MT. DIABLO UNIFIED SCHOOL DISTRICT
PURCHASING & WAREHOUSE DEPARTMENT
2326 Bisso Lane, Concord, CA 94520-4802

2025 MDUSD ACOUSTICAL CEILING TILE AND SHADE COVERINGS PROJECT

BID #1962

Volume II

Installation of acoustical ceiling tiles and window shade coverings

Mt. Diablo Unified School District

September 2, 2025

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END OF DOCUMENT

DOCUMENT 01 11 00

SUMMARY OF WORK

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Submittals; and

1.1.5. Temporary Facilities and Controls.

1.2. SUMMARY OF WORK COVERED BY CONTRACT DOCUMENTS

The Work may consist of the following:

Installation of acoustic ceiling tiles and window shade coverings at 3 separate campuses. Bidders must account for second shift scheduling in their proposals, including staffing, supervision and any associated costs. Contractors will be responsible for moving any furniture or equipment needed to access their work areas and returning them at the end of each shift.

1.3. CONTRACTS

Perform the Work under a single, fixed-price Contract.

1.4. SPECIAL PROJECT REQUIREMENTS

1.4.1. Hours of Work: Work is to be performed on second and graveyard shift. Contractor shall coordinate its operations with activities taking place at the site... Contractor shall ensure that there are no disruptions to such activities.

1.4.2. Owner Occupancy: Mt. Diablo Unified School District staff will be occupying the site for their normal workday, 7:00am-3:30pm.

1.4.3. Furniture Handling: Contractors will be responsible for moving any furniture or equipment a needed to access their work areas. All furniture must be carefully relocated prior to beginning work and returned to its original position at the end of each shift/day.

1.5. CODES, REGULATIONS AND STANDARDS

1.5.1. The codes, regulations, and standards adopted by the State and federal agencies having jurisdiction shall govern minimum requirements for the Project. Where codes,

regulations, and standards conflict with the Contract Documents, these conflicts shall be brought to the immediate attention of the District and the Architect.

1.5.2. Codes, regulations, and standards are as published effective as of date of bid opening, unless otherwise specified or indicated.

1.6. EXAMINATION OF EXISTING CONDITIONS

1.6.1. Contractor shall be held to have examined the Project Site and acquainted itself with the conditions of the Site and of the streets and roads approaching the Site.

1.6.2. Prior to commencement of Work, Contractor shall survey the Site and existing buildings and improvements to observe existing damage and defects such as cracks, sags, broken, missing or damaged glazing, other building elements and Site improvements, and other damage.

1.6.3. Should Contractor observe cracks, sags, and other damage to and defects of the Site and adjacent buildings, paving, and other items not indicated in the Contract Documents, Contractor shall immediately report same to the District and the Architect.

1.7. CONTRACTOR'S USE OF PREMISES

1.7.1. Contractor shall take all reasonable precautions for the safety of the students and the school employees throughout the duration of the Project.

1.7.2. If unoccupied and only with District’s prior written approval, Contractor may use the building(s) at the Project Site without limitation for its operations, storage, and office facilities for the performance of the Work. If the District chooses to beneficially occupy any building(s), Contractor must obtain the District's written approval for Contractor's use of spaces and types of operations to be performed within the building(s) while so occupied. Contractor's access to the building(s) shall be limited to the areas indicated.

1.7.3. If the space at the Project Site is not sufficient for Contractor's operations, storage, office facilities and/or parking, Contractor shall arrange and pay for any additional facilities needed by Contractor, at no expense to District.

1.7.4. Contractor shall not interfere with others use of or access to occupied portions of the building(s) or adjacent property.

1.7.5. Contractor shall maintain corridors, stairs, halls, and other exit-ways of building clear and free of debris and obstructions at all times.

1.7.6. No one other than those directly involved in the demolition and construction or specifically designated by the District or the Architect shall be permitted in the areas of Work during demolition and construction activities.

1.8. PROTECTION OF EXISTING STRUCTURES AND UTILITIES

1.8.1. The Drawings show above-grade and below-grade structures, utility lines, and other installations that are known or believed to exist in the area of the Work. Contractor shall locate these existing installations before proceeding with excavation and other operations that could damage same; maintain them in service, where appropriate; and

repair damage to them caused by the performance of the Work. Should damage occur to these existing installations, the costs of repair shall be at the Contractor's expense and made to the District's satisfaction.

1.8.2. Contractor shall be alert to the possibility of the existence of additional structures and utilities. If Contractor encounters additional structures and utilities, Contractor will immediately report to the District for disposition of same as indicated in the General Conditions.

1.9. UTILITY SHUTDOWNS AND INTERRUPTIONS

1.9.1. Contractor shall give the District a minimum of three (3) days written notice in advance of any need to shut off existing utility services or to effect equipment interruptions. District will set exact time and duration for shutdown, and will assist Contractor with shutdown. Work required to re-establish utility services shall be performed by the Contractor.

1.9.2. Contractor shall obtain District's written approval as indicated in the General Conditions in advance of deliveries of material or equipment or other activities that may conflict with District's use of the building(s) or adjacent facilities.

1.10. STRUCTURAL INTEGRITY

1.10.1. Contractor shall be responsible for and supervise each operation and work that could affect structural integrity of various building elements, both permanent and temporary.

1.10.2. Contractor shall include structural connections and fastenings as indicated or required for complete performance of the Work.

END OF DOCUMENT

DOCUMENT 01 12 10

CONTRACT FORMS AND SUBMITTALS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Submittals; and

1.1.5. Construction Schedule.

2. REQUIREMENTS OF THE DISTRICT

2.1. Contractor shall utilize the District's forms as indicated below This requirement also applies to submittals, including the requirement that the Contractor and its Subcontractors, as indicated, utilize the software, internet and specific programs on this Project as indicated herein.

2.2. DISTRICT FORMS

All forms identified below shall utilize District forms available at the above referenced link. Contractor must only utilize these forms, including the programs, processes and software indicated below.

2.2.1. **Request for Information.** Contractor shall comply with all applicable provisions in Contract Documents relating to Requests for Information. Contractor shall submit all of its Requests for Information using District's Form attached hereto.

2.2.2. **Construction Directive.** Contractor shall comply with all applicable provisions in Contract Documents relating to Changes in the Work. All Construction Directives shall be issued using District's Form attached hereto.

2.2.3. **Price Request.** Contractor shall comply with all applicable provisions in Contract Documents relating to Price Requests. All Price Requests shall be issued using District's Form attached hereto.

2.2.4. **Proposed Change Order.** Contractor shall comply with all applicable provisions in Contract Documents relating to Changes in the Work. Contractor shall submit all of its Proposed Change Orders using District's Form attached hereto.

2.2.5. **Change Order.** Contractor shall comply with applicable provisions in Contract Documents relating to Changes in the Work. All Change Orders shall be issued using District's Form attached hereto.

2.3. CONTRACTOR SUBMITTALS

All submittals required by the Contract Documents shall be submitted using the programs, processes and software indicated below. If no specific program or format is indicated, then Microsoft Word or Microsoft Excel is acceptable.

2.3.1. **Preliminary Construction Schedule**

2.3.1.1. Utilize Primavera P6 Project Management® software (latest version) by Oracle (PCM) (http://www.oracle.com/us/industries/engineering-and-construction/index.html) or another program if pre-approved by the District.

2.3.2. **Schedule of Values**

2.3.2.1. Utilize PCM or another program if pre-approved by the District.

2.3.3. **Contractor's Completed Subcontractor List**

2.3.4. **Contractor's Safety Plan**

2.3.5. **Schedule of Submittals**

2.3.5.1. Utilize PCM or another program if pre-approved by the District.

2.3.6. **Operations and Maintenance Manual & Instructions**

END OF DOCUMENT

DOCUMENT 01 20 00

PRICE AND PAYMENT PROCEDURES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any).

1.2. DESCRIPTION

1.2.1. This Document contains procedures to be followed by the Contractor to request payment.

1.2.2. **IF THERE IS ANY INCONSISTENCY IN THIS DOCUMENT WITH THE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS THAT THE CONTRACTOR SHALL COMPLY WITH RELATED TO CHANGES AND/OR REQUESTS FOR CHANGES (e.g., "PAYMENTS," "SCHEDULE OF VALUES"), THOSE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS SHALL TAKE PRECEDENCE.**

1.3. SECTION INCLUDES

1.3.1. Schedule of Values.

1.3.2. Application for Payment.

1.4. SCHEDULE OF VALUES

1.4.1. Provide a breakdown of the Contract Price with enough detail to facilitate continued evaluation of Applications for Payment and Progress Reports. Using the AIA form G702 or another form, pre-approved by the District

1.4.2. Contractor must update and resubmit the Schedule of Values before the next Invoice or Application for Payment when Change Orders or Construction Change Directives result in a change in the Contract Price.

1.4.3. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule. Comply with the provisions in the General Conditions regarding the Schedule of Values.

1.4.3.1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:

1.4.3.1.1. Application for Payment forms.

1.4.3.1.2. Submittal Schedule.

1.4.3.1.3. Contractor's Construction Schedule.

1.4.3.2. Submit the Schedule of Values to District as indicated in the Contract Documents and, if an updated Schedule of Values is needed, then no later than ten (10) days before the date scheduled for submittal of the next Application(s) for Payment.

1.4.3.3. Subschedules: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.

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

1.4.4.1. Identification: Include the following Project identification on the Schedule of Values:

1.4.4.1.1. Project name and location.

1.4.4.1.2. Name of District's Representative.

1.4.4.1.3. District's contract number (_____).

1.4.4.1.4. District's name and address.

1.4.4.1.5. Date of submittal.

1.4.4.2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:

1.4.4.2.1. Related Specification document, section or division.

1.4.4.2.2. Description of the Work.

1.4.4.2.3. Name of subcontractor.

1.4.4.2.4. Name of manufacturer or fabricator.

1.4.4.2.5. Name of supplier.

1.4.4.2.6. Change Orders (numbers) that affect value.

1.4.4.2.7. Dollar value.

1.4.4.2.7.1. Percentage of the Contract Price to nearest one-hundredth percent, adjusted to total 100 percent.

1.4.4.3. Provide a breakdown of the Contract Price in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide several line items for principal subcontract amounts, where appropriate. Include separate line items under required principal subcontracts for operation and maintenance manuals, punch list activities, Project Record Documents, and demonstration and training.

1.4.4.4. Round amounts to nearest whole dollar; total shall equal the Contract Price.

1.4.4.5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.

1.4.4.6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

1.4.4.7. Allowances (if any): Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.

1.4.4.8. Each item in the Schedule of Values and Applications for Payments shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

1.4.5. Schedule Updating: Update and resubmit the Schedule of Values before the next Application for Payment if there is a change in the Contract Price.

1.5. APPLICATIONS FOR PAYMENT

1.5.1. **Form:** Contractor shall utilize AIA Form G702 - Application and Certificate for Payment and AIA Form G703 - Continuation Sheet, or District-approved form with the same information as these AIA forms.

1.5.2. **Content and Format**: District shall use Schedule of Values for listing items in its Application for Payment.

1.5.3. Each Application for Payment shall be consistent with previous applications and payments as certified and paid for by District.

END OF DOCUMENT

DOCUMENT 01 21 00

ALLOWANCES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISION

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions including without limitation, Contract Terms and Definitions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any).

1.1.4. Agreement;

1.1.5. Bid Form; and

1.2. SUMMARY

1.2.1. **THE SPECIFIC ALLOWANCES FOR THIS PROJECT ARE AS LISTED IN THE AGREEMENT.**

1.2.2. This Document includes administrative and procedural requirements governing Allowances.

1.2.3. Certain items are specified in the Contract Documents by Allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements may be issued by Change Order or similar document.

1.3. SELECTION AND PURCHASE

1.3.1. At the earliest practical date after award of the Contract, Contractor shall advise District of the date when final selection and purchase of each product or system described by an Allowance must be completed to avoid delaying the Work.

1.3.2. At District's request, obtain proposals for each Allowance for use in making final selections. Include recommendations that are relevant to performing the Work.

1.3.3. Purchase products and systems selected by District from the designated supplier.

1.4. SUBMITTALS

1.4.1. Submit proposals for purchase of products or systems included in Allowances, in the form specified for Change Orders.

1.4.2. Submit invoices or delivery slips to show actual quantities of materials delivered to the Site for use in fulfillment of each Allowance.

1.4.3. Coordinate and process submittals for Allowance items in same manner as for other portions of the Work.

1.5. COORDINATION

Coordinate Allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.6. PAYMENT FOR ALLOWANCES

1.6.1. Allowance shall include all-inclusive cost to Contractor of specific products and materials under Allowance and Contractor may bill its time, materials, and other items in the identical structure as a Change Order.

1.7. UNUSED MATERIALS

1.7.1. Return unused materials purchased under an Allowance to manufacturer or supplier for credit to District, after installation has been completed and accepted.

1.7.2. If requested, prepare and deliver unused material for storage by District when it is not economically practical (as determined by District) to return the material for credit. If directed, deliver unused material to District's storage space. Otherwise, disposal of unused material is Contractor's responsibility.

2. EXECUTION

2.1. EXAMINATION

Examine products covered by an Allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

2.2. PREPARATION

Coordinate materials and their installation for each Allowance with related materials and installations to ensure that each Allowance item is completely integrated and interfaced with related work.

END OF DOCUMENT

DOCUMENT 01 25 10

PRODUCT OPTIONS AND SUBSTITUTIONS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any); and

1.1.4. Instructions to Bidders.

1.2. DOCUMENT INCLUDES

1.2.1. Product options.

1.2.2. Limitations on Substitutions.

1.2.3. Regulatory Requirements.

1.2.4. Substitution Representation.

1.2.5. Submittal Procedure.

1.2.6. District's Review.

1.3. DEFINITIONS

1.3.1. Requests for changes in products, materials, or equipment required by Contract Documents proposed by the Contractor prior to and after award of the Contract are considered requests for substitutions. Contractor must refer to the Instructions to Bidders, the General Conditions and the Special Conditions for limitations on when requests for substitution(s) are permitted on Project. The following are not considered substitutions:

1.3.1.1. Revisions to Contract Documents requested by the District or Architect.

1.3.1.2. Specified options of products, materials, and equipment included in Contract Documents.

1.3.2. Whenever in the Specifications any material, product, thing, or service is indicated or specified by grade, patent, or proprietary name, or by name of manufacturer, that Specification shall be deemed to be used for the purpose of facilitating the description

of the material, product, thing, or service, and shall be deemed to be followed by the words "or equal," except:

1.3.2.1. When designated to match other material, product, thing, or service in use on a particular public improvement either completed or in the course of completion; or

1.3.2.2. When designated as a field test or experiment.

1.4. PRODUCT OPTIONS

1.4.1. **Products Specified by Reference Standards or by Description Only**: Any Product meeting those standards or description.

1.4.2. **Products Specified by Naming One or More Manufacturers with or without Provision for Substitution**: Products of manufacturers named and meeting specifications with substitution of Products or manufacturer only when submitted under provisions of this section.

1.5. LIMITATIONS ON SUBSTITUTIONS

1.5.1. **Requests for substitution prior to bid or after bid, shall only be permitted as indicated in and in accordance with requirements specified in the Instructions to Bidders and the Special Conditions.**

1.5.2. The Bid shall be based upon the standards of quality established by those items of equipment and/or materials which are specifically identified in the Contract Documents.

1.5.3. Burden of proof of merit of requested substitution is the responsibility of the Contractor.

1.5.4. It is the sole responsibility of Contractor to submit the proper content of any requests for substitutions. Incomplete submittals will be rejected.

1.6. REGULATORY REQUIREMENTS

1.6.1. It shall be the responsibility of Contractor to obtain all regulatory approvals required for proposed substitutions.

1.6.2. All regulatory approvals shall be obtained for proposed substitutions prior to submittal of substitution request to Architect.

1.6.3. All costs incurred by the District in obtaining regulatory approvals for proposed substitutions to include the costs of the Architect and any authority having jurisdiction over the Project shall be reimbursed to the District. Costs of these services shall be reimbursed regardless of final acceptance or rejection of substitution.

