

PROJECT MANUAL

PROJECT:

NEW SMITH MIDDLE SCHOOL

OWNER:

TROY SCHOOL DISTRICT
4400 Livernois Road
Troy, Michigan 48098

TMP PROJECT NO.: 22102
BID PACKAGE NO.: 03C

DATE: November 14, 2023

ISSUED FOR: Pre-Purchase Package

ARCHITECT

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Not Used

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Not Used

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Not Used

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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 NEW SMITH MIDDLE SCHOOL, dated 11-14-2023 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: \$0.00 / No Charge.
 7. A signed copy of the Release Form 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, allow five working days for processing.
 3. Transmission of Drawings will be provided electronically.

1.03 RELEASE FORM

- A. Release Form is located immediately after this Section. Refer to Section 00 8200.02 Electronic Files Release Form.

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:	22102 - BP03C							
		Troy Smith Middle School	* ACTION CODES R Reviewed – No Exceptions Taken RN Reviewed with Corrections Noted RR Revise and Resubmit X Not Approved – Resubmit NA No Action Taken – Not Reviewed				Initial Submittal <input type="checkbox"/>			
							Resubmittal <input type="checkbox"/>			
Email:		Location:					REVIEWED BY TMP <input type="checkbox"/> Consultant <input type="checkbox"/> Reviewer:			
Phone:		5835 Donaldson Troy, Michigan								
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.						
									CONTRACTOR NAME	
									SIGNATURE	

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 calendar days.
 - 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.

- 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.
- 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 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 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 26 1329 - MEDIUM VOLTAGE SWITCHGEAR

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PART 1 GENERAL

1.01 INSTALLATION

- A. Installing contractor to assume requirements of entire specification.

1.02 SUMMARY

- A. This Section includes the pre-purchase of the following types of Medium Voltage Switchgear and Utility Metering.
- B. Manufacturers.
- C. General description.
- D. Ratings
- E. Construction - assembly.
- F. Components.
- G. Outdoor construction.
- H. Utility metering.
- I. Accessories.
- J. Manufacturers - medium voltage fuses.
- K. Medium voltage fuses.

1.03 REFERENCES

- A. ANSI/IEEE 24 - Performance Characteristics and Dimensions for Outdoor Apparatus Bushings.

- B. ANSI/IEEE 37.20 - Switchgear Assemblies, Including Metal-Enclosed Bus.
- C. IEEE 48 - Test Procedures and Requirements for High-Voltage AC Cable Terminations.

1.04 SUBMITTALS

- A. Submit shop drawings under the provisions of Section 26 0010.
- B. Submit shop drawings indicating outline dimensions, enclosure construction, shipping splits, lifting and supporting points, electrical single line diagram, and equipment electrical ratings.
- C. Submit product data for components and accessories.
- D. Submit shop drawings to local utility for their approval prior to submitting to Engineer.

1.05 OPERATION AND MAINTENANCE DATA

- A. Submit operation and maintenance data under provisions of Section 26 0010.
- B. Include fuse replacement, adjustment, and lubrication instructions.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site under provisions of Section 26 0010.
- B. Store and protect products under provisions of Section 26 0010.
- C. Accept interrupter switches on site and inspect for damage.
- D. Protect interrupter switches from weather and moisture by covering with heavy plastic or canvas and by maintaining heat within enclosure in accordance with manufacturer's instructions.

1.07 EXTRA MATERIALS

- A. Submit maintenance materials under provisions of Section 26 0010.
- B. Submit two insulated-handle tools designed for pulling fuses.
- C. Provide one set of spare fuses of each size.
- D. Provide pad locks for each door, keyed alike.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Square D.
- B. Park Metal
- C. S&C.

2.02 GENERAL DESCRIPTION

- A. The air interrupter switches shall consist of outdoor self-supporting bay, containing interrupter switch and power fuses with the necessary accessory components, all completely factory-assembled and operationally checked.
- B. To ensure a completely coordinated design, the manufacturer shall have sole responsibility for performance of basic switch and fuse components as well as complete integrated assembly as rated.

2.03 RATINGS

- A. The ratings for the integrated switchgear assembly shall be as designated below:

Short-Circuit Rating -3ph sym. MVA @ Nom. Voltage	600
KV, Operating	13.2
KV, Nom	13.8
KV, Max	15
Basic Insulation Impulse Level – KV	95
Main Bus, Amps	600
Momentary and Fault-Closing Rating - Amps.Asy	40,000

- B. The momentary ratings of switches and bus and interrupting ratings of fuses shall equal or exceed the short-circuit rating as assigned above.
- C. Incoming or main interrupter switches shall be rated 600 amperes continuous and load interrupter. The feeder interrupter switches shall be rated 600 amperes continuous and load interrupting. Interrupter switches shall have two-time duty-cycle fault-closing ratings equal to or exceeding the short-circuit rating of the integrated switchgear assembly. These ratings define the ability to close the interrupter switch, either alone (unfused) or in combination with the appropriate power fuse, against a three-phase fault with asymmetrical current in at least one phase equal to the rated value, with the switch remaining operable and able to carry and interrupt rated current. Tests substantiating these ratings shall be performed at maximum design voltage applied for at least ten cycles and certified copies of tests submitted for record information.

2.04 CONSTRUCTION - ASSEMBLY

- A. All interrupter switches, fuse mounting insulators and main-bus support insulators shall be of an electrical-grade porcelain with characteristics and restrictions as follows:
 - 1. Operating experience of at least 5 years under similar conditions.
 - 2. Ablative action or inorganic glaze to ensure nontracking properties.
 - 3. Leakage distance established by test per IEC Publication 507, First Edition, 1975.
 - 4. Conformance with applicable ANSI Standards.
 - 5. Meets primary customer requirements of Detroit Edison Company.
- B. Bus shall be copper. No flexible braid or cable acceptable.
- C. A ground bus of short-circuit rating equal to that of the integrated assembly shall be provided, maintaining electrical continuity throughout the integrated assembly. The ground bus shall consist of tin plated aluminum. In each bay, the ground bus shall be fastened to a bare metal surface of each vertical section.
- D. The enclosure material shall be 11-gauge steel. Each bay containing high-voltage components shall be a complete unit in itself, with full side sheets resulting in double-wall construction between bays. To guard against unauthorized or inadvertent entry, externally removable bolted side and rear panels shall not be allowed. An inspection window shall be provided to view interrupter switch position.
- E. Doors shall be 11-gauge steel of bulkhead-type construction. Doors shall have 90-degree flanges as well as deep overlapping between doors and door openings. Fixed door handles shall have provisions for padlocking. For controlled access, tamper resistance, arcing faults, and safety, each door shall have a minimum of three concealed, high-strength latches with stainless-steel hinge pins and foot-operated door holder.
- F. Vertical fiberglass-reinforced polyester (NEMA Grade GPO-3) insulating barriers shall be provided where necessary to maintain the basic insulation level of the assembly. Each section shall have a barrier as required by the authority having jurisdiction.

