

## **PROJECT MANUAL**

### **PROJECT:**

BARNARD ELEMENTARY SCHOOL PLAYGROUND  
BEMIS ELEMENTARY SCHOOL PLAYGROUND  
HILL ELEMENTARY SCHOOL PLAYGROUND  
MARTELL ELEMENTARY SCHOOL PLAYGROUND  
MORSE ELEMENTARY SCHOOL PLAYGROUND  
TROY UNION ELEMENTARY SCHOOL PLAYGROUND

### **OWNER:**

TROY SCHOOL DISTRICT  
4400 Livernois Road  
Troy, Michigan

**TMP PROJECT NO.:** 22086B, 22087B, 22090B, 22092B 22093B,  
22095B

**DATE:** November 9, 2023

**ISSUED FOR:** CONSTRUCTION DOCUMENTS

### **ARCHITECT**

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Not Used

**END OF SECTION**

**SECTION 00 0115 - LIST OF DRAWINGS**

**LIST OF DRAWINGS**

**1.01 GENERAL**

- A. Drawings: Drawings consist of the Contract Drawings including drawings listed on the TITLE SHEET page of the separately bound drawing set titled Barnard Elementary School Playground, Bemis Elementary School Playground, Hill Elementary School Playground, Martell Elementary School Playground, Morse Elementary School Playground, Troy Union Elementary School Playground; dated 11-09-2023 and any subsequent Addenda and Contract modifications which may occur.

**END OF SECTION**

**SECTION 00 8200.02 - TMP ELECTRONIC FILES RELEASE FORM (FREE)**

**RE: AUTHORIZATION FORM FOR CAD FILE TRANSFERS**

**PROJECT NAME:** \_\_\_\_\_

**TMP PROJECT NO. :** \_\_\_\_\_ **BID PACK NO.**

\_\_\_\_\_

Dear Sir/Madam:

Per your request, TMP Architecture, Inc. will electronically transmit requested CAD files upon receipt of an original signed copy of this form which states the conditions of agreement and the receipt of the required compensation fee.

1. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
2. It is further understood and agreed that the undersigned will hold TMP Architecture, Inc. and its Consultants harmless and indemnify TMP Architecture, Inc. and its Consultants from all claims, liabilities, losses, and so forth, including attorney's fees arising out of the use or misuse of the transferred files.
3. It is understood and agreed that the items transmitted are prepared from CAD files current at the time of preparation. All files are [AutoCAD version 2014 dwg files].
4. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
5. As a record of information to be transmitted, TMP Architecture, Inc. will prepare a duplicate electronic back-up for its record.
6. Compensation for providing this material will be as follows: **\$0.00 / No Charge**
7. A signed copy of this form must be provided before files will be released. Please remit to [Construction Manager] to be forwarded to the Project Manager at TMP Architecture, Inc. and allow five working days for processing.

**REQUESTED DRAWINGS:** \_\_\_\_\_

\_\_\_\_\_

**FIRM REQUESTING FILES:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name / Title: \_\_\_\_\_

Email: \_\_\_\_\_

**TO BE COMPLETED BY TMP ARCHITECTURE, INC.**

Released(signed by): \_\_\_\_\_ TMP Architecture, Inc.

Printed Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**END OF SECTION**



**SECTION 00 8200 - AVAILABILITY OF ELECTRONIC FILES****AVAILABILITY OF ELECTRONIC FILES****1.01 POLICY**

- A. As a service to Contractor, subcontractors, vendors, material suppliers and others needing electronic copies of Drawings, the Architect will provide CAD files electronically in accordance with the following policy:
1. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
  2. It is further understood and agreed that the undersigned will hold TMP Architecture, Inc. and its Consultants harmless and indemnify TMP Architecture, Inc. and its Consultants from all claims, liabilities, losses, and so forth, including attorney's fees arising out of the use or misuse of the transferred files.
  3. It is understood and agreed that the files transmitted are prepared from CAD files current at the time of preparation. All files are AutoCAD version 2014 dwg files.
  4. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
  5. As a record of information to be transmitted, TMP Architecture, Inc. will prepare a duplicate electronic back-up for its record.
  6. Compensation Fee for providing this material will be as follows:
    - a. Base Fee of \$250 for 1 to 3 Drawings.
    - b. Base Fee of \$500 for 4 to 10 Drawings.
    - c. For each additional Drawing after 10, the fee is \$40 per Drawing.
      - 1) Example: 11 Drawings = \$540.
  7. A signed copy of the Release Form and Fee must be provided before files will be released.

**1.02 REQUEST PROCEDURE**

- A. To receive Drawing CAD files the Release Form must be completed in full and submitted to the Construction Manager to be forwarded to the Project Manager at TMP Architecture, Inc.
1. A signed copy of the Release Form must be submitted.
    - a. Faxed or emailed copies will be accepted.
  2. Upon remittance of the signed Release Form and Fee, allow five working days for processing.
  3. Transmission of Drawings will be provided electronically after the receipt of Fee.

**1.03 RELEASE FORM**

- A. Release Form is located immediately after this Section. Refer to Section 00 8200.01 Electronic Files Release Form.

**END OF SECTION**

**SECTION 01 2200 - UNIT PRICES****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Measurement and payment criteria applicable to Work performed under a unit price payment method.

**1.02 COSTS INCLUDED**

- A. Unit Prices included on the Bid Form shall include full compensation for all required labor, products, tools, equipment, plant, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.

**1.03 MEASUREMENT OF QUANTITIES**

- A. Take all measurements and compute quantities. Measurements and quantities will be verified by Architect.
- B. Assist by providing necessary equipment, workers, and survey personnel as required.

**1.04 PAYMENT**

- A. Payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities of Work that is incorporated in or made necessary by the Work and accepted by the Architect, multiplied by the unit price.
- B. Payment will not be made for any of the following:
  - 1. Products wasted or disposed of in a manner that is not acceptable.
  - 2. Products determined as unacceptable before or after placement.
  - 3. Products remaining on hand after completion of the Work.

**1.05 SCHEDULE OF UNIT PRICES**

- A. Unit Price 1 - Unsuitable Soils - Off Site
  - 1. Description: Removal of unsuitable soils to be replaced by satisfactory soils with the unsuitable soils being removed off-site.
  - 2. Unit of Measurement: Cubic Yards.
- B. Unit Price 2 - Unsuitable Soils - On Site
  - 1. Description: Removal of unsuitable soils to be replaced by satisfactory soils with the unsuitable soils being placed on-site.
  - 2. Unit of Measurement: Cubic Yards.
- C. Unit Price 3 - Concrete Paving
  - 1. Description: Installation of 4" depth, non-reinforced concrete paving.
  - 2. Unit of Measurement: Square Feet.
- D. Unit Price 4 - Concrete Playground Curbing
  - 1. Description: Installation of concrete playground curbing.
  - 2. Unit of Measurement: Linear Feet.
- E. Unit Price 5 - Trees
  - 1. Description: Installation of 2" caliper deciduous tree.
  - 2. Unit of Measurement: Each.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION - NOT USED****END OF SECTION**

SECTION 01 2500.01 - TMP SUBSTITUTION REQUEST FORM

SUBSTITUTION REQUEST NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_  
TMP PROJECT NUMBER \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

SPECIFIED ITEM

SPECIFICATION TITLE: \_\_\_\_\_  
SPECIFICATION SECTION \_\_\_\_\_ SPECIFICATION ARTICLE/PARAGRAPH: \_\_\_\_\_  
SPECIFIED PRODUCT / DESCRIPTION: \_\_\_\_\_  
SPECIFIED MANUFACTURER: \_\_\_\_\_  
SPECIFIED PRODUCT / MODEL: \_\_\_\_\_  
REASON SPECIFIED ITEM CANNOT BE PROVIDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED SUBSTITUTION

DESCRIPTION OF PROPOSED SUBSTITUTION: \_\_\_\_\_  
\_\_\_\_\_  
PROPOSED MANUFACTURER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_  
PRODUCT / MODEL: \_\_\_\_\_  
YEARS PRODUCT/MODEL HAS BEEN MANUFACTURED: \_\_\_\_\_  
DIFFERENCES BETWEEN PROPOSED SUBSTITUTION AND SPECIFIED ITEM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WILL PROPOSED SUBSTITUTION AFFECT OTHER PARTS OF WORK?  NO  YES  
IF YES, EXPLAIN HOW: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL SUBSTITUTION BENEFIT THE OWNER:  COST SAVINGS  TIME SAVINGS  OTHER  
PROVIDE SPECIFIC DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUIRED; CHECK TO INDICATE INFORMATION IS ATTACHED. (REQUEST WILL BE REJECTED WITHOUT REQUIRED DATA)

32.01

- A.  List of references where proposed product has been installed; include address, owner, architect, and date installed.
- B.  Product data sheets.
- C.  Applicable certificates and test reports.

- D.  Comparative Data: Provide point-by-point, side-by-side comparison of specified product and proposed substitution addressing essential attributes specified.

**INDICATE WHICH OF THE FOLLOWING VOLUNTARY INFORMATION IS ATTACHED, IF ANY:**

DRAWINGS.

SAMPLES.

OTHER ITEMS: \_\_\_\_\_

**SIGNATURE**

**THE UNDERSIGNED CERTIFIES:**

The proposed substitution meets or exceeds the quality level of the specified product, equipment, assembly, or system.

To provide the same warranty for the substitution as for the specified product.

Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.

Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.

The proposed substitution will have no adverse effects on other work.

The proposed substitution will not affect project schedule.

Waives claims for additional costs or time extension that may subsequently become apparent.

**CONTRACTOR / COMPANY:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ARCHITECT'S RESPONSE**

- A. During bidding, Architect will approve substitution requests by issuing an Addendum. Substitutions not approved by addendum are rejected.
- B. During construction, Architect will notify Contractor in writing (see below) of decision to accept or reject request, and incorporate the substitution into the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments as provided for in the Conditions of the Contract.

**SUBSTITUTION APPROVED - PROVIDE SUBMITTALS PER SECTION 01 3000 AND RESPECTIVE SECTION FOR WHICH SUBSTITUTION WAS MADE.**

**SUBSTITUTION REJECTED - PROVIDE SPECIFIED MATERIALS.**

**SIGNED BY:** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**ARCHITECT'S COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**END OF SECTION**

**SECTION 01 2500 - SUBSTITUTION PROCEDURES****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Procedural requirements for proposed substitutions.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 2500.01 - TMP Substitution Request Form.

**1.03 DEFINITIONS**

- A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to materials, products, assemblies, and equipment.
  - 1. Substitutions for Cause: Proposed due to changed Project circumstances beyond Contractor's control.
  - 2. Substitutions for Convenience: Proposed due to possibility of offering substantial advantage to the Project.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION****3.01 GENERAL REQUIREMENTS**

- A. A Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
  - 2. Agrees to provide the same warranty for the substitution as for the specified product.
  - 3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.
  - 4. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.
  - 5. Waives claims for additional costs or time extension that may subsequently become apparent.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
  - 1. Note explicitly any non-compliant characteristics.
- C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
  - 1. Forms included in the Project Manual are adequate for this purpose, and must be used.
- D. Limit each request to a single proposed substitution item.
  - 1. Submit an electronic document, combining the request form with supporting data into single document.

**3.02 SUBSTITUTION PROCEDURES DURING PROCUREMENT**

- A. Submittal Time Restrictions:
- B. Substitution Request Form: TMP Substitution Request Form must be completed and provided at the beginning of each substitution request.
  - 1. Refer to Section 01 2500.01 - TMP Substitution Request Form.
  - 2. Submittals without a completed TMP Substitution Request Form will not be acknowledged, reviewed, or returned. Use only this form; other forms of submission are unacceptable.
- C. Instructions to Bidders specifies time restrictions for submitting requests for substitutions during the bidding period.

**3.03 SUBSTITUTION PROCEDURES DURING CONSTRUCTION**

- A. Substitution Request Form: TMP Substitution Request Form must be completed and provided at the beginning of each substitution request.
  - 1. Refer to Section 01 2500.01 - TMP Substitution Request Form.

2. Submittals without a completed TMP Substitution Request Form will not be acknowledged, reviewed, or returned. Use only this form; other forms of submission are unacceptable.
- B. Submit request for Substitution for Cause immediately upon discovery of need for substitution, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
- C. Submit request for Substitution for Convenience within 14 days of discovery of its potential advantage to the project, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
  1. In addition to meeting general documentation requirements, document how the requested substitution benefits the Owner through cost savings, time savings, greater energy conservation, or in other specific ways.
  2. Document means of coordinating of substitution item with other portions of the work, including work by affected subcontractors.
  3. Bear the costs engendered by proposed substitution of:
    - a. Owner's compensation to the Architect for any required redesign, time spent processing and evaluating the request.
    - b. Other unanticipated project considerations.
- D. Substitutions will not be considered under one or more of the following circumstances:
  1. When they are indicated or implied on shop drawing or product data submittals, without having received prior approval.
  2. Without a separate written request.

### **3.04 RESOLUTION**

- A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner.
- B. Architect will notify Contractor in writing of decision to accept or reject request.
  1. During construction, Architect's decision following review of proposed substitution will be noted on the submitted form.
  2. During bidding, Architect will approve substitution requests by issuing an Addendum. Substitutions not approved by addendum are rejected.

### **3.05 ACCEPTANCE**

- A. Accepted substitutions change the work of the Project. They will be documented and incorporated into work of the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments provided for in the Conditions of the Contract.

### **3.06 CLOSEOUT ACTIVITIES**

- A. See Section 01 7800 - Closeout Submittals, for closeout submittals.

**END OF SECTION**



# SUBMITTAL AND SAMPLE TRANSMITTAL FORM

01 3000.01

CONST. MANAGER / CONTRACTOR		PROJECT	TMP PROJECT NO.	DATE SUBMITTED	SUBMITTAL NO.		
Name and Address:		Title:					
			<b>* ACTION CODES</b>		Initial Submittal	<input type="checkbox"/>	
			R	Reviewed – No Exceptions Taken	Resubmittal	<input type="checkbox"/>	
			RN	Reviewed with Corrections Noted			
Email:		Location:	RR	Revise and Resubmit	<b>REVIEWED BY</b>		
			X	Not Approved – Resubmit	TMP	<input type="checkbox"/>	
Phone:			NA	No Action Taken – Not Reviewed	Consultant	<input type="checkbox"/>	
					Reviewer:		
SPECIFICATION SECTION NO.	SUBCONTRACTOR / MANUFACTURER	ITEM DESCRIPTION	NO. OF SAMPLES	NO. OF SAMPLES RETURNED	ACTION CODE *	DATE REVIEWED	DATE RETURNED
Transmittal shall be for one specification section only; do not submit items from multiple sections under the same transmittal. Multi-section submittals will be returned; stamped "X - Not Approved - Resubmit"							
<i>Submittal Stamps may be placed on subsequent blank page.</i>							
CONTRACTOR COMMENTS		ARCHITECT COMMENTS		The undersigned certifies that the above submitted items have been reviewed in detail and are correct and in strict conformance with the Contract Documents except as otherwise noted. NOTE: Approval of items submitted does not relieve Contractor from complying with all requirements of the Contract Documents.			
				<b>CONTRACTOR NAME</b>			
				<b>SIGNATURE</b>			

*This page intentionally left blank for Submittal Stamps*



**SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Submittals for review, information, and project closeout.
- B. Number of copies of submittals.
- C. Requests for Interpretation (RFI) procedures.
- D. Submittal procedures.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 3000.01 - TMP Submittal and Sample Transmittal Form.

**1.03 REFERENCE STANDARDS**

- A. AIA G716 - Request for Information 2004.
- B. CSI/CSC Form 13.2A - Request for Information Current Edition.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION****3.01 REQUESTS FOR INTERPRETATION (RFI)**

- A. Definition: A request seeking one of the following:
  - 1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
  - 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
  - 1. Prepare a separate RFI for each specific item.
    - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
    - b. Do not forward requests which solely require internal coordination between subcontractors.
  - 2. Prepare in a format and with content acceptable to Architect. Use one of the following:
    - a. Use AIA G716 - Request for Information .
    - b. Use CSI/CSC Form 13.2A - Request for Interpretation.
    - c. Other format acceptable to Architect.
  - 3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.
- C. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
  - 1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
  - 2. Improper RFIs: Requests not prepared in conformance to requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response and may include an explanatory notation.
  - 3. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, the Contract Documents, with no additional input required to clarify the question. They will be returned without a response and may include an explanatory notation.
    - a. The Owner reserves the right to assess the Contractor for the costs (on time-and-materials basis) incurred by the Architect, and any of its consultants, due to processing of such RFIs.
- D. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.

