of conduits, raceways, piping and equipment exposed in completed structure; removing all rust, plaster, cement and dirt by wire brushing. Remove grease oil and similar materials by wiping with clean rags and suitable solvents.
 - 2. Factory Finished Items: Remove grease and oil on all factory finished items such as cabinets and controllers, and leave surfaces clean and polished.
- D. Connection: Prior to energizing, check all electrical connection hardware and torque where necessary.

2.00 - PRODUCTS

- 2.01 PRODUCTS: Products and materials shall be as specified in the pertinent Sections of Division 26.
- 2.02 MATERIALS AND EQUIPMENT: Wherever possible, all materials and equipment used in installation of this work shall be of same manufacturer throughout for each class of material or equipment. Materials shall be new and bear UL label, wherever subject to such approval. Comply with ANSI, IEEE and NEMA standards, where applicable.

3.00 - EXECUTION

- 3.01 SEISMIC REQUIREMENTS: Electrical equipment weighing over 400 lbs. shall be braced to withstand the lateral forces that result from earthquakes. Electrical equipment vendors shall furnish weights together with dimensions and the center of gravity location for all electrical equipment for this purpose.
- 3.02 EXCAVATION AND BACKFILL: Perform all excavation and back fill required to install Work of Division 26, both inside and outside. Perform all excavation and backfilling in accordance with Division 02.
 - A. Excavation: Bury conduits outside building to a depth of not less than 24" (or as required by Code) below finish grade, unless noted otherwise.
 - B. Backfilling: Do not backfill until after final inspection and approval of conduit installation by all legally constituted authorities and recording of the buried items on the Record Drawings.

3.03 CUTTING AND PATCHING:

- A. Cutting of Existing Structural Work: Holes in existing foundations, slabs and concrete walls shall be cored to the minimum size required. The Contractor shall submit Drawings showing dimensioned sizes and locations for all such holes to Architect for approval before cutting. Where required for conduit installation, slabs on grade shall be saw-cut to minimum required width; submit cutting Drawings to the Architect for approval before cutting.
- B. Patching: Paved or concrete surfaces, landscaping, holes, or chases shall be patched to match adjacent surfaces.

3.04 CONCRETE WORK: Concrete construction required for the Work of Division 26 shall be provided under the Work of Division 26.

3.05 PAINTING: Finish painting of electrical equipment will be as specified in Division 09, unless equipment is herein specified to be furnished with factory applied finish coats. Equipment to be field painted shall be furnished with a factory applied prime coat.

- A. Touch-Up: If factory finish on any equipment furnished under Division 26 is damaged in shipment or during construction of building, the equipment shall be refinished by Contractor to satisfaction of Architect.
- B. Concealed Equipment: Uncoated cast-iron or steel that will be concealed, or will not be accessible when installations are completed, shall be given one heavy coat of black asphaltum before installation.

3.06 OPERATING INSTRUCTIONS: Contractor to provide services of an experienced Engineer to instruct Owner in operation of entire installation. Instructional period shall be during normal work day hours. This instruction period may be simultaneous with compliance tests.

3.07 COMPLIANCE TESTS: Conduct such tests of all portions of installation as may be necessary to ensure full compliance with the Drawings and Specifications. Tests shall be made in the presence of the Owner. Costs of test shall be borne by Contractor and Contractor shall provide all instruments, equipment, labor, temp power and materials to complete all the tests. Tests may be required on any item between installation of Work and the end of (1) year warranty period. Should these tests develop any defective materials, poor workmanship or variance with requirements of Specifications, Contractor shall make any changes necessary and remedy any defects at his expense.

3.08 SYSTEM ACCEPTANCE:

- A. Final Review: The Contractor shall request a final review prior to system acceptance after:
 - 1. Completion of installation of all systems required under the Contract Documents.
 - 2. Submission and acceptance of operating and maintenance data.

3. Completion of identification program.
- B. Acceptance: Is contingent on:
1. Completion of final review and correction of all deficiencies.
 2. Satisfactory completion of acceptance tests demonstrating compliance with all performance and technical requirements of Contract Documents.
 3. Satisfactory completion of training program and submission of manuals and Drawings required by Contract Documents.
- 3.09 PRELIMINARY OPERATION: The Owner reserves the right to operate portions of the electrical system on a preliminary basis without voiding the warranty or relieving the Contractor of his responsibilities.
- 3.10 CLEAN-UP: Upon completion and at other times during progress or Work, when required, remove all surplus materials, rubbish, and debris resulting from Work of Division 26.

END OF SECTION 260050

SECTION 260060 - MINOR ELECTRICAL DEMOLITION FOR REMODELING**1.00 - GENERAL****1.01 SECTION INCLUDES**

- A. Electrical systems demolition.

2.00 - PRODUCTS**2.01 MATERIALS AND EQUIPMENT**

- A. Materials and equipment for patching and extending work: As specified in individual Sections.

3.00 - EXECUTION**3.01 EXAMINATION**

- A. Verify field measurements and circuiting arrangements are as shown on Drawings.
- B. Verify that abandoned wiring and equipment serve only abandoned facilities.
- C. Demolition Drawings are based on casual field observation and existing record documents. Field verify locations of all raceways, devices, cabling, etc. to be removed or relocated prior to bid proposal. Report discrepancies to Owner and Architect/Engineer before submitting bid or disturbing existing installation.
- D. Beginning of demolition means installer has field verified all requirements, included costs in bid proposal, and accepts existing conditions.