- G. Doors providing access to interrupter switches with power fuses shall be mechanically or key interlocked to guard against opening the door if the interrupter switch is closed and closing switch if door is open.
- H. Each bay or compartment thereof containing high-voltage components shall be provided with a second or inner protective barrier screen door, bolted closed, in addition to enclosure door. This barrier to guard against inadvertent contact with energized parts when the enclosure door is open. This barrier shall allow inspection of switch through viewing windows when door is closed.
- I. Access to the enclosure shall be from the front only.
- J. Provide removable lifting eyes. Sockets for lifting eyes shall be blind-tapped.
- K. Provide pentahead security bolts (per DTE recommendations).

2.05 COMPONENTS

- A. All interrupter switches shall be group-operated three-pole devices.
- B. All arcing shall be contained within an interrupting chamber so that it will eliminate ionized gases discharged into enclosure at time of interruption.
- C. The switch shall have a single blade design or be mechanically interlocked so that switch cannot be opened unless interrupting unit opens. Spring-loaded auxiliary blades without positive interlocking are not acceptable.
- D. Switches shall be operated by a permanently mounted front accessible handle.
- E. All moving switch contacts shall be silver or silver-tungsten with stainless-steel backup springs.
- F. The interrupter switches shall be on a single rigid steel mounting frame which intercepts and grounds the leakage path which parallels the open gap of the interrupter switch to positively isolate the load circuit when the switches are in the open position.
- G. Each switch shall have a built-in quick-make, quick-break mechanism to assure high-speed opening and closing independent of manual or power operator.
- H. Switchgear shall not require field adjustment or assembly, except for shipping breakdown.

2.06 OUTDOOR CONSTRUCTION

- A. All hardware (including door fittings), operating-mechanism parts, and other parts subjected to mechanical motion shall be nonferrous, galvanized or zinc plated. Cadmium plated not acceptable. Provide pentahead security bolts per Detroit Edison recommendations.
- B. Provide 300 watt, 240-volt rated ac strip heaters in each bay, with integral thermostat(s). Provide integral transformer, circuiting and overcurrent protection to provide power for strip heaters.
- C. Provide all necessary bay-to-bay connection gasket materials.
- D. Provide the underside of roof with insulating coating to prevent condensation and dripping.
- E. Provide internal "U" shaped gasket to waterproof bus opening between bays to prevent water leaks from contact with bus.
- F. Louvers shall provide adequate ventilation to help prevent condensation and be constructed (with screening) to protect against insertion of foreign objects and insects.
- G. A high-corrosion resistant finish shall be provided. The finish color shall be outdoor green, unless otherwise noted on the drawings.
- H. This finish shall meet the following performance tests:
 - 1. 1500 hours of exposure to salt-spray testing per ASTM B 117 with:

- a. Underfilm corrosion not to extend more than 1/32" from the scribe; and
- b. Loss of adhesion from bare metal not to extend more than 1/8" from the scribe.
- 2. 1000 hours of humidity testing per ASTM D 2247 with no blistering as evaluated per ASTM D 714.
- 3. 500 hours of accelerated weathering testing per ASTM G 53 with no chalking as evaluated per ASTM D 659, and no more than a 15% reduction of paint gloss as evaluated per ASTM D 523.
- 4. Crosshatch adhesion testing per ASTM D 3359 Method B with no loss of paint.
- 5. 160-inch pound impact adhesion testing per ASTM D 2794 with no paint chipping or cracking.

2.07 UTILITY METERING

- A. Current-Transformer Compartment: Comply with requirements of electrical power utility company. Coordinate CT installation with DTE.

2.08 ACCESSORIES

- A. Surge Arrestors: Distribution class, rated 10 KV; mount in incoming line compartment.
- B. Incoming Cable Terminations: as required by Detroit Edison.
- C. Provide porcelain enamel "HIGH VOLTAGE" warning signs on the outside and inside of each door.
- D. Provide porcelain enamel identification signs on the outside of each door, indicating which distribution transformer the switch feeds.
- E. Provide three spare fuses (match size of installed fuse) for each feeder switch. Provide spare fuse holder on the inside of each door.
- F. Provide pad lock for each section, all keyed the same.

2.09 MANUFACTURERS - MEDIUM VOLTAGE FUSES

- A. S&C.
- B. Bussman.

2.10 MEDIUM VOLTAGE FUSES

- A. Fuse: Enclosed power fuses with hinged base, S&C model SM-20 or equal as approved by D.T.E., suitable for use outdoors in enclosure.
- B. Fuse Rating: E rated fuse, size as indicated.
- C. Voltage: 15 KV.
- D. Interrupting Rating: 40,000 amperes rms symmetrical.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that surfaces are ready to receive work.
- B. Verify field measurements are as shown on shop drawings.
- C. Verify that required utilities are available, in proper location, and ready for use.
- D. Beginning of installation means installer accepts existing surface conditions.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.

3.03 FIELD QUALITY CONTROL

- A. Field inspection and testing will be performed under provisions of Section 26 0999.
- B. Visually inspect for physical damage.
- C. Perform mechanical operator tests in accordance with manufacturer's instructions. Check blade alignment and arc interrupter operations.
- D. Perform insulation resistance test on each phase to ground and from each phase to each other phase. Record results.
- E. Perform AC over potential test to ANSI/IEEE 37.20.
- F. Perform contact resistance test across each switch blade; report any contact resistance in excess of 50 microhms.

END OF SECTION

SECTION 26 3213 – PACKAGED ENGINE GENERATORS

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PART 1 GENERAL

- 1.01 **INSTALLATION**
 - A. Installing contractor to assume requirements of entire specification.
- 1.02 **RELATED DOCUMENTS**
 - A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.
- 1.03 **SUMMARY**
 - A. This Section includes packaged engine generator sets for emergency and standby power supply with the following features:
 1. Natural Gas engine.
 2. Unit-mounted cooling system.
 3. Unit-mounted control and monitoring.
 4. Outdoor enclosure.
 5. Temporary Generator Docking Station
 - B. Related Sections include the following:
 1. Division 26 Section "Transfer Switches" for transfer switches including sensors and relays to initiate automatic-starting and -stopping signals for engine-generator sets.
 2. Division 26 "Hangers and Supports for Electrical Systems" for concrete bases.
- 1.04 **DEFINITIONS**
 - A. Operational Bandwidth: The total variation from the lowest to highest value of a parameter over the range of conditions indicated, expressed as a percentage of the nominal value of the parameter.