1. Official Project name and number, and any additional required identifiers established in Contract Documents.
  2. Discrete and consecutive RFI number, and descriptive subject/title.
  3. Issue date, and requested reply date.
  4. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
  5. Annotations: Field dimensions and/or description of conditions which have engendered the request.
  6. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
- E. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- F. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
1. Indicate current status of every RFI. Update log promptly and on a regular basis.
  2. Note dates of when each request is made, and when a response is received.
  3. Identify and include improper or frivolous RFIs.
- G. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 3:00 PM will be considered as having been received on the following regular working day.
1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- H. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
  2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
  3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
  4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

### **3.02 SUBMITTAL SCHEDULE**

- A. Submit to Architect for review a schedule for submittals in tabular format.
1. Submit at the same time as the preliminary schedule.
  2. Coordinate with Contractor's construction schedule and schedule of values.
  3. Format schedule to allow tracking of status of submittals throughout duration of construction.
  4. Arrange information to include scheduled date for initial submittal, specification number and title, description of item of work covered, and role and name of subcontractor.
  5. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.

- a. For assemblies, equipment, systems comprised of multiple components and/or requiring detailed coordination with other work, allow for additional time to make corrections or revisions to initial submittals, and time for their review.

### **3.03 SUBMITTALS FOR REVIEW**

- A. When the following are specified in individual sections, submit them for review:
  1. Product data.
  2. Shop drawings.
  3. Samples for selection.
  4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

### **3.04 SUBMITTALS FOR INFORMATION**

- A. When the following are specified in individual sections, submit them for information:
  1. Design data.
  2. Certificates.
  3. Test reports.
  4. Inspection reports.
  5. Manufacturer's instructions.
  6. Manufacturer's field reports.
  7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

### **3.05 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7800 - Closeout Submittals:
  1. Project record documents.
  2. Operation and maintenance data.
  3. Warranties.
  4. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

### **3.06 NUMBER OF COPIES OF SUBMITTALS**

- A. Electronic Documents: Submit one electronic copy.
- B. Samples: Submit the number specified in individual specification sections, but not less than 3; one (minimum) of which will be retained by Architect.
  1. After review, produce duplicates.
  2. Retained samples will not be returned to Contractor unless specifically so stated.

### **3.07 SUBMITTAL PROCEDURES**

- A. Transmittal Form: TMP Submittal and Sample Transmittal Form must be completed and provided at the beginning of each submittal.
  1. Refer to Section 01 3000.01 - TMP Submittal and Sample Transmittal Form.
  2. Submittals without a completed TMP Submittal and Sample Transmittal Form will not be acknowledged, reviewed, or returned.
- B. Submittals shall be submitted in electronic form.
  1. Exceptions: Physical samples.

- a. Physical Samples must be accompanied by an electronic copy and a hard/physical copy of the completed TMP Submittal and Sample Transmittal Form.
- C. Electronic Submittals: Comply with the following:
1. Submittal process shall be through a data management system (i.e. Submittal Exchange) or other approved method agreed to by the Architect and Owner.
  2. File Format: Portable Document Format (PDF).
  3. File Naming: File naming shall be in the following format:
    - a. Specification section number, followed by a hyphen, and a consecutive number indicating sequential submittals for that section; followed by a general description of the submittal contents.
      - 1) Examples:
        - (a) Section 07 9200; first submittal:
          - (1) 07 9200-01 Joint Sealants
        - (b) Section 07 9200; second submittal:
          - (1) 07 9200-02 Joint Sealant Color
      - b. Resubmittals. For revised resubmittals use original number and a sequential combination numerical and alphabetical suffix; hyphen followed by "R" and a two-digit consecutive number indicating sequential resubmittals for that particular submittal.
        - 1) Examples:
          - (a) Section 07 9200; resubmittal of first submittal of section:
            - (1) 07 9200-01-R01 Joint Sealants.
          - (b) Section 07 9200; second resubmittal of first submittal of section:
            - (1) 07 9200-01-R02 Joint Sealants
          - (c) Section 07 9200; first resubmittal of second submittal of section:
            - (1) 07 9200-02-R01 Joint Sealant Color
    4. Each Submittal shall be one file, complete with all attachments.
      - a. Multi-file submittal will not be acknowledged, reviewed, or returned.

D. General Requirements:

    1. Use a single transmittal for related items.
      - a. Each transmittal shall be for one specification section only; do not submit items for multiple sections under the same transmittal.
        - 1) Multi-section submittals will be acknowledged and returned; stamped "X - Not Approved - Resubmit".
    2. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.
    3. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
      - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.
    4. Deliver each submittal on date noted in submittal schedule, unless an earlier date has been agreed to by all affected parties, and is of the benefit to the project.
    5. Schedule submittals to expedite the Project, and coordinate submission of related items.
      - a. For each submittal for review, allow 14 calendar days excluding delivery time to and from the Contractor.
      - b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 calendardays.
    6. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
    7. When revised for resubmission, identify all changes made since previous submission.
    8. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.
    9. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.

10. Submittals not requested will be recognized and returned; stamped "NA - No Action Taken - Not Reviewed"
- E. Product Data Procedures:
  1. Submit only information required by individual specification sections.
  2. Collect required information into a single submittal.
  3. Submit concurrently with related shop drawing submittal.
  4. Do not submit (Material) Safety Data Sheets for materials or products unless specifically called for in individual sections.
- F. Shop Drawing Procedures:
  1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
  2. Do not reproduce Contract Documents to create shop drawings.
  3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
  4. Non-complying submittals will be acknowledged and returned; stamped "X - Not Approved - Resubmit".
- G. Samples Procedures:
  1. Transmit related items together as single package.
  2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.
  3. Submit actual physical samples.
  4. Electronic submittals will not be accepted unless prior approval is received from the Architect. Electronic samples without prior approval will be acknowledged and returned; stamped "X - Not Approved - Resubmit."

### 3.08 SUBMITTAL REVIEW

- A. General: Submittals that do not conform to the requirements of this section will not be acknowledged, reviewed, or returned.
- B. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- C. Submittals for Information: Architect will acknowledge and may review. See below for actions to be taken.
- D. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
  1. Where more than one action has been indicated, each shall apply to that portion of the submittal for which the action is indicated.
- E. Architect's review shall not indicate approval of dimensions, quantities or fabrication processes unless specific notations are made by the Architect regarding same.
- F. Architect's and consultants' actions on items submitted for review:
  1. Authorizing purchasing, fabrication, delivery, and installation:
    - a. "Reviewed - No Exceptions Taken", "Approved", or language with same legal meaning.
    - b. "Reviewed with Corrections Noted", "Approved as Noted, Resubmission not required", or language with same legal meaning.
      - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
  2. Not Authorizing fabrication, delivery, and installation:
    - a. "Revise and Resubmit", "Not Approved - Resubmit", or language with the same legal meaning.
      - 1) Resubmit revised item, with review notations acknowledged and incorporated.
  3. Not Authorizing manufacturer:
    - a. Rejected - Resubmit, or language with the same legal meaning.
- G. Architect's and consultants' actions on items submitted for information:

1. Items for which no action was taken:
  - a. "No Action Taken - Not Reviewed" or "Received" - to notify the Contractor that the submittal has been received for record only.

**END OF SECTION**

**SECTION 01 4000 - QUALITY REQUIREMENTS****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Submittals.
- B. Quality assurance.
- C. References and standards.
- D. Testing and inspection agencies and services.
- E. Contractor's design-related professional design services.
- F. Control of installation.
- G. Mock-ups.
- H. Tolerances.
- I. Manufacturers' field services.
- J. Defect Assessment.

**1.02 REFERENCE STANDARDS**

- A. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection 2021.
- B. ASTM E543 - Standard Specification for Agencies Performing Nondestructive Testing 2021.
- C. ASTM E699 - Standard Specification for Agencies Involved in Testing, Quality Assurance, and Evaluating of Manufactured Building Components 2016.

**1.03 DEFINITIONS**

- A. Contractor's Professional Design Services: Design of some aspect or portion of the project by party other than the design professional of record. Provide these services as part of the Contract for Construction.
  - 1. Design Services Types Required:
    - a. Design-Related: Design services explicitly required to be performed by another design professional due to highly-technical and/or specialized nature of a portion of the project. Services primarily involve engineering analysis, calculations, and design, and are not intended to alter the aesthetic aspects of the design.
  - B. Design Data: Design-related, signed and sealed drawings, calculations, specifications, certifications, shop drawings and other submittals provided by Contractor, and prepared directly by, or under direct supervision of, appropriately licensed design professional.

**1.04 CONTRACTOR'S DESIGN-RELATED PROFESSIONAL DESIGN SERVICES**

- A. Coordination: Contractor's professional design services are subject to requirements of project's Conditions for Construction Contract.
- B. Base design on performance and/or design criteria indicated in individual specification sections.

**1.05 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Design Data: Submit for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.
  - 1. Include a statement or certification attesting that design data complies with criteria indicated, such as building codes, loads, functional, and similar engineering requirements.
  - 2. Include signature and seal of design professional responsible for allocated design services on calculations and drawings.
- C. Test Reports: After each test/inspection, promptly submit 1 copies of report to Architect and to Contractor.
  - 1. Include:

- a. Date issued.
  - b. Project title and number.
  - c. Name of inspector.
  - d. Date and time of sampling or inspection.
  - e. Identification of product and specifications section.
  - f. Location in the Project.
  - g. Type of test/inspection.
  - h. Date of test/inspection.
  - i. Results of test/inspection.
  - j. Compliance with Contract Documents.
  - k. When requested by Architect, provide interpretation of results.
2. Test report submittals are for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.
- D. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
  2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.
- E. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- F. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator or for Owner.
1. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents.

#### **1.06 QUALITY ASSURANCE**

- A. Testing Agency Qualifications:
1. Prior to start of Work, submit agency name, address, and telephone number, and names of full time specialist and responsible officer.
- B. Designer Qualifications: Where professional engineering design services and design data submittals are specifically required of Contractor by Contract Documents, provide services of a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.

#### **1.07 REFERENCES AND STANDARDS**

- A. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- B. Obtain copies of standards where required by product specification sections.
- C. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.

#### **1.08 TESTING AND INSPECTION AGENCIES AND SERVICES**

- A. As indicated in individual specification sections, Owner or Contractor shall employ and pay for services of an independent testing agency to perform other specified testing.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- C. Contractor Employed Agency:



1. Testing agency: Comply with requirements of ASTM E329, ASTM E543, and ASTM E699.
2. Inspection agency: Comply with requirements of ASTM E329.
3. Laboratory Staff: Maintain a full time specialist on staff to review services.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION****3.01 CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

**3.02 MOCK-UPS**

- A. Before installing portions of the Work where mock-ups are required, construct mock-ups in location and size indicated for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work. The purpose of mock-up is to demonstrate the proposed range of aesthetic effects and workmanship.
- B. Accepted mock-ups establish the standard of quality the Architect will use to judge the Work.
- C. Integrated Exterior Mock-ups: Construct integrated exterior mock-up as indicated on drawings. Coordinate installation of exterior envelope materials and products as required in individual Specification Sections. Provide adequate supporting structure for mock-up materials as necessary.
- D. Notify Architect 5 working days in advance of dates and times when mock-ups will be constructed.
- E. Provide supervisory personnel who will oversee mock-up construction. Provide workers that will be employed during the construction at Project.
- F. Tests shall be performed under provisions identified in this section and identified in the respective product specification sections.
- G. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- H. Obtain Architect's approval of mock-ups before starting work, fabrication, or construction.
  1. Make corrections as necessary until Architect's approval is issued.
- I. Architect will use accepted mock-ups as a comparison standard for the remaining Work.
- J. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, protect mock-up throughout construction, remove mock-up and clear area when directed to do so by Architect.

**3.03 TOLERANCES**

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.

- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

**3.04****TESTING AND INSPECTION**

- A. See individual specification sections for testing and inspection required.
- B. Testing Agency Duties:
  - 1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
  - 2. Perform specified sampling and testing of products in accordance with specified standards.
  - 3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
  - 4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of Work or products.
  - 5. Perform additional tests and inspections required by Architect.
  - 6. Submit reports of all tests/inspections specified.
- C. Limits on Testing/Inspection Agency Authority:
  - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
  - 2. Agency may not approve or accept any portion of the Work.
  - 3. Agency may not assume any duties of Contractor.
  - 4. Agency has no authority to stop the Work.
- D. Contractor Responsibilities:
  - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
  - 2. Cooperate with laboratory personnel, and provide access to the Work.
  - 3. Provide incidental labor and facilities:
    - a. To provide access to Work to be tested/inspected.
    - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
    - c. To facilitate tests/inspections.
    - d. To provide storage and curing of test samples.
  - 4. Notify Architect and laboratory 48 hours prior to expected time for operations requiring testing/inspection services.
  - 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
  - 6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- E. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- F. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

**3.05****MANUFACTURERS' FIELD SERVICES**

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance equipment as applicable, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

**3.06****DEFECT ASSESSMENT**

- A. Replace Work or portions of the Work not complying with specified requirements.

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- B. If, in the opinion of Architect, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or adjust payment.

**END OF SECTION**

**SECTION 01 4100 - REGULATORY REQUIREMENTS****PART 1 GENERAL****1.01 SUMMARY OF REFERENCE STANDARDS**

- A. Regulatory requirements applicable to this project are the following:
1. Barrier Free Code: Comply with the following:
    - a. Michigan Building Code; 2015.
    - b. ICC A117.1 - Accessible and Usable Buildings and Facilities; 2009.
  2. School Fire Safety Rules: Michigan School Fire Safety Rules; 2016.
    - a. Includes NFPA 101-2012 - Life Safety Code; 2012, plus amendments.
  3. Building Code: Michigan Building Code; 2015.
  4. Plumbing Code: Michigan Plumbing Code; 2018.
  5. Mechanical Code: Michigan Mechanical Code; 2015.
  6. Electrical Code: NFPA 70 - National Electric Code; 2017.
    - a. Includes 2017 Michigan Construction Code - Part 8 Electrical Code Rules.
  7. Elevator Code: Comply with the following:
    - a. ASME A17.1 - Safety Code for Elevators and Escalators; 2010.
    - b. ASME A18.1- Safety Standard for Platform Lifts and Stairway Chairlifts; 2011.
    - c. Michigan Elevator Safety Board General Rules.
  8. Boiler Code: Michigan Boiler Code.
    - a. Includes the following:
      - 1) ASME Boiler and Pressure Vessel Codes; 2019.
      - 2) National Board Inspection Code; 2019.
      - 3) PA 407 Skilled Trades Regulation Act; 2016.
  9. Energy Code: Michigan Energy Code; 2015.
    - a. Includes ASHRAE Std 90.1 I-P-2013- Energy Standard for Buildings Except Low-Rise Residential Buildings; 2013.
  10. Existing Building Code: Michigan Rehabilitation Code; 2015.
- B. Where specification sections reference more current standards or codes, comply with the more restrictive requirements unless notified in writing by Architect.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION - NOT USED****END OF SECTION**

**SECTION 01 4216 - DEFINITIONS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. This section supplements the definitions contained in the General Conditions.
- B. Other definitions are included in individual specification sections.

**1.02 DEFINITIONS**

- A. Furnish: To supply, deliver, unload, and inspect for damage.
- B. Install: To unpack, assemble, erect, apply, place, finish, cure, protect, clean, start up, and make ready for use.
- C. Product: Material, machinery, components, equipment, fixtures, and systems forming the work result. Not materials or equipment used for preparation, fabrication, conveying, or erection and not incorporated into the work result. Products may be new, never before used, or re-used materials or equipment.
- D. Project Manual: The book-sized volume that includes the procurement requirements (if any), the contracting requirements, and the specifications.
- E. Provide: To furnish and install.
- F. Supply: Same as Furnish.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 4219 - REFERENCE STANDARDS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Requirements relating to referenced standards.