3.02 PREPARATION

- A. Disconnect and make safe all electrical systems scheduled for removal.
- B. Coordinate utility service outages with Utility Company and Owner's representative.
- C. Provide fire watch, temporary generators, wiring, and connections to maintain required existing systems in service during construction. When work must be performed on energized equipment or circuits, use personnel experienced in such operations.
- D. Existing High Voltage Electrical Service: Maintain existing system in service until new system is complete and ready for service. Disable system only to make switchovers and connections. Obtain permission from Owner at least 2 months before partially or completely disabling system. Minimize outage duration. Make temporary connections to maintain service in areas adjacent to work area when outage affects business operation.

- E. Existing Fire Alarm System: Maintain existing system in service.
- F. Existing Communication System: Maintain existing system in service.
- G. Existing Security System: Maintain existing system in service.

3.03 DEMOLITION AND EXTENSION OF EXISTING ELECTRICAL WORK

- A. Demolish and extend existing electrical work under provisions of this Section.
- B. Remove, relocate, and extend existing installations to accommodate area demolition, new equipment, etc.
- C. Remove abandoned wiring, including low voltage, to source of supply and re-label devices as spares.
- D. Remove exposed abandoned conduit, including abandoned conduit above accessible ceiling finishes. Cut conduit flush with walls and floors, and patch surfaces.
- E. Disconnect and remove abandoned high voltage distribution equipment.
- F. Disconnect and remove electrical devices and equipment serving utilization equipment that has been removed.
- G. Disconnect and remove abandoned conduit.
- H. Repair adjacent construction and finishes damaged during demolition and extension work.
- I. Maintain access to existing electrical installations which remain active. Modify installation or provide access panel as appropriate.
- J. Intercept, reroute, and extend existing installations using materials and methods compatible with existing electrical installations, and in compliance with new project specifications.
- K. Modify existing as-built drawings to note changes.

3.04 CLEANING AND REPAIR

- A. Clean and repair existing materials and equipment which remain or are to be reused.
- B. Luminaires: Remove existing luminaires for cleaning. Use mild detergent to clean all exterior and interior surfaces; rinse with clean water and wipe dry. Replace lamps, ballasts, and broken electrical parts.

3.05 INSTALLATION

- A. Install relocated materials and as required by this section and Owner's representative.

END OF SECTION 260060

SECTION 260080 - TECHNICAL SERVICES DIVISION START-UP SERVICE**1.00 - GENERAL****1.01 OVERVIEW**

- A. As part of this project, start-up services will be performed on the electrical distribution and control equipment as specified.
- B. The start-up service company must follow job site electrical safety requirements, installation standards and electrical testing standards per NEMA®, ASTM®, IEEE®, ANSI® C2, OSHA®, ANSI/NFPA® 70, ANSI/NFPA 70B, NFPA 70E, ANSI/NFPA 78, and ANSI/NFPA 101 guidelines.
- C. Documentation of all procedures performed shall be provided. Four bond copies shall be provided and forwarded to the engineer. Written documentation must contain recorded test values of all electrical tests performed per the individual product specification.
- D. Individual product start-up procedures must be submitted and on file with start-up service company office 10 days prior to the specified bid date.
- E. The start-up service company shall be present during energization of the primary distribution equipment. Job site and equipment access must be provided by the electrical contractor. De-energization of equipment, when required for testing, must be available within 15 minutes of the start-up service company arrival at the job site.
- F. The contractor shall supply a power source, specified by the start-up service company, for on-site test equipment.
- G. Start-up service shall be performed by authorized employee(s) of the equipment manufacturer.

2.00 - PRODUCT**2.01 INSPECTION AND TEST PROCEDURES**

- A. Switchgear and Switchboard Assemblies
 - 1. Visual and Mechanical Inspection
 - (a) Equipment nameplate data shall be documented.
 - (b) Verify the presence of all the manufacturers intended Documentation.
 - (c) Inspect physical, electrical, and mechanical condition of switchboard/switchgear and all components.
 - (d) Confirm correct application of lubricants at manufacturer's recommended locations.

- (e) Verify that fuse and/or circuit breaker sizes and types correspond to drawings and coordination study.
- (f) Verify drawings for correct revision and date in accordance with customer and supplier records.
- (g) Verify that current and potential transformer ratios correspond to drawings.
- (h) Verify tightness of accessible bolted electrical connections by calibrated torque-wrench.
- (i) Confirm correct operation and sequencing of electrical and mechanical interlock systems.
- (j) Verify correct barrier and shutter installation and operation.
- (k) Inspect all mechanical indicating devices for correct operation.
- (l) Verify that filters are in place and/or vents are clear.
- (m) Test operation, alignment, and penetration of instrument transformer withdrawal disconnects.

2. Electrical Tests

- (a) Perform insulation-resistance tests on each bus section, phase-to-phase and phase-to-ground.
- (b) Perform secondary current injection tests on the entire current circuit in each section.
- (c) Perform control wiring performance test.
- (d) Determine accuracy of all {analog} meters.
- (e) Perform phasing check on double-ended switchgear to insure correct bus phasing from each source.
- (f) Verify correct function of control transfer relays located in switchgear with multiple power sources.
- (g) Verify operation of switchgear/switchboard heaters.

3. Test Value

- (a) Bolt torque levels are checked in accordance with U.S. Standards or manufacturer's specifications.
- (b) Insulation resistance testing is to be performed in accordance with the following guidelines:
Minimum Voltage Rating Test Voltage
250 V 500 Vdc
6000 V 1000 Vdc
5000 V 2500 Vdc
39000 V 5000 Vdc
- (c) Overpotential testing will not proceed until insulation resistance testing is completed.
- (d) Overpotential test voltages are applied in accordance with the following guidelines*.