- B. Steady-State Voltage Modulation: The uniform cyclical variation of voltage within the operational bandwidth, expressed in Hertz or cycles per second.
 - C. LP: Liquid petroleum.
- 1.05 **SUBMITTALS**
- A. Product Data: Submit product data under provisions of Section 260010. Include the following:
 - 1. Data on features, components, accessories ratings, and performance.
 - 2. Thermal damage curve for generator.
 - 3. Time-current characteristic curves for generator protective device.
 - 4. Manufacturer's anchorage and base recommendations.
 - B. Shop Drawings: Submit shop drawings under provisions of Section 260100. Detail equipment assemblies and indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 1. Submit shop drawings showing plan and elevation views with overall interconnection point dimensions, fuel consumption rate curves at various loads, ventilation and combustion air requirements, and electrical diagrams including schematic and interconnection diagrams.
 - 2. Vibration Isolation Base Details: Signed and sealed by a qualified professional engineer. Detail fabrication, including anchorages and attachments to structure and to supported equipment. Include base weights.
 - 3. Internal Wiring Diagrams: For engine, generator, control panel, battery, battery rack, battery charger, exhaust silencer, vibration isolators, and remote annunciator.
 - C. Qualification Data: For manufacturer.
 - D. Source quality-control test reports.
 - 1. Certified summary of prototype-unit test report.
 - 2. Certified Test Reports: For components and accessories that are equivalent, but not identical, to those tested on prototype unit.
 - 3. Report of factory test on units to be shipped for this Project, showing evidence of compliance with specified requirements.
 - 4. Report of sound generation.
 - 5. Certified report of exhaust emissions showing compliance with applicable EPA regulations.
 - 6. Certified Torsional Vibration Compatibility: Comply with NFPA 110.
 - E. Field quality-control test reports.
 - F. Operation and Maintenance Data: For packaged engine generators to include in emergency, operation, and maintenance manuals. In addition to items specified in Division 1, include the following:
 - 1. List of tools and replacement items recommended to be stored at the Project for ready access. Include part and drawing numbers, current unit prices, and source of supply.
 - 2. Include instructions for normal operation, routine maintenance requirements, service manuals for engine and day tank, oil sampling and analysis for engine wear, and emergency maintenance procedures.
 - G. Warranty: Special warranty specified in this Section.
- 1.06 **QUALITY ASSURANCE**
- A. Installer Qualifications: Manufacturer's authorized representative who is trained and approved for installation of units required for this Project.
 - 1. Maintenance Proximity: Not more than four hours' normal travel time from Installer's place of business to Project site.
 - 2. Engineering Responsibility: Preparation of data for vibration isolators and seismic restraints of engine skid mounts, including Shop Drawings, based on testing and engineering analysis of manufacturer's standard units in assemblies similar to those indicated for this Project.
 - B. Manufacturer Qualifications: A qualified manufacturer. Maintain, within 50 miles of Project site, a service center capable of providing training, parts, and emergency maintenance repairs.
 - C. Testing Agency Qualifications: An independent agency, with the experience and capability to conduct the testing indicated, that is a member company of the InterNational Electrical Testing

Association or is a nationally recognized testing laboratory (NRTL) as defined by OSHA in 29 CFR 1910.7, and that is acceptable to authorities having jurisdiction.

1. Testing Agency's Field Supervisor: Person currently certified by the InterNational Electrical Testing Association or the National Institute for Certification in Engineering Technologies to supervise on-site testing specified in Part 3.
 - D. Source Limitations: Obtain packaged generator sets and auxiliary components through one source from a single manufacturer.
 - E. Product Options: Drawings indicate size, profiles, and dimensional requirements of packaged generator sets and are based on the specific system indicated. Refer to Division 1 Section "Product Requirements."
 - F. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
 - G. Comply with NFPA 37.
 - H. Comply with NFPA 70.
 - I. UL2200 Listed and labeled
 - J. Comply with NFPA 110 requirements for Level 1 emergency power supply system.
 - K. Comply with NECA/EGSA 404-2000 – Recommended Practice for Installing Generator Sets.
 - L. Engine Exhaust Emissions: Comply with applicable state and local government requirements.
 1. Provide engines used for standby applications that carry certification of compliance with current EPA emissions requirements or provide engines which comply with EPA emissions requirements and provide the necessary field testing to certify EPA emissions compliance.
 2. Provide engines used for prime power applicants which carry certification of compliance with EPA emissions requirements. Engines which are compliant, but require field certification are not acceptable.
 - M. Noise Emission: Comply with applicable state and local government requirements for maximum noise level at adjacent property boundaries due to sound emitted by generator set including engine, engine exhaust, engine cooling-air intake and discharge, and other components of installation.
- 1.07 **COORDINATION**
- A. Coordinate size and location of concrete bases. Cast anchor-bolt inserts into bases. Concrete, reinforcement, and formwork shall meet load requirements. Requirements for concrete bases for electrical equipment are specified in Division 26 "Hangers and Supports for Electrical Systems."
- 1.08 **WARRANTY**
- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of packaged engine generators and associated auxiliary components that fail in materials or workmanship within specified warranty period.
 1. Warranty Period: Five years from date of Substantial Completion.
 2. If the engine-generator is not functional for a period longer than 24 hours during the warranty period, provide a portable generator to serve all loads connected to the generator until the existing, on site, generator is repaired.
- 1.09 **MAINTENANCE SERVICE**
- A. Initial Maintenance Service: Beginning at Substantial Completion, provide 12 months' full maintenance by skilled employees of manufacturer's designated service organization. Include quarterly exercising to check for proper starting, load transfer, and running under load. Include routine preventive maintenance as recommended by manufacturer and adjusting as required for proper operation. Maintenance agreements shall include parts and supplies as used in manufacture and installation of original equipment.
- 1.10 **EXTRA MATERIALS**
- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 1. Fuses: One for every 10 of each type and rating, but not less than one of each.
 2. Indicator Lamps: Two for every six of each type used, but not less than two of each.
 3. Filters: One set each of lubricating oil, fuel, and combustion-air filters.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. [Onan Corp.](#)/Cummins Power Generation; Industrial Business Group.
 2. Kohler Co.; Generator Division.
 3. Engineer approved equal.

2.02 ENGINE-GENERATOR SET

- A. Packaged engine-generator set shall be a coordinated assembly of compatible components.
- B. Safety Standard: Comply with ASME B15.1 and UL 2200.
- C. Mounting Frame: Adequate strength and rigidity to maintain alignment of mounted components without depending on concrete foundation. Mounting frame shall be free from sharp edges and corners and shall have lifting attachments arranged for lifting with slings without damaging components.
- D. Capacities and Characteristics:
1. Power Output Ratings: Nominal ratings as indicated
 2. Output Connections: Three-phase, four wire.
 3. Nameplates: For each major system component to identify manufacturer's name and address, and model and serial number of component.
- E. Generator-set performance for sensitive loads:
1. Oversizing generator compared with the rated power output of the engine is permissible to meet specified performance.
 2. Nameplate Data for Oversized Generator: Show ratings required by the Contract Documents rather than ratings that would normally be applied to generator size installed.
 3. Steady-State Voltage Operational Bandwidth: 2 percent of rated output voltage from no load to full load.
 4. Steady-State Voltage Modulation Frequency: Less than 1 Hz.
 5. Transient Voltage Performance: Not more than 10 percent variation for 50 percent step-load increase or decrease. Voltage shall recover and remain within the steady-state operating band within 0.5 second.
 6. Steady-State Frequency Operational Bandwidth: Plus or minus 0.25 percent of rated frequency from no load to full load.
 7. Steady-State Frequency Stability: When system is operating at any constant load within the rated load, there shall be no random speed variations outside the steady-state operational band and no hunting or surging of speed.
 8. Transient Frequency Performance: Less than 2-Hz variation for a 50 percent step-load increase or decrease. Frequency shall recover and remain within the steady-state operating band within three seconds.
 9. Output Waveform: At no load, harmonic content measured line to neutral shall not exceed 2 percent total with no slot ripple. The telephone influence factor, determined according to NEMA MG 1, shall not exceed 50 percent.
 10. Sustained Short-Circuit Current: For a 3-phase, bolted short circuit at system output terminals, the system shall supply a minimum of 300 percent of rated full-load current for not less than 10 seconds and then clear the fault automatically, without damage to winding insulation or other generator system components.
 11. Excitation System: Permanent magnet generator driven brushless exciter. Performance shall be unaffected by voltage distortion caused by nonlinear load.
 12. Start Time: Comply with NFPA 110, Type 10, system requirements.
- F. Provide guards for all external rotating parts to prevent accidental injury. Guards shall be securely bolted to the generator but removable for maintenance. Guards shall be painted with a rust inhibiting primer and an epoxy based gloss topcoat. Guards shall comply with OSHA requirements.
- G. Service Conditions:

1. Environmental Conditions: Engine-generator system shall withstand the following environmental conditions without mechanical or electrical damage or degradation of performance capability:
 - a. Ambient Temperature: Minus 15 to plus 40 deg C.
 - b. Altitude: Rated for altitude at project location.

2.03 **ENGINE**

- A. Fuel: Natural Gas
- B. Rated Engine Speed: 1800 rpm.
- C. Lubrication System: The following items are mounted on engine or skid:
 1. Filter and Strainer: Rated to remove 90 percent of particles 5 micrometers and smaller while passing full flow.
 2. Thermostatic Control Valve: Control flow in system to maintain optimum oil temperature. Unit shall be capable of full flow and is designed to be fail-safe.
 3. Crankcase Drain: Arranged for complete gravity drainage to an easily removable container with no disassembly and without use of pumps, siphons, special tools, or appliances.
- D. Engine Fuel System:
 1. Natural Gas
 - a. Carburetor.
 - b. Secondary Gas Regulator.
 - c. Fuel-Shutoff Solenoid Valve.
 - d. Flexible Fuel Connectors.
- E. Coolant Jacket Heater: Thermal circulation type water heater with integral thermostatic control, sized to maintain engine jacket water at 90 degrees F, and suitable for operation on 120 volts AC.
- F. Governor: Adjustable Isochronous with speed sensing.
- G. Cooling System: Closed loop, liquid cooled, with radiator factory mounted on engine-generator-set mounting frame and integral engine-driven coolant pump.
 1. Coolant: Solution of 50 percent ethylene-glycol-based antifreeze and 50 percent water, with anticorrosion additives as recommended by engine manufacturer.
 2. Size of Radiator: Adequate to contain expansion of total system coolant from cold start to 110 percent load condition.
 3. Temperature Control: Self-contained, thermostatic-control valve modulates coolant flow automatically to maintain optimum constant coolant temperature as recommended by engine manufacturer.
 4. Coolant Hose: Flexible assembly with inside surface of nonporous rubber and outer covering of aging-, ultraviolet-, and abrasion-resistant fabric.
 - a. Rating: 50-psig maximum working pressure with coolant at 180 deg F, and noncollapsible under vacuum.
 - b. End Fittings: Flanges or steel pipe nipples with clamps to suit piping and equipment connections.
- H. Muffler/Silencer: Critical type, sized as recommended by engine manufacturer and selected with exhaust piping system to not exceed engine manufacturer's engine backpressure requirements.
 1. Minimum sound attenuation of 25 dB at 500 Hz.
 2. Sound level measured at a distance of 10 feet from exhaust discharge after installation is complete shall be 85 dBA or less.
- I. Air-Intake Filter: Heavy-duty, engine-mounted air cleaner with replaceable dry-filter element and "blocked filter" indicator.
- J. Starting System: 12-V electric, with negative ground.
 1. Components: Sized so they will not be damaged during a full engine-cranking cycle with ambient temperature at maximum specified in Part 1 "Project Conditions" Article.
 2. Cranking Motor: Heavy-duty unit that automatically engages and releases from engine flywheel without binding.
 3. Cranking Cycle: As required by NFPA 110 for system level specified.
 4. Battery: Adequate capacity within ambient temperature range specified in Part 1 "Project Conditions" Article to provide specified cranking cycle at least twice without recharging.

5. Battery Cable: Size as recommended by engine manufacturer for cable length indicated. Include required interconnecting conductors and connection accessories.
6. Battery-Charging Alternator: Factory mounted on engine with solid-state voltage regulation and 35-A minimum continuous rating.
7. Battery Charger: Current-limiting, automatic-equalizing and float-charging type. Unit shall comply with UL 1236 and include the following features:
 - a. Operation: Equalizing-charging rate of 10 A shall be initiated automatically after battery has lost charge until an adjustable equalizing voltage is achieved at battery terminals. Unit shall then be automatically switched to a lower float-charging mode and shall continue to operate in that mode until battery is discharged again.
 - b. Automatic Temperature Compensation: Adjust float and equalize voltages for variations in ambient temperature from minus 40 deg C to plus 60 deg C to prevent overcharging at high temperatures and undercharging at low temperatures.
 - c. Automatic Voltage Regulation: Maintain constant output voltage regardless of input voltage variations up to plus or minus 10 percent.
 - d. Ammeter and Voltmeter: Flush mounted in door. Meters shall indicate charging rates.
 - e. Safety Functions: Sense abnormally low battery voltage and close contacts providing low battery voltage indication on control and monitoring panel. Sense high battery voltage and loss of ac input or dc output of battery charger. Either condition shall close contacts that provide a battery-charger malfunction indication at system control and monitoring panel.
 - f. Enclosure and Mounting: NEMA 250, Type 1, wall-mounted cabinet.

2.04 **CONTROL AND MONITORING**

- A. Automatic Starting System Sequence of Operation:
 1. When mode-selector switch on the control and monitoring panel is in the automatic position, remote control contacts in one or more separate automatic transfer switches initiate starting and stopping of generator set.
 2. When mode-selector switch is switched to the on position the generator set starts.
 3. When mode-selector switch is switched to the off position it initiates generator set shutdown.
 4. When generator set is running, specified system or equipment failures or derangements automatically shut down generator set and initiate alarms.
 5. Operation of a remote emergency-stop switch also shuts down generator set.
- B. Manual Starting System Sequence of Operation:
 1. Switching on-off switch on the generator control panel to the on position starts generator set.
 2. The off position of same switch initiates generator-set shutdown.
 3. When generator set is running, specified system or equipment failures or derangements automatically shut down generator set and initiate alarms.
 4. Operation of a remote emergency-stop switch also shuts down generator set.
- C. Configuration: Operating and safety indications, protective devices, basic system controls, and engine gages shall be grouped in a common control and monitoring panel mounted on the generator set. Mounting method shall isolate the control panel from generator-set vibration.
- D. Indicating and Protective Devices and Controls: As required by NFPA 110 for Level 1 system.
- E. Supporting Items: Include sensors, transducers, terminals, relays, and other devices and include wiring required to support specified items. Locate sensors and other supporting items on engine or generator, unless otherwise indicated.
- F. Connection to Data Link: A separate terminal block, factory wired to Form C dry contacts, for each alarm and status indication is reserved for connections for data-link transmission of indications to remote data terminals. Data system connections to terminals are covered in Division 26 Section "Electrical Power Monitoring and Control."
- G. Common Remote Audible Alarm: Comply with NFPA 110 requirements for Level 1 systems. Include necessary contacts and terminals in control and monitoring panel.