**1.02 QUALITY ASSURANCE**

- A. For products or workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Comply with the reference standard of date of issue specified in this section, except where a specific date is established by applicable code.
- C. Should specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding.
- D. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect shall be altered by Contract Documents by mention or inference otherwise in any reference document.

**PART 2 PRODUCTS -- NOT USED**

**PART 3 EXECUTION -- NOT USED**

**END OF SECTION**

**SECTION 01 4533 - CODE-REQUIRED SPECIAL INSPECTIONS AND PROCEDURES****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Code-required special inspections.
- B. Submittals.

**1.02 ABBREVIATIONS AND ACRONYMS**

- A. AHJ: Authority having jurisdiction.
- B. NIST: National Institute of Standards and Technology.

**1.03 DEFINITIONS**

- A. Code or Building Code: Michigan Building Code; 2015, specifically Chapter 17 - Special Inspections and Tests.
- B. Authority Having Jurisdiction (AHJ): Agency or individual officially empowered to enforce the building, fire and life safety code requirements of the permitting jurisdiction in which the Project is located.
- C. Special Inspection:
  - 1. Special inspections are inspections and testing of materials, installation, fabrication, erection or placement of components and connections mandated by the AHJ that also require special expertise to ensure compliance with the approved Contract Documents and the referenced standards.
  - 2. Special inspections are separate from and independent of tests and inspections conducted by Owner or Contractor for the purposes of quality assurance and contract administration.

**1.04 REFERENCE STANDARDS**

- A. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection 2021.

**1.05 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Special Inspection Agency Qualifications: Prior to the start of work, the Special Inspection Agency is required to:
  - 1. Submit agency name, address, and telephone number, names of full time specialist and responsible officer.
  - 2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
  - 3. Submit certification that Special Inspection Agency is acceptable to AHJ.
- C. Special Inspection Reports: After each special inspection, Special Inspector is required to promptly submit at least two copies of report; one to Architect and one to the AHJ.
  - 1. Include:
    - a. Date issued.
    - b. Project title and number.
    - c. Name of Special Inspector.
    - d. Date and time of special inspection.
    - e. Identification of product and specifications section.
    - f. Location in the Project.
    - g. Type of special inspection.
    - h. Date of special inspection.
    - i. Results of special inspection.
    - j. Compliance with Contract Documents.

2. Final Special Inspection Report: Document special inspections and correction of discrepancies prior to the start of the work.
- D. Fabricator Special Inspection Reports: After each special inspection of fabricated items at the Fabricator's facility, Special Inspector is required to promptly submit at least two copies of report; one to Architect and one to AHJ.
  1. Include:
    - a. Date issued.
    - b. Project title and number.
    - c. Name of Special Inspector.
    - d. Date and time of special inspection.
    - e. Identification of fabricated item and specification section.
    - f. Location in the Project.
    - g. Results of special inspection.
    - h. Verification of fabrication and quality control procedures.
    - i. Compliance with Contract Documents.
    - j. Compliance with referenced standard(s).
- E. Test Reports: After each test or inspection, promptly submit at least two copies of report; one to Architect and one to AHJ.
  1. Include:
    - a. Date issued.
    - b. Project title and number.
    - c. Name of inspector.
    - d. Date and time of sampling or inspection.
    - e. Identification of product and specifications section.
    - f. Location in the Project.
    - g. Type of test or inspection.
    - h. Date of test or inspection.
    - i. Results of test or inspection.
    - j. Compliance with Contract Documents.

#### **1.06 SPECIAL INSPECTION AGENCY**

- A. Owner will employ services of a Special Inspection Agency to perform inspections and associated testing and sampling in accordance with ASTM E329 and required by the building code.
- B. Employment of agency in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.

#### **1.07 QUALITY ASSURANCE**

- A. Special Inspection Agency Qualifications:
  1. Independent firm specializing in performing testing and inspections of the type specified in this section.

### **PART 2 PRODUCTS - NOT USED**

### **PART 3 EXECUTION**

#### **3.01 SCHEDULE OF SPECIAL INSPECTIONS, GENERAL**

- A. Frequency of Special Inspections: Special Inspections are indicated as continuous or periodic.
  1. Continuous Special Inspection: Special Inspection Agency is required to be present in the area where the work is being performed and observe the work at all times the work is in progress.
  2. Periodic Special Inspection: Special Inspection Agency is required to be present in the area where work is being performed and observe the work part-time or intermittently and at the completion of the work.



**3.02 SPECIAL INSPECTIONS**

- A. Special inspections and testing shall be for materials, installation, fabrication, erection or placement of components and connections as indicated on Drawings, but not less than that required by the building code.

**END OF SECTION**

**SECTION 01 6000 - PRODUCT REQUIREMENTS****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Re-use of existing products.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.
- E. Procedures for Owner-supplied products.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

**1.02 SUBMITTALS**

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

**PART 2 PRODUCTS****2.01 EXISTING PRODUCTS**

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Unforeseen historic items encountered remain the property of the Owner; notify Owner promptly upon discovery; protect, remove, handle, and store as directed by Owner.
- C. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
- D. Specific Products to be Reused: The reuse of certain materials and equipment already existing on the project site is required.
  - 1. Refer to Drawings and Section 02 4100 - Demolition.

**2.02 NEW PRODUCTS**

- A. Provide new products unless specifically required or permitted by Contract Documents.

**2.03 PRODUCT OPTIONS**

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.
- D. Available Products: Products specified by naming one or more Manufacturers as an Available Product indicates that these Manufacturers' products may be provided but other comparable products and Manufacturers not named may also be provided without submitting a request for substitution.

**2.04 MAINTENANCE MATERIALS**

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver and place in location as directed; obtain receipt prior to final payment.

**PART 3 EXECUTION****3.01 SUBSTITUTION LIMITATIONS**

- A. See Section 01 2500 - Substitution Procedures.

**3.02 OWNER-SUPPLIED PRODUCTS**

- A. Owner's Responsibilities:
  - 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
  - 2. Arrange and pay for product delivery to site.
  - 3. On delivery, inspect products jointly with Contractor.
  - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
  - 5. Arrange for manufacturers' warranties, inspections, and service.
- B. Contractor's Responsibilities:
  - 1. Review Owner reviewed shop drawings, product data, and samples.
  - 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
  - 3. Handle, store, install and finish products.
  - 4. Repair or replace items damaged after receipt.

**3.03 TRANSPORTATION AND HANDLING**

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- F. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- G. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

**3.04 STORAGE AND PROTECTION**

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide off-site storage and protection when site does not permit on-site storage or protection.
- G. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- H. Comply with manufacturer's warranty conditions, if any.

- I. Do not store products directly on the ground.
- J. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- K. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- L. Prevent contact with material that may cause corrosion, discoloration, or staining.
- M. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- N. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

**END OF SECTION**

**SECTION 01 7000 - EXECUTION AND CLOSEOUT REQUIREMENTS****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition.
- C. Pre-installation meetings.
- D. Cutting and patching.
- E. Surveying for laying out the work.
- F. Cleaning and protection.
- G. Starting of systems and equipment.
- H. Demonstration and instruction of Owner personnel.
- I. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- J. General requirements for maintenance service.

**1.02 REFERENCE STANDARDS**

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations 2022, with Errata (2021).

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.
  - 5. Work of Owner or separate Contractor.
  - 6. Include in request:
    - a. Identification of Project.
    - b. Location and description of affected work.
    - c. Necessity for cutting or alteration.
    - d. Description of proposed work and products to be used.
    - e. Effect on work of Owner or separate Contractor.
- C. Project Record Documents: Accurately record actual locations of capped and active utilities.
- D. Warranties: For each affected material under warranty, submit written verification, signed by manufacturer of existing materials, stating that the Owner's full warranty will remain in effect after cutting and patching operations have been completed

**1.04 QUALIFICATIONS**

- A. For surveying work, employ a land surveyor registered in the State in which the Project is located and acceptable to Architect. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities,

**1.05 PROJECT CONDITIONS**

- A. Use of explosives is not permitted.
- B. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- C. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- D. Perform dewatering activities, as required, for the duration of the project.

- E. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- F. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
  - 1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
  - 2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.
- G. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
  - 1. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
- H. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
  - 1. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.
  - 2. Indoors: Limit conduct of especially noisy interior work to the hours of 6 pm to 7 am.
- I. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- J. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

#### **1.06 COORDINATION**

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

#### **1.07 WARRANTIES**

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

### **PART 2 PRODUCTS**

#### **2.01 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.

- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

#### **3.02 PREPARATION**

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

#### **3.03 PREINSTALLATION MEETINGS**

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect 5 calendar days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of examination, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with 1 copies to Architect, Owner, participants, and those affected by decisions made.

#### **3.04 LAYING OUT THE WORK**

- A. Verify locations of survey control points prior to starting work.
- B. Promptly notify Architect of any discrepancies discovered.
- C. Contractor shall locate and protect survey control and reference points.
- D. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- E. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- F. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
- G. Utilize recognized engineering survey practices.
- H. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:

1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
  2. Grid or axis for structures.
  3. Building foundation, column locations, ground floor elevations.
  4. Controlling lines and levels required for mechanical and electrical trades.
- I. Periodically verify layouts by same means.
- J. Maintain a complete and accurate log of control and survey work as it progresses.

### **3.05 GENERAL INSTALLATION REQUIREMENTS**

- A. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
- B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- F. Make neat transitions between different surfaces, maintaining texture and appearance.

### **3.06 ALTERATIONS**

- A. Drawings showing existing construction and utilities are based on casual field observation only.
1. Verify that construction and utility arrangements are as indicated.
  2. Report discrepancies to Architect before disturbing existing installation.
  3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Keep areas in which alterations are being conducted separated from other areas that are still occupied.
1. Provide, erect, and maintain temporary dustproof partitions.
- C. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.
  2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.
- D. Remove existing work as indicated and as required to accomplish new work.
1. Remove items indicated on drawings.
  2. Relocate items indicated on drawings.
  3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
  4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- E. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
  2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
  3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.



- a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
- b. Provide temporary connections as required to maintain existing systems in service.
4. Verify that abandoned services serve only abandoned facilities.
5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- F. Protect existing work to remain.
  1. Prevent movement of structure; provide shoring and bracing if necessary.
  2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
  3. Repair adjacent construction and finishes damaged during removal work.
- G. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
  1. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- H. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- I. Refinish existing surfaces as indicated:
  1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
  2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- J. Clean existing systems and equipment.
- K. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- L. Do not begin new construction in alterations areas before demolition is complete.
- M. Comply with all other applicable requirements of this section.

**3.07****CUTTING AND PATCHING**

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
  1. Complete the work.
  2. Fit products together to integrate with other work.
  3. Provide openings for penetration of mechanical, electrical, and other services.
  4. Match work that has been cut to adjacent work.
  5. Repair areas adjacent to cuts to required condition.
  6. Repair new work damaged by subsequent work.
  7. Remove samples of installed work for testing when requested.
  8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400, to full thickness of the penetrated element.
- J. Patching:
  - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
    - a. This includes painted surfaces.
    - b. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
  - 2. Match color, texture, and appearance.
  - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

### **3.08 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

### **3.09 PROTECTION OF INSTALLED WORK**

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

### **3.10 SYSTEM STARTUP**

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect and Owner 7 calendar days prior to start-up of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.

- H. Submit a written report that equipment or system has been properly installed and is functioning correctly.

### **3.11 DEMONSTRATION AND INSTRUCTION**

- A. See Section 01 7900 - Demonstration and Training.
- B. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.
- C. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed time, at equipment location.
- D. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- E. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of Owner's personnel.
- F. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- G. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

### **3.12 ADJUSTING**

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

### **3.13 FINAL CLEANING**

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean filters of operating equipment.
- F. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
- G. Clean site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

### **3.14 CLOSEOUT PROCEDURES**

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Contractor on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.

- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

**3.15 MAINTENANCE**

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

**END OF SECTION**

**SECTION 01 7329 - CUTTING AND PATCHING****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Cutting and patching.

**1.02 REFERENCE STANDARDS**

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2013.

**1.03 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.
  - 5. Work of Owner or separate Contractor.
  - 6. Include in request:
    - a. Location and description of affected work.
    - b. Necessity for cutting or alteration.
    - c. Description of proposed work and products to be used.
    - d. Effect on work of Owner or separate Contractor.
- C. Warranties: For each affected material under warranty, submit written verification, signed by manufacturer of existing materials, stating that the Owner's full warranty will remain in effect after cutting and patching operations have been completed.

**1.04 WARRANTIES**

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.
  - 1. Materials that are still under warranty include, but are not limited to, the following:
    - a. \_\_\_\_\_.
    - b. \_\_\_\_\_.
    - c. \_\_\_\_\_.

**PART 2 PRODUCTS****2.01 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

**PART 3 EXECUTION****3.01 EXAMINATION**

- A. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.
- B. Prior to Patching: Before patching, verify compatibility and suitability of substrates, including compatibility with existing finishes or primers. Beginning of patching means acceptance of existing conditions.

**3.02 PREPARATION**

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.
- D. Protect existing work to remain.
  - 1. Prevent movement of structure; provide shoring and bracing if necessary.
  - 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
- E. Existing Services: Where existing services are required to be removed, relocated, or abandoned, bypass such services before cutting to avoid interruption of services to occupied areas.

**3.03 CUTTING AND PATCHING**

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. Perform whatever cutting and patching is necessary to:
  - 1. Complete the work.
  - 2. Fit products together to integrate with other work.
  - 3. Provide openings for penetration of mechanical, electrical, and other services.
  - 4. Match work that has been cut to adjacent work.
  - 5. Repair areas adjacent to cuts to required condition.
  - 6. Repair new work damaged by subsequent work.
  - 7. Remove samples of installed work for testing when requested.
  - 8. Remove and replace defective and non-conforming work.
- C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- D. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- E. Cutting:
  - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces.
  - 2. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
  - 3. 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.
- F. Restore work with new products in accordance with requirements of Contract Documents.
- G. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400 - Firestopping, to full thickness of the penetrated element.
- I. Patching:
  - 1. Repair adjacent construction and finishes damaged during removal work and cutting work.
  - 2. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
    - a. This includes painted surfaces.
    - b. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
  - 3. Match color, texture, and appearance.

4. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

**END OF SECTION**

**SECTION 01 7800 - CLOSEOUT SUBMITTALS****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Project record documents.
- B. Operation and maintenance data.
- C. Warranties and bonds.

**1.02 SUBMITTALS**

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
  - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
  - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
  - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
  - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
  - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
  - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
  - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION****3.01 PROJECT RECORD DOCUMENTS**

- A. General:
  - 1. Project Record Documents include:
    - a. Complete set of Record Drawings.
    - b. Complete set of Record Submittals.
    - c. Complete set of Specifications.
  - 2. Project Record Documents shall be submitted in electronic form.
    - a. File Format: Portable Document Format (PDF).
    - b. Files shall be named and organized in a searchable, easy to understand, system.
  - 3. Ensure entries are complete and accurate, enabling future reference by Owner.
  - 4. Record information concurrent with construction progress.
- B. Record Drawings: Record Drawings shall include the following:
  - 1. Complete set of Drawings.
    - a. Indicate and record actual construction including, but not limited to, the following:
      - 1) Show all systems and assemblies as they exist at completion of the Work.
      - 2) Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
      - 3) Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
      - 4) Field changes of dimension and detail.
      - 5) Details not on original Contract drawings.
  - 2. Addenda.
  - 3. Change Orders and other modifications to the Contract.



- C. Record Submittals: Record Submittals shall include the following:
  - 1. Complete set of Submittals, including resubmittals.
  - 2. Shop Drawings shall indicate all field changes and other variations from the Submittal as originally reviewed by Architect.
- D. Specifications: Specifications shall include the following:
  - 1. Complete Project Manual including all specifications, front end material, reports, and information available to bidders, as originally bid.
  - 2. Addenda.
  - 3. Change Orders and other modifications to the Contract.