Test Voltage kV	Rated kVac	dc
5	14.3	20.2
15	27.0	37.5
25	45.0	+

35 60.0 +
 Final test voltages will be applied for one (1) minute.
 * Derived from ANSI/IEEE C37.20.2 and C37.20.3.
 + Consult manufacturer

B. Circuit Breakers-Low Voltage (Molded Case/Insulated Case)

1. Visual and Mechanical Inspection
 - (a) Document equipment nameplate data on test report.
 - (b) Verify equipment nameplate ratings are in accordance with the customer's drawings and specifications.
 - (c) Inspect circuit breaker for correct mounting.
 - (d) Operate circuit breaker to insure smooth operation.
 - (e) Inspect case for cracks or other defects.
 - (f) Verify tightness of accessible bolted connections and/or cable connections by calibrated torque-wrench method.
 - (g) Verify that trip units, shunt trip coils, auxiliary contacts and all other accessories are in accordance with the job specifications.

C. Air Switches: Medium-Voltage, Metal-Enclosed

1. Visual and Mechanical Inspection
 - (a) Document equipment nameplate data on test report.
 - (b) Verify equipment nameplate ratings are in accordance with the customer's drawings and specifications.
 - (c) Inspect physical and mechanical condition.
 - (d) Confirm correct application of lubricants at manufacturer's recommended locations.
 - (e) Verify appropriate anchorage and required area clearances.
 - (f) Verify appropriate equipment grounding.
 - (g) Verify correct blade alignment, blade penetration, travel stops, and mechanical operation.
 - (h) Verify that fuse sizes and types are in accordance with drawings and short-circuit and coordination studies, if available.
 - (i) Verify that expulsion-limiting devices are in place on all holders having expulsion-type elements.
 - (j) Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method.
 - (k) Check all interlocking systems for correct operation and sequencing, and key distribution, if applicable.
 - (l) Verify correct phase-barrier materials and installation.
 - (m) Inspect all indicating and control devices for correct operation.
 - (n) Verify that the lightning arresters have been connected.

2. Electrical Tests

- (a) Perform insulation-resistance tests on each pole, phase-to-phase and phase-to-ground with switch closed and across each open pole for one minute.
- (b) Perform a power frequency test (High Pot) on each pole with switch closed.
- (c) Verify heater operation.
- (d) Perform a contact-resistance test for HVL/cc devices manufactured by Square D/Schneider Electric. Use the following procedure:
- (e) With the device de-energized, operate the device closed and open several times using either manual or electrical means. Apply a minimum current of 100 A dc through the closed contacts.
- (f) Measure the contact resistance of each pole and compare with the following values:
HVL/cc: 75 Micro-Ohms

D. Grounding Systems

1. Visual and Mechanical Inspection

- (a) Verify ground system is in compliance with drawings and specifications.

2. Electrical Tests

- (a) Verify the proper selection and operation of the electrical test equipment and record the date of the last calibration date and the date due re-calibration.
- (b) Perform fall-of-potential test or alternative in accordance with IEEE Standard 81-1991 on the main grounding electrode or system.
- (c) Perform point-to-point tests to determine the resistance between the main grounding system and all major electrical equipment frames, system neutral, and/or derived neutral points.

E. Protective Relays

1. Visual and Mechanical Inspection

- (a) Document equipment nameplate data on test report.
- (b) Verify equipment nameplate ratings are in accordance with the customer's drawings and specifications.
- (c) Inspect relays and cases for physical damage. If appropriate, remove shipping restraint material. Relay inspections and testing shall be performed in strict compliance with the manufacturer instructions.
- (d) Tighten case connections.
- (e) Inspect cover for correct gasket seal.
- (f) Clean cover glass.
- (g) Inspect shorting hardware, connection paddles, and/or knife switches. Remove any foreign material from the case.
- (h) Verify target reset.

- (i) Inspect relay for foreign material, particularly in disc slots of the damping and electromagnets.
- (j) Verify disk clearance. Inspect disk and contacts for freedom of movement and correct travel.
- (k) Inspect spiral spring convolutions. Verify tightness of mounting hardware and connections.
- (l) Mechanically test the operation of relays.

2. Electrical Tests

- (a) Perform insulation-resistance test on each circuit-to-frame. Determine from the manufacturer's instructions the allowable procedures for this test for solid-state and microprocessor-based relays.
- (b) Inspect targets and indicators.
- (c) Determine pickup and dropout of electromechanical targets.
- (d) Verify operation of all light-emitting diode indicators.
- (f) Set contrast for liquid-crystal display readouts.
- (g) Control Verification
 - Verify that each of the relay contacts performs its intended function in the control scheme including circuit breaker trip tests, close inhibit tests, 86 lockout tests, and alarm functions.

F. Surge Arresters: Medium and High Voltage Surge Protection Devices

1. Visual and Mechanical Inspection

- (a) Document equipment nameplate data on test report.
- (b) Verify equipment nameplate ratings are in accordance with the customer's drawings and specifications.
- (c) Inspect physical and mechanical condition.
- (d) Inspect for correct mounting and adequate clearances.
- (e) Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method.
- (f) Verify that the ground lead on each device is individually attached to a ground bus or ground electrode.
- (g) Verify that stroke counter, if present, is correctly mounted and electrically connected.