1.6.4. Substitutions of materials or work procedures which affect the health, safety and welfare of the public shall have prior approval of the Division of the State Architect (DSA) field representative.

1.7. SUBSTITUTION REPRESENTATION

1.7.1. In submitting a request for substitution, Contractor makes the representation that:

1.7.2. Contractor has investigated the proposed substitution and determined that it meets or exceeds the quality level of the specified product;

1.7.3. Contractor has determined that all components of the proposed substitution are identical and fully interchangeable with the product name and number specified;

1.7.4. Contractor will provide the same warranty or guarantee for the substitution as for the specified product;

1.7.5. Contractor will coordinate installation and make changes to other work which may be required for the work to be completed with no additional cost to the District;

1.7.6. Contractor waives claims for additional cost or time extension which may subsequently become apparent; and

1.7.7. Contractor will reimburse District for the cost of District's and Architect's review or redesign services associated with substitution request.

1.8. SUBMITTAL PROCEDURE

1.8.1. Submit six (6) copies of each request.

1.8.2. Submit request using District's Substitution Request Form as indicated in Contract Forms and Submittals. Substitution requests that are not on District's required form shall be returned without review.

1.8.3. Limit each request to one proposed substitution.

1.8.4. Request to include sufficient data so that direct comparison of proposed substitution can be made.

1.8.5. Provide complete documentation for each request. Documentation shall include the following information, as appropriate, as a minimum:

1.8.5.1. Statement of cause for substitution request.

1.8.5.2. Identify product by specification section and article number.

1.8.5.3. Provide manufacturer's name, address, and phone number. List fabricators, suppliers, and installers as appropriate.

1.8.5.4. List similar projects where proposed substitution has been used, dates of installation and names of Architect and District.

1.8.5.5. List availability of maintenance services and replacement materials.

1.8.5.6. Documented or confirmation of regulatory approval.

1.8.5.7. Product data, including drawings and descriptions of products.

1.8.5.8. Fabrication and installation procedures.

1.8.5.9. Samples of proposed substitutions.

1.8.5.10. Itemized comparison of significant qualities of the proposed substitution with those of the product specified. Significant qualities may include size, weight, durability, performance requirements and visual effects.

1.8.5.11. Coordination information, including a list of changes or modifications needed to other items of work that will become necessary to accommodate proposed substitution.

1.8.5.12. Statement on the substitutions effect on the Construction Schedule.

1.8.5.13. Cost information including a proposal of the net reduction in cost to the Contract Price if the proposed substitution is accepted.

1.8.5.14. Certification that the substitution is equal to or better in every respect to that required by the Contract Documents and that substitution will perform adequately in the application intended.

1.8.5.15. Waiver of right to additional payment or time that may subsequently become necessary because of failure of substitution to perform adequately.

1.8.6. Inadequate warranty, vagueness of submittal, failure to meet specified requirements, or submittal of insufficient data will be cause for rejection of substitution request.

1.9. DISTRICT'S REVIEW

1.9.1. The District will accept or reject proposed substitution within a reasonable amount of time.

1.9.2. If a request is made prior to bid opening and the District has not completed its review, Contractor shall base its bid on the product specified only.

1.9.3. There shall be no claim for additional time for review of proposed substitutions.

1.9.4. Final acceptance of a substitution submitted prior to the date established for the receipt of bids will be in the form of an addendum.

END OF DOCUMENT

DOCUMENT 01 26 00

CONTRACT MODIFICATION PROCEDURES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Allowances;

1.1.5. Product Options and Substitutions; and

1.1.6. Project Coordination.

1.2. DESCRIPTION

1.2.1. This Document contains procedures to be followed by the Contractor to request changes in the Contract Time of the Contract Price.

1.2.2. **IF THERE IS ANY INCONSISTENCY IN THIS DOCUMENT WITH THE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS THAT THE CONTRACTOR SHALL COMPLY WITH RELATED TO CHANGES AND/OR REQUESTS FOR CHANGES (e.g., "Change in the Work"), THOSE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS SHALL TAKE PRECEDENCE.**

1.3. SUMMARY

This Document specifies administrative and procedural requirements for handling and processing Contract modifications.

1.4. Minor Changes in the Work

Architect may issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract sum or the Contract Time, or Changes not affecting the Structural Safety, Access Compliance or Fire & Life Safety portions of the work, on AIA Document G710, "Architects Supplemental Instructions" or an equivalent form acceptable to the District and Subject to DSA IR A-6 Construction Change Document Submittal and Approval Process (Title 24, Part 1, California Code or Regulations, Section 4-338) requirements for DSA Construction Change Document – Category B.

1.5. Construction Change Process – DSA

1.5.1. **Changes or alterations of the approved plans or specifications after a contract for the work has been let affecting the Structural, Access, or Fire-Life Safety portions of the**

Project shall be made only by means of Construction Change Document submitted to and approved by DS prior to commencement of the work shown thereon. Construction Change Documents shall comply with DSA IR A-6. Construction Change Document Submittal and approval process (Title 24, Part 1, California Code or Regulations, Section 4-338) requirements. Construction Change Documents shall be made using DSA form 141 and state the reason for the change and the scope of work to be accomplished, and, where necessary, shall be accompanied by supplementary drawings referenced in the text of the change order. All Construction Change Documents and supplementary drawings shall be stamped and signed by the Architect or Engineer in general responsible charge of observation of the work of construction of the Project and by the Architect or registered engineer delegated responsibility for observation for the portion of the work of construction affected by the change order, shall bear the approval of the school board and shall indicate the associated change in the project cost, if any. Once copy of each Construction Change Document is required for the files of DSA.

1.5.2. **Construction Change Documents shall be signed by Architect of Record, Structural Engineer (when applicable), Delegated Professional Engineer (when applicable), and DSA.**

1.5.3. **No changes shall be made to approved documents without DSA approval.**

1.5.4. **If conflicts between the drawings and specifications for materials to be used and/or work to be done the more stringent, more restrictive, or higher quality shall apply.**

1.6. PRICE REQUESTS

1.6.1. Do not consider Price Requests to be instructions either to stop work in progress or to execute the proposed change.

1.6.2. Within time specified in Price Request after receipt of Price Request, submit a quotation estimating cost adjustments to the Contract Price and the Contract Time necessary to execute the change.

1.6.2.1. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

1.6.2.2. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

1.6.2.3. Include costs of labor and supervision directly attributable to the change.

1.6.2.4. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

1.7. PROPOSED CHANGE ORDERS

Contractor may propose changes by submitting a request for a change on District's Proposed Change

Order form (PCO) to District.

1.7.1. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

1.7.2. Comply with Contract Document requirements if the proposed change requires substitution of one product or system for product or system specified.

END OF DOCUMENT

DOCUMENT 01 26 10

REQUESTS FOR INFORMATION

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Documentation Requirements;

1.1.5. Electronic Data Transfer;

1.1.6. Submittals;

1.1.7. Contract Closeout and Final Cleaning;

1.1.8. Operation and Maintenance Data;

1.1.9. Warranties; and

1.1.10. Record Documents;

1.2. DESCRIPTION

This Document contains procedures to be followed by the Contractor to request Architect provide additional information necessary to clarify or amplify an item in the Contract Documents that Contractor thinks is not clearly shown or called for in the Drawings or Specifications or other portions of the Contract Documents, or to address issues that have arisen under field conditions.

1.3. PROCEDURES

1.3.1. Notification by Contractor:

1.3.1.1. Submit all requirements for clarification or additional information, whether originated by the Contractor, a Subcontractor, or supplier at any tier, in writing to District as required by the Contract Documents.

1.3.1.2. Number RFIs sequentially. Follow RFI number with sequential alphabetical suffix as necessary for each resubmission. For example, the first RFI would be "001." The second RFI would be "002."

1.3.1.3. All RFIs shall reference all applicable Contract Document(s), including Specification section(s), detail(s), page number(s), drawing number(s), and sheet number(s), etc. Contractor shall make suggestions and interpretations of

the issue raised by each RFI. An RFI cannot modify the Contract Price, Contract Time, or the Contract Documents.

1.3.1.4. Limit each RFI to one subject.

1.3.1.5. Submit a RFI if one of the following conditions occurs:

1.3.1.5.1. Contractor discovers an unforeseen condition or circumstance that is not described in the Contract Documents.

1.3.1.5.2. Contractor discovers an apparent conflict or discrepancy between portions of the Contract Documents that appears to be inconsistent or is not reasonably inferred from the intent of the Contract Documents.

1.3.2. Contractor shall not:

1.3.2.1. Submit an RFI as a request for substitution.

1.3.2.2. Submit an RFI as a submittal.

1.3.2.3. Submit an RFI without first having thoroughly reviewed the Contract Documents.

1.3.2.4. Submit an RFI in a manner that suggests that specific portions of the Contract Documents are assumed to be excluded or by taking an isolated portion of the Contract Documents in part rather than whole.

1.3.2.5. Submit an RFI in an untimely manner without proper coordination and scheduling of Work related trades.

1.3.2.6. If Contractor submits an RFI contrary to the above, Contractor shall pay the cost of any review, which cost shall be deducted from the Contract Price.

1.3.3. Contractor shall be liable to the District for all costs incurred by the District associated with the processing, reviewing, evaluating and responding to any RFI, including without limitation, fees of the Architect and any other design consultant to the Architect or the District, that District reasonably determines:

1.3.3.1. Does not reflect adequate or competent supervision or coordination by the Contractor or any Subcontractor; or

1.3.3.2. Does not reflect the Contractor's adequate or competent knowledge of the requirements of the Work or the Contract Documents;

1.3.3.3. Requests an interpretation or decision of a matter where the information sought is equally available to the Contractor; or

1.3.3.4. Is not justified for any other reason.

1.4. RESPONSE TIME

1.4.1. Architect shall review RFIs and issue a response and instructions to Contractor within a reasonable time frame from the date the RFI is received and dated by the District.

1.4.2. Responses from the District will not change any requirement of the Contract unless so noted by the District in the response to the RFI. Should the Contractor contend that a response to an RFI causes a change to the Contract that requires a Change Order, the Contractor shall, before proceeding, give written notice to the District, indicating that the Contractor considers the District's response to the RFI to be a Change Order, as required by the Contract Documents.

1.4.3. Should Contractor direct its Subcontractors to proceed with the Work affected before receipt of a response from Architect, any portion of the Work which is not done in accordance with the Architect's ultimate interpretations, clarifications, instructions, or decisions is subject to removal or replacement at Contractor's sole expense and responsibility.

END OF DOCUMENT

DOCUMENT 01 31 00

COORDINATION AND PROJECT MEETINGS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS:

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any); and

1.1.4. Technical Specifications.

1.2. SECTION INCLUDES

1.2.1. Coordination Responsibilities of the Contractor.

1.2.2. Field Engineering Responsibilities of the Contractor.

1.2.3. Preconstruction Conference.

1.2.4. Progress Meetings.

1.2.5. Pre-Installation Conferences.

1.2.6. Post Construction Dedication.

1.3. COORDINATION RESPONSIBILITIES OF THE CONTRACTOR

1.3.1. Coordinate scheduling, submittals, and Work of the Specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

1.3.2. Prior to commencement of a particular type or kind of Work examine relevant information, contract documents, and subsequent data issued to the Project.

1.3.3. Verify that utility requirement characteristics of 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.

1.3.4. Closing up of holes, backfilling, and other covering up operations shall not proceed until all enclosed or covered Work and inspections have been completed. Verify before proceeding.

1.3.5. Coordinate space requirements and installation of mechanical and electrical Work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and

conduit as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

1.3.6. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.

1.3.7. In locations where several elements of mechanical and electrical Work must be sequenced and positioned with precision in order to fit into available space, prepare coordination drawings showing the actual conditions required for the installation. Prepare coordination drawings prior to purchasing, fabricating, or installing any of the elements required to be coordinated.

1.3.8. Closing up of walls, partitions or furred spaces, backfilling, and other covering up operations shall not proceed until all enclosed or covered Work and inspections have been completed. Verify before proceeding.

1.3.9. Coordinate completion and cleanup of Work of separate sections in preparation for completion and for portions of Work designated for District's occupancy.

1.3.10. After District occupancy of Project, coordinate access to Site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of District's activities.

1.3.11. Coordinate all utility company Work in accordance with the Contract Documents.

1.3.12. Key Personnel Names: Within ten (10) days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

1.4. FIELD ENGINEERING RESPONSIBILITIES OF THE CONTRACTOR

1.4.1. Contractor shall employ a Land Surveyor registered in the State of California and acceptable to the Architect.

1.4.2. Control datum for survey is that established by District provided survey. Contractor to locate and protect survey control and reference points.

1.4.3. Replace dislocated survey control points based on original survey control.

1.4.4. Provide field engineering services. Establish elevations, lines, and levels utilizing recognized engineering survey practices.

1.4.5. Upon completion of Work, submit certificate signed by the Land Surveyor that elevations and locations of Work are in conformance with Contract Documents. Record deviations on Record Drawings.

1.5. PRECONSTRUCTION CONFERENCE

1.5.1. Construction Manager or Project Engineer will schedule a conference immediately after, and in no case more than fifteen (15) days after, receipt of fully executed Contract Documents prior to Project mobilization.

1.5.2. Mandatory Attendance: Construction Manager, Project Engineer, Project Inspector, Architect of Record, Contractor, Contractor's Project Manager, and Contractor's Job/Project Superintendent.

1.5.3. Optional Attendance: Architect's consultants, and utility company representatives.

1.5.4. Construction Manager shall preside at conference and the Project Architect shall prepare and record minutes and distribute copies.

1.5.5. Agenda:

1.5.5.1. Execution of Owner-Contractor Agreement.

1.5.5.2. Issue Notice to Proceed.

1.5.5.3. Submission of executed bonds and insurance certificates.

1.5.5.4. Distribution of Contract Documents.

1.5.5.5. Submission of list of Subcontractors, list of Products, Schedule of Values, and Progress Schedule.

1.5.5.6. Designation of responsible personnel representing the parties.

1.5.5.7. Procedures for processing Change Orders.

1.5.5.8. Procedures for Request for Information.

1.5.5.9. Procedures for testing and inspecting.

1.5.5.10. Procedures for processing applications for payment.

1.5.5.11. Procedures for Project closeout.

1.5.5.12. Use of Premises.

1.5.5.13. Work restrictions.

1.5.5.14. District’s occupancy requirements or options.

1.5.5.15. Responsibility for temporary facilities and controls.

1.5.5.16. Construction waste management and recycling.

1.5.5.17. Parking availability.

1.5.5.18. Office, work and storage areas.

1.5.5.19. Equipment deliveries and priority.

1.5.5.20. Security.

1.5.5.21. Progress cleaning.

1.5.5.22. Review required submittals and (if applicable) LEED Certification requirements.

1.6. PROGRESS MEETINGS

1.6.1. Construction Manager shall schedule and administer meetings throughout progress of the Work at a minimum of every week.

1.6.2. Construction Manager or Project Engineer will make arrangements for meetings, prepare agenda, and preside at meetings. Project Architect shall record minutes (Field Reports), and distribute copies.

1.6.3. Attendance Required: Job Superintendent, Construction Manager, Project Engineer, Project Inspector, Architect of Record, Subcontractors, and suppliers as appropriate to agenda topics for each meeting.

1.6.4. Agenda:

1.6.4.1. Review minutes of previous meetings (Field Reports).

1.6.4.2. Review of Work progress.

1.6.4.3. Field observations, problems, and decisions.

1.6.4.4. Identification of problems which impede planned progress.

1.6.4.5. Review of submittals schedule and status of submittals.

1.6.4.6. Review of off-site fabrication and delivery schedules.

1.6.4.7. Maintenance of construction schedule.

1.6.4.8. Corrective measures to regain projected schedules.

1.6.4.9. Planned progress during succeeding work period.

1.6.4.10. Coordination of projected progress.

1.6.4.11. Maintenance of quality and work standards.

1.6.4.12. Effect of proposed changes on progress schedule and coordination.

1.6.4.13. Other business relating to Work.

1.6.5. District has authority to schedule mandatory meetings other than those listed, as

necessary.