### **3.02 OPERATION AND MAINTENANCE DATA**

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

### **3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES**

- A. For Each Product, Applied Material, and Finish:
  - 1. Product data, with catalog number, size, composition, and color and texture designations.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Additional information as specified in individual product specification sections.
- D. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

### **3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS**

- A. For Each Item of Equipment and Each System:
  - 1. Description of unit or system, and component parts.
  - 2. Identify function, normal operating characteristics, and limiting conditions.
  - 3. Include performance curves, with engineering data and tests.
  - 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
- C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- D. Include color coded wiring diagrams as installed.
- E. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- F. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- G. Provide servicing and lubrication schedule, and list of lubricants required.
- H. Include manufacturer's printed operation and maintenance instructions.

- I. Include sequence of operation by controls manufacturer.
- J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- K. Provide control diagrams by controls manufacturer as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Include test and balancing reports.
- N. Additional Requirements: As specified in individual product specification sections.

**3.05****ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS**

- A. General:
  - 1. Operational and Maintenance Manuals include:
    - a. Operational and maintenance data.
    - b. Operational and maintenance data for materials and finishes.
    - c. Operational and maintenance data for equipment and systems.
  - 2. Operational and Maintenance Manuals shall be submitted both in electronic form and as hard copy/durable manuals.
    - a. Subject to Owner approval, hard copy/durable manuals may be omitted.
    - b. Electronic File Format: Portable Document Format (PDF).
      - 1) Files shall be named and organized in a searchable, easy to understand, system similar to the descriptions for the hard copy/durable manuals
- B. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- C. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- D. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 3 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- E. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- F. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- G. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- H. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- I. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- J. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- K. Arrangement of Contents: Organize each volume in parts as follows:
  - 1. Project Directory.
  - 2. Table of Contents, of all volumes, and of this volume.
  - 3. Operation and Maintenance Data: Arranged by system, then by product category.
    - a. Source data.
    - b. Operation and maintenance data.
    - c. Field quality control data.
    - d. Photocopies of warranties and bonds.

**3.06 WARRANTIES AND BONDS**

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Manual: Bind in commercial quality 8-1/2 by 11 inch three D side ring binders with durable plastic covers.
- F. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.
- G. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.
- H. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

**END OF SECTION**

**SECTION 01 7900 - DEMONSTRATION AND TRAINING****PART 1 GENERAL****1.01 SUMMARY**

- A. Demonstration of products and systems to be commissioned and where indicated in specific specification sections.
- B. Training of Owner personnel in operation and maintenance is required for:
  - 1. All software-operated systems.
  - 2. HVAC systems and equipment.
  - 3. Plumbing equipment.
  - 4. Electrical systems and equipment.
  - 5. Items specified in individual product Sections.
- C. Training of Owner personnel in care, cleaning, maintenance, and repair is required for:
  - 1. Roofing, waterproofing, and other weather-exposed or moisture protection products.
  - 2. Finishes, including flooring, wall finishes, ceiling finishes.
  - 3. Fixtures and fittings.
  - 4. Items specified in individual product Sections.

**1.02 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures; except:
- B. Draft Training Plans: Owner will designate personnel to be trained; tailor training to needs and skill-level of attendees.
  - 1. Submit not less than four weeks prior to start of training.
  - 2. Revise and resubmit until acceptable.
  - 3. Provide an overall schedule showing all training sessions.
  - 4. Include at least the following for each training session:
    - a. Identification, date, time, and duration.
    - b. Description of products and/or systems to be covered.
    - c. Name of firm and person conducting training; include qualifications.
    - d. Intended audience, such as job description.
    - e. Objectives of training and suggested methods of ensuring adequate training.
    - f. Methods to be used, such as classroom lecture, live demonstrations, hands-on, etc.
    - g. Media to be used, such as slides, hand-outs, etc.
    - h. Training equipment required, such as projector, projection screen, etc., to be provided by Contractor.
- C. Training Manuals: Provide training manual for each attendee; allow for minimum of two attendees per training session.
  - 1. Include applicable portion of O&M manuals.
  - 2. Include copies of all hand-outs, slides, overheads, video presentations, etc., that are not included in O&M manuals.
  - 3. Provide one extra copy of each training manual to be included with operation and maintenance data.

**1.03 QUALITY ASSURANCE**

- A. Instructor Qualifications: Familiar with design, operation, maintenance and troubleshooting of the relevant products and systems.
  - 1. Provide as instructors the most qualified trainer of those contractors and/or installers who actually supplied and installed the systems and equipment.
  - 2. Where a single person is not familiar with all aspects, provide specialists with necessary qualifications.
- B. Coordination: Coordinate demonstration and training of this section with project commissioning requirements.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION****3.01 DEMONSTRATION - GENERAL**

- A. Demonstrations conducted during system start-up do not qualify as demonstrations for the purposes of this section, unless approved in advance by Owner.
- B. Demonstrations conducted during Functional Testing need not be repeated unless Owner personnel training is specified.
- C. Demonstration may be combined with Owner personnel training if applicable.
- D. Operating Equipment and Systems: Demonstrate operation in all modes, including start-up, shut-down, seasonal changeover, emergency conditions, and troubleshooting, and maintenance procedures, including scheduled and preventive maintenance.
  - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.
  - 2. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- E. Non-Operating Products: Demonstrate cleaning, scheduled and preventive maintenance, and repair procedures.
  - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.

**3.02 TRAINING - GENERAL**

- A. Conduct training on-site unless otherwise indicated.
- B. Do not start training until Functional Testing is complete, unless otherwise specified or approved by the Commissioning Authority.
- C. Provide training in minimum two hour segments.
- D. Training schedule will be subject to availability of Owner's personnel to be trained; re-schedule training sessions as required by Owner; once schedule has been approved by Owner failure to conduct sessions according to schedule will be cause for Owner to charge Contractor for personnel "show-up" time.
- E. Review of Facility Policy on Operation and Maintenance Data: During training discuss:
  - 1. The location of the O&M manuals and procedures for use and preservation; backup copies.
  - 2. Typical contents and organization of all manuals, including explanatory information, system narratives, and product specific information.
  - 3. Typical uses of the O&M manuals.
- F. Product- and System-Specific Training:
  - 1. Review the applicable O&M manuals.
  - 2. For systems, provide an overview of system operation, design parameters and constraints, and operational strategies.
  - 3. Review instructions for proper operation in all modes, including start-up, shut-down, seasonal changeover and emergency procedures, and for maintenance, including preventative maintenance.
  - 4. Provide hands-on training on all operational modes possible and preventive maintenance.
  - 5. Emphasize safe and proper operating requirements; discuss relevant health and safety issues and emergency procedures.
  - 6. Discuss common troubleshooting problems and solutions.
  - 7. Discuss any peculiarities of equipment installation or operation.
  - 8. Discuss warranties and guarantees, including procedures necessary to avoid voiding coverage.
  - 9. Review recommended tools and spare parts inventory suggestions of manufacturers.
  - 10. Review spare parts and tools required to be furnished by Contractor.
  - 11. Review spare parts suppliers and sources and procurement procedures.

- G. Be prepared to answer questions raised by training attendees; if unable to answer during training session, provide written response within three days.

**END OF SECTION**

**SECTION 02 4100 - DEMOLITION****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Selective demolition of built site elements.
- B. Selective demolition of building elements for alteration purposes.
- C. Abandonment and removal of existing utilities and utility structures.
- D. Salvaged items.
- E. Removed and reinstalled items.

**1.02 RELATED REQUIREMENTS**

- A. Section 04 2000 - Unit Masonry: Salvaging existing brick.

**1.03 REFERENCE STANDARDS**

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations 2022, with Errata (2021).
- B. RFCI (RWP) - Recommended Work Practices for Removal of Resilient Floor Coverings 2018.

**1.04 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

**1.05 QUALITY ASSURANCE**

- A. Demolition Firm Qualifications: Company specializing in the type of work required.
  - 1. Minimum of 5 years of documented experience.

**PART 2 PRODUCTS - NOT USED****2.01 MATERIALS**

- A. Fill Material: As specified in Division 31.

**PART 3 EXECUTION****3.01 SCOPE**

- A. Remove portions of existing building as indicated on Drawings including, but not limited to, the following:
  - 1. Remove all paving and curbs as indicated on drawings.
  - 2. Remove indicated foundation walls and footings completely.
  - 3. Remove concrete slabs on grade as indicated on drawings.
  - 4. Remove manholes and manhole covers, curb inlets and catch basins.
  - 5. Remove other items indicated, for salvage and relocation.
  - 6. Unless otherwise indicated, fill excavations, open pits, and holes in ground areas generated as result of removals, using specified fill; compact fill as specified in Division 31.

**3.02 GENERAL PROCEDURES AND PROJECT CONDITIONS**

- A. Comply with other requirements specified in Section 01 7000.
- B. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
  - 1. Obtain required permits.
  - 2. Comply with applicable requirements of NFPA 241.
  - 3. Prior to start of demolition operations, perform an engineering survey of building condition to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures.
  - 4. Use of explosives is not permitted.
  - 5. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.

6. Provide, erect, and maintain temporary barriers and security devices.
  7. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
  8. Do not close or obstruct roadways or sidewalks without permit.
  9. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
  10. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
- C. Do not begin removal until receipt of notification to proceed from Owner.
  - D. Do not begin removal until built elements to be salvaged or relocated have been removed.
  - E. Protect existing structures and other elements that are not to be removed.
    1. Provide bracing and shoring.
    2. Prevent movement or settlement of adjacent structures.
    3. Stop work immediately if adjacent structures appear to be in danger.
  - F. Minimize production of dust due to demolition operations; do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
  - G. If hazardous materials are discovered during removal operations, stop work and notify Architect and Owner; hazardous materials include regulated asbestos containing materials, PCB's, and mercury.
  - H. Partial Removal of Paving and Curbs: Neatly saw cut at right angle to surface.

**3.03****SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS**

- A. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals using power-driven saw, and then remove concrete between saw cuts.
  1. Where concrete cannot be cut full depth, cut concrete to a depth of at least 3/4 inch. Dislodge concrete from reinforcement at perimeter of areas being demolished, cut reinforcement, and then remove remainder of concrete. Neatly trim openings to dimensions indicated.
- B. Masonry: Demolish in small sections. Cut masonry at junctures with construction to remain, using power-driven saw, and then remove masonry between saw cuts.
  1. Refer to Section 04 2000 - Unit Masonry for salvaging brick.
- C. Concrete Slabs-on-Grade: Saw-cut perimeter of area to be demolished, and then break up and remove.
- D. Resilient Floor Coverings: Remove floor coverings and adhesive according to recommendations in RFCI (RWP). Do not use methods requiring solvent-based adhesive strippers.
- E. Carpet: Remove carpet and adhesive according to industry standard and below. Do not use methods requiring solvent-based adhesive strippers.
  1. Remove carpet in manageable sections and dispose.
  2. Using a floor scraper, scrape residual of carpet and adhesive from concrete.
  3. Sand the floor by mechanical means starting with a heavy grit to remove the bulk of the left adhesive and then a finer grit (approx 300) for the finish sand to allow new finish to be applied.

**3.04****EXISTING UTILITIES**

- A. Coordinate work with utility companies; notify before starting work and comply with their requirements; obtain required permits.
- B. Protect existing utilities to remain from damage.
- C. Do not disrupt public utilities without permit from authority having jurisdiction.
- D. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.



- E. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to Owner.
- F. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
- G. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.
- H. Prepare building demolition areas by disconnecting and capping utilities outside the demolition zone; identify and mark utilities to be subsequently reconnected, in same manner as other utilities to remain.

### **3.05 SELECTIVE DEMOLITION FOR ALTERATIONS**

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
  - 1. Verify that construction and utility arrangements are as indicated.
  - 2. Report discrepancies to Architect before disturbing existing installation.
  - 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- B. Separate areas in which demolition is being conducted from other areas that are still occupied.
  - 1. Provide, erect, and maintain temporary dustproof partitions of construction as specified and/or indicated on Drawings .
- C. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
- D. Remove existing work as indicated and as required to accomplish new work.
  - 1. Remove items indicated on Drawings.
- E. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove existing systems and equipment as indicated.
  - 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
  - 2. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
  - 3. Verify that abandoned services serve only abandoned facilities before removal.
  - 4. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification.
- F. Protect existing work to remain.
  - 1. Prevent movement of structure; provide shoring and bracing if necessary.
  - 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
  - 3. Repair adjacent construction and finishes damaged during removal work.
  - 4. Patch as specified for patching new work.

### **3.06 SALVAGED ITEMS**

- A. Clean salvaged items.
- B. Pack or crate items after cleaning. Identify contents of containers.
- C. Store items in a secure area until delivery to Owner.
- D. Transport items to Owner's storage area on-site.
- E. Protect items from damage during transport and storage.

### **3.07 REMOVED AND REINSTALLED ITEMS**

- A. Clean and repair items to functional condition adequate for intended reuse.
- B. Pack or crate items after cleaning and repairing. Identify contents of containers.
- C. Protect items from damage during transport and storage.

- D. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

**3.08 EXISTING ITEMS TO REMAIN**

- A. Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete

**3.09 DEBRIS AND WASTE REMOVAL**

- A. Remove debris, junk, and trash from site.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

**END OF SECTION**

## SECTION 10 1426 - POST AND PANEL SIGNAGE

### 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 the following:
  - 1. Non-illuminated "Communication Board" post and panel signs.
- B. Related Sections include the following:
  - 1. Division 01 Section "Temporary Facilities and Controls" for temporary Project identification signs and for temporary informational and directional signs.
  - 2. Division 03 Section "Cast-in-Place Concrete" for concrete foundations and concrete fill.

#### 1.3 PERFORMANCE REQUIREMENTS

- A. Design Criteria: Design, fabricate, and install exterior post and panel signs to withstand a wind velocity of 100 mph (160 km/h) on the total sign area, in all directions.

#### 1.4 SUBMITTALS

- A. Product Data: For each type of post and panel sign specified. Include details of construction relative to materials, dimensions of individual components, profiles, and finishes.
  - 1. Provide manufacturer's written instructions for maintaining and cleaning sign surfaces.
- B. Shop Drawings: For each type of sign indicated.
  - 1. Provide plans, elevations, and at least 3/4-inch (1:20) scale sections of typical members and other components. Show anchors, reinforcement, accessories, layout, and installation details.
- C. Samples: Manufacturer's color charts consisting of actual units or sections of units showing the full range of colors available for the following:
  - 1. Aluminum: 4-inch- (100-mm-) long sections of extrusions and 2-inch (50-mm) squares of sheet or plate.

#### 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced installer who is an authorized representative of the sign manufacturer and who has completed installation of post and panel signs similar in material, design, and extent to that indicated for this Project and with a record of successful in-service performance.
- B. Source Limitations for Signs: Obtain each sign type indicated from one source from a single manufacturer.
- C. Product Options: Drawings indicate size, profiles, and dimensional requirements of post and panel signs and are based on the specific type and model indicated. Other manufacturers' signs may be considered provided deviations are minor and do not change the design concept and are approved by the Architect.
  - 1. Do not modify intended aesthetic effects, as judged solely by the Architect, except with Architect's approval and only to the extent needed to comply with performance requirements. Where modifications are proposed, submit comprehensive explanatory data to Architect for review.

#### 1.6 DELIVERY AND HANDLING

- A. Delivery: Provide protective covering or crating as recommended by the manufacturer to protect sign components and surfaces against damage during transportation and delivery.
  - 1. Coordinate delivery time so signs can be installed within 24 hours of receipt at Project site.
- B. Handle signs carefully to prevent breakage, surface abrasion, denting, soiling, and other defects. Comply with the manufacturer's written handling instructions for unloading components subject to damage.
  - 1. Inspect sign components for damage on delivery.
  - 2. Do not install damaged sign components.

3. Repair minor damage to signs, provided the finished repair is equal in all respects to the original work and is approved by Architect; otherwise, remove and replace damaged sign components.

#### **1.7 WARRANTY**

- A. General Warranty: The special warranty specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents.
- B. Interpretive signs must be warranted for a period of 10 years against chipping and delaminating and for five years against fading.