G. Switchgear Assemblies: Low Voltage & Medium Voltage

1. Visual and Mechanical Inspection

- (a) Document equipment nameplate data.
- (b) Verify the presence of all the manufacturers intended Documentation.
- (c) Inspect physical, electrical, and mechanical condition of switchboard/switchgear and all components.
- (d) Confirm correct application of lubricants at manufacturer's recommended locations.
- (e) Verify that fuse and/or circuit breaker sizes and types correspond to drawings and coordination study.

- (f) Verify drawings for correct revision and date in accordance with customer and supplier records.
- (g) Verify that current and potential transformer ratios correspond to drawings.
- (h) Verify tightness of accessible bolted electrical connections by calibrated torque-wrench.
- (i) Confirm correct operation and sequencing of electrical and mechanical interlock systems.
- (j) Verify correct barrier and shutter installation and operation.
- (k) Inspect all mechanical indicating devices for correct operation.
- (l) Verify that filters are in place and/or vents are clear.
- (m) Test operation, alignment, and penetration of instrument transformer withdrawal disconnects.

2. Electrical Tests

- (a) Perform insulation-resistance tests on each bus section, phase-to-phase and phase-to-ground.
- (b) Perform secondary current injection tests on the entire current circuit in each section.
- (c) Perform control wiring performance test.
- (d) Determine accuracy of all {analog} meters.
- (e) Perform phasing check on double-ended switchgear to insure correct bus phasing from each source.
- (f) Verify correct function of control transfer relays located in switchgear with multiple power sources.
- (g) Verify operation of switchgear/switchboard heaters.

END OF SECTION 260080

SECTION 260124 - MEDIUM-VOLTAGE CABLES**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. This Section includes cables and related splices, terminations, and accessories for medium-voltage electrical distribution systems.

1.3 DEFINITIONS

- A. NETA ATS: Acceptance Testing Specification.

1.4 SUBMITTALS

- A. Product Data: For each type of cable indicated. Include splices and terminations for cables and cable accessories.
- B. Samples: 16-inch lengths of each type of cable indicated.
- C. Qualification Data: For Installer.
- D. Material Certificates: For each cable and accessory type, signed by manufacturers.
- E. Source quality-control test reports.
- F. Field quality-control test reports.

1.5 QUALITY ASSURANCE

- A. Installer: Engage a cable splicer, trained and certified by splice material manufacturer, to install, splice, and terminate medium-voltage cable.
- B. Testing Agency Qualifications: An independent agency, with the experience and capability to conduct the testing indicated, that is a member company of the InterNational Electrical Testing Association or is a nationally recognized testing laboratory (NRTL) as defined by OSHA in 29 CFR 1910.7, and that is acceptable to authorities having jurisdiction.
 - 1. Testing Agency's Field Supervisor: Person currently certified by the InterNational Electrical Testing Association or the National Institute for Certification in Engineering Technologies to supervise on-site testing specified in Part 3.

- C. Source Limitations: Obtain cables and accessories through one source from a single manufacturer.
- D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- E. Comply with IEEE C2 and NFPA 70.

1.6 PROJECT CONDITIONS

- A. Interruption of Existing Electric Service: Do not interrupt electric service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary electric service according to requirements indicated:
 - 1. Notify Architect/Owner no fewer than 60 days in advance of proposed interruption of electric service.
 - 2. Do not proceed with interruption of electric service without Architect's/Owner's written permission.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Cables:
 - a. Okonite Company (The).
 - b. Pirelli Cables & Systems NA.
 - c. Southwire Company.
 - 2. Cable Splicing and Terminating Products and Accessories:
 - a. Raychem Corp.
 - b. RTE Components; Cooper Power Systems, Inc.
 - c. Thomas & Betts Corporation/Elastimold.
 - d. 3M; Electrical Products Division.

2.2 CABLES

- A. Cable Type: MV105.
- B. Conductor: Copper.

- C. Conductor Stranding: Compact round, concentric lay, Class B.
- D. Strand Filling: Conductor interstices are filled with impermeable compound.
- E. Conductor Insulation: Crosslinked polyethylene.
- F. Conductor Insulation: Ethylene-propylene rubber.
 - 1. Voltage Rating: 15 kV.
 - 2. Insulation Thickness: 133 percent insulation level.
- G. Shielding: Copper tape/Solid copper wires, helically applied over semiconducting insulation shield.

2.3 SPLICE KITS

- A. Connectors and Splice Kits: Comply with IEEE 404; type as recommended by cable or splicing kit manufacturer for the application.
- B. Splicing Products: As recommended, in writing, by splicing kit manufacturer for specific sizes, ratings, and configurations of cable conductors. Include all components required for complete splice, with detailed instructions.
 - 1. Combination tape and cold-shrink-rubber sleeve kit with re-jacketing by cast-epoxy-resin encasement or other waterproof, abrasion-resistant material.
 - 2. Heat-shrink splicing kit of uniform, cross-section, polymeric construction with outer heat-shrink jacket.
 - 3. Pre-molded, cold-shrink-rubber, in-line splicing kit.
 - 4. Pre-molded EPDM splicing body kit with cable joint sealed by interference fit of mating parts and cable.

2.4 SOLID TERMINATIONS

- A. Multiconductor Cable Sheath Seals: Type recommended by seal manufacturer for type of cable and installation conditions, including orientation.
 - 1. Compound-filled, cast-metal body, metal-clad cable terminator for metal-clad cable with external plastic jacket.
 - 2. Cold-shrink sheath seal kit with preformed sleeve openings sized for cable and insulated conductors.
 - 3. Heat-shrink sheath seal kit with phase- and ground-conductor re-jacketing tubes, cable-end sealing boot, and sealing plugs for unused ground-wire openings in boot.
 - 4. Cast-epoxy-resin sheath seal kit with wraparound mold and packaged, two-part, epoxy-resin casting material.