1.7. PRE-INSTALLATION CONFERENCES

1.7.1. When required in individual specification section, Contractor shall convene a pre-installation conference prior to commencing Work of the section. Refer to individual specification section for timing requirements of conference.

1.7.2. Contractor shall require its Subcontractors and suppliers directly affecting, or affected by, Work of the specific section to attend.

1.7.3. Notify the Construction Manager, Project Engineer, Project Inspector, and Architect of Record four (4) days in advance of meeting date.

1.7.4. A pre-installation conference may coincide with a regularly scheduled progress meeting.

1.7.5. Contractor shall prepare agenda, preside at conference, record minutes, and distribute copies within two (2) days after conference to participants.

1.7.6. The purpose of the meeting will be to review Contract Documents, conditions of installation, preparation and installation procedures, and coordination with related Work and manufacturer's recommendations.

1.7.7. Pre-installation Schedule: As a minimum, Work being installed under the Contract Documents technical sections will require pre-installation conferences. Contractor shall review the technical specifications and add all additional requirements for pre-installation meetings contained in those sections.

1.8. POST CONSTRUCTION DEDICATION

1.8.1. Attendance Required: Project Superintendent, Contractor, Project Manager, major Subcontractors, Construction Manager, Project Engineer, Project Inspector, and Architect of Record.

1.8.2. Preparation prior to Dedication: Contractor and appropriate Subcontractors and suppliers shall:

1.8.3. Assist District in operation of mechanical devices and systems.

1.8.3.1. Verify operation and adjust controls for communication systems.

1.8.3.2. Assist District in operation of lighting systems.

END OF DOCUMENT

SECTION 01 31 20

CLOUD-BASED PROJECT MANAGEMENT SOFTWARE

1 GENERAL

1.1 GENERAL PROJECT MANAGEMENT OBJECTIVES:

1.1.1 Contractor to provide and utilize a cloud-based project management software to manage project documentation.

1.1.2 Use of this project management software will not replace or change any contractual responsibilities of the construction team members.

1.1.3 Each Project team member of the Contractor: Superintendent, Project Engineer, Scheduler, and Project Manager, et al., shall have access to the Internet and an Internet e-mail address in order to communicate with various project team members. The Contractor shall provide immediately upon receipt of the Notice to Proceed confirmation of these conditions and the names, positions, and e-mail addresses to the Owner.

1.2 SOFTWARE AND HARDWARE REQUIREMENTS:

1.2.1 The Contractor is required to provide at both the field office and home office location from where this project is managed computer hardware and software that meet the requirements of Procore® Project Management software. The Contractor is required to purchase Procore® software, hardware and software required to access this system via the Internet. In addition, Contractor shall provide and pay for access for up to eight (8) Procore® users for Owner use including Architect, Construction Manager, and Owner. Owner users shall have full access to all information related to the project.

1.2.2 The Contractor shall provide the Owner with Procore® training. The anticipated training will take place within fifteen (15) days of Notice to Proceed and will be held either remotely or at the District Office in Concord, California, whichever is preferred by the Owner.

1.2.3 The Contractor shall provide an adequate number of users to properly manage the Project in accordance with the Project schedule. The Contractor shall have Internet access through an Internet service provider of its choice at its cost.

1.3 SYSTEM MANAGEMENT AND USE:

1.3.1 The Contractor will administer the Procore® application in accordance with the following.

1.3.1.1 There shall be a digital record of all additions, deletions or changes to information included in the Procore® application

1.3.1.2 Contractor shall provide a back-up of all information included in the Procore® system on a quarterly basis. Backup information shall be in a logical organized system that that is acceptable to the Owner and that allows for expeditious retrieval of all project documentation.

1.3.1.3 Contractor shall maintain the Procore® application and Owner access to the Procore® system through end of the project Warranty.

1.3.1.4 Contractor will provide an electronic copy of all documentation included in the Procore system in a logical organized manner that allows for expeditious retrieval of all project documentation at Final Completion and at end of project Warranty.

1.3.1 All costs associated with the Contractor's use of the Procore® system, including computer hardware and internet service are the responsibility of the Contractor.

1.4 USE BY SUBCONTRACTORS:

1.4.1 The Owner encourages the Contractor to utilize the Procore® project management application for communicating with its Subcontractors. The Contractor shall inform all Subcontractors of the purpose of the project management system and how it can assist them in obtaining information for the project.

1.5 COMMUNICATION PROCESS:

1.5.1 The Owner's will outline and detail communication, correspondence and coordination procedures for the Project.

1.5.2 Most Project communication will take place in the Procore® project management system by creating and distributing documents directly within the system, or by entering manually in the system dates and descriptions of items to track over time. All documents requiring formal signatures will be printed, and their hard copies signed and distributed.

1.5.3 The official submittal log will be maintained within Procore®. The Contractor will use the Procore® to submit and distribute prints, documents, reports, samples, etc. Physical samples will be transmitted in Procore® but delivered in the traditional manner. The Procore® project management system will be used to track and expedite processing of these items.

1.5.4 Contractor will be required to maintain all current drawings within Procore®. The Contractor will be able to control administration of the drawings which includes but is not limited to: the ability to create a custom folder structure; folder-level permissions; auto-notifications for certain events (e.g., delete, check out) using Procore's® messaging system and the user's email address; auto-detection and uploading of a drawing's reference files; detailed history for a document, including revisions and access logs.

1.5.5 Contractor will be required to utilize modules including but not limited to: daily reports; meeting minutes; punch lists; requests for information (RFI); change items; cost events; and owner change order within the Procore® project management system. The Contractor can enter an RFI and the Architect/Engineer respond to the RFI completely within the Procore® project management system without creating a hard copy. Support documentation in hard copy format for any document in Procore® may be scanned into an electronic file and attached in Procore® to documents.

1.5.6 Contractor is required to use a digital camera in order to photo-document job progress and upload the associated images taken on a regular basis to Procore®. Each daily report is to be accompanied by daily progress photos.

1.6 ARCHIVING:

1.6.1 Contractor, at its cost and expense, will provide the Owner backups (on digital media) as specified herein of documents in Procore®. In the event of any dispute as to what items are the true and correct project records, information contained the backups will control unless data has been digitally altered after distribution within the Procore® system.

ARTICLE 2 - PRODUCTS

2.1 Cloud Based Project Management Software shall be the following or equal:

Procore® Project Management: www.procore.com

ARTICLE 3 - EXECUTION

3.1 Project Management Software is an Internet-Accessed Centralized Database of project information and consists of several separate modules or master file divisions for ease of organization. Available file divisions include but are not limited to: Correspondence, Daily Reports, RFI's, Transmittals, Submittals, Meetings, Documents, Drawings, Specifications, Punch Lists, Reports, Project Photos, Project Team, Schedule of Values, change items, cost events, owner change orders, owner request for proposals, etc.

3.2 The Contractor shall provide the Owner with the number of user licenses for Procore® as described in paragraph 1.2.1 above. Each major team member for the Contractor (i.e. project manager, superintendent, etc.) must have a separate user license. The Contractor shall ensure that all major team members on this project have Internet access available during the duration of this Project.

3.3 Major Subcontractors are encouraged to utilize Procore® for the duration of their scope of work from commencement to completion of their scope of work. Major Subcontractors as a minimum shall be defined as mechanical, electrical, plumbing, structural steel, masonry, security, drywall, roofing, and others deemed beneficial by the Contractor.

END OF SECTION

DOCUMENT 01 32 16

CONSTRUCTION SCHEDULE – NETWORK ANALYSIS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISION

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Coordination and Meetings; and

1.1.5. Submittals.

1.2. REFERENCES

1.2.1. Construction Planning and Scheduling Manual - A Manual for General Contractors and the Construction Industry, The Associated General Contractors of America (AGC).

1.2.2. CSI - Construction Specifications Institute MP-2-1 Master Format.

1.2.3. U.S. National Weather Service - Local Climatological Data.

1.3. PERFORMANCE REQUIREMENTS

1.3.1. Ensure adequate scheduling during construction activities so Work may be prosecuted in an orderly and expeditious manner within stipulated Contract Time.

1.3.2. Ensure coordination of Contractor and Subcontractors at all levels.

1.3.3. Ensure coordination of submittals, fabrication, delivery, erection, installation, and testing of products, materials and equipment.

1.3.4. Ensure on-time delivery of District furnished products, materials and equipment.

1.3.5. Ensure coordination of jurisdictional reviews.

1.3.6. Prepare applications for payment.

1.3.7. Monitor progress of Work.

1.3.8. Prepare proper requests for changes to Contract Time.

1.3.9. Prepare proper requests for changes to Construction Schedule.

1.3.10. Assist in detection of schedule delays and identification of corrective actions.

1.4. QUALITY ASSURANCE

1.4.1. Perform scheduling work in accordance with Construction Planning and Scheduling Manual published by the AGC.

1.4.2. Maintain one copy of Construction Planning and Scheduling Manual on Site.

1.4.3. In the event of discrepancy between the AGC publication and the Contract Documents, provisions of the Contract Documents shall govern.

1.5. QUALIFICATIONS

1.5.1. **Scheduler**:

1.5.1.1. Contractor shall retain a construction scheduler to work in enough capacity to perform all of the Contractor's requirements to prepare the Construction Schedule. The Scheduler shall plan, coordinate, execute, and monitor a cost/resource loaded CPM schedule as required for Project and have a minimum of five (5) years direct experience using Primavera Project Management.

1.5.1.2. Scheduler will cooperate with District and shall be available on site for monitoring, maintaining and updating schedules in a timely manner.

1.5.1.3. District has the right to reject the Scheduler based upon a lack of experience as required by this Document or based on lack of performance and timeliness of schedule submittals/fragnets on past projects. Contractor shall within seven (7) calendar days of District's rejection, propose another scheduler who meets the experience requirements stated above.

1.5.2. **Administrative Personnel**: Five (5) years minimum experience in using and monitoring schedules on comparable projects.

1.6. SUBMITTALS

1.6.1. Submit Short Interval Schedule at each Construction Progress Meeting.

1.6.2. Submit Time Adjustment Schedule within five (5) days of commencement of a claimed delay.

1.6.3. Submit Recovery Schedules as required for timely completion of Work or when demanded by the District.

1.6.4. Submit job cost reports when demanded by the District.

1.6.5. Submit one (1) reproducible and two (2) copies of each schedule and cost report.

1.6.6. Submit large format plotted schedules monthly or at the request of the District or Construction Manager.

1.7. REVIEW AND EVALUATION

1.7.1. Contractor shall participate in joint review of Construction Schedule and Reports with District and Architect.

1.7.2. Within seven (7) days of receipt of District and/or Architect's comments provide satisfactory revision to Construction Schedule or adequate justification for activities in question.

1.7.3. In the event that an activity or element of Work is not detected by District or Architect review, such omission or error shall be corrected by next scheduled update and shall not affect Contract Time.

1.7.4. Acceptance by District of corrected Construction Schedule shall be a condition precedent to making any progress payments.

1.7.5. Cost-loaded values of Construction Schedule shall be basis for determining progress payments.

1.7.6. Review and acceptance by District and Architect of Preliminary Construction Schedule or Construction Schedule does not constitute responsibility whatsoever for accuracy or feasibility of schedules nor does such acceptance expressly or impliedly warrant, acknowledge or admit reasonableness of activities, logic, duration, manpower, cost or equipment loading stated or implied on schedules.

1.8. FORMAT

1.8.1. Prepare diagrams and supporting mathematical analyses using Precedence Diagramming Method, under concepts and methods outlined in AGC Construction Planning and Scheduling Manual, or other method pre-approved by District.

1.8.2. **Listings**: Reading from left to right, in ascending order for each activity.

1.8.3. **Diagram Size**: 42 inches maximum height x width required.

1.8.4. **Scale and Spacing**: To allow for legible notations and revisions.

1.8.5. Illustrate order and interdependence of activities and sequence of Work.

1.8.6. Illustrate complete sequence of construction by activity.

1.8.7. Provide legend of symbols and abbreviations used.

1.9. COST AND SCHEDULE REPORTS

1.9.1. **Activity Analysis**: Tabulate each activity of network diagram and identify for each activity:

1.9.1.1. Description.

1.9.1.2. Interface with outside contractors or agencies.

1.9.1.3. Number.

1.9.1.4. Preceding and following number.

1.9.1.5. Duration.

1.9.1.6. Earliest start date.

1.9.1.7. Earliest finish date.

1.9.1.8. Actual start date.

1.9.1.9. Actual finish date.

1.9.1.10. Latest start date.

1.9.1.11. Latest finish date.

1.9.1.12. Total and free float.

1.9.1.13. Identification of critical path activity.

1.9.1.14. Monetary value keyed to Schedule of Values.

1.9.1.15. Manpower requirements.

1.9.1.16. Responsibility.

1.9.1.17. Percentage complete.

1.9.1.18. Variance positive or negative.

1.9.2. **Cost Report**: Tabulate each activity of network diagram and identify for each activity:

1.9.2.1. Description.

1.9.2.2. Number.

1.9.2.3. Total cost.

1.9.2.4. Percentage complete.

1.9.2.5. Value prior to current period.

1.9.2.6. Value this period.

1.9.2.7. Value to date.

1.9.3. **Required Sorts**: List activities in sorts or groups:

1.9.3.1. By activity number.

1.9.3.2. By amount of float time in order of early start.

1.9.3.3. By responsibility in order of earliest start date.

1.9.3.4. In order of latest start dates.

1.9.3.5. In order of latest finish dates.

1.9.3.6. Application for payment sorted by Schedule of Values.

1.9.3.7. Listing of activities on critical path.

1.9.4. Listing of basic input data which generates schedule.

1.10. CONSTRUCTION SCHEDULE

1.10.1. Contractor shall develop and submit a cost loaded preliminary schedule of construction (or Preliminary Construction Schedule) as required by this Document and the Contract Documents. It shall be submitted in computer generated network format and shall be organized by Activity Codes representing the intended sequencing of the Work, and with time scaled network diagrams of activities. The Preliminary Construction Schedule shall include activities such as mobilization, preparation of submittals, specified review periods, procurement items, fabrication items, milestones, and all detailed construction activities.

1.10.2. Upon District's acceptance of the Preliminary Construction Schedule, Contractor shall update the accepted Preliminary Construction Schedule until Contractor's Construction Schedule is fully developed and accepted. Since updates to the Construction Schedule are the basis for payment to Contractor, submittal and acceptance of the Construction Schedule and updates shall be a condition precedent to making of monthly payments, as indicated in the General Conditions.

1.10.3. Failure to submit an adequate or accurate Preliminary Construction Schedule, Construction Schedule, updates thereto or failure to submit on established dates, will be considered a breach of Contract.

1.10.4. Failure to include any activity shall not be an excuse for completing all Work by required Completion Date.

1.10.5. Activities of long intervals shall be broken into increments no longer than fourteen (14) days or a value over $20,000.00, unless approved by the District or it is a non-construction activity for procurement and delivery.

1.10.6. The Construction Schedule shall comply with the following and include the following:

1.10.6.1. Provide a written narrative describing Contractor's approach to mobilization, procurement, and construction during the first thirty (30) calendar days including crew sizes, equipment and material delivery, Site access, submittals, and permits.

1.10.6.2. Shall designate critical path or paths.

1.10.6.3. Procurement activities to include mobilization, shop drawings and sample submittals.

1.10.6.4. Identification of key and long-lead elements and realistic delivery dates.

1.10.6.5. Construction activities in units of whole days limited to fourteen (14) days for each activity except non-construction activities for procurement and delivery.

1.10.6.6. Approximate cost and duration of each activity.

1.10.6.7. Shall contain seasonal weather considerations.

1.10.6.8. Indicate a date for Project Completion that is no later than Completion Date subject to any time extensions processed as part of a Change Order.

1.10.6.9. Conform to mandatory dates specified in the Contract Documents.

1.10.6.10. Contractor shall allow for inclement weather in the Proposed Baseline Schedule by incorporating an activity titled "Rain Day Impact Allowance" as the last activity prior to the Completion Milestone. No other activities may be concurrent with it. The duration of the Rain Day Impact Allowance activity will be in accordance with the Special Conditions, and will be calculated from the Notice to Proceed until the Completion.