### **PART 2 - PRODUCTS**

#### **2.1 MATERIALS**

- A. Communication Board Signs: Aluminum S3 Post and Sign Panel system.
  1. Aluminum 30"x42" sign panel coated in UV-resistant and waterproof material guaranteed to last a minimum of seven (7) years. Colors to match proposed playground colors. Owner to select colors prior to sign construction.
  2. Owner will provide text and images for sign panel graphics. Contractor responsible for coordination of layout of sign panels to meet Owner's approvals prior to sign construction.
  3. Approved Manufacturers: Subject to compliance with requirements, manufacturer whose products may be incorporated into the Work include, but are not limited to, the following:
    - a. Kal-Blue Reprographics, 914 East Vine Street, Kalamazoo, Michigan 49001, [www.kalblue.com](http://www.kalblue.com).

#### **2.2 ACCESSORIES**

- A. Fasteners: Use concealed fasteners fabricated from metals that are noncorrosive to sign material and mounting surface.
- B. Anchors and Inserts: Use nonferrous metal or hot-dip galvanized anchors and inserts. Use stainless steel for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete.

#### **2.3 FABRICATION**

- A. General: Provide manufacturer's standard post and panel signs of configurations indicated.
  1. Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces.
  2. Allow for thermal movement resulting from a maximum ambient temperature change (range) of 100 deg F (38 deg C). Design, fabricate, and install post and panel sign assemblies to prevent buckling, opening up of joints, and overstressing of welds and fasteners.
  3. Base design on actual surface temperatures of metals due to both solar heat gain and nighttime-sky heat loss
  4. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
  5. Preassemble signs in the shop to greatest extent possible. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in location not exposed to view after final assembly.
  6. Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.
- B. Posts: Fabricate posts to lengths required for mounting method indicated: surface mount.

#### **2.4 FINISHES, GENERAL**

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Finish designations prefixed by AA conform to the system established by the Aluminum Association for designating aluminum finishes.
- C. Class I, Color Anodic Finish: AA-M21C22A42/A44 (Mechanical Finish: nonspecular as fabricated; Chemical Finish: etched, medium matte; Anodic Coating: Architectural Class I, integrally colored or electrolytically deposited color coating 0.018 mm or thicker) complying with AAMA 606.1 or AAMA 608.1.

1. Color: As selected by Architect from the full range of industry colors and color densities.
- D. Colors and Textures: For exposed sign material that requires selection of materials with integral or applied colors, textures, or other characteristics related to appearance, provide color matches as selected by Architect from manufacturer's standards.
- E. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- F. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

### **PART 3 - EXECUTION**

#### **3.1 PREPARATION**

- A. Furnish templates, anchor bolts, internal reinforcement, and other items required to be set in concrete post foundations at proper time for setting.

#### **3.2 INSTALLATION**

- A. General: Locate sign units and accessories where indicated, using mounting methods of type described and complying with manufacturer's written instructions.
- B. Use anchors as indicated on drawings. Use templates, setting drawings, diagrams, instructions, and directions provided by suppliers of items to be attached.
- C. Install signs level, plumb, and at height indicated, with surfaces free from distortion or other defects in appearance.
- D. Install Communication Board signs and Literacy Signs per Drawings and manufacturer's written instructions.

#### **3.3 CLEANING AND PROTECTION**

- A. After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.
- B. Protect installed sign units from damage until acceptance by Owner.

#### **END OF SECTION**

## SECTION 32 1218 – PLAYGROUND ASPHALT PAVING MARKINGS

### 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.
- B. MDOT Standard Specifications For Construction, current edition.

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Pavement-marking paint.
  - 2. Asphalt coating sealer

#### 1.3 DEFINITION

- A. Hot-Mix Asphalt Paving Terminology: Refer to ASTM D 8 for definitions of terms.
- B. MDOT: Michigan Department of Transportation.

#### 1.4 SYSTEM DESCRIPTION

- A. Provide hot-mix asphalt paving according to materials, workmanship, and other applicable requirements of standard specification of MDOT.
  - 1. Standard Specification: Michigan Department of Transportation Standards, current edition.

#### 1.5 SUBMITTALS

- A. Product Data: For each type of product indicated.

#### 1.6 QUALITY ASSURANCE

- A. Installer Qualifications: Asphalt paint authorized installer who is trained and approved for installation of asphalt paint graphics required for this Project.

#### 1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver pavement-marking materials to Project site in original packages with seals unbroken and bearing manufacturer's labels containing brand name and type of material, date of manufacture, and directions for storage.
- B. Store pavement-marking materials in a clean, dry, protected location within temperature range required by manufacturer. Protect stored materials from direct sunlight.

#### 1.8 PROJECT CONDITIONS

- A. Pavement-Marking Paint: Proceed with pavement marking only on clean, dry surfaces and at a minimum ambient or surface temperature of 40 deg F for oil-based materials, 50 deg F for water-based materials and not exceeding 95 deg F

### PART 2 - PRODUCTS

#### 2.1 AUXILIARY MATERIALS

- A. Pavement-Marking Paint: Alkyd-resin type, lead and chromate free, ready mixed, complying with AASHTO M 248, Type N; colors complying with FS TT-P-1952.
  - 1. Basketball Court Line Color: White
  - 2. Basketball Court Free Throw Box Infill Color: Blue
  - 3. Asphalt Painted Games:
    - a. Silly Track:
      - 1) Color A: Yellow
      - 2) Color B: Purple
    - b. USA Map:
      - 1) Color C (Country & State Outlines): White
      - 2) Color D (State Infills): Red, orange, yellow, green, blue & purple, colors to alternate and no one (1) color shall be adjacent to the same (1) color.
    - c. Mirror Me:
      - 1) Color A: White
      - 2) Color B: Red
      - 3) Color C: Orange
      - 4) Color D: Yellow
      - 5) Color E: Green
      - 6) Color F: Blue
      - 7) Color G: Purple

8) Color H: Black

- B. Asphalt Coating Sealer: Mineral filled asphalt emulsion pavement sealer, complying with ASTM D8099.
1. Product: MasterSeal, Product #S1010 as manufactured by SealMaster, <https://sealmaster.net/>, or approved substitute.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Verify that pavement surfacing is smooth and clean, free of debris before painting.
- B. Notify Construction Manager in writing of any unsatisfactory conditions. Proceed with painting only after unsatisfactory conditions have been corrected.

**3.2 PAVEMENT MARKING**

- A. Do not apply pavement-marking paint until layout, colors, and placement have been verified with Architect.
- B. Allow paving to age for 30 days before starting pavement marking.
- C. Sweep and clean surface to eliminate loose material and dust.
- D. Apply paint with mechanical equipment to produce pavement markings, of dimensions indicated, with uniform, straight edges. Apply at manufacturer's recommended rates to provide a minimum wet film thickness of 15 mils.

**3.3 ASPHALT COATING SEALER**

- A. Sweep and clean surface to eliminate loose material and dust.
- B. Apply sealer per manufacturer's written instructions.

**END OF SECTION**

## **SECTION 32 1314 – SYNTHETIC TURF CONCRETE PAVING**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 SUMMARY**

- A. Section Includes Concrete Paving, including the Following:
  - 1. Synthetic turf underlayment paving
- B. Related Requirements:
  - 1. Section 033000 "Cast-in-Place Concrete" for general building applications of concrete.
  - 2. Section 321373 "Concrete Paving Joint Sealants" for joint sealants in expansion and contraction joints within concrete paving and in joints between concrete paving and asphalt paving or adjacent construction.

#### **1.3 DEFINITIONS**

- A. Cementitious Materials: Portland cement alone or in combination with one or more of blended hydraulic cement, fly ash, slag cement, and other pozzolans.

#### **1.4 SUBMITTALS**

- A. Product Data: For each type of product.
- B. Design Mixtures: For each concrete paving mixture. Include alternate design mixtures when characteristics of materials, Project conditions, weather, test results, or other circumstances warrant adjustments.

#### **1.5 QUALITY ASSURANCE**

- A. Installer Qualifications: An experienced installer who has completed pavement work similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in service performance.
- B. Manufacturer Qualifications: Manufacturer of ready mixed concrete products who complies with ASMT C 94 requirements for production facilities and equipment.
- C. ACI Publications: Comply with ACI 301, "Specification for Structural Concrete", unless modified by requirements in the Contract Documents.
- D. Concrete Testing Service: Owner will engage a qualified independent testing agency to perform material evaluation tests and to design concrete mixtures.
- E. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant and each aggregate from one source.
- F. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination"

#### **1.6 FIELD CONDITIONS**

- A. Traffic Control: Maintain access for vehicular and pedestrian traffic as required for other construction activities.
- B. Cold-Weather Concrete Placement: Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing, or low temperatures. Comply with ACI 306.1 and the following:
  - 1. When air temperature has fallen to or is expected to fall below 40 deg F (4.4 deg C), uniformly heat water and aggregates before mixing to obtain a concrete mixture temperature of not less than 50 deg F (10 deg C) and not more than 80 deg F (27 deg C) at point of placement.
  - 2. Do not use frozen materials or materials containing ice or snow.
  - 3. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators unless otherwise specified and approved in design mixtures.
- C. Hot-Weather Concrete Placement: Comply with ACI 301 (ACI 301M) and as follows when hot-weather conditions exist:
  - 1. Cool ingredients before mixing to maintain concrete temperature below 90 deg F (32 deg C) at time of placement. Chilled mixing water or chopped ice may be used to control



temperature, provided water equivalent of ice is calculated in total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.

2. Cover steel reinforcement with water-soaked burlap, so steel temperature will not exceed ambient air temperature immediately before embedding in concrete.
3. Fog-spray forms, steel reinforcement, and subgrade just before placing concrete. Keep subgrade moisture uniform without standing water, soft spots, or dry areas.

## **PART 2 - PRODUCTS**

### **2.1 CONCRETE, GENERAL**

- A. ACI Publications: Comply with ACI 301 (ACI 301M) unless otherwise indicated.

### **2.2 FORMS**

- A. Form Materials: Plywood, metal, metal-framed plywood, or other approved panel-type materials to provide full-depth, continuous, straight, and smooth exposed surfaces.
  1. Use flexible or uniformly curved forms for curves with a radius of 100 feet (30.5 m) or less. Do not use notched and bent forms.
- B. Form-Release Agent: Commercially formulated form-release agent that will not bond with, stain, or adversely affect concrete surfaces and that will not impair subsequent treatments of concrete surfaces.

### **2.3 STEEL REINFORCEMENT**

- A. Plain-Steel Welded-Wire Reinforcement: ASTM A 1064/A 1064M, fabricated from as-drawn steel wire into flat sheets.
- B. Deformed-Steel Welded-Wire Reinforcement: ASTM A 1064/A 1064M, flat sheet.
- C. Reinforcing Bars: ASTM A 615/A 615M, Grade 60 (Grade 420); deformed.
- D. Plain-Steel Wire: ASTM A 1064/A 1064M, as drawn.
- E. Deformed-Steel Wire: ASTM A 1064/A 1064M.
- F. Joint Dowel Bars: ASTM A 615/A 615M, Grade 60 (Grade 420) plain-steel bars. Cut bars true to length with ends square and free of burrs.
- G. Tie Bars: ASTM A 615/A 615M, Grade 60 (Grade 420); deformed.
- H. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars, welded-wire reinforcement, and dowels in place. Manufacture bar supports according to CRSI's "Manual of Standard Practice" from steel wire, plastic, or precast concrete of greater compressive strength than concrete specified, and as follows:
  1. Equip wire bar supports with sand plates or horizontal runners where base material will not support chair legs.

### **2.4 CONCRETE MATERIALS**

- A. Cementitious Materials: Use the following cementitious materials, of same type, brand, and source throughout Project:
  1. Portland Cement: ASTM C 150/C 150M, portland cement Type II.
- B. Normal-Weight Aggregates: **Limestone** of hard, durable, uncoated particles. Gradation and physical requirements to conform to MDOT 6AA.
  1. Do not use fine or coarse aggregates containing substances that cause spalling.
- C. Fine Aggregate: MDOT 2NS
- D. Water: ASMT C 94
- E. Air-Entraining Admixture: ASTM C 260/C 260M.
- F. Chemical Admixtures: Admixtures certified by manufacturer to be compatible with other admixtures and to contain not more than 0.1 percent water-soluble chloride ions by mass of cementitious material.
  1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.
  2. Retarding Admixture: ASTM C 494/C 494M, Type B.
  3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D.
  4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F
  5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G.
  6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II.

## **2.5 CURING MATERIALS**

- A. Evaporation Retarder: Waterborne, monomolecular, film forming, manufactured for application to fresh concrete.
- B. White, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 2, Class B, dissipating.

## **2.6 RELATED MATERIALS**

- A. Joint Fillers: ASTM D 1751, asphalt-saturated cellulosic fiber in preformed strips.
- B. Epoxy-Bonding Adhesive: ASTM C 881/C 881M, two-component material suitable for dry or damp surfaces. Provide material type, grade, and class to suit requirements. Subject to compliance with requirements. Submit certification of compliance.

## **2.7 CONCRETE MIXTURES**

- A. Prepare design mixtures, proportioned according to ACI 301 (ACI 301M), for each type and strength of normal-weight concrete, and as determined by either laboratory trial mixtures or field experience.
  - 1. Use a qualified independent testing agency for preparing and reporting proposed concrete design mixtures for the trial batch method. Do not use Owner's field quality control testing agency as the independent testing agency.
- B. Proportion mixtures to provide normal-weight concrete with the following properties:
  - 1. Compressive Strength (28 Days): 3000 psi
  - 2. Maximum Water-Cementitious Materials Ratio at Point of Placement: 0.45
  - 3. Slump Limit: 2 inches (100 mm) plus or minus 1 inch.
- C. Add air-entraining admixture at manufacturer's prescribed rate to result in normal-weight concrete at point of placement having an air content as follows:
  - 1. Air Content: 6 percent plus or minus 1-1/2 percent for 1-inch (25-mm) nominal maximum aggregate size.
- D. Limit water-soluble, chloride-ion content in hardened concrete to 0.30 percent by weight of cement.
- E. Cementitious Materials: Limit percentage, by weight, of cementitious materials other than Portland cement as follows:
  - 1. Ground Granulated Blast-Furnace Slag: 30 percent.

## **2.8 CONCRETE MIXING**

- A. Ready-Mixed Concrete: Measure, batch, and mix concrete materials and concrete according to ASTM C 94/C 94M. Furnish batch certificates for each batch discharged and used in the Work.
  - 1. When air temperature is between 85 and 90 deg F (30 and 32 deg C), reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F (32 deg C), reduce mixing and delivery time to 60 minutes.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Examine exposed subgrades and subbase surfaces for compliance with requirements for dimensional, grading, and elevation tolerances.
- B. Proof-roll prepared subbase surface below concrete paving to identify soft pockets and areas of excess yielding.
  - 1. Completely proof-roll subbase in one direction and repeat in perpendicular direction. Limit vehicle speed to 3 mph (5 km/h).
  - 2. Correct subbase with soft spots and areas of pumping or rutting according to requirements in Section 312000 "Earth Moving."
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### **3.2 PREPARATION**

- A. Remove loose material from compacted subbase surface immediately before placing concrete.

### **3.3 EDGE FORMS AND SCREED CONSTRUCTION**

- A. Set, brace, and secure edge forms, bulkheads, and intermediate screed guides to required lines, grades, and elevations. Install forms to allow continuous progress of work and so forms can remain in place at least 24 hours after concrete placement.
- B. Check completed formwork and screeds for grade and alignment to following tolerances:
  - 1. Top of Forms: Not more than 1/8 inch in 10 feet.
  - 2. Vertical Face on Longitudinal Axis: Not more than ¼ inch in 10 feet.
- C. Clean forms after each use and coat with form-release agent to ensure separation from concrete without damage.

### 3.4 STEEL REINFORCEMENT INSTALLATION

- A. General: Comply with CRSI's "Manual of Standard Practice" for fabricating, placing, and supporting reinforcement.
- B. Clean reinforcement of loose rust and mill scale, earth, ice, or other bond-reducing materials.
- C. Arrange, space, and securely tie bars and bar supports to hold reinforcement in position during concrete placement. Maintain minimum cover to reinforcement.
- D. Install welded-wire reinforcement in lengths as long as practicable. Lap adjoining pieces at least one full mesh, and lace splices with wire. Offset laps of adjoining widths to prevent continuous laps in either direction.
- E. Install fabricated bar mats in lengths as long as practicable. Handle units to keep them flat and free of distortions. Straighten bends, kinks, and other irregularities, or replace units as required before placement. Set mats for a minimum 2-inch (50-mm) overlap of adjacent mats.