- B. Shielded-Cable Terminations: Comply with the following classes of IEEE 48. Insulation class is equivalent to that of cable. Include shield ground strap for shielded cable terminations.
 - 1. Class 1 Terminations, Indoors: Kit with stress-relief cone, non-tracking insulator tube, shield ground strap, compression-type connector, and end seal.
- C. Nonshielded-Cable Terminations: Kit with compression-type connector. Include silicone-rubber tape, cold-shrink-rubber sleeve, or heat-shrink plastic-sleeve moisture seal for end of insulation whether or not supplied with kits.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install cables according to IEEE 576.
- B. Pull Conductors: Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.
 - 1. Where necessary, use manufacturer-approved pulling compound or lubricant that will not deteriorate conductor or insulation.
 - 2. Use pulling means, including fish tape, cable, rope, and basket-weave cable grips that will not damage cables and raceways. Do not use rope hitches for pulling attachment to cable.
- C. Install exposed cables parallel and perpendicular to surfaces of exposed structural members and follow surface contours where possible.
- D. Support cables.
- E. In manholes, handholes, pull boxes, junction boxes, and cable vaults, train cables around walls by the longest route from entry to exit and support cables at intervals adequate to prevent sag.
- F. Install cable splices at pull points and elsewhere as indicated; use standard kits.
- G. Install terminations at ends of conductors and seal multiconductor cable ends with standard kits.
- H. Arc Proofing: Unless otherwise indicated, arc proof medium-voltage cable at locations not protected by conduit, cable tray, direct burial, or termination materials. In addition to arc-proofing tape manufacturer's written instructions, apply arc proofing as follows:
 - 1. Clean cable sheath.
 - 2. Wrap metallic cable components with 10-mil (250-micrometer) pipe-wrapping tape.
 - 3. Smooth surface contours with electrical insulation putty.
 - 4. Apply arc-proofing tape in one half-lapped layer with coated side toward cable.

- 5. Band arc-proofing tape with 1-inch-wide bands of half-lapped, adhesive, glass-cloth tape 2 inches o.c.
- I. Ground shields of shielded cable at terminations, splices, and separable insulated connectors. Ground metal bodies of terminators, splices, cable and separable insulated-connector fittings, and hardware.
- J. Identify cables.

3.2 FIELD QUALITY CONTROL

- A. Testing: Engage a qualified testing and inspecting agency to perform the following field tests and inspections and prepare test reports:
- B. Perform the following field tests and inspections and prepare test reports:
 - 1. Perform each visual and mechanical inspection and electrical test stated in NETA ATS. Certify compliance with test parameters.
 - 2. After installing medium-voltage cables and before electrical circuitry has been energized, test for compliance with requirements.
- C. Remove and replace malfunctioning units and retest as specified above.

END OF SECTION 260124

SECTION 260142 - NAMEPLATES AND WARNING SIGNS**2.00 - PRODUCTS**

- 2.01 Nameplate shall be plastic laminate with 3/4" high letters in white on black background screwed onto equipment designations shall clearly state:
- A. Equipment Enclosure Nameplates.
 - 1. Manufacturer's nameplate including equipment design rating of current, voltage, KVA, HP, bus bracing rating, or as applicable.
 - 2. Equipment nameplate designating system usage and purpose, system nominal voltage, equipment rating for KVA, amperes, HP and RPM as applicable. Designation data per drawings or to be supplied with shop drawings approval.
 - B. Device nameplates: Device usage, purpose, or circuit number; manufacturer and electrical characteristic ratings including the following:
 - 1. Circuit Breakers: Voltage, continuous current, maximum interrupting current and trip current.
 - 2. Switches: Voltage, continuous current, horsepower or maximum current switching. If fused, include nameplate stating "Fuses must be replaced with current limiting type of identical characteristics."
- 2.02 Warning signs shall be minimum 18-gauge steel, white porcelain enamel finish with red lettering. Lettering to read "DANGER - HIGH VOLTAGE" in 1" letters. Warning signs to be included on door and fencing of all electrical equipment areas containing equipment energized above 150 volts to ground.
- 2.03 Warning designation in 1" red letters shall be painted by stencil or pre-printed adhesive on each pull box, cabinet or 1-foot length of exposed conduit stating "DANGER" and giving voltage of enclosed conductors such as "DANGER – 12 KV", for all systems over 150 volts to ground.

3.00 - EXECUTION

- 3.01 Nameplates shall be mounted by self-tapping or threaded screws and bolts or by rivets.
- 3.02 Signs shall be permanently mounted with cadmium plated steel screws or nickel-plated brass bolts.

END OF SECTION 260142

SECTION 260341 - MEDIUM-VOLTAGE SWITCHGEAR**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

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

1.2 SUMMARY

- A. This Section includes metal-enclosed interrupter switchgear and metal-clad, circuit-breaker switchgear with the following optional components, features, and accessories:
 - 1. Copper, silver-plated main bus at connection points.
 - 2. Communication modules.
 - 3. Analog instruments.
 - 4. Relays.
 - 5. Surge arresters.
 - 6. Provisions for future devices.
 - 7. Fungus proofing.
 - 8. Control battery system.
 - 9. Mimic bus.

1.3 DEFINITIONS

- A. ATS: Acceptance Testing Specifications.
- B. GFCI: Ground-Fault Circuit Interrupter.