1.10.6.11. Level of detail shall correspond to complexity of work involved.

1.10.6.12. Indicate procurement activities, delivery, and installation of District furnished material and equipment.

1.10.6.13. Designate critical path or paths.

1.10.6.14. Subcontractor work at all levels shall be included in schedule.

1.10.6.15. As developed, shall show sequence and interdependence of activities required for complete performance of Work.

1.10.6.16. Shall be logical and show a coordinated plan of Work.

1.10.6.17. Show order of activities and major points of interface, including specific dates of completion.

1.10.6.18. Duration of activities shall be coordinated with Subcontractors and suppliers and shall be best estimate of time required.

1.10.6.19. Shall show description, duration and float for each activity.

1.10.7. **Activity.** An activity shall meet the following criteria:

1.10.7.1. Any portion or element of Work, action, or reaction that is precisely described, readily identifiable, and is a function of a logical sequential process.

1.10.7.2. Descriptions shall be clear and concise. Beginning and end shall be readily verifiable. Starts and finishes shall be scheduled by logical restraints.

1.10.7.3. Responsibility shall be identified with a single performing entity.

1.10.7.4. Additional codes shall identify building, floor, bid opening and/or District's receipt of proposals, whichever is acceptable and CSI classification.

1.10.7.5. Assigned dollar value (cost-loading) of each activity shall cumulatively equal total contract amount. Mobilization, bond and insurance costs shall be separate. General requirement costs, overhead, profit, shall be prorated throughout all activities. Activity costs shall correlate with Schedule of Values.

1.10.7.6. Each activity shall have manpower-loading assigned.

1.10.7.7. Major construction equipment shall be assigned to each activity.

1.10.7.8. Activities labeled start, continue or completion are not allowed.

1.10.8. **Equipment and Materials.** For major equipment and materials show a sequence of activities including:

1.10.8.1. Preparation of shop drawings and sample submissions.

1.10.8.2. Review of shop drawings and samples.

1.10.8.3. Finish and color selection.

1.10.8.4. Fabrication and delivery.

1.10.8.5. Erection or installation.

1.10.8.6. Testing.

1.10.9. Include a minimum of fifteen (15) days prior to Completion Date for punch lists and clean up. No other activities shall be scheduled during this period.

1.11. SHORT INTERVAL SCHEDULE

1.11.1. The Four-Week Rolling Schedule shall be based on the most recent District Accepted Construction Schedule or Update. It shall include weekly updates to all construction, submittal, fabrication/procurement, and separate Work Contract activities. Contractor shall ensure that it accurately reflects the current progress of the Work.

1.11.2. Shall be fully developed horizontal bar-chart-type schedule directly derived from Construction Schedule.

1.11.3. Prepare schedule on sheet of sufficient width to clearly show data.

1.11.4. Provide continuous heavy vertical line identifying first day of week.

1.11.5. Provide continuous subordinate vertical line identifying each day of week.

1.11.6. Identify activities by same activity number and description as Construction Schedule.

1.11.7. Show each activity in proper sequence.

1.11.8. Indicate graphically sequences necessary for related activities.

1.11.9. Indicate activities completed or in progress for previous two (2) week period.

1.11.10. Indicate activities scheduled for succeeding three (3) week period.

1.11.11. Further detail should be added if necessary to monitor schedule or if requested by District.

1.12. REQUESTED TIME ADJUSTMENT SCHEDULE

1.12.1. Updated Construction Schedule shall not show a Completion Date later than the Contract Time, subject to any time extensions processed as part of a Change Order.

1.12.2. If an extension of time is requested, a separate schedule entitled "Requested Time Adjustment Schedule" shall be submitted to District and Architect.

1.12.3. Indicate requested adjustments in Contract Time which are due to changes or delays in completion of Work.

1.12.4. Extension request shall include forecast of Project Completion date and actual achievement of any dates listed in Contract Documents.

1.12.5. To the extent that any requests are pending at time of any Construction Schedule update, Time Adjustment Schedule shall also be updated.

1.12.6. Schedule shall be a time-scaled network analysis.

1.12.7. Accompany schedule with formal written time extension request and detailed impact analysis justifying extension.

1.12.8. Time impact analysis shall demonstrate time impact based upon date of delay, and status of construction at that time and event time computation of all affected activities. Event times shall be those as shown in latest Construction Schedule.

1.12.9. Activity delays shall not automatically constitute an extension of Contract Time.

1.12.10. Failure of Subcontractors shall not be justification for an extension of time.

1.12.11. Float is not for the exclusive use or benefit of any single party. Float time shall be apportioned according to needs of Project, as determined by the District.

1.12.12. Float suppression techniques such as preferential sequencing, special lead/lag logic restraints, extended activity durations, or imposed dates shall be apportioned according to benefit of Project.

1.12.13. Extensions will be granted only to extent that time adjustments to activities exceed total positive float of the critical path and extends Completion date.

1.12.14. District shall not have an obligation to consider any time extension request unless requirements of Contract Documents, and specifically, but not limited to these requirements, are complied with.

1.12.15. District shall not be responsible or liable for any construction acceleration due to failure of District to grant time extensions under Contract Documents should requested adjustments in Contract Time not substantially comply with submission and justification requirements of Contract for time extension requests.

1.12.16. In the event a Requested Time Adjustment Schedule and Time Impact Analysis are not submitted within ten (10) days after commencement of a delay it is mutually agreed that delay does not require a Contract Time extension.

1.13. RECOVERY SCHEDULE

1.13.1. When activities are behind Construction Schedule a supplementary Recovery Schedule shall be submitted.

1.13.2. Contractor shall prepare and submit to the District a Recovery Schedule whenever activities are behind Construction Schedule or at any time requested by the District, at no cost to the District.

1.13.3. Form and detail shall be sufficient to explain and display how activities will be rescheduled to regain compliance with Construction Schedule and to complete the Work by the Completion Date.

1.13.4. Maximum duration shall be one (1) month and shall coincide with payment period.

1.13.5. Ten (10) days prior to expiration of Recovery Schedule, Contractor shall have to show verification to determine if activities have regained compliance with Construction Schedule. Based upon this verification the following will occur:

1.13.5.1. Supplemental Recovery Schedule will be submitted to address subsequent payment period.

1.13.5.2. Construction Schedule will be resumed.

1.14. UPDATING SCHEDULES

1.14.1. Review and update schedules at least ten (10) days prior to submitting an Application for Payment.

1.14.2. Maintain schedules to record actual prosecution and progress.

1.14.3. Approved Change Orders which affect schedules shall be identified as separate new activities.

1.14.4. Change Orders of less than $5,000.00 value or less than three (3) days duration need not be shown unless critical path is affected.

1.14.5. No other revisions shall be made to schedules unless authorized by District.

1.14.6. **Schedule Narrative Report**: Contractor shall include a written report to explain the Monthly Schedule Update. The narrative shall, at a minimum, include the following headings with appropriate discussions of each topic:

1.14.6.1. Activities or portions of activities completed during previous reporting period.

1.14.6.2. Actual start dates for activities currently in progress.

1.14.6.3. Deviations from critical path in days ahead or behind.

1.14.6.4. List of major construction equipment used during reporting period and any equipment idle.

1.14.6.5. Number of personnel by trade engaged on Work during reporting period.

1.14.6.6. Progress analysis describing problem areas.

1.14.6.7. Current and anticipated delay factors and their impact.

1.14.6.8. Proposed corrective actions and logic revisions for Recovery Schedule.

1.14.6.9. Proposed modifications, additions, deletions and changes in logic of Construction Schedule.

1.14.6.10. In updating the Schedule, Contractor shall not modify Activity ID numbers, schedule calculation rules/criteria, or the Activity Coding Structure required.

1.14.7. Schedule update will form basis upon which progress payments will be made.

1.14.8. District will not be obligated to review or process Application for Payment until the Construction Schedule and Schedule Narrative Report have been submitted.

1.15. DISTRIBUTION

1.15.1. Following joint review and acceptance of updated schedules distribute copies to District, Architect, and all other concerned parties.

1.15.2. Instruct recipients to promptly report in writing any problem anticipated by projections shown in schedules.

2. PRODUCTS

2.1. SCHEDULING SOFTWARE

Contractor shall utilize District-approved software and shall employ the Critical Path Method (CPM) in the development and maintenance of the Construction Schedule The scheduling software shall be capable of being resource loaded with manpower, costs and materials. It shall also be capable of generating time-scaled logic diagrams, resource histograms and profiles, bar charts, layouts and reports with any and/or all activity detail.

2.2. ELECTRONIC DATA

Provide compact disk(s) that contain a back-up of the Proposed Baseline Schedule data on it and in a format approved by the District.

END OF DOCUMENT

DOCUMENT 01 33 00

SUBMITTALS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISION

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions;

1.1.3. Instructions to Bidders;

1.1.4. Summary of Work;

1.1.5. Contract Forms and Submittals;

1.1.6. Product Options and Substitutions;

1.1.7. Requests for Information;

1.1.8. Contract Closeout and Final Cleaning;

1.1.9. Operation and Maintenance Data;

1.1.10. Warranties;

1.1.11. Record Documents;

1.1.12. Demonstration and Training;

1.2. DOCUMENT INCLUDES

1.2.1. Submittal procedures – Use of Primavera.

1.2.2. Shop drawings.

1.2.3. PCM (or other pre-approved program) Electronic Submittal Process

1.2.4. Product data.

1.2.5. Samples.

1.2.6. Manufacturers' Instructions.

1.2.7. Manufacturers' Certificates.

1.2.8. Mock-Up.

1.2.9. Deferred approval requirements.

1.3. SUBMITTAL PROCEDURES – USE OF PRIMAVERA OR ANOTHER PRE-APPROVED PROGRAM

Contractor shall utilize District-approved software for the submittal process.

1.3.1. Contractor shall transmit each submittal in conformance with requirements of this Document. For each submittal, Contractor shall:

1.3.1.1. Sequentially number the transmittal forms. Resubmitted submittals must have the original number with an alphabetic suffix;

1.3.1.2. Identify Project and Architect's project number, Contractor, Subcontractor or supplier; pertinent Drawing sheet and detail number(s), and specification Section number, as appropriate;

1.3.1.3. Apply Contractor's stamp, signed or initialed certifying that review, 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. Submittals without Contractor's stamp and signature will be returned without review.

1.3.2. Coordinate preparation and processing of submittals with performance of Work. Transmit each submittal sufficiently in advance of performance of Work to avoid delay.

1.3.2.1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

1.3.2.2. Coordinate transmittal of different types of submittals for related parts of Work so processing will not be delayed because of the need to review submittals concurrently for coordination.

1.3.2.3. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

1.3.3. Comply with Contract Documents for list of submittals and time requirements for scheduled performance of Work.

1.3.4. No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit processing.

1.3.5. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.

1.3.6. Provide space for Contractor and Architect review stamps.

1.3.7. Revise and resubmit submittals as required, identify all changes made since previous submittal.

1.3.8. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

1.3.9. Submittals not requested will not be recognized or processed. Submittals not requested

will be returned without review.

1.4. SHOP DRAWINGS

1.4.1. Prepare Project-specific information, drawn accurately to scale. Do not reproduce Contract Documents or copy standard information as the basis of shop drawings. Standard information prepared without specific reference to the Project is not a shop drawing.

1.4.2. Do not use or allow others to use Shop Drawings which have been submitted and have been rejected.

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

1.4.3.1. Dimensions.

1.4.3.2. Identification of products.

1.4.3.3. Fabrication and installation drawings.

1.4.3.4. Roughing-in and setting diagrams.

1.4.3.5. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.

1.4.3.6. Shop work manufacturing instructions.

1.4.3.7. Templates and patterns.

1.4.3.8. Schedules.

1.4.3.9. Design calculations.

1.4.3.10. Compliance with specified standards.

1.4.3.11. Notation of coordination requirements.

1.4.3.12. Notation of dimensions established by field measurements.

1.4.3.13. Relationship to adjoining construction clearly indicated.

1.4.3.14. Seal and signature of professional engineer if specified.

1.4.3.15. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.

1.4.3.16. All deviations from the Contract Documents, clearly indicated.

1.4.3.17. Copy of letter indicating acceptance of deviations indicated on the submittal.

1.4.4. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop

Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 40 inches (750 by 1000 mm).

1.4.5. Do not use Shop Drawings without an appropriate final stamp from the Contractor and District indicating action taken in connection with construction.

1.4.6. Deviations from Contract Documents require specific written acceptance by the District of the noted deviation and clear indication on the submittal.

1.5. ELECTRONIC SUBMITTAL PROCESS

1.5.1. Submittal Procedure for Large Format Shop Drawings.

1.5.1.1. Contractor shall provide six (6) paper copies of the large format Shop Drawings directly to the District and the Construction Manager (CM) and Contractor will upload/post an electronic transmittal (with a detailed description of the submittal including the subject, specification number and number of drawings) on PCM (or other pre-approved program).

1.5.1.2. Contractor shall verify that the Schedule of Submittals and all submittal log(s) on PCM (or other pre-approved program) are accurate and up to date.

1.5.1.3. The District and Architect will review and markup each Submittal and provide changes to Contractor for Contractor's incorporation into the Submittal.

1.5.1.4. This process will continue until the Contractor has provided a Submittal that is acceptable to the District and the Architect.

1.5.1.5. Once a Submittal is accepted, the District will provide a final accepted Submittal to the Contractor and the Contractor will closeout that one Submittal.

1.5.1.6. Contractor shall send one (1) copy of the completed record submittal of the large format documents to a vendor (Ford Graphics is suggested) for scanning and posting on PCM (or other pre-approved program).

1.5.2. Product Data, Calculations and Small Format Drawings

1.5.2.1. Contractor shall upload/post one (1) electronic copy (from manufacturer's website or pre-scanned) of the product literature, data, calculations, and/or small format shop drawings to PCM (or other pre-approved program) with a Transmittal (with a detailed description of the submittal) directly to the CM.

1.5.2.2. The District and Architect will review and markup each Submittal and provide changes to Contractor for Contractor's incorporation into the Submittal.

1.5.2.3. This process will continue until the Contractor has provided a Submittal that is acceptable to the District and the Architect.

1.5.2.4. Once a Submittal is accepted, the District will provide a final accepted Submittal to the Contractor and the Contractor will closeout that one Submittal.

1.5.2.5. Contractor shall send one (1) copy of the completed record submittal of the large format documents to a vendor (Ford Graphics is suggested) for scanning and posting on PCM (or other pre-approved program).

1.5.3. Sample Submittal Procedure – (Product / Assembly Samples)

1.5.3.1. Contractor shall provide four (4) physical samples directly to the District and the CM and Contractor will upload/post an electronic transmittal (with a detailed description of the submittal including the subject, specification number and number of drawings) on PCM (or other pre-approved program).

1.5.3.2. The District and Architect will review and markup each Submittal and provide changes to Contractor for Contractor's incorporation into the Submittal.

1.5.3.3. This process will continue until the Contractor has provided a Submittal that is acceptable to the District and the Architect.

1.5.3.4. Once a Submittal is accepted, the District will provide a final accepted Submittal to the Contractor and the Contractor will closeout that one Submittal.

1.5.3.5. Contractor shall send one (1) copy of the completed record submittal of the large format documents to a vendor (Ford Graphics is suggested) for scanning and posting on PCM (or other pre-approved program).

1.6. PRODUCT DATA

1.6.1. In addition to the above requirements, mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.

1.6.2. After review, distribute in accordance with the above provisions and provide copies for Record Documents described in the Contract Documents.

1.7. SAMPLES

1.7.1. In addition to the above requirements, submit samples to illustrate functional and aesthetic characteristics of the Product in accordance with this Document, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.

1.7.2. Where specific colors or patterns are not indicated, provide materials and products specified in the full range of color, texture and pattern for selection by District. Range shall include standard stocked color/texture/pattern, standard color/texture/pattern not stocked, but available from manufacturer, and special color/ texture/pattern available from manufacturer as advertised in product data and brochures. Unless otherwise indicated in individual specification sections, District may select from any range at no additional cost to District.

1.7.3. Include identification on each sample, with full Project information.

1.7.4. Submit the number of samples that Contractor requires, plus one that will be retained

by Architect and one by District.