- H. Remote Alarm Annunciator:
 - 1. Comply with NFPA 99.
 - 2. Labeled LED shall identify each alarm event.
 - 3. Common audible signal shall sound for alarm conditions.
 - 4. Silencing switch in face of panel shall silence signal without altering visual indication.
 - 5. Connect so that after an alarm is silenced, clearing of initiating condition will reactivate alarm until silencing switch is reset.
 - 6. Cabinet and faceplate shall be surface mounted with brushed stainless steel.
- I. Remote Emergency-Stop Switch: Flush; wall mounted, unless otherwise indicated; and labeled. Push button shall be protected from accidental operation.
- J. The integrity of the control wiring between the Generator(s) and each Emergency System Automatic Transfer Switch shall be continuously monitored per National Electrical Code Section 700.

2.05 GENERATOR OVERCURRENT AND FAULT PROTECTION

- A. Generator Protector: Microprocessor-based unit that continuously monitors current level in each phase of generator output, integrates generator heating effect over time, and predicts when thermal damage of the alternator will occur. When signaled by the protector or other generator-set protective devices, a shunt-trip device in the generator disconnect switch shall open the switch to disconnect the generator from the load circuits. Protector shall perform the following functions:
 - 1. Initiates a generator overload alarm when the generator has operated at an overload equivalent to 110 percent of full-rated load for 60 seconds. Indication for this alarm is integrated with other generator-set malfunction alarms.
 - 2. Under single or three-phase fault conditions, regulates the generator to 300 percent of rated full-load current for up to 10 seconds.
 - 3. As the overcurrent heating effect on the generator approaches the thermal damage point of the unit, the protector switches the excitation system off, opens the generator disconnect device, and shuts down the generator set.
 - 4. Senses clearing of a fault by other overcurrent devices and controls recovery of rated voltage to avoid overshoot.

2.06 GENERATOR, EXCITER, AND VOLTAGE REGULATOR

- A. Comply with ANSI/NEMA MG 1
- B. Drive: Generator shaft shall be directly connected to engine shaft. Exciter shall be rotated integrally with generator rotor.
- C. Electrical Insulation: ANSI/NEMA MG 1: Class H or Class F.
- D. Temperature Rise: 130 degrees C standby.
- E. Stator-Winding Leads: Brought out to terminal box to permit future reconnection for other voltages if required.
- F. Construction shall prevent mechanical, electrical, and thermal damage due to vibration, overspeed up to 125 percent of rating, and heat during operation at 110 percent of rated capacity.
- G. Enclosure: ANSI/NEMA MG 1, open drip proof.
- H. Instrument Transformers: Mounted within generator enclosure.
- I. Voltage Regulator: Solid-state type, separate from exciter, providing performance as specified.
 - 1. Manual adjustment on control and monitoring panel shall provide plus or minus 5 percent adjustment of output-voltage operating band.

2.07 OUTDOOR GENERATOR-SET ENCLOSURE

- A. Description: Vandal-resistant, weatherproof steel housing, wind resistant up to 100 mph. Multiple panels shall be lockable and provide adequate access to components requiring maintenance. Panels shall be removable by one person without tools. Instruments and control shall be mounted within enclosure.
 - 1. Provide sound attenuating enclosure to meet the sound criteria specified in Part 1, "Quality Assurance"
- B. Engine Cooling Airflow through Enclosure: Maintain temperature rise of system components within required limits when unit operates at 110 percent of rated load for 2 hours with ambient temperature at top of range specified in system service conditions.

1. Louvers: Fixed-engine cooling-air inlet and discharge. Storm-proof and drainable louvers prevent entry of rain and snow.
- 2.08 **VIBRATION ISOLATION DEVICES**
 - A. Elastomeric Isolator Pads: Oil- and water-resistant elastomer or natural rubber, arranged in single or multiple layers, molded with a nonslip pattern and galvanized-steel baseplates of sufficient stiffness for uniform loading over pad area, and factory cut to sizes that match requirements of supported equipment.
- 2.09 **FINISHES**
 - A. Outdoor Enclosures and Components: Manufacturer's standard enamel over corrosion-resistant pretreatment and compatible standard primer.
- 2.10 **TEMPORARY GENERATOR DOCKING STATION**
 - A. Description: Docking station for temporary connection of portable generator for use when permanent generator is out of service for testing or repair with integral manual transfer switch.
 1. Listed to UL 1008
 - B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Trystar (Base Bid)
 2. ASCO
 3. ESL Power Systems
 - C. Enclosure
 1. NEMA 3R
 - a. Pad-lockable front door shall include a hinged access plate at the bottom for entry of temporary cabling that prevents unauthorized tampering while in use.
 - b. Enclosure Integrity shall be maintained while temporary cabling is connected during use
 - c. Front and Side shall be accessible for maintenance
 - d. Top, Side, and Bottom shall be accessible for permanent cabling
 - e. Wall mounted
 2. Powder coat painted after fabrication.
 - D. Phase, Neutral, and Ground Busbar
 1. Material: Silver-plated Copper
 2. Equipment Ground Bus: bonded to box.
 3. Ground Bus: 50% of phase size.
 4. Neutral Bus: Rated 100 percent of phase bus.
 - E. Temporary generator connectors:
 1. Series 16 male Cam-Lok style panel mounted connectors.
 2. Connected to bus bar in panel.
 3. Color code according to system voltage requirements.
 4. Protected against accidental contact while not in use
 - F. Permanent Connection for line and load connections shall be factory installed, broad range set-screw mechanical type, located behind a physical barrier.
 - G. Transfer Switch Configuration
 1. Integrated Rotary Manual Transfer Switch (MTS).
 - a. MTS shall have three positions – Permanent Line – OFF – Temporary Line
 - b. MTS shall be located behind pad lockable door to prevent any tampering by unauthorized personnel.
 - c. Provide auxiliary contact for switch status to indicate when permanent generator has been taken off line.
 - H. Short Circuit & Withstand Rating
 1. Minimum 65K unless otherwise indicated on drawings
 - I. Voltage & Amperage
 1. As required for the application and as indicated on the drawings.
 - J. Factory Installed Phase Rotation Monitor Device:
 1. Phase monitoring relay to be Siemens 3U4512-1AR20 or equal and factory installed