1.4 SUBMITTALS

- A. Product Data: For each type of switchgear and related equipment, include the following:
 - 1. Rated capacities, operating characteristics, furnished specialties, and accessories for individual interrupter switches and circuit breakers.
 - 2. Time-current characteristic curves for overcurrent protective devices, including circuit-breaker relay trip devices and fusible devices.
- B. Shop Drawings: For each type of switchgear and related equipment, include the following:
 - 1. Dimensioned plans, elevations, sections, and details, including required clearances and service space around equipment. Show method of field assembly and location and size of each field connection. Include the following:
 - a. Tabulation of installed devices with features and ratings.

- b. Outline and general arrangement drawing showing dimensions, shipping sections, and weights of each assembled section.
 - c. Drawing of cable termination compartments showing preferred locations for conduits and indicating space available for cable terminations.
 - d. Floor plan drawing showing locations for anchor bolts.
 - e. Current ratings of buses.
 - f. Short-time and short-circuit ratings of switchgear assembly.
 - g. Nameplate legends.
 - h. Mimic-bus diagram.
 - i. Utility company's metering provisions with indication of approval by utility company.
- 2. Wiring Diagrams: For each type of switchgear and related equipment, include the following:
 - a. Power, signal, and control wiring.
 - b. Three-line diagrams of current and future secondary circuits showing device terminal numbers and internal diagrams.
 - c. Schematic control diagrams.
 - d. Diagrams showing connections of component devices and equipment.
 - e. Schematic diagrams showing connections to remote devices (Jenbacher control devices).
- C. Coordination Drawings: Floor plans showing dimensioned layout, required working clearances, and required area above and around switchgear where piping and ducts are prohibited. Show switchgear layout and relationships between components and adjacent structural and mechanical elements. Show support locations, type of support, and weight on each support. Identify field measurements.
- D. Manufacturer Seismic Certification: Submit certification that switchgear, accessories, and components will withstand seismic forces. Include the following:
 - 1. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculation.
 - a. The term "withstand" means "the unit will remain in place without separation of any parts from the device when subjected to the seismic forces specified."
 - b. The term "withstand" means "the unit will remain in place without separation of any parts from the device when subjected to the seismic forces specified and the unit will be fully operational after the seismic event."
 - 2. Dimensioned Outline Drawings of Equipment Unit: Identify center of gravity and locate and describe mounting and anchorage provisions.
 - 3. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.

- E. Operation and Maintenance Data: For switchgear and switchgear components to include in emergency, operation, and maintenance manuals. Include the following:
 - 1. Manufacturer's written instructions for testing and adjusting overcurrent protective devices.
 - 2. Time-current curves, including selectable ranges for each type of overcurrent protective device.

1.5 QUALITY ASSURANCE

- A. Testing Agency Qualifications: An independent agency, with the experience and capability to conduct the testing indicated, that is a member company of the InterNational Electrical Testing Association or is a nationally recognized testing laboratory (NRTL) as defined by OSHA in 29 CFR 1910.7, and that is acceptable to authorities having jurisdiction.
 - 1. Testing Agency's Field Supervisor: Person currently certified by the InterNational Electrical Testing Association or the National Institute for Certification in Engineering Technologies to supervise on-site testing specified in Part 3.
- B. Testing Agency Qualifications: An independent agency, with the experience and capability to conduct the testing indicated, that is a nationally recognized testing laboratory (NRTL) as defined by OSHA in 29 CFR 1910.7.
- C. Source Limitations: Obtain each type of switchgear and associated components through one source from a single manufacturer.
- D. Product Options: Drawings indicate size, profiles, and dimensional requirements of switchgear and are based on the specific system indicated. Refer to Division 1 Section "Product Requirements."
- E. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- F. Comply with IEEE C2.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver in sections of lengths that can be moved past obstructions in delivery path as indicated.
- B. Store switchgear indoors in clean dry space with uniform temperature to prevent condensation. Protect switchgear from exposure to dirt, fumes, water, corrosive substances, and physical damage.
- C. If stored in areas subjected to weather, cover switchgear to provide protection from weather, dirt, dust, corrosive substances, and physical damage. Remove loose packing

and flammable materials from inside switchgear; install electric heating (250 W per section) to prevent condensation.

1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Rate equipment for continuous operation at indicated ampere ratings for the following conditions:
 - 1. Ambient temperature not exceeding 122 deg F (50 deg C).
 - 2. Altitude of 1,000 above sea level.
- B. Installation Pathway: Remove and replace building components and structures to provide pathway for moving switchgear into place.
- C. Product Selection for Restricted Space: Drawings indicate maximum dimensions for switchgear, including clearances between switchgear and adjacent surfaces and other items. Comply with indicated maximum dimensions.
- D. Interruption of Existing Electrical Service: Do not interrupt electrical service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary electrical service according to requirements indicated:
 - 1. Notify Owner no fewer than 2 months in advance of proposed interruption of electrical service.
 - 2. Do not proceed with interruption of electrical service without Owner's written permission.

1.8 COORDINATION

- A. Coordinate layout and installation of switchgear and components with other construction including conduit, piping, equipment, and adjacent surfaces. Maintain required clearances for workspace and equipment access doors and panels.

1.9 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Fuses: Six of each type and rating used. Include spares for future transformers, control power circuits, and fusible devices.
 - 2. Indicating Lights: Six of each type installed.
 - 3. Touchup Paint: Three containers of paint matching enclosure finish, each 0.5 pint (250 mL).