1.7.5. Reviewed samples which may be used in the Work are indicated in individual specification Sections.

1.8. MANUFACTURERS' INSTRUCTIONS

1.8.1. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.

1.8.2. Identify conflicts between manufacturers' instructions and Contract Documents.

1.9. MANUFACTURERS' CERTIFICATES

1.9.1. When specified in individual specification Sections, submit manufacturers' certificates to Architect for review, in quantities specified for Product Data.

1.9.2. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference date, affidavits, and certifications as appropriate.

1.9.3. Certificates may be recent or previous test results on material or Product, but must be acceptable to District.

1.10. MOCK-UP

1.10.1. Where indicated, provide mock-ups as required. Mock-ups shall be prepared per the specifications and shall accurately and reasonably represent the quality of construction the Contractor will provide. If the mock-up or portions thereof do not adequately represent the quality of the work specified, the Contractor shall modify the mock-up as needed.

1.10.2. Once completed to the District's satisfaction, the mock-up shall serve as the standard of quality for the work.

1.10.3. All mock-ups, at District's option, shall remain the property of the District. If not required by the District, Contractor shall remove and dispose of the mock-up.

1.10.4. Where indicated, on-site mock-ups, if accepted, may be integrated into the Work.

1.11. ARCHITECT'S REVIEW OF SUBMITTALS

1.11.1. Submittals will be reviewed and stamped by the Architect "No exceptions taken," "Submit specified item" or "Make corrections noted" to indicate full or conditioned approval or "Revise and resubmit" or "Rejected" to indicate disapproval. Terms are defined as follows:

1.11.1.1. No Exceptions Taken: Accepted subject to its compatibility with future submittals and additional partial submittals for portions of the work not covered in this submittal. Does not constitute approval or deletion of specified or required items not shown in the partial submittal.

1.11.1.2. Submit specified item: Submit to the Architect the items indicated for review.

1.11.1.3. Correct as noted: Same as 1., except that minor corrections as noted shall be made by the Contractor. No resubmittal required.

1.11.1.4. Revise and resubmit: Rejected because of major inconsistencies or errors which shall be resolved or corrected by the Contractor prior to subsequent review by the Architect.

1.11.1.5. Rejected: Submitted material does not conform to plans and specifications in major respect. For example, wrong size, model, capacity or material. Resubmit.

1.11.1.6. Receipt Acknowledged. Received, recorded and distributed without further action.

1.11.2. Submittals reviewed by the Architect which have been stamped shall be deemed to have the following language affixed and made a part thereof, regardless of the initial or subsequent readability of the actual stamp.

1.11.2.1. Corrections or comments made on submittals during this review do not relieve the contractor from compliance with the requirements of the drawings and specifications. This check is for review of general conformance with the design concept of the project and general compliance with information given in the Contract Documents. The contractor is responsible for confirming and correlating all quantities and dimensions, selection of fabrication processes and techniques of construction, coordinating the work of the trades; and performing the work in a safe and satisfactory manner.

1.11.3. Architect’s review of submittals shall be completed within ten working days of the date of submission. Any requests by Architect for additional time shall not be unreasonably withheld.

1.11.4. Architect's review of submittals has, as a primary objective, to assist in the completion of the project on time and in conformance with the Contract requirements by permitting review of material and fabricated items prior to ordering. Architect's review of submittals is based only on the data presented and extends only to conformance with general design intent and information contained in the Contract Documents.

1.11.5. Architect's approval of submittals does not constitute final acceptance or unqualified approval of items or work proposed or put in place, nor does it constitute acceptance of responsibility for the accuracy, coordination or completeness of submittals. Architect's approval of submittals does not relieve the Contractor from the responsibility for errors, omissions, or compliance with all the requirements of the Contract Documents.

1.11.6. Reimbursement of the Architect's costs for review:

1.11.6.1. Architect will record all time and expenses incurred to review submittals requiring more than two reviews.

1.11.6.2. Contractor shall reimburse the District through deduction from amounts due the Contractor upon receipt of the Architect's billing and that of the Architect's consultants at standard billing rates for all time and expenses incurred in unanticipated reviews.

1.11.7. Architect's review of submittals does not change the Contract in any manner.

1.12. **RESUBMITTAL**

1.12.1. Make all corrections or revisions required by reviewer's comments at Contractor's expense and resubmit as initially specified above. No additional costs will be authorized for corrections or revisions.

1.12.2. Product data and shop drawings:

1.12.2.1. Revise initial drawings or data and resubmit as initially specified.

1.12.2.2. Indicate changes which have been made other than those requested by reviewer.

1.12.3. Submit new samples as initially specified.

1.13. **DISTRIBUTION**

1.13.1. Distribute only submittals with Architect/Engineer (and DSA as applicable) stamps of review. Contractor is responsible for coordination of submittals and comments following review. Contractor to provide all additional reproduction costs for copies required by the Contractor at its expense. No additional costs will be authorized for Contractor costs pertaining to submittals.

1.14. **DEFERRED APPROVAL REQUIREMENTS**

1.14.1. Installation of deferred approval items shall not be started until detailed plans, specifications, and engineering calculations have been accepted and signed by the Architect or Engineer in general responsible charge of design and signed by a California registered Architect or professional engineer who has been delegated responsibility covering the work shown on a particular plan or specification and approved by the agency having authority (e.g., State Fire Marshall, Division of the State Architect, gas company, electrical utility company, water district, etc.). Deferred approval items for this Project are as indicated in the Summary of Work.

1.14.2. Unless otherwise indicated in the Contract Documents or if District provides written approval of a longer time period, Contractor shall submit all deferred approval items for approval within thirty (30) days of the notice to proceed with the Construction Phase.

1.14.3. Deferred approval drawings and specifications become part of the approved documents for the Project when they are submitted to and approved by DSA.

1.14.4. Submit material using electronic submittal process as defined above.

1.14.5. Identify and specify all supports, fasteners, spacing, penetrations, etc., for each of the deferred approval items, including calculations for each and all fasteners.

1.14.6. Submit documents to Architect for review prior to forwarding to DSA.

1.14.7. Documents shall bear the stamp and signature of the Structural, Mechanical, or Electrical Engineer licensed in the State of California who is responsible for the work shown on the documents.

1.14.8. Architect and its subconsultants will review the documents only for conformance with design concept shown on the documents. The Architect will then forward the Submittal to agency having authority for approval.

1.14.9. Contractor shall respond to review comments made by DSA and revise and resubmit submittal to the Architect for re-submittal to DSA.

1.14.10. Contractor is notified that significant lead time is required for deferred approval review by DSA and shall schedule work accordingly. No extension of Contract Time will be allowed for delays incurred by deferred approval review. The Architect is not responsible for DSA delays in deferred approval review.

END OF DOCUMENT

DOCUMENT 01 40 00

QUALITY REQUIREMENTS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Drawings;

1.1.5. Construction Schedule – Network Analysis;

1.1.6. General Definitions and References.

1.2. SUMMARY

1.2.1. This Document includes administrative and procedural requirements for quality assurance and quality control.

1.2.2. Testing and inspecting services by the District are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Documents' requirements.

1.2.2.1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Specifications for those activities. Requirements in those Specifications may also cover production of standard products.

1.2.2.2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Documents' requirements.

1.2.2.3. Requirements for Contractor to provide quality-assurance and -control services required by District, District's consultants, or authorities having jurisdiction are not limited by provisions of this Document.

1.3. DEFINITIONS

1.3.1. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.

1.3.2. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by District or its consultants.

1.3.3. Mock-ups: Full-size, physical assemblies that are constructed on-site. Mock-ups are used to verify selections made under sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. Approved mock-ups establish the standard by which the Work will be judged.

1.3.4. Laboratory Mock-ups: Full-size, physical assemblies that are constructed at testing facility to verify performance characteristics.

1.3.5. Preconstruction Testing: Tests and inspections that are performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.

1.3.6. Product Testing: Tests and inspections that are performed by an NRTL (National Recognized Testing Laboratory), an NVLAP (National Voluntary Laboratory Accreditation Program), or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.

1.3.7. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.

1.3.8. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

1.4. CONFLICTING REQUIREMENTS

1.4.1. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different but apparently equal, to District for a decision before proceeding.

1.4.2. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to District for a decision before proceeding.

1.5. SUBMITTALS

1.5.1. Qualification Data: For testing agencies specified in "Quality Assurance" below to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

1.5.2. Schedule of Tests and Inspections: Prepare in tabular form and include the following:

1.5.2.1. Specification number and title.

1.5.2.2. Description of test and inspection.

1.5.2.3. Identification of applicable standards, codes or regulations.

1.5.2.4. Identification of test and inspection methods.

1.5.2.5. Number of tests and inspections required.

1.5.2.6. Time schedule or time span for tests and inspections.

1.5.2.7. Entity responsible for performing tests and inspections.

1.5.2.8. Requirements for obtaining samples.

1.5.2.9. Unique characteristics of each quality-control service.

1.5.3. Reports: Prepare and submit certified written reports that include the following:

1.5.3.1. Date of issue.

1.5.3.2. Project title and number.

1.5.3.3. Name, address, and telephone number of testing agency.

1.5.3.4. Dates and locations of samples and tests or inspections.

1.5.3.5. Names of individuals making tests and inspections.

1.5.3.6. Description of the Work and test and inspection method.

1.5.3.7. Identification of product and Specification.

1.5.3.8. Complete test or inspection data.

1.5.3.9. Test and inspection results and an interpretation of test results.

1.5.3.10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.

1.5.3.11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Documents' requirements.

1.5.3.12. Name and signature of laboratory inspector.

1.5.3.13. Recommendations on retesting and reinspecting.

1.5.3.14. Descriptions of deficiencies noted, and corrective action undertaken to resolve such deficiencies.

1.5.3.14.1. Deficiencies observed shall immediately be brought to the attention of the Contractor's field superintendent, and trade foreman. In the event deficiencies are not corrected, or if an interpretation of the Contract Documents is required, the Testing Agency shall immediately notify the District and applicable consultant, Architect, or Engineer.

1.5.3.14.2. The Testing Agency shall maintain a deficiency list of all items not corrected and shall reinspect the area after the deficiency has been corrected. The list shall include a description of the deficiency, the date and time the deficiency was observed,

who was notified, the date of reinspection and description of any corrective action taken. Distribute the deficiency list at least once per month.

1.5.3.15.15. At the end of the Project, the Testing Agency shall submit a final signed report stating whether the work tested and inspected conforms to the Contract Documents' requirements.

1.5.4. Permits, Licenses, and Certificates: For District's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

1.6. QUALITY ASSURANCE

1.6.1. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specifications specify additional requirements.

1.6.2. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance. Where required by the individual Specifications, Installer employing workers trained and approved by manufacturer, Installer being acceptable to manufacturer, and/or Installer being an authorized representative of manufacturer for both installation and maintenance.

1.6.3. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

1.6.4. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

1.6.5. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in the State of California, and who is experienced in providing engineering services of the kind indicated.

1.6.6. Engineering services are defined as those performed for installations of the system, assembly, or products that are similar to those indicated for this Project in material, design, and extent.

1.6.7. Specialists: Certain Specifications may require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.

1.6.7.1. Requirement for specialists shall not supersede building codes or regulations governing the Work.

1.6.8. Testing Agency Qualifications: An NRTL, an NVLAP, Division of the State of Architect's Accepted Laboratory, or an independent agency with the experience and capability to conduct testing and inspecting indicated; and with additional qualifications stated in

individual Specifications; and where required by and acceptable to authorities having jurisdiction.

1.6.8.1. NRTL: A Nationally Recognized Testing Laboratory according to 29 CFR 1910.7.

1.6.8.2. NVLAP: A testing agency accredited according to NIST's (National Institute of Standards and Technology) National Voluntary Laboratory Accreditation Program.

1.6.8.3. Tests shall be made by an accredited testing agency with a minimum of 5 years of experience in the specific type of testing to be performed. Except as otherwise provided, sampling and testing of all materials and the laboratory methods and testing equipment shall be in accordance with the applicable standards and methods of the California Building Standards code.

1.6.8.4. For each type of inspection and testing service to be performed, the Testing Agency shall submit certification, signed and sealed by the Agency's professional engineer, of compliance with all applicable requirements of the following:

1.6.8.4.1. ASTM E329, "Specification for Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction."

1.6.8.4.2. "Recommended Requirements for Independent Laboratory Qualifications" published by the American Council of Independent Laboratories.

1.6.8.5. Furnish written certification to the District that all equipment to be used has been calibrated in accordance with applicable ASTM standards within the last year and is in proper working order.

1.6.8.6. Testing Agency Personnel Qualifications: Testing and inspection services shall be performed only by trained and experienced technicians currently qualified for the work they are to perform. Documentation of such training and experience shall be submitted to the District and/or its consultants upon request.

1.6.8.7. Each independent inspection and testing agency engaged on the Project shall be authorized by authorities having jurisdiction to operate in the state where the Project is located.

1.6.8.8. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

1.6.9. Preconstruction Testing: Where a testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:

1.6.9.1. Contractor responsibilities include the following:

1.6.9.1.1. Verify by its Quality Assurance/Quality Control procedures that an element is ready for testing prior to requesting a test.

1.6.9.1.2. Provide test specimens representative of proposed products and construction.

1.6.9.1.3. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.

1.6.9.1.4. Provide sizes and configurations of test assemblies, mock-ups, and laboratory mock-ups to adequately demonstrate capability of products to comply with performance requirements.

1.6.9.1.5. Build site-assembled test assemblies and mock-ups using installers who will perform same tasks for Project.

1.6.9.1.6. Build laboratory mock-ups at testing facility using personnel, products, and methods of construction indicated for the completed Work.

1.6.9.1.7. When testing is complete, remove test specimens, assemblies, mock-ups, and laboratory mock-ups; do not reuse products on Project.

1.6.9.2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to District with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from the Contract Documents' requirements.

1.6.10. Mock-ups: Before installing portions of the Work requiring mock-ups, build mock-ups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:

1.6.10.1. Build mock-ups in location and of size indicated or, if not indicated, as directed by District or its consultant.

1.6.10.2. Notify District and its consultants seven (7) days in advance of dates and times when mock-ups will be constructed.

1.6.10.3. Demonstrate the proposed range of aesthetic effects and workmanship.

1.6.10.4. Obtain District and its consultant's approval of mock-ups before starting work, fabrication, or construction.

1.6.10.4.1. Allow seven (7) days for initial review and each re-review of each mock-up.

1.6.10.5. Incorporate seismic design of nonstructural components as listed in Division 01 Document "Seismic Design Requirements for Non-Structural Components" into mock-ups.

1.6.10.6. Maintain mock-ups during construction in an undisturbed condition as a standard for judging the completed Work.

1.6.10.7. Demolish and remove mock-ups when directed, unless otherwise indicated.

1.6.11. Laboratory Mock-Ups: Comply with requirements of preconstruction testing and those specified in individual Specifications in Divisions 02 through 49.

1.7. QUALITY CONTROL

1.7.1. District Responsibilities: Where quality-control services are indicated as District's responsibility, District will engage a qualified testing agency to perform these services.

1.7.1.1. District will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting the testing agencies are engaged to perform.

1.7.1.2. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Price will be adjusted by Change Order per the Contract Documents.

1.7.2. Tests and inspections not explicitly assigned to District are Contractor's responsibility. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.

1.7.2.1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform the quality-control services.

1.7.2.1.1. Contractor shall not employ same entity engaged by District, unless agreed to in writing by District.

1.7.2.2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.

1.7.2.3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.

1.7.2.4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.

1.7.2.5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

1.7.3. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Document "Submittal Procedures."

1.7.4. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents' requirements.

1.7.5. Testing Agency Responsibilities: Cooperate with District, District's consultants, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.

1.7.5.1. Notify District, District's consultants, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.

1.7.5.2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.

1.7.5.3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.

1.7.5.4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.

1.7.5.5. Do not release, revoke, alter, or increase the Contract Documents' requirements or approve or accept any portion of the Work.

1.7.5.6. Do not perform any duties of Contractor.

1.7.6. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify testing agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:

1.7.6.1. Access to the Work.

1.7.6.2. Incidental labor and facilities necessary to facilitate tests and inspections.

1.7.6.3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.