- 2. Provide fusing for phase rotation monitor
- K. Accessories:
 - 1. Auto-start connections to match generator system
 - 2. Strip Heater & Thermostat
- 2.11 **SOURCE QUALITY CONTROL**
 - A. Prototype Testing: Factory test engine-generator set using same engine model, constructed of identical or equivalent components and equipped with identical or equivalent accessories.
 - 1. Tests: Comply with NFPA 110, Level 1 energy converters and with IEEE 115.
 - B. Project-Specific Equipment Tests: Before shipment, factory test engine-generator set and other system components and accessories manufactured specifically for this Project. Perform tests at rated load and power factor. Include the following tests:
 - 1. Test components and accessories furnished with installed unit that are not identical to those on tested prototype to demonstrate compatibility and reliability.
 - 2. Full load run.
 - 3. Maximum power.
 - 4. Voltage regulation.
 - 5. Transient and steady-state governing.
 - 6. Single-step load pickup.
 - 7. Safety shutdown.
 - 8. Provide 14 days' advance notice of tests and opportunity for observation of tests by Owner's representative.
 - C. Report factory test results within 10 days of completion of test.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine areas, equipment bases, and conditions, with Installer present, for compliance with requirements for installation and other conditions affecting packaged engine-generator performance.
- B. Examine roughing-in of piping systems and electrical connections. Verify actual locations of connections before packaged engine-generator installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.
- D. Beginning of installation means Installer accepts existing conditions.

3.02 INSTALLATION

- A. Comply with packaged engine-generator manufacturers' written installation and alignment instructions and with NFPA 110.
- B. Install packaged engine generator to provide access, without removing connections or accessories, for periodic maintenance.
- C. Install packaged engine generator with vibration isolation devices on concrete base.
 - 1. Size concrete base as recommended by generator manufacturer.
 - 2. The top of the concrete pad shall be a minimum of 4" above finished grade.
 - 3. Secure sets to anchor bolts installed in concrete bases.
 - 4. Concrete base construction is specified in Division 26 Section "Hangers and Supports for Electrical Systems."
- D. Electrical Wiring: Install electrical devices furnished by equipment manufacturers but not specified to be factory mounted.

3.03 CONNECTIONS

- A. Piping installation requirements are specified in Division 23 Sections. Drawings indicate general arrangement of piping and specialties.
- B. Install fuel, cooling-system, and exhaust-system piping adjacent to packaged engine generator to allow service and maintenance.
- C. Connect engine exhaust pipe to engine with flexible connector.
- D. Connect fuel piping to engines with a gate valve and union and flexible connector.
 - 1. Natural-gas piping, valves, and specialties for gas distribution outside the building are specified in Division 2 Section "Natural Gas Distribution."
- E. Ground equipment according to Division 26 Section "Grounding and Bonding."

- F. Connect wiring according to Division 26 Section "Conductors and Cables."
 - G. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.
- 3.04 **IDENTIFICATION**
- A. Identify system components according to Division 23 Section "Mechanical Identification" and Division 26 "Section Electrical Identification."
- 3.05 **FIELD QUALITY CONTROL**
- A. Testing: Perform the following field quality control tests in accordance with Division 26 section "Electrical Testing"
 - B. Perform the following field tests and inspections and prepare test reports:
 - 1. Provide full load test utilizing portable resistor test bank, for four hours minimum. Simulate power failure including operation of transfer switch, automatic starting cycle, and automatic shutdown, and return to normal. Coordinate with Division 26 Section "Transfer Switches"
 - 2. During test, record the following at 20 minute intervals:
 - a. Kilowatts.
 - b. Amperes.
 - c. Voltage.
 - d. Coolant temperature.
 - e. Room temperature.
 - f. Frequency.
 - g. Oil pressure.
 - 3. Test alarm and shutdown circuits by simulating conditions.
 - 4. Perform each electrical test and visual and mechanical inspection stated in NETA ATS, Sections 7.15.2.1 and 7.22.1 (except for vibration baseline test). Certify compliance with test parameters.
 - 5. Perform tests recommended by manufacturer.
 - 6. NFPA 110 Acceptance Tests: Perform tests required by NFPA 110 that are additional to those specified here including, but not limited to, the following:
 - a. Single-step full-load pickup test.
 - 7. Battery Tests: Equalize charging of battery cells according to manufacturer's written instructions. Record individual cell voltages.
 - a. Measure charging voltage and voltages between available battery terminals for full-charging and float-charging conditions. Check electrolyte level and specific gravity under both conditions.
 - b. Test for contact integrity of all connectors. Perform an integrity load test and a capacity load test for the battery.
 - c. Verify acceptance of charge for each element of the battery after discharge.
 - d. Verify that measurements are within manufacturer's specifications.
 - 8. Battery-Charger Tests: Verify specified rates of charge for both equalizing and float-charging conditions.
 - 9. System Integrity Tests: Methodically verify proper installation, connection, and integrity of each element of engine-generator system before and during system operation. Check for air, exhaust, and fluid leaks.
 - 10. Voltage and Frequency Transient Stability Tests: Use recording oscilloscope to measure voltage and frequency transients for 50 and 100 percent step-load increases and decreases, and verify that performance is as specified.
 - 11. Harmonic-Content Tests: Measure harmonic content of output voltage under 25 percent and at 100 percent of rated linear load. Verify that harmonic content is within specified limits.
 - 12. Noise Level Tests: Measure A-weighted level of noise emanating from generator-set installation, including engine exhaust and cooling-air intake and discharge, at four locations on the property line, and compare measured levels with required values.
 - C. Coordinate tests with tests for transfer switches and run them concurrently.

- D. Test instruments shall have been calibrated within the last 12 months, traceable to standards of the National Institute for Standards and Technology, and adequate for making positive observation of test results. Make calibration records available for examination on request.
- E. Leak Test: After installation, charge system and test for leaks. Repair leaks and retest until no leaks exist.
- F. Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation.
- G. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- H. Remove and replace malfunctioning units and retest as specified above.
- I. Retest: Correct deficiencies identified by tests and observations and retest until specified requirements are met.
- J. Report results of tests and inspections in writing. Record adjustable relay settings and measured insulation resistances, time delays, and other values and observations. Attach a label or tag to each tested component indicating satisfactory completion of tests.
- K. Infrared Scanning: After Substantial Completion, but not more than 60 days after Final Acceptance, perform an infrared scan of each power wiring termination and each bus connection. Remove all access panels so terminations and connections are accessible to portable scanner.
 - 1. Follow-up Infrared Scanning: Perform an additional follow-up infrared scan 11 months after date of Substantial Completion.
 - 2. Instrument: Use an infrared scanning device designed to measure temperature or to detect significant deviations from normal values. Provide calibration record for device.
 - 3. Record of Infrared Scanning: Prepare a certified report that identifies terminations and connections checked and that describes scanning results. Include notation of deficiencies detected, remedial action taken, and observations after remedial action.

3.06 DEMONSTRATION

- A. Provide systems demonstration for Owner, Construction Manager and Electrical Engineer.
- B. Simulate power outage by interrupting normal source, and demonstrate that system operates to provide emergency power.
- C. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain packaged engine generators. Refer to Division 1 Section "Demonstration and Training."
 - 1. Provide a minimum of two 3-hour training sessions for the Owner's personnel. One session shall be conducted at time of start-up, the other within three months of start-up.
 - 2. Training shall include: Review of maintenance procedures and schedule, trouble shooting procedures, demonstration of all alarm and safety functions with appropriate actions to be taken, and review of regular testing and exercising schedule including inspection and observation procedures.
 - 3. Coordinate with demonstration and training required in Division 26 section "Transfer Switches".