- B. Maintenance Tools: Furnish tools and miscellaneous items required for interrupter switchgear test, inspection, maintenance, and operation. Include the following:
 - 1. Fuse-handling tool.
 - 2. Extension rails, lifting device, transport or dockable dolly or mobile lift, and all other items necessary to remove circuit breaker from housing and transport to remote location.
 - 3. Racking handle to move circuit breaker manually between connected and disconnected positions, and a secondary test coupler to permit testing of circuit breaker without removal from switchgear.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
 - 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, manufacturers specified.
 - 2. Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified.

2.2 MANUFACTURED UNITS

- A. Description: Factory assembled and tested, and complying with IEEE C37.20.1.
- B. Ratings: Suitable for application in 3-phase, 60-Hz, solidly grounded-neutral system.
- C. System Voltage: 12.47 kV nominal; 25 kV maximum.

2.3 METAL-ENCLOSED INTERRUPTER SWITCHGEAR

- A. Manufacturers:
 - 1. ABB Control, Inc.
 - 2. Eaton Corporation; Cutler-Hammer Products.
 - 3. IEM Corporation.
 - 4. Square D; Schneider Electric.
- B. Comply with IEEE C37.20.3.
- C. Comply with IEEE C37.20.7. Provide arc-resistant switchgear, Type 2C.
- D. Design Level of Available-Source Fault Current: Integrated short-circuit rating consistent with value of fault current indicated.

- E. Ratings: Comply with standard ratings designated in IEEE C37.20.3 for maximum-rated voltage specified.
 - 1. Main-Bus Rating: 600 A, continuous.
- F. Interrupter Switches: Stationary, gang operated, and suitable for application at maximum short-circuit rating of integrated switchgear assembly.
 - 1. Rating: 600-A continuous duty and load break.
 - 2. Duty-Cycle, Fault Closing: 40,000 asymmetrical A.
 - 3. Switch Action: No external arc and no significant quantities of ionized gas released into the enclosure.
 - 4. Switch Construction: Supported entirely by interior framework of structure, with copper switchblades and stored-energy operating mechanism.
 - 5. Phase Barriers: Full length of switchblades and fuses for each pole; designed for easy removal; allow visual inspection of switch components if barrier is in place.
 - 6. Protective Shields: Cover live components and terminals.
 - 7. Fuses: De-energized if switch is open.
- G. Mechanical Interlock: Prevent opening switch compartment door unless switchblades are open, and prevent closing switch if door is open.
- H. Window: Permit viewing switchblade positions if door is closed.
- I. Power Fuses: Comply with the following and with applicable requirements in NEMA SG 2:
 - 1. Indicator: Integral with each fuse to indicate when it has blown.
 - 2. Mounting: Positively held in position with provision for easy removal and replacement from front without special tools.
 - 3. Current-Limiting Fuses: Full-range, fast-replaceable, current-limiting type that will operate without explosive noise or expulsion of gas, vapor, or foreign matter from tube.
 - 4. Expulsion Fuses: Furnished in disconnect-type mountings and renewable with replacement fuse units. Gases emitted on interruption are controlled and silenced by chambers designed for that purpose.

2.4 FABRICATION

- A. Outdoor Enclosure: Galvanized steel, weatherproof construction; integral structural-steel base frame with factory-applied asphaltic undercoating. Provide additive alternative bid for stainless steel.
 - 1. Each compartment shall have the following features:

- a. Structural design and anchorage adequate to resist loads imposed by 125-mph wind.
 - b. Space heater operating at one-half or less of rated voltage, sized to prevent condensation.
 - c. Louvers equipped with insect and rodent screen and filter, and arranged to permit air circulation while excluding rodents and exterior dust.
 - d. Hinged front door with locking provisions.
 - e. Interior light with switch.
 - f. Weatherproof GFCI duplex receptacle.
 - g. Power for heaters, lights, and receptacles to be provided by control power transformer.
- B. Finish: Manufacturer's standard gray finish over rust-inhibiting primer on phosphatizing-treated metal surfaces.
- C. Bus Transition Unit: Arranged to suit bus and adjacent units.
- D. Incoming-Line Unit: Arranged to suit incoming line.
- E. Outgoing Feeder Units: Arranged to suit distribution feeders.
- F. Auxiliary Compartments: Arranged to suit house meters, relays, controls, and auxiliary equipment; isolated from medium-voltage components.
- G. Key Interlocks: Arranged to effect interlocking schemes indicated.
- H. Provisions for Future Key Interlocks: Mountings and hardware required for future installation of locks, where indicated.

2.5 COMPONENTS

- A. Main Bus: Copper, silver plated at connection points; full length of switchgear.
- B. Ground Bus: Copper, silver plated or copper, tin plated; minimum size 1/4 by 2 inches; full length of switchgear.
- C. Bus Insulation: Covered with flame-retardant insulation.
- D. Instrument Transformers: Comply with IEEE C57.13.
 - 1. Potential Transformers: Secondary voltage rating of 120 V and NEMA accuracy class of 0.3 with burdens of W, X, and Y.
 - 2. Current Transformers: Burden and accuracy class suitable for connected relays, meters, and instruments.
- E. Multifunction Digital-Metering Monitor: Microprocessor-based unit suitable for three- or four-wire systems, listed and labeled by an NRTL, and with the following features:

1. Inputs from sensors or 5-A current-transformer secondaries, and potential terminals rated to 600 V.
 2. Switch-selectable digital display with the following features:
 - a. Phase Currents, Each Phase: Plus or minus 1 percent.
 - b. Phase-to-Phase Voltages, Three Phase: Plus or minus 1 percent.
 - c. Phase-to-Neutral Voltages, Three Phase: Plus or minus 1 percent.
 - d. Three-Phase Real Power: Plus or minus 2 percent.
 - e. Three-Phase Reactive Power: Plus or minus 2 percent.
 - f. Power Factor: Plus or minus 2 percent.
 - g. Frequency: Plus or minus 0.5 percent.
 - h. Integrated Demand, with Demand Interval Selectable from 5 to 60 Minutes: Plus or minus 2 percent.
 - i. Accumulated energy, in megawatt hours, plus or minus 2 percent; stored values unaffected by power outages for up to 72 hours.
 3. Mounting: Display and control unit that is flush or semi-flush mounted in instrument compartment door.
- F. Surge Arresters: Distribution class, metal-oxide-varistor type. Comply with NEMA LA 1.
1. Install in cable termination compartments in each phase of circuit.
 2. Coordinate rating with circuit voltage.
- G. Fungus Proofing: Permanent fungicidal treatment for switchgear interior, including instruments and instrument transformers.
- H. Control Power Supply: DC battery system.
- I. Control Power Supply: Control power transformer supplies 120-V control circuits through secondary disconnect devices. Include the following features:
1. Dry-type transformers, in separate compartments for units larger than 3 kVA, including primary and secondary fuses.
 2. Control Power Fuses: Primary and secondary fuses provide current-limiting and overload protection.
- J. Control Wiring: Factory installed, complete with bundling, lacing, and protection; and complying with the following:
1. Flexible conductors for No. 8 AWG and smaller, for conductors across hinges, and for conductors for interconnections between shipping units.
 2. Conductors sized according to NFPA 70 for duty required.

2.6 IDENTIFICATION

- A. Materials: Refer to Division 26 Section "Tests and Identification." Identify units, devices, controls, and wiring.
- B. Mimic Bus: Continuous mimic bus applied to front of switchgear, arranged in single-line diagram format, using symbols and lettered designations consistent with approved final mimic-bus diagram.
 - 1. Mimic-bus segments coordinated with devices in switchgear sections to which applied, to produce a concise visual presentation of principal switchgear components and connections.
 - 2. Medium: Painted graphics, as approved.
 - 3. Color: Contrasting with factory-finish background; selected by Architect.

2.7 FACTORY FINISHES

- A. Finish: Manufacturer's standard color finish applied to equipment before shipping.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine elements and surfaces to receive switchgear for compliance with requirements for installation tolerances, required clearances, and other conditions affecting performance.
 - 1. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Anchor switchgear assembly to existing concrete base and attach to existing bolting.
- B. Temporary Lifting Provisions: Remove temporary lifting eyes, channels, and brackets and temporary blocking of moving parts from switchgear units and components.

3.3 IDENTIFICATION

- A. Identify field-installed conductors, interconnecting wiring, and components; provide warning signs.
- B. Diagram and Instructions:
 - 1. Frame under clear acrylic plastic on front of switchgear.
 - a. Operating Instructions: Printed basic instructions for switchgear, including control and key-interlock sequences and emergency procedures.
 - b. System Power Riser Diagrams: Depict power sources, feeders, distribution components, and major loads.

2. Storage for Maintenance: Include a rack or holder, near the operating instructions, for a copy of maintenance manual.

3.4 CONNECTIONS

- A. Tighten bus joints, electrical connectors, and terminals according to manufacturer's published torque-tightening values.
- B. Ground equipment according to CEC.
- C. Connect wiring according to Division 26 Section and "Medium Voltage Cables."

3.5 FIELD QUALITY CONTROL

- A. Prepare for acceptance tests as follows:
 1. Test insulation resistance for each switchgear bus, component, connecting supply, feeder, and control circuit.
 2. Test continuity of each circuit.
- B. Manufacturer's Field Service: Engage a factory-authorized service representative to perform the following:
 1. Inspect switchgear, wiring, components, connections, and equipment installation. Test and adjust components and equipment.
 2. Assist in field testing of equipment including pretesting and adjusting of automatic power factor correction units.
 3. Report results in writing.
- C. Perform the following field tests and inspections and prepare test reports:
 1. Perform each electrical test and visual and mechanical inspection:
 - a. Switchgear.
 - b. Circuit breakers.
 - c. Protective relays.
 - d. Instrument transformers.
 - e. Metering and instrumentation.
 - f. Ground-fault systems.
 - g. Battery systems.
 - h. Surge arresters.
 - i. Capacitors.
- D. Remove and replace malfunctioning units and retest as specified above.

- E. Infrared Scanning: After Substantial Completion, but not more than 60 days after Final Acceptance, perform infrared scan of each switchgear. Remove front and rear panels so joints and connections are accessible to portable scanner.
 - 1. Follow-up Infrared Scanning: Perform an additional follow-up infrared scan of each switchgear 11 months after date of Substantial Completion.
 - 2. Instrument: Use an infrared-scanning device designed to measure temperature or to detect significant deviations from normal values. Provide calibration record for device.
 - 3. Record of Infrared Scanning: Prepare a certified report that identifies switchgear checked and that describes infrared-scanning results. Include notation of deficiencies detected, remedial action taken, and observations after remedial action.

3.6 ADJUSTING

- A. Set field-adjustable, protective-relay trip characteristics.

3.7 CLEANING

- A. On completion of installation, inspect interior and exterior of switchgear. Vacuum dirt and debris; do not use compressed air to assist in cleaning. Repair damaged finishes.

3.8 PROTECTION

- A. Temporary Heating: Apply temporary heat to switchgear, according to manufacturer's written instructions, throughout periods when switchgear environment is not controlled for temperature and humidity within manufacturer's stipulated service conditions.

3.9 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain switchgear.

END OF SECTION 260341