1.7.6.4. Facilities for storage and field curing of test samples.

1.7.6.5. Delivery of samples to testing agencies.

1.7.6.6. Preliminary design mix proposed for use for material mixes that require control by testing agency.

1.7.6.7. Security and protection for samples and for testing and inspecting equipment at Project Site.

1.7.6.8. Furnish tools, samples of materials, design mixes, equipment and assistance as requested.

1.7.6.9. Provide and maintain, for the sole use of the Testing Agency, adequate facilities for the safe storage and proper curing of concrete test cylinders on the project site for the first 24 hours after casting as required by ASTM C31, Method of Making and Curing Concrete Test Specimens in the Field.

1.7.6.10. Build and store masonry test prisms in a manner acceptable to the Testing Agency. Prisms to be tested shall remain at the job site until moved by Testing Agency personnel.

1.7.6.11. Notify Testing Agency at least 10 working days in advance of any qualification testing for welding required herein.

1.7.6.12. Notify Testing Agency at least 24 hours prior to expected time for operations requiring testing or inspection services.

1.7.6.13. Make arrangements with the Testing Agency and pay for additional samples and tests made for the Contractor's convenience or for retesting of failed samples.

1.7.6.14. For deficiencies requiring corrective action, submit in writing a description of the deficiency and a proposed correction to the District. After review and approval, the proposed corrective action shall be implemented and inspected by the Testing Agency. It is Contractor's responsibility to ascertain that the deficiency is corrected and inspected prior to the work being covered.

1.7.6.15. Retention of an independent Testing Agency by the District shall in no way relieve Contractor of responsibility for performing all work in accordance with the Contract Documents' requirements.

1.7.7. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

1.7.7.1. Schedule times for tests, inspections, obtaining samples, and similar activities.

2. PRODUCTS

2.1. GENERAL

2.1.1. Do not use any materials or equipment represented by samples until tests, if required, have been made and the materials or equipment found to be acceptable. Any product which becomes unfit for use after acceptance shall not be incorporated into the Work.

3. EXECUTION

3.1. TEST AND INSPECTION LOG

3.1.1. Prepare a record of tests and inspections. Include the following:

3.1.1.1. Date test or inspection was conducted.

3.1.1.2. Description of the Work tested and inspected.

3.1.1.3. Date test or inspection results were transmitted to District.

3.1.1.4. Identification of testing agency or special inspector conducting test or inspection.

3.1.2. Maintain log at Project Site. Post changes and modifications as they occur. Provide access to test and inspection log for District's reference during normal working hours.

3.2. REPAIR AND PROTECTION

3.2.1. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.

3.2.1.1. Provide materials and comply with installation requirements specified in other Specifications. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.

3.2.1.2. Comply with Document "Cutting and Patching" and all related Contract Documents' requirements.

3.2.2. Protect construction exposed by or for quality-control service activities.

3.2.3. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF DOCUMENT

DOCUMENT 01 42 13

ABBREVIATIONS AND ACRONYMS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions including without limitation, Contract Terms and Definitions; and

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any).

1.2. ABBREVIATIONS AND ACRONYMS FOR STANDARDS AND REGULATIONS

1.2.1. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations as indicated in Thomson Gale™ (www.gale.com), Gale Research's "Encyclopedia of Associations" or "Encyclopedia of Associations: National Organizations of the U.S," or in Columbia Books' "National Trade & Professional Associations of the U.S."

1.2.2. Some of the applicable abbreviations and acronyms referenced in the Specifications or other Contract Documents have the following meanings, subject to updates or revisions based on the above-referenced publications:

- AA: Aluminum Association
- AAMA: Architectural Aluminum Manufacturers Association
- AASHTO: American Association of State Highway and Transportation Officials
- ABPA: Acoustical and Board Products Association
- ACI: American Concrete Institute
- AGA: American Gas Association
- AGC: Associated General Contractors
- AHC: Architectural Hardware Consultant
- AI: Asphalt Institute
- AIA: American Institute of Architects
- AIEE: American Institute of Electrical Engineers
- AISC: American Institute of Steel Construction
- AISI: American Iron and Steel Institute
- AMCA: Air Moving and Conditioning Association
- ANSI: American National Standards Institute
- APA: American Plywood Association
- ARI: Air Conditioning and Refrigeration Institute
- ASHRAE: American Society of Heating, Refrigeration and Air Conditioning Engineers
- ASME: American Society of Mechanical Engineers
- ASSE: American Society of Structural Engineers
- ASTM: American Society of Testing and Materials
- AWPB: American Wood Preservers Bureau

- AWPI: American Wood preservers Institute
- AWS: American Welding Society
- AWSC: American Welding Society Code
- AWI: Architectural Woodwork Institute
- AWWA: American Water Works Association
- BIA: Brick Institute of America
- CCR: California Code of Regulations
- CLFMI: Chain Link Fence Manufacturers Institute
- CMG: California Masonry Guild
- CRA: California Redwood Association
- CRSI: Concrete Reinforcing Steel Institute
- CS: Commercial Standards
- CSI: Construction Specifications Institute
- CTI: Cooling Tower Institute
- FGMA: Flat Glass Manufacturer's Association
- FIA: Factory Insurance Association
- FM: Factory Mutual
- FS: Federal Specification
- FTI: Facing Title Institute
- GA: Gypsum Association
- ICC: International Code Council
- IEEE: Institute of Electrical and Electronic Engineers
- IES: Illumination Engineering Society
- LIA: Lead Industries Association
- MIA: Marble Institute of America
- MLMA: Metal Lath Manufacturers Association
- MS: Military Specifications
- NAAMM: National Association of Architectural Metal Manufacturers
- NBHA: National Builders Hardware Association
- NBFU: National Board of Fire Underwriters
- NBS: National Bureau of Standards
- NCMA: National Concrete Masonry Association
- NEC: National Electrical Code
- NEMA: National Electrical Manufacturers Association
- NFPA: National Fire Protection Association/National Forest Products Association
- NMWIA: National Mineral Wool Insulation Association
- NTMA: National Terrazzo and Mosaic Association
- NWMA: National Woodwork Manufacturer's Association
- ORS: Office of Regulatory Services (California)
- OSHA: Occupational Safety and Health Act
- PCI: Precast Concrete Institute
- PCA: Portland Cement Association
- PDCA: Painting and Decorating Contractors of America
- PDI: Plumbing Drainage Institute
- PEI: Porcelain Enamel Institute
- PG&E: Pacific Gas & Electric Company
- PS: Product Standards
- SDI: Steel Door Institute; Steel Deck Institute
- SJI: Steel Joist Institute
- SSPC: Steel Structures Painting Council
- TCA: Tile Council of America

- TPI: Truss Plate Institute
- UBC: Uniform Building Code
- UL: Underwriters Laboratories Code
- UMC: Uniform Mechanical Code
- USDA: United States Department of Agriculture
- VI: Vermiculite Institute
- WCLA: West Coast Lumberman's Association
- WCLB: West Coast Lumber Bureau
- WEUSER: Western Electric Utilities Service Engineering Requirements
- WIC: Woodwork Institute of California
- WPOA: Western Plumbing Officials Association

1.2.3. Additional Abbreviations and Symbols: Refer to the above-referenced publications or to Drawings for additional abbreviations and for symbols.

END OF DOCUMENT

DOCUMENT 01 42 16

GENERAL DEFINITIONS AND REFERENCES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISION

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions including without limitation, Contract Terms and Definitions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any); and

1.1.4. Special Conditions.

1.2. DEFINITIONS

General: Basic Contract definitions are included in the General Conditions of the Contract for Construction. The following are in addition to those definitions.

1.2.1. "Alternate": A cost or credit for certain Work that may be added to or deducted from the Project.

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

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

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

1.2.5. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.

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

1.3. QUALITY ASSURANCE

1.3.1. For products or workmanship specified by association, trade, or Federal Standards, Contractor shall comply with requirements of the standard, except when more stringent requirements are specified in the Contract Documents, or are required by applicable codes.

1.3.2. Contractor shall conform to current reference standard publication in effect on the date of bid opening.

1.3.3. Unless directed otherwise by the Contract Documents, Contractor shall obtain copies of referenced standards.

1.3.4. Unless directed otherwise by the Contract Documents, Contractor shall maintain a copy of referenced standards at jobsite until Completion.

1.3.5. If specified standards conflict with Contract Documents, Contractor shall request clarification from the District or the Architect before proceeding.

1.3.6. Governing Codes shall be as shown in the Contract Documents including, without limitation, the Specifications.

1.4. STANDARDS

1.4.1. Standard Specifications: References to codes, specifications and standards referred to in the Contract Documents shall mean, and are intended to be, the latest edition, amendment or revision of such reference standard in effect as of the date of these Contract Documents. If those standard specifications are revised prior to Completion of any part of the Work to which such revision would pertain, Contractor may, if acceptable to and approved by the District, perform such Work in accordance with the revised standard specifications.

1.4.2. Conflicting Requirements: Where compliance with two or more standards is specified, and the standards may establish different or conflicting requirements for minimum quantities or quality levels, refer requirements that are different, but apparently equal, and uncertainties to the District for a decision before proceeding.

1.4.3. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of the requirements. Refer uncertainties to District for a decision before proceeding.

1.4.4. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to that entity's construction activity. Copies of applicable standards are not bound with the Contract Documents.

1.4.5. Copies from the Publication Source: Where copies of standards are needed for performance of a required construction activity, Contractor shall obtain copies directly from the publication source.

1.5. SCHEDULE OF REFERENCES

The following information is intended only for the general assistance of Contractor. District does not represent the accuracy of the information. Contractor shall independently verify the information for each entity listed below:

AA	Aluminum Association 900 19th Street NW, Suite 300 Washington, DC 20006 www.aluminum.org	202/862-5100
AABC	Associated Air Balance Council 1518 K Street, NW, Suite 503	202/737-0202

	Washington, DC 20005 www.aabchq.com	
AAMA	American Architectural Manufacturers Association 1827 Walden Office Sq., Suite 104 Schaumburg, IL 60173-4268 www.aamanet.org	847/303-5664
AASHTO	American Association of State Highway and Transportation Officials 444 North Capitol Street, Suite 249 Washington, DC 20001 www.aashto.org	202/624-5800
AATCC	American Association of Textile Chemists and Colorists P.O. Box 12215 One Davis Drive Research Triangle Park, NC 27709-2215 www.aatcc.org	919/549-8141
ACI	American Concrete Institute P.O. Box 9094 Farmington Hills, MI 48333-9094 www.aci-int.org	248/848-3700
ACPA	American Concrete Pipe Association 222 West Las Colinas Blvd., Suite 641 Irving, TX 75039-5423 www.concrete-pipe.org	972/506-7216
ADC	Air Diffusion Council 11 South LaSalle St., Suite 1400 Chicago, IL 60603 http://www.flexibleduct.org/index.asp	312/201-0101
AFPA	American Forest and Paper Association 1111 19th St., NW, Suite 800 Washington, DC 20036 http://www.afandpa.org/	202/463-2700
AGA	American Gas Association 1515 Wilson Blvd. Arlington VA 22209 www.aga.com	703/841-8400
AHA	American Hardboard Association 1210 W. Northwest Hwy Palatine, IL 60067-1897 http://domensino.com/AHA/default.htm	847/934-8800
AI	Asphalt Institute Research Park Drive P.O. Box 14052 Lexington, KY 40512-4052	606/288-4960

	www.asphaltinstitute.org	
AIA	The American Institute of Architects 1735 New York Avenue, NW Washington, DC 20006-5292 www.aia.org	202/626-7300
AISC	American Institute of Steel Construction One East Wacker Drive, Suite 3100 Chicago, IL 60601-2001 http://www.aisc.org/	800/644-2400
AITC	American Institute of Timber Construction 7012 S. Revere Pkwy., Suite 140 Englewood, CO 80112 www.aitc-glulam.org	303/792-9559
ALCA	Associated Landscape Contractors of America 12200 Sunrise Valley Drive, Suite 150 Reston, VA 20191 www.alca.org	703/620-6363
ALI	Associated Laboratories, Inc. P.O. Box 152837 1323 Wall St. Dallas, TX 75315 http://www.assoc-labs.com/	214/565-0593
ALSC	American Lumber Standards Committee P.O. Box 210 Germantown, MD 20875	301/972-1700
AMCA	Air Movement and Control Association International, Inc. 30 W. University Drive Arlington Heights, IL 60004-1893 www.amca.org	847/394-0150
ANLA	American Nursery and Landscape Association 1250 Eye Street, NW, Suite 500 Washington, DC 20005	202/789-2900
ANSI	American National Standards Institute 11 West 42nd Street, 13th Floor New York, NY 10036-8002 www.ansi.org	212/642-4900
APA	APA-The Engineered Wood Association P.O. Box 11700 Tacoma, WA 98411-0700 www.apawood.org	206/565-6600
APA	Architectural Precast Association P.O. Box 08669 Fort Myers, FL 33908-0669	941/454-6989

ARI	Air Conditioning and Refrigeration Institute 4301 Fairfax Drive, Suite 425 Arlington, VA 22203 www.ari/org	703/524-8800
ARMA	Asphalt Roofing Manufacturers Association Center Park 4041 Powder Mill Road, Suite 404 Calverton, MD 20705	301/231-9050
ASA	Acoustical Society of America 500 Sunnyside Blvd. Woodbury, NY 11797	516/576-2360
ASCE	American Society of Civil Engineers- World Headquarters 1801 Alexander Bell Drive Reston, VA 20190-4400 www.asce.org	800/548-2723 703/295-6000
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers 1791 Tullie Circle, NE Atlanta, GA 30329-2305 www.ashrae.org	800/527-4723 404/636-8400
ASLA	American Society of Landscape Architects 4401 Connecticut Ave., NW, 5th Floor Washington, DC 20008-2369 www.asla.org	202/686-2752
ASME	American Society of Mechanical Engineers 345 East 47th Street New York, NY 10017-2392 www.asme.org	800/434-2763
ASPE	American Society of Plumbing Engineers 3617 Thousand Oaks Blvd., Suite 210 Westlake, CA 91362-3649	805/495-7120
ASQC	American Society for Quality Control 611 E. Wisconsin Avenue Milwaukee, WI 53201-3005 www.asqc.org	800/248-1946 414/272-8575
ASSE	American Society of Sanitary Engineering 28901 Clemens Road Westlake, OH 44145 www.asse-plumbing.org	216/835-3040
ASTM	American Society for Testing and Materials 100 Barr Harbor Drive West Conshohocken, PA 19428-2959 www.astm.org	610/832-9500

AWCI	Association of the Wall and Ceiling Industries--International 307 E. Annandale Road, Suite 200 Falls Church, VA 22042-2433 www.awci.org	703/534-8300
AWPA	American Wood-Preservers' Association 3246 Fall Creek Highway, Suite 1900 Granbury, TX 76049-7979	817/326-6300
AWS	American Welding Society 550 NW LeJeune Road Miami, FL 33126 www.amweld.org	800/443-9373 305/443-9353
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, CO 80235 www.awwa.org	800/926-7337 303/794-7711
BHMA	Builders' Hardware Manufacturers Association 355 Lexington Avenue, 17th Floor New York, NY 10017-6603	212/661-4261
CBM	Certified Ballast Manufacturers Association 1422 Euclid Avenue, Suite 402 Cleveland, OH 44115-2094	216/241-0711
CGA	Compressed Gas Association 1725 Jefferson Davis Hwy, Suite 1004 Arlington, VA 22202-4102 www.cganet.com	703/412-0900
CISCA	Ceilings & Interior Systems Construction Association 1500 Lincoln Hwy, Suite 202 St. Charles, IL 60174 www.cisca.org	630/584-1919
CISPI	Cast Iron Soil Pipe Institute 5959 Shallowford Road, Suite 419 Chattanooga, TN 37421	423/892-0137
CPSC	Consumer Product Safety Commission East West Towers 4330 East-West Hwy. Bethesda, MD 20814	800/638-2772
CPPA	Corrugated Polyethylene Pipe Association 432 N. Superior Street Toledo, OH 43604	800/510-2772 419/241-2221
CRA	California Redwood Association 405 Enfrente Drive, Suite 200	415/382-0662