3.07 CLEANING

- A. Clean engine and generator surfaces. Replace oil and fuel filters.

END OF SECTION

SECTION 26 3600 – TRANSFER SWITCHES

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PART 1 GENERAL

1.01 INSTALLATION

- A. Installing contractor to assume requirements of entire specification.

1.02 RELATED DOCUMENTS

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

1.03 SUMMARY

- A. This Section includes transfer switches rated 600 V and less, including the following:
1. Automatic transfer switches.
 2. Remote annunciation system.
- B. Related Sections:
1. Division 26 "Hangers and Supports for Electrical Systems" for concrete bases.

1.04 SUBMITTALS

- A. Product Data: Include rated capacities, operating characteristics, furnished specialties, and accessories.
- B. Shop Drawings: Dimensioned plans, sections, and elevations showing minimum clearances, conductor entry provisions, gutter space, installed features and devices, and material lists for each switch specified.
- C. Field quality-control test reports.
- D. Operation and Maintenance Data: Submit under provision of Section "Electrical General Requirements". For each type of product to include in emergency, operation, and maintenance manuals. In addition to items specified in Division 1 Section "Operation and Maintenance Data," include the following:
1. Features and operating sequences, both automatic and manual.
 2. List of all factory settings of relays; provide relay-setting and calibration instructions, including software, where applicable.
 3. Include instructions for operating equipment under emergency conditions.
 4. Document ratings of equipment and each major component.
 5. Include routine preventive maintenance and lubrication schedule.
 6. List special tools, maintenance materials, and replacement parts

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Maintain a service center capable of providing training, parts, and emergency maintenance repairs within a response period of less than eight hours from time of notification.

- B. Testing Agency Qualifications: Refer to specification section "Electrical Testing".
 - C. Source Limitations: Obtain automatic transfer switches, bypass/isolation switches, non-automatic transfer switches, remote annunciators, and remote annunciator and control panels through one source from a single manufacturer.
 - D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, for emergency service under UL 1008, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
 - E. Factory test and inspect components, assembled switches, and associated equipment. Ensure proper operation. Check transfer time and voltage, frequency, and time-delay settings for compliance with specified requirements. Perform dielectric strength test complying with NEMA ICS 1.
 - F. UL 1008 - Standard for Automatic Transfer Switches, unless requirements of those specifications are stricter.
 - G. NFPA 70 - National Electrical Code, including use in emergency and standby systems in accordance with Articles 700, 701 and 702
 - H. NFPA 110 - Standard for Emergency and Standby Power Systems
 - I. IEEE Standard 446 - IEEE Recommended Practice for Emergency and Standby Power Systems (Orange Book)
 - J. IEEE Standard 241 - IEEE Recommended Practice for Electric Power Systems in Commercial Buildings (Gray Book)
 - K. NEMA Standard ICS2-447 - AC Automatic Transfer Switches
 - L. IEC - Standard for Automatic Transfer Switches
- 1.06 **WARRANTY**
- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of the transfer switch and associated auxiliary components that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Five years from date of Substantial Completion.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Contactor Transfer Switches:
 - a. Emerson; ASCO Power Technologies, LP

2.02 GENERAL TRANSFER-SWITCH PRODUCT REQUIREMENTS

- A. Indicated Current Ratings: Apply as defined in UL 1008 for continuous loading and total system transfer, including tungsten filament lamp loads not exceeding 30 percent of switch ampere rating, unless otherwise indicated.
- B. Tested Fault-Current Closing and Withstand Ratings: Adequate for duty imposed by protective devices at installation locations in Project under the fault conditions indicated, based on testing according to UL 1008.
 - 1. Provide fault-current and withstand ratings in accordance with UL 1008 standard's 1½ and 3 cycle long-time ratings. Transfer switches which are not tested and labeled with 1½ and 3 cycle (any breaker) ratings and have series, or specific breaker ratings only, are not acceptable.
 - 2. Where transfer switch includes internal fault-current protection, rating of switch and trip unit combination shall exceed indicated fault-current value at installation location.
- C. Annunciation, Control, and Programming Interface Components: Devices at transfer switches for communicating with remote programming devices, annunciators, or annunciator and control panels have communication capability matched with remote device.
- D. Solid-State Controls: Repetitive accuracy of all settings is plus or minus 2 percent or better over an operating temperature range of minus 20 to plus 70 deg C.
- E. Resistance to Damage by Voltage Transients: Components shall meet or exceed voltage-surge withstand capability requirements when tested according to IEEE C62.41. Components shall meet or exceed voltage-impulse withstand test of NEMA ICS 1.

- F. Electrical Operation: Accomplish by a non-fused, momentarily energized solenoid or electric-motor-operated mechanism, mechanically and electrically interlocked in both directions.
- G. Switch Characteristics: Designed for continuous-duty repetitive transfer of full-rated current between active power sources.
 - 1. Limitation: Switches using molded-case switches or circuit breakers or insulated-case circuit-breaker components are not acceptable.
 - 2. Switch Action: Double throw; mechanically held in both directions.
 - 3. Contacts: Silver composition or silver alloy for load-current switching. Conventional automatic transfer-switch units, rated 225 A and higher, shall have separate arcing contacts.
- H. Neutral Terminal: Solid and fully rated, unless otherwise indicated.
- I. Oversize Neutral: Ampacity and switch rating of neutral path through units indicated for oversize neutral shall be double the nominal rating of circuit in which switch is installed.
- J. Heater: Equip switches exposed to outdoor temperatures and humidity, and other units indicated, with an internal heater. Provide thermostat within enclosure to control heater.
- K. Factory Wiring: Train and bundle factory wiring and label, consistent with Shop Drawings, either by color code or by numbered or lettered wire and cable tape markers at terminations.
 - 1. Designated Terminals: Pressure type suitable for types and sizes of field wiring indicated.
 - 2. Power-Terminal Arrangement and Field-Wiring Space: Suitable for top, side, or bottom entrance of feeder conductors as indicated.
 - 3. Control Wiring: Equipped with lugs suitable for connection to terminal strips.
- L. Enclosures: General-purpose NEMA 250, Type 1 or 3R as indicated on drawings, complying with NEMA ICS 6 and UL 508, unless otherwise indicated.