### 3.5 JOINTS

- A. Coordinate joint types, descriptions, and locations with Drawings. Three types of joints and tool edgings have been consolidated in this Article for consistency rather than for strict sequence of installation.
- B. General: Form construction, isolation, and contraction joints and tool edges true to line, with faces perpendicular to surface plane of concrete. Construct transverse joints at right angles to centerline unless otherwise indicated.
  - 1. When joining existing paving, place transverse joints to align with previously placed joints unless otherwise indicated.
- C. Construction Joints: Set construction joints at side and end terminations of paving and at locations where paving operations are stopped for more than one-half hour unless paving terminates at isolation joints.
  - 1. Continue steel reinforcement across construction joints unless otherwise indicated. Do not continue reinforcement through sides of paving strips unless otherwise indicated.
  - 2. Provide tie bars at sides of paving strips where indicated.
  - 3. Butt Joints: Use bonding agent at joint locations where fresh concrete is placed against hardened or partially hardened concrete surfaces.
  - 4. Keyed Joints: Provide preformed keyway-section forms or bulkhead forms with keys unless otherwise indicated. Embed keys at least 1-1/2 inches (38 mm) into concrete.
  - 5. Doweled Joints: Install dowel bars and support assemblies at joints where indicated. Lubricate or coat with asphalt one-half of dowel length to prevent concrete bonding to one side of joint.
- D. Isolation Joints: Form isolation joints of preformed joint-filler strips abutting concrete curbs, catch basins, manholes, inlets, structures, other fixed objects, and where indicated.
  - 1. Locate expansion joints at intervals of 50 feet (15.25 m) unless otherwise indicated.
  - 2. Extend joint fillers full width and depth of joint.
  - 3. Terminate joint filler not less than 1/2 inch (13 mm) or more than 1 inch (25 mm) below finished surface if joint sealant is indicated.
  - 4. Place top of joint filler flush with finished concrete surface if joint sealant is not indicated.
  - 5. Furnish joint fillers in one-piece lengths. Where more than one length is required, lace or clip joint-filler sections together.
  - 6. During concrete placement, protect top edge of joint filler with metal, plastic, or other temporary preformed cap. Remove protective cap after concrete has been placed on both sides of joint.
  - 7. Trim excess joint filler material flush with pavement surface after concrete expansion.

- E. Contraction Joints: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construct contraction joints for a depth equal to at least one-fourth of the concrete thickness, as follows, to match jointing of existing adjacent concrete paving:
  - 1. Grooved Joints: Form contraction joints after initial floating by grooving and finishing each edge of joint with grooving tool to a 1/4-inch (6-mm) radius. Repeat grooving of contraction joints after applying surface finishes. Eliminate grooving-tool marks on concrete surfaces.
  - 2. Doweled Contraction Joints: Install dowel bars and support assemblies at joints where indicated. Lubricate or coat with asphalt one-half of dowel length to prevent concrete bonding to one side of joint.
- F. Edging: After initial floating, tool edges of paving, gutters, curbs, and joints in concrete with an edging tool to a 1/4-inch (6-mm) radius. Repeat tooling of edges after applying surface finishes. Eliminate edging-tool marks on concrete surfaces.

### **3.6 CONCRETE PLACEMENT**

- A. Before placing concrete, inspect and complete formwork installation, steel reinforcement, and items to be embedded or cast-in.
- B. Remove snow, ice, or frost from subbase surface and steel reinforcement before placing concrete. Do not place concrete on frozen surfaces.
- C. Moisten subbase to provide a uniform dampened condition at time concrete is placed. Do not place concrete around manholes or other structures until they are at required finish elevation and alignment.
- D. Comply with ACI 301 (ACI 301M) requirements for measuring, mixing, transporting, and placing concrete.
- E. Do not add water to concrete during delivery or at Project site. Do not add water to fresh concrete after testing.
- F. Deposit and spread concrete in a continuous operation between transverse joints. Do not push or drag concrete into place or use vibrators to move concrete into place.
- G. Consolidate concrete according to ACI 301 (ACI 301M) by mechanical vibrating equipment supplemented by hand spading, rodding, or tamping.
  - 1. Consolidate concrete along face of forms and adjacent to transverse joints with an internal vibrator. Keep vibrator away from joint assemblies, reinforcement, or side forms. Use only square-faced shovels for hand spreading and consolidation. Consolidate with care to prevent dislocating reinforcement, dowels, and joint devices.
- H. Screed paving surface with a straightedge and strike off.
- I. Commence initial floating using bull floats or darbies to impart an open-textured and uniform surface plane before excess moisture or bleedwater appears on the surface. Do not further disturb concrete surfaces before beginning finishing operations or spreading surface treatments.

### **3.7 FLOAT FINISHING**

- A. General: Do not add water to concrete surfaces during finishing operations.
- B. Float Finish: Begin the second floating operation when bleedwater sheen has disappeared and concrete surface has stiffened sufficiently to permit operations. Float surface with power-driven floats or by hand floating if area is small or inaccessible to power units. Finish surfaces to true planes. Cut down high spots and fill low spots. Refloat surface immediately to uniform granular texture.
  - 1. Medium-to-Fine-Textured Broom Finish: Draw a soft-bristle broom across float-finished concrete surface, perpendicular to line of traffic, to provide a uniform, fine-line texture.

### **3.8 CONCRETE PROTECTION AND CURING**

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures.
- B. Comply with ACI 306.1 for cold-weather protection.
- C. 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 (1 kg/sq. m 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.

- D. Begin curing after finishing concrete but not before free water has disappeared from concrete surface.
- E. Curing Methods: Cure concrete by curing compound as follows:
  - 1. 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 PAVING TOLERANCES

- A. Comply with tolerances in ACI 117 (ACI 117M) and as follows:
  - 1. Elevation: 3/4 inch (19 mm).
  - 2. Thickness: Plus 3/8 inch (10 mm), minus 1/4 inch (6 mm).
  - 3. Surface: Gap below 10-foot- (3-m-) long; unlevelled straightedge not to exceed 1/2 inch (13 mm).
  - 4. Alignment of Tie-Bar End Relative to Line Perpendicular to Paving Edge: 1/2 inch per 12 inches (13 mm per 300 mm) of tie bar.
  - 5. Lateral Alignment and Spacing of Dowels: 1 inch (25 mm).
  - 6. Vertical Alignment of Dowels: 1/4 inch (6 mm).
  - 7. Alignment of Dowel-Bar End Relative to Line Perpendicular to Paving Edge: 1/4 inch per 12 inches (6 mm per 300 mm) of dowel.
  - 8. Joint Spacing: 3 inches (75 mm).
  - 9. Contraction Joint Depth: Plus 1/4 inch (6 mm), no minus.
  - 10. Joint Width: Plus 1/8 inch (3 mm), no minus.

### 3.10 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified testing agency to perform tests and inspections.
- B. Testing Services: Testing and inspecting of composite samples of fresh concrete obtained according to ASTM C 172/C 172M shall be performed according to the following requirements:
  - 1. Testing Frequency: Obtain at least one composite sample for each 100 cu. yd. (76 cu. m) or fraction thereof of each concrete mixture placed each day.
    - a. When frequency of testing will provide fewer than five compressive-strength tests for each concrete mixture, testing shall be conducted from at least five randomly selected batches or from each batch if fewer than five are used.
  - 2. Slump: ASTM C 143/C 143M; one test at point of placement for each composite sample, but not less than one test for each day's pour of each concrete mixture. Perform additional tests when concrete consistency appears to change.
  - 3. Air Content: ASTM C 231/C 231M, pressure method; one test for each composite sample, but not less than one test for each day's pour of each concrete mixture.
  - 4. Concrete Temperature: ASTM C 1064/C 1064M; one test hourly when air temperature is 40 deg F (4.4 deg C) and below and when it is 80 deg F (27 deg C) and above, and one test for each composite sample.
  - 5. Compression Test Specimens: ASTM C 31/C 31M; cast and laboratory cure one set of three standard cylinder specimens for each composite sample.
  - 6. Compressive-Strength Tests: ASTM C 39/C 39M; test one specimen at seven days and two specimens at 28 days.
    - a. A compressive-strength test shall be the average compressive strength from two specimens obtained from same composite sample and tested at 28 days.
- C. Strength of each concrete mixture will be satisfactory if average of any three consecutive compressive-strength tests equals or exceeds specified compressive strength and no compressive-strength test value falls below specified compressive strength by more than 500 psi (3.4 MPa).
- D. Test results shall be reported in writing to Architect, concrete manufacturer, and Contractor within 48 hours of testing. Reports of compressive-strength tests shall contain Project identification name and number, date of concrete placement, name of concrete testing and inspecting agency, location of concrete batch in Work, design compressive strength at 28 days, concrete mixture proportions and materials, compressive breaking strength, and type of break for both 7- and 28-day tests.

- E. Nondestructive Testing: Impact hammer, sonoscope, or other nondestructive device may be permitted by Architect but will not be used as sole basis for approval or rejection of concrete.
- F. Additional Tests: Testing and inspecting agency shall make additional tests of concrete when test results indicate that slump, air entrainment, compressive strengths, or other requirements have not been met, as directed by Architect.
- G. Concrete paving will be considered defective if it does not pass tests and inspections.
- H. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.

### **3.11 REPAIR AND PROTECTION**

- A. Remove and replace concrete paving that is broken, damaged, or defective or that does not comply with requirements in this Section. Remove work in complete sections from joint to joint unless otherwise approved by Architect.
- B. Drill test cores, where directed by Architect, when necessary to determine magnitude of cracks or defective areas. Fill drilled core holes in satisfactory paving areas with portland cement concrete bonded to paving with epoxy adhesive.
- C. Protect concrete paving from damage. Exclude traffic from paving for at least 14 days after placement. When construction traffic is permitted, maintain paving as clean as possible by removing surface stains and spillage of materials as they occur.
- D. Maintain concrete paving free of stains, discoloration, dirt, and other foreign material. Sweep paving not more than two days before date scheduled for Substantial Completion inspections.

### **END OF SECTION**

## SECTION 32 9200 - TURF AND GRASSES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Seeding.
  - 2. Fertilizer and mulch
  - 3. Topsoil
  - 4. Lawn renovation
- B. Related Requirements:
  - 1. Division 31 Section 31 1000 "Site Clearing" for topsoil stripping and stockpiling.
  - 2. Division 31 Section 31 2000 "Earthwork" for excavation, filling and backfilling, and rough grading.
  - 3. Section 329300 "Plants" for trees, shrubs, ground covers, and other plants as well as border edgings and mow strips.

#### 1.3 DEFINITIONS

- A. Finish Grade: Elevation of finished surface of planting soil.
- B. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. Pesticides include insecticides, miticides, herbicides, fungicides, rodenticides, and molluscicides. They also include substances or mixtures intended for use as a plant regulator, defoliant, or desiccant.
- C. Pests: Living organisms that occur where they are not desired or that cause damage to plants, animals, or people. Pests include insects, mites, grubs, mollusks (snails and slugs), rodents (gophers, moles, and mice), unwanted plants (weeds), fungi, bacteria, and viruses.
- D. Planting Soil: Native or imported topsoil, manufactured topsoil, or surface soil modified to become topsoil; mixed with soil amendments.
- E. Manufactured Soil: Soil produced off-site by homogeneously blending mineral soils or sand with stabilized organic soil amendments to produce topsoil or planting soil.
- F. Subgrade: The surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.
- G. Subsoil: All soil beneath the topsoil layer of the soil profile, and typified by the lack of organic matter and soil organisms.

#### 1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. All submittals must be received 30 days prior to installation.
- C. Soil test including physical properties.
- D. Chemicals and fertilizers to be used (including MSDS)
- E. Imported topsoil analysis
- F. Certification of Grass Seed: From seed vendor for each grass-seed monostand or mixture, stating the botanical and common name, percentage by weight of each species and variety, and percentage of purity, germination, and weed seed. Include the year of production and date of packaging.
- G. Product Certificates: For fertilizers, from manufacturer.
- H. Pesticides and Herbicides: Product label and manufacturer's application instructions specific to Project.
- I. Material Test Reports: For existing surface soil and imported topsoil.

#### 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified landscape installer whose work has resulted in successful turf establishment.
  - 1. Installer's Field Supervision: Require Installer to maintain an experienced full-time supervisor on Project site when planting is in progress.

- B. Soil-Testing Laboratory Qualifications: An independent laboratory, recognized by the State Department of Agriculture, with the experience and capability to conduct the testing indicated and that specializes in types of tests to be performed.
- C. Topsoil Analysis: Furnish soil analysis by a qualified soil-testing laboratory stating percentages of organic matter; gradation of sand, silt, and clay content; cation exchange capacity; sodium absorption ratio; deleterious material; pH; and mineral and plant-nutrient content of topsoil.
  - 1. Report suitability of topsoil for lawn growth. State-recommended quantities of nitrogen, phosphorus, and potash nutrients and soil amendments to be added to produce satisfactory topsoil.
- D. Preinstallation Conference: Conduct conference at Project site.

#### **1.6 DELIVERY, STORAGE, AND HANDLING**

- A. Seed and Other Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and indication of compliance with state and Federal laws, as applicable.

#### **1.7 PROJECT CONDITIONS**

- A. Planting Restrictions: Plant during one of the following periods. Coordinate planting periods with initial maintenance periods to provide required maintenance from date of Substantial Completion.
  - 1. Spring Planting: May 15<sup>th</sup> to June 30<sup>th</sup>
  - 2. Fall Planting: September 1<sup>st</sup> to October 31<sup>st</sup>
- B. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions.

#### **1.8 MAINTENANCE SERVICE**

- A. Initial Lawn Maintenance Service: Provide full maintenance by skilled employees of landscape Installer. Maintain as required in Part 3. Begin maintenance immediately after each area is planted and continue until acceptable lawn is established, but for not less than the following periods:
  - 1. Seeded Lawns: 90 days from date of Substantial Completion.
    - a. When initial maintenance period has not elapsed before end of planting season, or if lawn is not fully established, continue maintenance during next planting season.
- B. Maintain and establish lawn by watering, fertilizing, weeding, mowing, trimming, replanting, and other operations. Roll, regrade, and replant bare or eroded areas and remulch to produce a uniformly smooth lawn.
  - 1. In areas where mulch has been disturbed by wind or maintenance operations, add new mulch. Anchor as required to prevent displacement.
- C. Watering: Provide and maintain temporary piping, hoses, and lawn-watering equipment to convey water from sources and to keep lawn uniformly moist to a depth of 4 inches.
  - 1. Schedule watering to prevent wilting, puddling, erosion, and displacement of seed or mulch. Lay out temporary watering system to avoid walking over muddy or newly planted areas.
  - 2. Water lawn at a minimum rate of 1 inch per week.
- D. Mow lawn as soon as top growth is tall enough to cut. Repeat mowing to maintain specified height without cutting more than 40 percent of grass height. Remove no more than 40 percent of grass-leaf growth in initial or subsequent mowings. Do not delay mowing until grass blades bend over and become matted. Do not mow when grass is wet. Schedule initial and subsequent mowings to maintain the following grass height:
  - 1. Mow grass 3-3 1/2 inches high.
- E. Lawn Postfertilization: Apply fertilizer after initial mowing and when grass is dry.
  - 1. A phosphorous free fertilizer that will provide actual nitrogen of at least 1 lb/1000 sq. ft. to lawn area.