	Novato, CA 94949	
CRI	Carpet and Rug Institute 310 S. Holiday Avenue Dalton, GA 30722-2048 www.carpet-rug.com	800/882-8846 706/278-3176
CRSI	Concrete Reinforcing Steel Institute 933 N. Plum Grove Road Schaumburg, IL 60173-4758 www.crsi.org	847/517-1200
CTI	Ceramic Tile Institute of America 12061 W. Jefferson Blvd. Culver City, CA 90230-6219	310/574-7800
DHI	Door and Hardware Institute 14170 Newbrook Drive Chantilly, VA 20151-2223 www.dhi.org	703/222-2010
DIPRA	Ductile Iron Pipe Research Association 245 Riverchase Pkwy East, Suite O Birmingham, AL 35244	205/988-9870
DOC	Department of Commerce 14th Street and Constitution Avenue, NW Washington, DC 20230	202/482-2000
DOT	Department of Transportation 400 Seventh Street, SW Washington, DC 20590	202/366-4000
EJMA	Expansion Joint Manufacturers Association 25 N. Broadway Tarrytown, NY 10591-3201	914/332-0040
EPA	Environmental Protection Agency 401 M Street, SW Washington, DC 20460	202/260-2090
FCICA	Floor Covering Installation Contractors Association P.O. Box 948 Dalton, GA 30722-0948	706/226-5488
FM	Factory Mutual 1151 Boston-Providence Turnpike P.O. Box 9102 Norwood, MA 02062-9102 www.factorymutual.com	781/255-4300
FS	Federal Specifications Unit (Available from GSA) 470 East L'Enfant Plaza, SW, Suite 8100	202/619-8925

	Washington, DC 20407	
GA	Gypsum Association 810 First Street NE, Suite 510 Washington, DC 20002 www.usg.com	202/289-5440
GANA	Glass Association of North America 3310 SW Harrison Street Topeka, KS 66611-2279 www.glasswebsite.com/gana	913/266-7013
HMA	Hardwood Manufacturers Association 400 Penn Center Blvd., Suite 530 Pittsburgh, PA 15235-5605 www.hardwood.org	412/828-0770
HPVA	Hardwood Plywood and Veneer Association 1825 Michael Farraday Drive P.O. Box 2789 Reston, VA 22195-0789 www.hpva.org	703/435-2900
IEEE	Institute of Electrical and Electronic Engineers 345 E. 47th Street New York, NY 10017-2394 www.ieee.org	800/678-4333 212/705-7900
IESNA	Illuminating Engineering Society of North America 120 Wall Street, 17th Floor New York, NY 10005-4001 www.iesna.org	212/248-5000
ITS	Intertek Testing Services P.O. Box 2040 607/753-6711 3933 US Route 11 Cortland, NY 13045-7902 www.itsglobal.com	800/345-3851
LMA	Laminating Materials Association 116 Lawrence Street Hillsdale, NJ 07642-2730 www.lma.org	201/664-2700
MCAA	Mechanical Contractors Association of America 1385 Piccard Drive Rockville, MD 20850-4329	301/869-5800
ML/SFA	Metal Lath/Steel Framing Association (A Division of the NAAMM) 8 South Michigan Avenue, Suite 1000 Chicago, IL 60603	312/456-5590
MSS	Manufacturers Standardization Society for the Valve and Fittings Industry	703/281-6613

	127 Park Street, NE Vienna, VA 22180-4602	
NAA	National Arborist Association P.O. Box 1094 603/673-3311 Amherst, NH 03031-1094 www.natlarb.com	800/733-2622
NAAMM	National Association of Architectural Metal Manufacturers 8 South Michigan Avenue, Suite 1000 Chicago, IL 60603 www.gss.net/naamm	312/782-5590
NAIMA	North American Insulation Manufacturers Association 44 Canal Center Plaza, Suite 310 Alexandria, VA 22314 www.naima.org	703/684-0084
NAPA	National Asphalt Pavement Association NAPA Building 5100 Forbes Blvd. Lanham, MD 20706-4413	301/731-4748
NCSPA	National Corrugated Steel Pipe Association 1255 23rd Street, NW, Suite 850 Washington, DC 20037 www.ncspa.org	202/452-1700
NEBB	National Environmental Balancing Bureau 8575 Grovemont Circle Gaithersburg, MD 20877-4121	301/977-3698
NECA	National Electrical Contractors Association 3 Bethesda Metro Center, Suite 1100 Bethesda, MD 20814-5372	301/657-3110
NEI	National Elevator Industry 185 Bridge Plaza North, Suite 310 Fort Lee, NJ 07024	201/944-3211
NEMA	National Electrical Manufacturers' Association 1300 N. 17th Street, Suite 1847 Rosslyn, VA 22209 www.nema.org	703/841-3200
NFPA	National Fire Protection Association One Batterymarch Park P.O. Box 9101 Quincy, MA 02269-9101 www.nfpa.org	800/344-3555 617/770-3000
NHLA	National Hardwood Lumber Association P.O. Box 34518	901/377-1818

	Memphis, TN 38184-0518 www.natlhardwood.org	
NIA	National Insulation Association 99 Canal Center Plaza, Suite 222 Alexandria, VA 22314 www.insulation.org	703/683-6422
NPA	National Particleboard Association 18928 Premiere Court Gaithersburg, MD 20879-1569 www.pbmdf.com	301/670-0604
NPCA	National Paint and Coatings Association 1500 Rhode Island Avenue, NW Washington, DC 20005-5597 www.paint.org	202/462-6272
NRCA	National Roofing Contractors Association O'Hare International Center 10255 W. Higgins Road, Suite 600 Rosemont, IL 60018-5607 www.roofonline.org	800/323-9545
NRMCA	National Ready Mixed Concrete Association 900 Spring Street Silver Spring, MD 20910 www.nrmca.org	301/587-1400
NSF	NSF International P.O. Box 130140 Ann Arbor, MI 48113-0140 www.nsf.org	313/769-8010
NUSIG	National Uniform Seismic Installation Guidelines 12 Lahoma Court Alamo, CA 94526	510/946-0135
NWWDA	National Wood Window and Door Association 1400 E. Touhy Avenue, G-54 Des Plaines, IL 60018 www.nwwda.org	800/223-2301 847/299-5200
SHA	Occupational Safety and Health Administration (U.S. Department of Labor) 200 Constitution Ave., NW Washington, DC 20210	202/219-8148
PCA	Portland Cement Association 5420 Old Orchard Road Skokie, IL 60077-1083 www.portcement.org	847/966-6200
PDCA	Painting and Decorating Contractors of America	800/332-7322 703/359-0826

	3913 Old Lee Hwy, Suite 33-B Fairfax, VA 22030 www.pdca.com	
PDI	Plumbing and Drainage Institute 45 Bristol Drive, Suite 101 South Easton, MA 02375	800/589-8956 508/230-3516
RFCI	Resilient Floor Covering Institute 966 Hungerford Drive, Suite 12-B Rockville, MD 20805-1714	301/340-8580
RIS	Redwood Inspection Service c/o California Redwood Association 405 Enfrente Drive, Suite 200 Novato, CA 94949-7206	415/382-0662
SDI	Steel Deck Institute P.O. Box 25 Fox River Grove, IL 60012 www.sdi.org	847/462-1930
SDI	Steel Door Institute 30200 Detroit Road Cleveland, OH 44145-1967	216/889-0010
SMA	Stucco Manufacturers Association 14006 Ventura Blvd. Sherman Oaks, CA 91403	213/789-8733
SMACNA	Sheet Metal and Airconditioning Contractors National Association, Inc. P.O. Box 221230 Chantilly, VA 20151-1209 www.smacna.org	703/803-2980
SPI	Society of the Plastics Industry, Inc. Spray Polyurethane Division 1801 K Street, NW, Suite 600K Washington, DC 20006 www.socplas.org	800/951-2001 202/974-5200
SSPC	Steel Structures Painting Council 40 24th Street, 6th Floor Pittsburgh, PA 15222-4643	412/281-2331
TCA	Tile Council of America 100 Clemson Research Blvd. Anderson, SC 29625	864/646-8453
TPI	Turfgrass Producers International 1855-A Hicks Road Rolling Meadows, IL 60008	800/405-8873 847/705-9898
UL	Underwriters Laboratories, Inc.	800/704-4050

	333 Pfingston Road Northbrook, IL 60062 www.ul.com	847/272-8800
UNI	Uni-Bell PVC Pipe Association 2655 Villa Creek Drive, Suite 155 Dallas, TX 75234 www.members.aol.com/unibell1	972/243-3902
USDA	U.S. Department of Agriculture 14th St. and Independence Ave., SW Washington, DC 20250	202/720-8732
WA	Wallcoverings Association 401 N. Michigan Avenue Chicago, IL 60611-4267	312/644-6610
WCLIB	West Coast Lumber Inspection Bureau P.O. Box 23145 Portland, OR 97281-3145	503/639-0651
WCMA	Window Covering Manufacturers Association 355 Lexington Ave., 17th Floor New York, NY 10017-6603	212/661-4261
WIC	Woodwork Institute of California P.O. Box 980247 West Sacramento, CA 95798-0247	916/372-9943
WLPDIA	Western Lath/Plaster/Drywall Industries Association 8635 Navajo Road San Diego, CA 92119	619/466-9070
WMMPA	Wood Moulding & Millwork Producers Association 507 First Street Woodland, CA 95695 www.wmmpa.com	800/550-7889 916/661-9591
WRI	Wire Reinforcement Institute 203 Loudoun Street, SW Leesburg, VA 20175-2718	703/779-2339
WWPA	Western Wood Products Association Yeon Building 522 S.W. 5th Avenue Portland, OR 97204-2122	503/224-3930

END OF DOCUMENT

DOCUMENT 01 50 00

TEMPORARY FACILITIES AND CONTROLS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Site Standards; and

1.1.5. Temporary Tree and Plant Protection.

1.2. TEMPORARY UTILITIES

1.2.1. **Electric Power and Lighting**:

1.2.1.1. Contractor will furnish and pay for power during the course of the work to the extent power is not in the building(s) or on the Site. Contractor shall be responsible for providing temporary facilities required on the Site to point of intended use.

1.2.1.2. Contractor shall furnish, wire for, install, and maintain temporary electrical lights wherever it is necessary to provide illumination for the proper performance and/or observation of the Work: a minimum of 20 foot-candles for rough work and 50 foot-candles for finish work.

1.2.1.3. Contractor shall be responsible for maintaining existing lighting levels in the Project vicinity should temporary outages or service interruptions occur.

1.2.2. **Heat and Ventilation**:

1.2.2.1. Contractor shall provide temporary heat to maintain environmental conditions to facilitate progress of the Work, to meet specified minimum conditions for the installation and curing of materials, and to protect materials and finishes from damage due to improper temperature and humidity conditions. Portable heaters shall be standard units complete with controls.

1.2.2.2. Contractor shall provide forced ventilation and dehumidification, as required, of enclosed areas for proper installation and curing of materials, to disperse humidity, and to prevent hazardous accumulations of dust, fumes, vapors, and gases.

1.2.2.3. Contractor shall pay the costs of installation, maintenance, operation, and removal of temporary heat and ventilation, including costs for fuel consumed, required for the performance of the Work.

1.2.3. **Water**:

1.2.3.1. Contractor will furnish and pay for water during the course of the work. Contractor shall be responsible for providing temporary facilities required.

1.2.3.2. Contractor shall make potable water available for human consumption.

1.2.4. **Sanitary Facilities**:

1.2.4.1. Contractor shall provide sanitary temporary facilities in no fewer numbers than required by law and such additional facilities as may be directed by the Inspector for the use of all workers. The facilities shall be maintained in a sanitary condition at all times and shall be left at the Site until removal is directed by the District or Contractor completes all Work.

1.2.4.2. Use of toilet facilities in the Site shall not be permitted except by consent of the Project Inspector and District.

1.2.5. **Telephone Service**:

1.2.5.1. Contractor shall arrange with local telephone service company for telephone service for the performance of the Work. Contractor shall, at a minimum, provide in its field office one line for telephone and one line for fax machine.

1.2.5.2. Contractor shall pay the costs for telephone and fax lines installation, maintenance, service, and removal; for Construction Site Office, Construction Manager's Office and Inspector's Office.

1.2.6. **Fire Protection:**

1.2.6.1. Contractor shall provide and maintain fire extinguishers and other equipment for fire protection. Such equipment shall be designated for use for fire protection only and shall comply with all requirements of the California Fire, State Fire Marshall and/or its designee.

1.2.6.2. Where on-site welding and burning of steel is unavoidable, Contractor shall provide protection for adjacent surfaces.

1.2.7. **Trash Removal:**

1.2.7.1. Contractor shall provide trash removal on a timely basis from all Site Offices and throughout the Site.

1.2.8. **Temporary Facilities:**

1.2.8.1. Contractor shall provide sufficient space and facilities for its own force's needs.

1.2.8.2. In addition, unless otherwise indicated in the Contract Documents, Contractor shall provide the following facilities, trailers, offices, furniture and:

1.2.8.2.1. One (1) 12X60 office trailer with two (2) offices for two (2) District representatives, with bathroom, common space between both offices;

1.2.8.2.2. One (1) 12X20 Project Inspector's Trailer/Office;

1.2.8.2.3. Basic furniture: chair, desks, plan table, conference room table, and chairs; and

1.2.8.2.4. Basic services: fixed line for phone, fax, and high speed internet service.

1.3. CONSTRUCTION AIDS

1.3.1. **Plant and Equipment:**

1.3.1.1. Contractor shall furnish, operate, and maintain a complete plant for fabricating, handling, conveying, installing, and erecting materials and equipment; and for conveyances for transporting workmen. Include elevators, hoists, debris chutes, and other equipment, tools, and appliances necessary for performance of the Work.

1.3.1.2. Contractor shall maintain plant and equipment in safe and efficient operating condition. Damages due to defective plant and equipment, and uses made thereof, shall be repaired by Contractor at no expense to the District.

1.3.2. No District tools or equipment shall be used by Contractor or its subcontractors for the performance of the Work.

1.4. BARRIERS AND ENCLOSURES

1.4.1. Contractor shall obtain District's written permission for locations and types of temporary barriers and enclosures, including fire-rated materials proposed for use, prior to their installation.

1.4.2. Contractor shall provide a six (6) foot high, chain link perimeter fence with posts driven into the ground and fabric screen as a temporary barrier around construction area. Contractor shall provide and maintain temporary enclosures to prevent public entry and to protect persons using other buildings and portions of the Site and/or Premises. Contractor shall remove temporary fence, barriers and enclosure upon Completion of the Work.

1.4.3. Contractor shall provide site access to existing facilities for persons using other buildings and portions of the Site, for the public, and for deliveries and other services and activities.

1.5. SECURITY

Contractor shall secure all construction equipment, machinery and vehicles, park and store only within fenced area, and render inoperable during non-work hours. Contractor is responsible for ensuring that no construction materials, tools, equipment, machinery or vehicles can be used for unauthorized entry or other damage or interference to activities and security of existing facilities adjacent to and in the vicinity of the Project Site.

1.6. TEMPORARY CONTROLS

1.6.1. **Noise Control**:

1.6.1.1. Contractor acknowledges that adjacent facilities may remain in operation during all or a portion of the Work, and Contractor shall take all reasonable precautions to minimize noise as required by applicable laws and the Contract Documents.

1.6.1.2. Notice of proposed noisy operations, including without limitation, operation of pneumatic demolition tools, concrete saws, and other equipment, shall be submitted to District a minimum of forty-eight (48) hours in advance of their performance.

1.6.2. **Noise and Vibration**:

1.6.2.1. Equipment and impact tools shall have intake and exhaust mufflers.

1.6.2.2. Contractor shall cooperate with District to minimize and/or cease the use of noisy and vibratory equipment if that equipment becomes objectionable by its longevity.

1.6.3. **Dust and Dirt**:

1.6.3.1. Contractor shall conduct demolition and construction operations to minimize the generation of dust and dirt, and prevent dust and dirt from interfering with the progress of the Work and from accumulating in the Work and adjacent areas including, without limitation, occupied facilities.