2.03 **AUTOMATIC TRANSFER SWITCH**

- A. Comply with Level 1 equipment according to NFPA 110.
- B. Switching Arrangement: Double-throw type, incapable of pauses or intermediate position stops during normal functioning, unless otherwise indicated.
- C. Manual Switch Operation: Unloaded. Control circuit automatically disconnects from electrical operator during manual operation.
- D. Signal-Before-Transfer Contacts: A set of normally open/normally closed dry contacts operates in advance of retransfer to normal source. Interval is adjustable from 1 to 30 seconds.
- E. Digital Communication Interface: Matched to capability of remote annunciator or annunciator and control panel.
- F. In-Phase Monitor: Factory-wired, internal relay controls transfer so it occurs only when the two sources are synchronized in phase. Relay compares phase relationship and frequency difference between normal and emergency sources and initiates transfer when both sources are within 15 electrical degrees, and only if transfer can be completed within 60 electrical degrees. Transfer is initiated only if both sources are within 2 Hz of nominal frequency and 70 percent or more of nominal voltage.
- G. Automatic Transfer-Switch Features
 - 1. Undervoltage Sensing for Each Phase of Normal Source: Sense low phase-to-ground voltage on each phase. Pickup voltage shall be adjustable from 85 to 100 percent of nominal, and dropout voltage is adjustable from 75 to 98 percent of pickup value. Factory set for pickup at 90 percent and dropout at 85 percent.
 - 2. Adjustable Time Delay: For override of normal-source voltage sensing to delay transfer and engine start signals. Adjustable from zero to six seconds, and factory set for one second.
 - 3. Voltage/Frequency Lockout Relay: Prevent premature transfer to generator. Pickup voltage shall be adjustable from 85 to 100 percent of nominal. Factory set for pickup at 90 percent. Pickup frequency shall be adjustable from 90 to 100 percent of nominal. Factory set for pickup at 95 percent.
 - 4. Time Delay for Retransfer to Normal Source: Adjustable from 0 to 30 minutes, and factory set for 10 minutes. Provides automatic defeat of delay on loss of voltage or sustained undervoltage of emergency source, provided normal supply has been restored.

5. Test Switch: Simulates normal-source failure.
 6. Switch-Position Pilot Lights: Indicate source to which load is connected.
 7. Source-Available Indicating Lights: Supervise sources via transfer-switch normal- and emergency-source sensing circuits.
 - a. Normal Power Supervision: Green light with nameplate engraved "Normal Source Available."
 - b. Emergency Power Supervision: Red light with nameplate engraved "Emergency Source Available."
 8. Unassigned Auxiliary Contacts: Two normally open, single-pole, double-throw contacts for each switch position, rated 10 A at 240-V ac.
 9. Engine Starting Contacts: One isolated and normally closed, and one isolated and normally open; rated 10 A at 32-V dc minimum.
 10. Engine Shutdown Contacts:
 - a. Time delay adjustable from zero to five minutes, and factory set for five minutes. Contacts shall initiate shutdown at remote engine-generator controls after retransfer of load to normal source.
 11. Engine-Generator Exerciser: Solid-state, programmable-time switch starts engine generator and transfers load to it from normal source for a preset time, then retransfers and shuts down engine after a preset cool-down period. Initiates exercise cycle at preset intervals adjustable from 7 to 30 days. Running periods are adjustable from 10 to 30 minutes. Factory settings are for 7-day exercise cycle, 20-minute running period, and 5-minute cool-down period. Exerciser features include the following:
 - a. Exerciser Transfer Selector Switch: Permits selection of exercise with and without load transfer.
 - b. Push-button programming control with digital display of settings.
 - c. Integral battery operation of time switch when normal control power is not available.
- 2.04 **REMOTE ANNUNCIATOR SYSTEM**
- A. Functional Description: Remote annunciator panel annunciates conditions for indicated transfer switches. Annunciation includes the following:
 1. Sources available, as defined by actual pickup and dropout settings of transfer-switch controls.
 2. Switch position.
 3. Switch in test mode.
 4. Failure of communication link.
 - B. Annunciator Panel: LED-lamp type with audible signal and silencing switch.
 1. Indicating Lights: Grouped for each transfer switch monitored.
 2. Label each group, indicating transfer switch it monitors, location of switch, and identity of load it serves.
 3. Mounting: Flush, modular, steel cabinet, unless otherwise indicated.
 4. Lamp Test: Push-to-test or lamp-test switch on front panel.
- 2.05 **SOURCE QUALITY CONTROL**
- A. Factory test and inspect components, assembled switches, and associated equipment. Ensure proper operation. Check transfer time and voltage, frequency, and time-delay settings for compliance with specified requirements. Perform dielectric strength test complying with NEMA ICS 1.
- PART 3 EXECUTION**
- 3.01 **INSTALLATION**
- A. Annunciator and Control Panel Mounting: Flush in wall, unless otherwise indicated.
 - B. Identify components according to Division 26 Section "Electrical Identification".
- 3.02 **WIRING TO REMOTE COMPONENTS**
- A. Match type and number of cables and conductors to control and communication requirements of transfer switches as recommended by manufacturer. Increase raceway sizes at no additional cost to Owner if necessary to accommodate required wiring.

3.03 CONNECTIONS

- A. Ground equipment according to Division 26 Section "Grounding and Bonding."
- B. Connect wiring according to Division 26 Section "Conductors and Cables."
- C. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

3.04 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components and equipment installation, including connections, and to assist in field testing. Report results in writing.
- B. Testing: Perform the following field quality control tests in accordance with Division 26 section "Electrical Testing."
 - 1. After installing equipment and after electrical circuitry has been energized, test for compliance with requirements.
 - 2. Perform each electrical test and visual and mechanical inspection stated in NETA ATS, Section 7.22.3. Certify compliance with test parameters.
 - 3. Measure insulation resistance phase-to-phase and phase-to-ground with insulation-resistance tester. Include external annunciation and control circuits. Use test voltages and procedure recommended by manufacturer. Comply with manufacturer's specified minimum resistance.
 - a. Check for electrical continuity of circuits and for short circuits.
 - b. Inspect for physical damage, proper installation and connection, and integrity of barriers, covers, and safety features.
 - c. Verify that manual transfer warnings are properly placed.
 - d. Perform manual transfer operation.
 - 4. After energizing circuits, demonstrate interlocking sequence and operational function for each switch at least three times.
 - a. Simulate power failures of normal source to automatic transfer switches and of emergency source with normal source available.
 - b. Simulate loss of phase-to-ground voltage for each phase of normal source.
 - c. Verify time-delay settings.
 - d. Verify pickup and dropout voltages by data readout or inspection of control settings.
 - e. Test bypass/isolation unit functional modes and related automatic transfer-switch operations.
 - f. Verify proper sequence and correct timing of automatic engine starting, transfer time delay, retransfer time delay on restoration of normal power, and engine cool-down and shutdown.
 - 5. Ground-Fault Tests: Coordinate with testing of ground-fault protective devices for power delivery from both sources.
 - a. Verify grounding connections and locations and ratings of sensors.
 - b. Observe reaction of circuit-interrupting devices when simulated fault current is applied at sensors.
- C. Coordinate tests with tests of generator and run them concurrently.
- D. Report results of tests and inspections in writing. Record adjustable relay settings and measured insulation and contact resistances and time delays. Attach a label or tag to each tested component indicating satisfactory completion of tests.
- E. Remove and replace malfunctioning units and retest as specified above.

3.05 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain transfer switches and related equipment as specified below. Refer to Division 1 Section "Closeout Procedures."
 - 1. Coordinate this training with that for generator equipment.

END OF SECTION

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