## **PART 2 - PRODUCTS**

### **2.1 SEED**



- A. Grass Seed: Fresh, clean, dry, new-crop seed complying with AOSA's "Rules for Testing Seeds" for purity and germination tolerances.
- B. Fresh, clean and new crop seed mixture. Each seed type certified blue or gold tag.
  1. Mixed by an approved method.
  2. Test for germination made within preceding six months. Not to exceed 0.25% weed seed. Seeding rates shall be determined by the percent pure live seed, where  $PLS = \% \text{ pure seed} \times \% \text{ germination} \times 100$ .
  3. Turfgrasses:
    - 1) General Seed Mixture:
      - a) Annual Rye: 10%
      - b) Perennial Rye: 30%\*
      - c) Creeping Red Fescue: 20%
      - d) Turf Type Fescue: 40%\*\*
      - e) \*Note: Provide a minimum of two varieties of Perennial Rye seed from the following list. Affinity, APM, Buccaneer, Nighthawk, Partner, Saturn, Seville or other varieties that meet the minimum rating of 6.0 or higher for a seed tested at a Michigan location on the National Turfgrass Evaluation Program (NTEP) National Test.
      - f) \*\*Note: Provide a minimum of three varieties of Turf Type Tall Fescue from the following list: Jubilee, Veranda, Morgan, Stagecoach, or other varieties that meet the minimum rating of 6.0 or higher for a seed tested at a Michigan location on the National Turfgrass Evaluation Program (NTEP) National Test.
    4. Obtain the Owner's specific written acceptance for substitution of seed other than those named above. Proposed substitutes shall have essentially the same characteristics as seed specified in appearance, ultimate height, shape, habit of growth, general soil, and other requirements. Average cost and value of seed specified. Seed of greater value may be accepted without additional cost to the Owner.
    5. Seed rate for turf establishment shall be 8lbs/1000sq.ft. of pure live seed.

## 2.2 HYDROMULCH

- A. Hydromulch slurry mixture is to be composed of a suitable rate of mulch and water to allow for even coverage of seed that will protect plant growth while allowing necessary light and water to penetrate.

## 2.3 WATER

- A. Free of substances harmful to plant growth.

## 2.4 TOPSOIL, SOIL MIXES, SOIL AMENITIES

- A. Topsoil: ASTM D 5268, pH range of 5.5 to 7, 4 percent organic material minimum, free of stones 3/8 inch or larger in any dimension, and other extraneous materials harmful to plant growth. Soil shall be a loam or sandy loam texture and free of debris.
  1. Topsoil Source: Import topsoil from off site sources as necessary. Obtain topsoil from naturally well-drained sites where topsoil occurs at least 4 inches deep; do not obtain from bogs and marshes.
- B. Lime: ASTM C 602, Class T, agricultural limestone.

## 2.5 PLANTING SOIL MIX

- A. Planting Soil Mix: Mix topsoil with the following soil amendments in the following quantities:
  1. Ratio of Loose Compost to Topsoil by Volume: 1:3

## 2.6 PLANTING ACCESSORIES

- A. Selective Herbicides: EPA registered and approved, of type recommended by manufacturer for application.

## 2.7 FERTILIZERS

- A. Commercial Fertilizer: Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen, 50 percent derived from natural organic sources of urea formaldehyde, phosphorous, and potassium in the following composition:
  1. Composition:

- a. Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified soil-testing laboratory.

## 2.8 MULCHES

- A. Straw Mulch: Provide air-dry, clean, mildew- and seed-free, salt hay or threshed straw of wheat, rye, oats, or barley.
- B. Fiber Mulch: Biodegradable, dyed-wood, cellulose-fiber mulch; nontoxic and free of plant-growth or germination inhibitors; with a maximum moisture content of 15 percent and a pH range of 4.5 to 6.5.
- C. Nonasphaltic Tackifier: Colloidal tackifier recommended by fiber-mulch manufacturer for slurry application; nontoxic and free of plant-growth or germination inhibitors.

## 2.9 PESTICIDES

- A. General: Pesticide, registered and approved by the EPA, acceptable to authorities having jurisdiction, and of type recommended by manufacturer for each specific problem and as required for Project conditions and application. Do not use restricted pesticides unless authorized in writing by authorities having jurisdiction.
- B. Pre-Emergent Herbicide (Selective and Nonselective): Effective for controlling the germination or growth of weeds within planted areas at the soil level directly below the mulch layer.
- C. Post-Emergent Herbicide (Selective and Nonselective): Effective for controlling weed growth that has already germinated.

## 2.10 EROSION-CONTROL MATERIALS

- A. Erosion-Control Blankets: Biodegradable wood excelsior, straw, or coconut-fiber mat enclosed in a photodegradable plastic mesh. Include manufacturer's recommended steel wire staples, **6 inches (150 mm)** long.
- B. Erosion-Control Fiber Mesh: Biodegradable burlap or spun-coir mesh, a minimum of **0.92 lb/sq. yd. (0.5 kg/sq. m)**, with 50 to 65 percent open area. Include manufacturer's recommended steel wire staples, **6 inches (150 mm)** long.
- C. Erosion-Control Mats: Cellular, nonbiodegradable slope-stabilization mats designed to isolate and contain small areas of soil over steeply sloped surface, of **[3-inch (75-mm)] [4-inch (100-mm)] [6-inch (150-mm)]** <Insert dimension> nominal mat thickness. Include manufacturer's recommended anchorage system for slope conditions.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas to be planted for compliance with requirements and other conditions affecting installation and performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
- C. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Architect and replace with new planting soil.

### 3.2 PREPARATION

- A. Protect structures; utilities; sidewalks; pavements; and other facilities, trees, shrubs, and plantings from damage caused by planting operations.
  1. Protect adjacent and adjoining areas from hydroseeding and hydromulching overspray.
  2. Protect grade stakes set by others until directed to remove them.
- B. Install erosion-control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways.
- C. Verify limits of seeding material with the Owner's Representative in the field before starting seeding and sodding work.
- D. Limit preparation to areas which will be immediately seeded.
- E. Newly Graded Subgrades: Loosen subgrade to a minimum depth of 4 inches. Remove stones larger than 1 inch in any dimension and sticks, roots, rubbish, and other extraneous matter and legally dispose of them off Owner's property.
- F. Spread topsoil to a depth of 4 inches minimum to meet finish grades after light rolling and natural settlement. Do not spread if planting soil or subgrade is frozen, muddy, or excessively wet.

- G. Fine grade to a smooth even surface with no 'bird baths', having loose, uniformly fine texture. Remove trash, debris, stones larger than 1-inches in any dimension, and other objects that may interfere with planting or maintenance operations.
- H. Fine grade to within plus or minus 1/2 inch of finish elevation. Roll and rake, remove ridges, and fill depressions to meet finish grades. Limit fine grading to areas that can be planted in the immediate future.
- I. Apply fertilizers by mechanical rotary or drop type distributor thoroughly and evenly incorporated with soil. Fertilize areas inaccessible to power equipment with hand tools and incorporate into soil.
- J. Restore prepared areas to specified condition of eroded, settled, or otherwise disturbed after fine grading and prior to seeding and sodding.
- K. Moisten prepared lawn areas before planting when soil is dry and allow surface to dry before planting

### **3.3 SEEDING**

- 1. Hydroseeding is preferred. If any other method of seeding occurs, the seeded area must be covered with mulch immediately.
- 2. Seed immediately after preparation of bed. Seed during a period that promotes germination and establishment for the seed blend. Seeding at times other than those locally recognized as acceptable shall be unacceptable.
- 3. Seed indicated areas within contract limits and areas adjoining contract limits disturbed as a result of construction operations.
- 4. Evenly distribute seed by sowing equal quantities. Rake seed lightly into top 1/8 inch of topsoil, ensuring good seed/soil contact, and water with fine spray.
  - a. Seeding Rate should be 8lbs/1000sq.ft.
  - b. Protect seeded areas with slopes less than 1:6 against erosion by spreading mulch after completion of seeding operations and anchor by crimping into topsoil. Spread uniformly at a minimum rate of 2 tons per acre.
- 5. Apply Commercial Fertilizer 1/2/1 at 200 lbs./acre.

### **3.4 MULCHING**

- A. Hydromulch seeded areas within 24 hours after seeding.
- B. Owner will replace mulch displaced before grass has made a growth of 1- to 1-1/2-inch.
- C. Provide straw bale checking in ditches or problem swales at intervals required to adequately slow water velocity and impede soil loss or other methods as required by governmental agencies.
- D. During germination period, the Contractor shall protect and water seeded areas, maintain top 1/2- to 1 inch soil in a moist condition. Continue watering until turfgrass is established.

### **3.5 PREPARATION FOR EROSION-CONTROL MATERIALS**

- A. Prepare area as specified in "Lawn Preparation" Article.
- B. For erosion-control blanket, install from top of slope, working downward, and as recommended by material manufacturer for site conditions. Fasten as recommended by material manufacturer.
- C. Moisten prepared area before planting if surface is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.

### **3.6 TURF RENOVATION**

- A. Renovate existing lawn damaged by Contractor's operations, such as storage of materials or equipment and movement of vehicles.
  - 1. Reestablish lawn where settlement or washouts occur or where minor regrading is required.
- B. Remove sod and vegetation from diseased or unsatisfactory lawn areas; do not bury in soil.
- C. Remove topsoil containing foreign materials resulting from Contractor's operations, including oil drippings, fuel spills, stone, gravel, and other construction materials, and replace with new topsoil.
- D. Mow, dethatch, core aerate, and rake existing lawn.
- E. Remove weeds before seeding. Where weeds are extensive, apply selective herbicides as required. Do not use pre-emergence herbicides.

- F. Remove waste and foreign materials, including weeds, soil cores, grass, vegetation, and turf, and legally dispose of them off Owner's property.
- G. Till stripped, bare, and compacted areas thoroughly to a soil depth of 6 inches.
- H. Apply seed and hydromulch as required for new lawns.
- I. Water newly planted areas and keep moist until new lawn is established

### **3.7 SATISFACTORY TURF**

- A. Turf installations shall meet the following criteria as determined by Architect:
  - 1. Satisfactory Seeded Turf: At end of maintenance period, a healthy, uniform, close stand of grass has been established, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10 sq. ft. (0.92 sq. m) and bare spots not exceeding 5 by 5 inches (125 by 125 mm).
- B. Use specified materials to reestablish turf that does not comply with requirements, and continue maintenance until turf is satisfactory.

### **3.8 PESTICIDE APPLICATION**

- A. Apply pesticides and other chemical products and biological control agents according to requirements of authorities having jurisdiction and manufacturer's written recommendations. Coordinate applications with Owner's operations and others in proximity to the Work. Notify Owner before each application is performed.
- B. Post-Emergent Herbicides (Selective and Nonselective): Apply only as necessary to treat already-germinated weeds and according to manufacturer's written recommendations.

### **3.9 CLEANUP AND PROTECTION**

- A. Any soil, peat or similar material which has been brought onto paved areas by hauling operations or otherwise shall be removed promptly. Upon completion of planting, all excess soil, stones, and debris shall be removed from the site or disposed of as directed by the Owner. All planting areas shall be prepared for final inspection.
- B. Promptly remove soil and debris created by turf work from paved areas. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.
- C. Remove surplus soil and waste material, including excess subsoil, unsuitable soil, trash, and debris, and legally dispose of them off Owner's property.
- D. Erect temporary fencing or barricades and warning signs as required to protect newly planted areas from traffic. Maintain fencing and barricades throughout initial maintenance period and remove after plantings are established.
- E. Remove nondegradable erosion-control measures after grass establishment period.

### **END OF SECTION**

## SECTION 32 9300 - PLANTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:
1. Trees and shrubs
  2. Perennials and ground covers
  3. Planting soils
  4. Tree-watering devices.
  5. Landscape edgings.
- B. Related Requirements:
1. Section 015639 "Temporary Tree and Plant Protection" for protecting, trimming, pruning, repairing, and replacing existing trees to remain that interfere with, or are affected by, execution of the Work
  2. Division 31 Section "Site Clearing" for protection of existing trees and planting, topsoil stripping and stockpiling, and site clearing.
  3. Division 31 Section "Earth Moving" for excavation, filling, and rough grading and for subsurface aggregate drainage and drainage backfill materials.
  4. Section 329200 "Turf and Grasses" for turf (lawn) and meadow planting, hydroseeding, and erosion-control materials.

#### 1.3 UNIT PRICES

- A. Work of this Section is affected by unit prices specified in Section 012200 "Unit Prices."  
B. Unit prices apply to authorized work covered by quantity allowances.  
C. Unit prices apply to additions to and deletions from the Work as authorized by Change Orders.

#### 1.4 DEFINITIONS

- A. Balled and Burlapped Stock: Plants dug with firm, natural balls of earth in which they were grown, with a ball size not less than sizes indicated, wrapped with burlap, tied, rigidly supported, and drum laced with twine with the root flare visible at the surface of the ball as recommended by ANSI Z60.1.
- B. Container-Grown Stock: Healthy, vigorous, well-rooted plants grown in a container, with a well-established root system reaching sides of container and maintaining a firm ball when removed from container. Container shall be rigid enough to hold ball shape and protect root mass during shipping and be sized according to ANSI Z60.1 for type and size of plant required.
- C. Finish Grade: Elevation of finished surface of planting soil.
- D. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. Pesticides include insecticides, miticides, herbicides, fungicides, rodenticides, and molluscicides. They also include substances or mixtures intended for use as a plant regulator, defoliant, or desiccant. Some sources classify herbicides separately from pesticides.
- E. Planting Soil: Native or imported topsoil, manufactured topsoil, or surface soil modified to become planting soil.
- F. Plant; Plants; Plant Material: These terms refer to vegetation in general, including trees, shrubs, vines, ground covers, ornamental grasses, bulbs, corms, tubers, or herbaceous vegetation.
- G. Subgrade: The surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.

#### 1.5 SUBMITTALS

- A. Nursery Source: For all nursery stock indicated on Plans.
1. Submit list of growers for each plant species to be installed within 30 days following award of contract. Include substitution requests based on plant unavailability at that time. Substitution requests after this period will not be accepted.
- B. Product Data: For each type of product.
- C. Product Certificates: For each type of manufactured product, signed by product manufacturer, and complying with the following:
1. Manufacturer's certified analysis for standard products.

- D. Qualification Data: For landscape Installer.
- E. Planting Schedule: Indicating anticipated planting dates for exterior plants.
- F. Maintenance Instructions: Recommended procedures to be established by Owner for maintenance of exterior plants during a calendar year. Submit before expiration of required maintenance periods.

#### **1.6 QUALITY ASSURANCE**

- A. Installer Qualifications: A qualified landscape installer whose work has resulted in successful establishment of plants.
  - 1. Installer's Field Supervision: Require Installer to maintain an experienced full-time supervisor on Project site when work is in progress.
- B. Provide quality, size, genus, species, and variety of plants indicated, complying with applicable requirements in ANSI Z60.1.
- C. Tree and Shrub Measurements: Measure according to ANSI Z60.1 with branches and trunks or canes in their normal position. Do not prune to obtain required sizes. Take caliper measurements 6 inches (150 mm) above ground for trees up to 4-inch (100-mm) caliper size, and 12 inches (300 mm) above ground for larger sizes. Measure main body of tree or shrub for height and spread; do not measure branches or roots tip-to-tip.

#### **1.7 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver exterior plants freshly dug.
- B. Do not prune trees and shrubs before delivery. Protect bark, branches, and root systems from sun scald, drying, wind burn, sweating, whipping, and other handling and tying damage. Do not bend or bind-tie trees or shrubs in such a manner as to destroy their natural shape. Provide protective covering of plants during shipping and delivery. Do not drop plants during delivery and handling.
- C. Handle planting stock by root ball.
- D. Deliver plants after preparations for planting have been completed, and install immediately. If planting is delayed more than six hours after delivery, set plants and trees in their appropriate aspect (sun, filtered sun, or shade), protect from weather and mechanical damage, and keep roots moist.
  - 1. Set balled stock on ground and cover ball with soil, peat moss, sawdust, or other acceptable material.
  - 2. Do not remove container-grown stock from containers before time of planting.
  - 3. Water root systems of plants stored on-site deeply and thoroughly with a fine-mist spray. Water as often as necessary to maintain root systems in a moist, but not overly wet condition.

#### **1.8 PROJECT CONDITIONS**

- A. Field Measurements: Verify actual grade elevations, service and utility locations, irrigation system components, and dimensions of plantings and construction contiguous with new plantings by field measurements before proceeding with planting work.
- B. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions and warranty requirements.

#### **1.9 WARRANTY**

- A. Special Warranty: Warrant the following exterior plants, for the warranty period indicated, against defects including death and unsatisfactory growth, except for defects resulting from lack of adequate maintenance, neglect, or abuse by Owner, or incidents that are beyond Contractor's control.
  - 1. Warranty Period: One year from date of Substantial Completion.
  - 2. Remove dead exterior plants immediately. Replace immediately unless required to plant in the succeeding planting season.
  - 3. Replace exterior plants that are more than 25 percent dead or in an unhealthy condition at end of warranty period.
  - 4. A limit of one replacement of each exterior plant will be required, except for losses or replacements due to failure to comply with requirements.

## 1.10 MAINTENANCE

- A. Trees: Maintain for the following maintenance period by pruning, cultivating, watering, weeding, fertilizing, restoring planting saucers, tightening and repairing stakes and guy supports, and resetting to proper grades or vertical position, as required to establish healthy, viable plantings. Spray as required to keep trees free of insects and disease. Restore or replace damaged tree wrappings.
  - 1. Maintenance Period for Trees and Shrubs: Six months of growing season from date of Substantial Completion.
- B. Ground Cover and Plants: Maintain for the following maintenance period by watering, weeding, fertilizing, and other operations as required to establish healthy, viable plantings:
  - 1. Maintenance Period for Ground Cover and Other Plants: Three months of growing season from date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 PLANT MATERIAL

- A. General: Furnish nursery-grown plants true to genus, species, variety, cultivar, stem form, shearing, and other features indicated in Plant List, Plant Schedule, or Plant Legend indicated on Drawings and complying with ANSI Z60.1; and with healthy root systems developed by transplanting or root pruning. Provide well-shaped, fully branched, healthy, vigorous stock, densely foliated when in leaf and free of disease, pests, eggs, larvae, and defects such as knots, sun scald, injuries, abrasions, and disfigurement.
  - 1. Trees with damaged, crooked, or multiple leaders; tight vertical branches where bark is squeezed between two branches or between branch and trunk ("included bark"); crossing trunks; cut-off limbs more than 3/4 inch (19 mm) in diameter; or with stem girdling roots are unacceptable.
  - 2. Collected Stock: Do not use plants harvested from the wild, from native stands, from an established landscape planting, or not grown in a nursery unless otherwise indicated.
- B. Provide plants of sizes, grades, and ball or container sizes complying with ANSI Z60.1 for types and form of plants required. Plants of a larger size may be used if acceptable to Architect, with a proportionate increase in size of roots or balls.
- C. Labeling: Label at least one plant of each variety, size, and caliper with a securely attached, waterproof tag bearing legible designation of common name and full scientific name, including genus and species. Include nomenclature for hybrid, variety, or cultivar, if applicable for the plant.
- D. If formal arrangements or consecutive order of plants is indicated on Drawings, select stock for uniform height and spread, and number the labels to assure symmetry in planting.

### 2.2 SHADE AND FLOWERING TREES

- A. Shade Trees: Single-stem trees with straight trunk, well-balanced crown, and intact leader, of height and caliper indicated, complying with ANSI Z60.1 for type of trees required.
  - 1. Provide balled and burlapped trees.
  - 2. Branching Height: One-half of tree height.
- B. Small Upright Trees: Branched or pruned naturally according to species and type, with relationship of caliper, height, and branching according to ANSI Z60.1; stem form as follows:
  - 1. Stem Form: Single stem.
  - 2. Provide balled and burlapped trees.
- C. Multi-stem Trees: Branched or pruned naturally according to species and type, with relationship of caliper, height, and branching according to ANSI Z60.1; stem form as follows:
  - 1. Stem Form: Clump.
  - 2. Provide balled and burlapped trees.

### 2.3 DECIDUOUS AND EVERGREEN SHRUBS

- A. Form and Size: Deciduous shrubs with not less than the minimum number of canes required by and measured according to ANSI Z60.1 for type, shape, and height of shrub.
  - 1. Provide balled and burlapped or container-grown shrubs.

### 2.4 PERENNIALS

- A. Perennials: Provide healthy, field-grown plants from a commercial nursery, of species and variety shown or listed.

- B. Supply perennials that have been grown in containers of size required for a minimum of one year.

## **2.5 TOPSOIL**

- A. Topsoil: ASTM D 5268, pH range of 5.5 to 7, a minimum of 4 percent organic material content; free of stones 1 inch or larger in any dimension and other extraneous materials harmful to plant growth.
  - 1. Topsoil Source: Reuse surface soil stockpiled on-site. Verify suitability of stockpiled surface soil to produce topsoil. Clean surface soil of roots, plants, sod, stones, clay lumps, and other extraneous materials harmful to plant growth.
    - a. Supplement with imported or manufactured topsoil from off-site sources when quantities are insufficient. Obtain topsoil displaced from naturally well-drained construction or mining sites where topsoil occurs at least 4 inches deep; do not obtain from agricultural land, bogs or marshes.

## **2.6 PLANTING SOIL MIX**

- A. Planting Soil Mix: 3/5 topsoil, 1/5 peat, 1/5 sand.

## **2.7 INORGANIC SOIL AMENDMENTS**

- A. Limestone is used to raise pH and neutralize acidic soils. Add percentages of carbonates, calcium, and magnesium. Revise to a pelleted form of limestone with a water-soluble binder that speeds breakdown if required.
- B. Lime: ASTM C 602, agricultural limestone containing a minimum 80 percent calcium carbonate equivalent and as follows:
  - 1. Class: Class T, with a minimum 99 percent passing through No. 8 sieve and a minimum 75 percent passing through No. 60 sieve.
  - 2. Class: Class O, with a minimum 95 percent passing through No. 8 sieve and a minimum 55 percent passing through No. 60 sieve.
  - 3. Provide lime in form of dolomitic limestone.
- C. Sand: MDOT Class II Fill.

## **2.8 ORGANIC SOIL AMENDMENTS**

- A. Muck Peat: Partially decomposed moss peat, native peat, or reed-sedge peat, finely divided or of granular texture, with a pH range of 6 to 7.5, and having a water-absorbing capacity of 1100 to 2000 percent.

## **2.9 FERTILIZERS**

- A. Planting Tablets: Tightly compressed chip-type, long-lasting, slow-release, commercial-grade planting fertilizer in tablet form. Tablets shall break down with soil bacteria, converting nutrients into a form that can be absorbed by plant roots.
  - 1. Size: 10-gram tablets.
  - 2. Nutrient Composition: 20 percent nitrogen, 10 percent phosphorous, and 5 percent potassium, by weight plus micronutrients.

## **2.10 MULCHES**

- A. Organic Mulch: Free from deleterious materials and suitable as a top dressing of trees and shrubs, consisting of the following:
  - 1. Type: Shredded hardwood.
- B. Cobblestone & Rain Garden Mineral Mulch: Hard, durable stone, washed free of loam, sand, clay, and other foreign substances, of following type, size range, and color:
  - 1. Type: Cobblestone
  - 2. Size: 2" minimum to 6" maximum
  - 3. Color: Readily available natural cobblestone color range.

## **2.11 LANDSCAPE EDGINGS**

- A. Aluminum Edging: Standard-profile extruded-aluminum edging, ASTM B 221 (ASTM B 221M), Alloy 6063-T6, fabricated in standard lengths with interlocking sections with loops stamped from face of sections to receive stakes.
  - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:



- a. Curv-Rite, Inc.
  - b. Permaloc Corporation.
  - c. Russell, J. D. Company (The).
  - d. Sure-Loc Edging Corporation.
2. Edging Size: 3/16 inch (4.8 mm) wide by 4 inches (100 mm) deep.
  3. Stakes: Aluminum, ASTM B 221 (ASTM B 221M), Alloy 6061-T6, approximately 1-1/2 inches (38 mm) wide by 12 inches (300 mm) long.
  4. Finish: Manufacturer's standard paint.
  5. Paint Color: Black.

## 2.12 MISCELLANEOUS PRODUCTS

- A. Antidesiccant: Water-insoluble emulsion, permeable moisture retarder, film forming, for trees and shrubs. Deliver in original, sealed, and fully labeled containers and mix according to manufacturer's written instructions.
- B. Trunk-Wrap Tape: Two layers of crinkled paper cemented together with bituminous material, 4-inch- (100-mm-) wide minimum, with stretch factor of 33 percent.
- C. Tree Watering Bag:
  1. Model: TreeDiaper® Hydration System, as manufactured by Zynnovation, LLC, 9424 Atlee Commerce Boulevard, Suite E, Ashland, VA 23005, (540)300-1465, [www.treed diaper.com](http://www.treed diaper.com), or approved equal.
  2. Size: Refer to manufacturer's specifications for rootball sizes.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas to receive plants, with Installer present, for compliance with requirements and conditions affecting installation and performance of the Work.
  1. Verify that no foreign or deleterious material or liquid such as paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, or acid has been deposited in soil within a planting area.
  2. Verify that plants and vehicles loaded with plants can travel to planting locations with adequate overhead clearance.
  3. Suspend planting operations during periods of excessive soil moisture until the moisture content reaches acceptable levels to attain the required results.
  4. Uniformly moisten excessively dry soil that is not workable or which is dusty.
- B. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Architect and replace with new planting soil.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Protect structures, utilities, sidewalks, pavements, and other facilities and turf areas and existing plants from damage caused by planting operations.
- B. Install erosion-control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways.
- C. Lay out plants at locations directed by Architect. Stake locations of individual trees and shrubs and outline areas for multiple plantings.
- D. Apply antidesiccant to trees using power spray to provide an adequate film over trunks, branches, stems, twigs, and foliage to protect during digging, handling, and transportation.
  1. If deciduous trees are moved in full leaf, spray with antidesiccant at nursery before moving and again two weeks after planting.

### 3.3 PLANTING BED ESTABLISHMENT

- A. Loosen subgrade of planting beds to a minimum depth of 6 inches. Remove stones larger than 1 inch in any dimension and sticks, roots, rubbish, and other extraneous matter and legally dispose of them off Owner's property.
  1. Spread planting soil mix to a depth of 8 inches but not less than required to meet finish grades after natural settlement. Do not spread if planting soil or subgrade is frozen, muddy, or excessively wet.

- a. Spread approximately one-half the thickness of planting soil mix over loosened subgrade. Mix thoroughly into top 2 inches of subgrade. Spread remainder of planting soil mix.
- B. Finish Grading: Grade planting beds to a smooth, uniform surface plane with loose, uniformly fine texture. Roll and rake, remove ridges, and fill depressions to meet finish grades.
- C. Restore planting beds if eroded or otherwise disturbed after finish grading and before planting.

### **3.4 EXCAVATION FOR TREES AND SHRUBS**

- A. Pits and Trenches: Excavate circular pits with sides sloped inward. Trim base leaving center area raised slightly to support root ball and assist in drainage. Do not further disturb base. Scarify sides of plant pit smeared or smoothed during excavation.
  - 1. Excavate approximately three times as wide as ball diameter for balled and burlapped stock.
  - 2. Excavate at least 12 inches wider than root spread and deep enough to accommodate vertical roots for bare-root stock.
- B. Subsoil removed from excavations may be used as backfill.
- C. Obstructions: Notify Architect if unexpected rock or obstructions detrimental to trees are encountered in excavations.
  - 1. Hardpan Layer: Drill 6-inch-diameter holes into free-draining strata or to a depth of 10 feet, whichever is less, and backfill with free-draining material.
- D. Drainage: Notify Architect if subsoil conditions evidence unexpected water seepage or retention in tree pits.
- E. Fill excavations with water and allow to percolate away before positioning trees.

### **3.5 TREE AND SHRUB PLANTING**

- A. Set balled and burlapped stock plumb and in center of pit or trench with top of root ball flush with adjacent finish grades.
  - 1. Remove burlap and wire baskets from tops of root balls and partially from sides, but do not remove from under root balls. Remove pallets, if any, before setting. Do not use planting stock if root ball is cracked or broken before or during planting operation.
  - 2. Place planting soil mix around root ball in layers, tamping to settle mix and eliminate voids and air pockets. When pit is approximately one-half backfilled, water thoroughly before placing remainder of backfill. Repeat watering until no more water is absorbed. Water again after placing and tamping final layer of planting soil mix.
- B. Set container-grown stock plumb and in center of pit or trench with top of root ball 1 inch above adjacent finish grades.
  - 1. Carefully remove root ball from container without damaging root ball or plant.
  - 2. Place planting soil mix around root ball in layers, tamping to settle mix and eliminate voids and air pockets. When pit is approximately one-half backfilled, water thoroughly before placing remainder of backfill. Repeat watering until no more water is absorbed. Water again after placing and tamping final layer of planting soil mix.
- C. Organic Mulching: Apply 3-inch average thickness of organic mulch extending 12 inches beyond edge of planting pit or trench. Do not place mulch within 3 inches of trunks or stems.
- D. Wrap trees of 2-inch caliper and larger with trunk-wrap tape. Start at base of trunk and spiral cover trunk to height of first branches. Overlap wrap, exposing half the width, and securely attach without causing girdling. Inspect tree trunks for injury, improper pruning, and insect infestation; take corrective measures required before wrapping.

### **3.6 TREE AND SHRUB PRUNING**

- A. Prune, thin, and shape trees, shrubs, and vines according to standard professional horticultural and arboricultural practices. Unless otherwise indicated by Architect, do not cut tree leaders; remove only injured, dying, or dead branches from trees and shrubs; and prune to retain natural character. Shrub sizes indicated are sizes after pruning.

### **3.7 GROUND COVER AND PLANT PLANTING**

- A. Set out and space ground cover and plants as indicated.
- B. Dig holes large enough to allow spreading of roots, and backfill with planting soil.
- C. Work soils around roots to eliminate air pockets and leave a slight saucer indentation around plants to hold water.

- D. Water thoroughly after planting, taking care not to cover the plant crowns with wet soil.
- E. Protect plants from hot sun and wind; remove protection if plants show evidence of recovery from transplanting shock.

### **3.8 PLANTING AREA MULCHING**

- A. Mulch backfilled surfaces of planting areas and other areas indicated.
  - 1. Organic Mulch in Planting Areas: Apply 3-inch(75-mm) average thickness of mulch extending 12 inches(300 mm) beyond edge of individual planting pit or trench and over whole surface of planting area, and finish level with adjacent finish grades. Do not place mulch within 3 inches(75 mm) of trunks or stems.

### **3.9 INSTALLATION OF EDGING**

- A. Aluminum Edging: Install aluminum edging where indicated according to manufacturer's written instructions. Anchor with aluminum stakes spaced approximately 48 inches (1200 mm) apart, driven below top elevation of edging.

### **3.10 INSTALLATION OF SLOW-RELEASE WATERING DEVICE**

- A. Provide one device for each tree.
- B. Place device on top of the mulch at base of tree stem and fill with water according to manufacturer's written instructions.

### **3.11 PLANT MAINTENANCE**

- A. Maintain plantings by pruning, cultivating, watering, weeding, fertilizing, mulching, restoring planting saucers, adjusting and repairing tree-stabilization devices, resetting to proper grades or vertical position, and performing other operations as required to establish healthy, viable plantings.
- B. Fill in, as necessary, soil subsidence that may occur because of settling or other processes. Replace mulch materials damaged or lost in areas of subsidence.
- C. Apply treatments as required to keep plant materials, planted areas, and soils free of pests and pathogens or disease. Use integrated pest management practices when possible to minimize use of pesticides and reduce hazards. Treatments include physical controls such as hosing off foliage, mechanical controls such as traps, and biological control agents.

### **3.12 CLEANING AND PROTECTION**

- A. During planting, keep adjacent paving and construction clean and work area in an orderly condition. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.
- B. Remove surplus soil and waste material including excess subsoil, unsuitable soil, trash, and debris and legally dispose of them off Owner's property.
- C. Protect plants from damage due to landscape operations and operations of other contractors and trades. Maintain protection during installation and maintenance periods. Treat, repair, or replace damaged plantings.
- D. After installation and before Substantial Completion remove nursery tags, nursery stakes, tie tape, labels, wire, burlap, and other debris from plant material, planting areas, and Project site.
- E. At time of Substantial Completion, verify that tree-watering devices are in good working order and leave them in place. Replace improperly functioning devices.

### **END OF SECTION**