1.6.3.2. Contractor shall periodically water exterior demolition and construction areas to minimize the generation of dust and dirt.

1.6.3.3. Contractor shall ensure that all hauling equipment and trucks carrying loads of soil and debris shall have their loads sprayed with water or covered with tarpaulins, and as otherwise required by local and state ordinance.

1.6.3.4. Contractor shall prevent dust and dirt from accumulating on walks, roadways, parking areas, and planting, and from washing into sewer and storm drain lines.

1.6.4. **Surface and Subsurface Water:**

Contractor shall not permit surface and subsurface water, and other liquids, to accumulate in or about the vicinity of the Premises. Should accumulation develop, Contractor shall control the water or other liquid, and suitably dispose of it by means of temporary pumps, piping, drainage lines, troughs, ditches, dams, or other methods.

1.6.5. **Pollution**:

1.6.5.1. No burning of refuse, debris, or other materials shall be permitted on or in the vicinity of the Premises.

1.6.5.2. Contractor shall comply with applicable regulatory requirements and anti-pollution ordinances during the conduct of the Work including, without limitation, demolition, construction, and disposal operations.

1.6.6. **Lighting**

If portable lights are used after dark, all light must be located so as not to direct light into neighboring property.

1.7. JOB SIGN(S)

1.7.1. **General:**

1.7.1.1. Contractor shall provide and maintain and locate a Project identification sign with the design, text, and colors designated by District and/or the Architect.

1.7.1.2. Signs other than the specified Project sign and or signs required by law, for safety, or for egress, shall not be permitted, unless otherwise approved in advance by the District.

1.7.2. **Materials:**

1.7.2.1. Structure and Framing: Structurally sound, new or used wood or metal; wood shall be nominal 3/4-inch exterior grade plywood.

1.7.2.2. Sign Surface: Minimum 3/4-inch exterior grade plywood.

1.7.2.3. Rough Hardware: Galvanized.

1.7.2.4. Paint: Exterior quality, of type and colors selected by the District and/or the Architect.

1.7.3. **Fabrication:**

1.7.3.1. Contractor shall fabricate to provide smooth, even surface for painting.

1.7.3.2. Size: 4'-0" x 8'-0", unless otherwise indicated.

1.7.3.3. Contractor shall paint exposed surfaces of supports, framing, and surface material with exterior grade paint: one coat of primer and one coat of finish paint.

1.7.3.4. Text and Graphics: As indicated.

1.8. PUBLICITY RELEASES

Contractor shall not release any information, story, photograph, plan, or drawing relating to information about the Project to anyone, including press and other public communications medium, including, without limitation, on website(s).

END OF DOCUMENT

DOCUMENT 01 52 10

SITE STANDARDS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS:

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions, including without limitation, Site Access, Conditions, and Regulations;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Drug-Free Workplace Certification;

1.1.5. Tobacco-Free Environment Certification;

1.1.6. Criminal Background Investigation/Fingerprinting Certification; and

1.1.7. Temporary Facilities and Controls.

1.2. REQUIREMENTS OF THE DISTRICT

1.2.1. **Drug-Free Schools and Safety Requirements:**

1.2.1.1. All school sites and other District Facilities have been declared “Drug-Free Zones.” No drugs, alcohol, smoking or the use of tobacco products are allowed at any time in any buildings, Contractor-owned vehicles or vehicles owned by others while on District property. No students, staff, visitors, or contractors are to use drugs on these sites.

1.2.1.2. Contractor shall post: "Non-Smoking Area" in a highly visible location on Site. Contractor may designate a smoking area outside of District property within the public right-of-way, provided that this area remains quiet and unobtrusive to adjacent neighbors. This smoking area must be kept clean at all times.

1.2.1.3. Contractor shall ensure that no alcohol, firearms, weapons, or controlled substances enter or are used at the Site. Contractor shall immediately remove from the Site and terminate the employment of any employee(s) found in violation of this provision.

1.2.2. **Language**: Unacceptable and/or loud language will not be tolerated, "Cat calls" or other derogatory language toward students or public will not be allowed.

1.2.3. **Disturbing the Peace (Noise and Lighting):**

1.2.3.1. Contractor shall observe the noise ordinance of the Site at all times including, without limitation, all applicable local, city, and/or state laws, ordinances, and/or regulations regarding noise and allowable noise levels.

1.2.3.2. The use of radios, etc., shall be controlled to keep all sound at a level that cannot be heard beyond the immediate area of use. District reserves the right to prohibit the use of radios at the Site, except for handheld communication radios.

1.2.3.3. If portable lights are used after dark, the lights must be located so as not to direct light into neighboring properties.

1.2.4. **Traffic**:

1.2.4.1. Driving on the Premises shall be limited to periods when students and public are not present. If driving or deliveries must be made during the school hours, two (2) or more ground guides shall lead the vehicle across the area of travel. In no case shall driving take place across playgrounds or other pedestrian paths during recess, lunch, and/or class period changes. The speed limit on-the Premises shall be five (5) miles per hour (maximum) or less if conditions require.

1.2.4.2. All paths of travel for deliveries, including without limitation, material, equipment, and supply deliveries, shall be reviewed and approved by District in advance. Any damage will be repaired to the pre-damaged condition by the Contractor.

1.2.4.3. District shall designate a construction entry to the Site. If Contractor requests, District determines it is required, and to the extent possible, District shall designate a staging area so as not to interfere with the normal functioning of school facilities. Location of gates and fencing shall be approved in advance with District and at Contractor's expense.

1.2.4.4. Parking areas shall be reviewed and approved by District in advance. No parking is to occur under the drip line of trees or in areas that could otherwise be damaged.

1.2.4.5. All of the above shall be observed and complied with by the Contractor and all workers on the Site. Failure to follow these directives could result in individual(s) being suspended or removed from the work force at the discretion of the District. The same rules and regulations shall apply equally to delivery personnel, inspectors, consultants, and other visitors to the Site.

END OF DOCUMENT

DOCUMENT 01 60 00

MATERIALS AND EQUIPMENT

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions.

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any); and

1.1.4. Imported Materials Certification.

1.2. MATERIALS AND EQUIPMENT

1.2.1. Only items approved by the District and/or Architect shall be used.

1.2.2. Contractor shall submit lists of Products and other Product information in accordance with the Contract Documents, including, without limitation, the provisions regarding the submittals.

1.3. MATERIALS AND EQUIPMENT COLORS

1.3.1. The Contractor shall comply with all schedule(s) of colors provided by the District and/or Architect.

1.3.2. No individual color selections will be made until after approval of all pertinent materials and equipment and after receipt of appropriate samples in accordance with the Contract Documents, including, without limitation, the provisions regarding the submittals.

1.3.3. Contractor shall request priority in writing for any item requiring advance ordering to maintain the approved Construction Schedule.

1.4. DELIVERY, STORAGE, AND HANDLING

1.4.1. Contractor shall deliver manufactured materials in original packages, containers, or bundles (with seals unbroken), bearing name or identification mark of manufacturer. District may inspect materials prior to Contractor unloading the delivered materials. District may reject any materials that do not conform to the Contract Documents.

1.4.2. Contractor shall deliver fabrications in as large assemblies as practicable; where specified as shop-primed or shop-finished, package or crate as required to preserve such priming or finish intact and free from abrasion.

1.4.3. Contractor shall store materials in such a manner as necessary to properly protect them from damage. Materials or equipment damaged by handling, weather, dirt, or from any other cause will not be accepted.

1.4.4. Materials that have been warehoused for long periods of time, stored or transported in improper environment, improperly packaged, inadequately labeled, poorly protected, excessively shipped, deviated from normal distribution pattern, or reassembled are not acceptable.

1.4.5. Contractor shall store materials so as to cause no obstructions of sidewalks, roadways, or underground services. Contractor shall protect materials and equipment furnished pursuant to the Contract Documents.

1.4.6. Contractor may store materials on Site with prior written approval by District; all materials shall remain under Contractor's control and Contractor shall remain liable for any damage to the materials. Should the Project Site not have storage area available, the Contractor shall provide for off-site storage at no cost to District.

1.4.7. When any room in Project is used as a shop or storeroom, Contractor shall be responsible for any repairs, patching, or cleaning necessary due to that use. Location of storage space shall be subject to prior written approval by District.

2. PRODUCTS

2.1. MANUFACTURERS

2.1.1. Manufacturers listed in various sections of the Contract Documents are names of those manufacturers that are believed to be capable of supplying one or more of the items specified therein.

2.1.2. The listing of a manufacturer does not imply that every product of that manufacturer is acceptable or as meeting the requirements of the Contract Documents.

2.2. FACILITIES AND EQUIPMENT

Contractor shall provide, install, maintain, and operate a complete and adequate facility for handling, execution, disposal, and distribution of materials and equipment as required for proper and timely performance of Work.

2.3. MATERIALS REFERENCE STANDARDS

Where materials are specified solely by reference to “standard specifications” or other general reference, and if requested by District, Contractor shall submit for review data on actual materials proposed to be incorporated into Work, listing name and address of vendor, manufacturer, or producer, and trade or brand names of those materials, and data substantiating compliance with standard specifications.

3. EXECUTION

3.1. WORKMANSHIP

3.1.1. Where not more specifically described in any other Contract Documents, workmanship shall conform to methods and operations of best standards and accepted practices of trade or trades involved and shall include items of fabrication, construction, or installation regularly furnished or required for completion (including finish and for successful operation, as intended).

3.1.2. Work shall be executed by tradespersons skilled in their respective field of work. When completed, parts shall have been durably and substantially built and present a neat appearance.

3.2. COORDINATION

3.2.1. Contractor shall coordinate installation of materials and equipment so as to not interfere with installation of other Work. Adjustment or rework because of Contractor's failure to coordinate will be at no additional cost to District.

3.2.2. Contractor shall examine in-place materials and equipment for readiness, completeness, fitness to be concealed or to receive Work , and compliance with Contract Documents. Concealing or covering work constitutes acceptance of additional cost which will result should in-place materials and equipment be found unsuitable for receiving other work or otherwise deviating from the requirements of the Contract Documents.

3.3. COMPLETENESS

Contractor shall provide all portions of the Work, unless clearly stated otherwise, installed complete and operational with all elements, accessories, anchorages, utility connections, etc., in a manner to ensure well-balanced performance, in accordance with manufacturer's recommendations and in accordance with Contract Documents. For example, electric water coolers require water, electricity, and drain services; roof drains require drain systems; sinks fit within countertop, etc. Terms such as "installed complete," "operable condition," "for use intended," "connected to all utilities," "terminate with proper cap," "adequately anchored," "patch and refinish," and "to match similar" should be assumed to apply in all cases, except where completeness of functional or operable condition is specifically stated as not required.

3.4. APPROVED INSTALLER OR APPLICATOR

Contractor shall ensure that all installations are only performed by a manufacturer's approved installer or applicator.

3.5. MANUFACTURER'S RECOMMENDATIONS

All installations shall be in accordance with manufacturer's published recommendations and specific written directions of manufacturer's representative. Should the Contract Documents differ from recommendations of manufacturer or directions of manufacturer's representative, Contractor shall analyze differences, make recommendations to the District and the Architect in writing, and shall not proceed until interpretation or clarification has been issued by the District and/or the Architect.

END OF DOCUMENT

DOCUMENT 01 66 10

DELIVERY, STORAGE AND HANDLING

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions, including, without limitation, Site Access, Conditions and Requirements; and

1.1.2. Special Conditions.

1.2. PRODUCTS

1.2.1. Products are as defined in the General Conditions.

1.2.2. Contractor shall not use and/or reuse materials and/or equipment removed from existing Premises, except as specifically permitted by the Contract Documents.

1.2.3. Contractor shall provide interchangeable components of the same manufacturer, for similar components.

1.3. TRANSPORTATION AND HANDLING

1.3.1. Contractor shall transport and handle Products in accordance with manufacturer's instructions.

1.3.2. Contractor shall promptly inspect shipments to confirm that Products comply with Contract requirements, are of correct quantity, and are undamaged.

1.3.3. Contractor shall provide equipment and personnel to properly handle Products to prevent soiling, disfigurement, or damage.

1.4. STORAGE AND PROTECTION

1.4.1. Contractor shall store and protect Products in accordance with manufacturer's instructions, with seals and labels intact and legible. Contractor shall store sensitive Products in weather-tight, climate controlled enclosures.

1.4.2. Contractor shall place fabricated Products that are stored outside, on above-ground sloped supports.

1.4.3. Contractor shall provide off-site storage and protection for Products when Site does not permit on-site storage or protection.

1.4.4. Contractor shall cover Products subject to deterioration with impervious sheet covering and provide ventilation to avoid condensation.

1.4.5. Contractor shall store loose granular materials on solid flat surfaces in a well-drained area and prevent mixing with foreign matter.

1.4.6. Contractor shall provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.

1.4.7. Contractor shall arrange storage of Products to permit access for inspection and periodically inspect to assure Products are undamaged and are maintained under specified conditions.

END OF DOCUMENT

DOCUMENT 01 73 00

EXECUTION

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Coordination and Project Meetings;

1.1.5. Submittals;

1.1.6. Materials and Equipment;

1.1.7. Cutting and Patching;

1.1.8. Contract Closeout and Final Cleaning; and

1.1.9. General Commissioning Requirements.

1.2. SUMMARY

1.2.1. This Document includes general procedural requirements governing execution of the Work including, but not limited to, the following:

1.2.1.1. Construction layout;

1.2.1.2. Field engineering and surveying;

1.2.1.3. General installation of products;

1.2.1.4. Owner furnished, Contractor installed items;

1.2.1.5. Coordination of District-installed products;

1.2.1.6. Progress cleaning;

1.2.1.7. Staring and adjusting;

1.2.1.8. Protection of installed construction; and

1.2.1.9. Correction of the Work.

1.3. SUBMITTALS

1.3.1. Qualification Data: For land surveyor or professional engineer.

1.3.2. Certificates: Submit certificate signed by land surveyor or professional engineer certifying that location and elevation of improvements comply with requirements.

1.3.3. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept the materials as classified, for hazardous waste disposal.

1.3.4. Certified Surveys: Submit electronic files and three (3) paper copies signed by land surveyor or professional engineer.

1.3.5. Final Property Survey: Submit electronic files and three (3) paper copies showing the Work performed and record survey data.

2. EXECUTION

2.1. EXAMINATION

2.1.1. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning Site Work, investigate and verify the existence and location of underground utilities and other construction affecting the Work.

2.1.1.1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; and underground electrical services.

2.1.1.2. Furnish location data for Work related to Project that must be performed by public utilities serving the Project Site.

2.2. PREPARATION

2.2.1. Existing Utility Information: Furnish information to local utility that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

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

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

2.2.4. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to

District per requirements of Document "Requests for Information." Include a detailed description of problem encountered, together with recommendations for any necessary changes to the Contract Documents.

2.3. CONSTRUCTION LAYOUT

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

2.3.2. General: Engage a land surveyor or professional engineer to lay out the Work using accepted surveying practices.

2.3.2.1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.

2.3.2.2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.

2.3.2.3. Inform installers of lines and levels to which they must comply.

2.3.2.4. Check the location, level and plumb, of every major element as the Work progresses.

2.3.2.5. Notify District and its consultant when deviations from required lines and levels exceed allowable tolerances.

2.3.2.6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

2.3.3. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and invert elevations.

2.3.4. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

2.3.5. Record Log: Maintain a log of layout control Work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by District and its consultant.

2.4. FIELD ENGINEERING

2.4.1. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

2.4.1.1. Do not change or relocate existing benchmarks or control points without prior written approval of District and its consultant. Report lost or destroyed

permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to District and its consultant before proceeding.

2.4.1.2. Require surveyor to replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.

2.4.2. Benchmarks: Establish and maintain a minimum of two (2) permanent benchmarks on Project Site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.

2.4.2.1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

2.4.2.2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.

2.4.2.3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.

2.4.3. Records: Contractor shall maintain a complete, accurate log of all control and survey Work as it progresses. On request of District or Architect, Contractor shall submit documentation to verify accuracy of field engineering Work at no additional cost to the District.

2.4.4. Certified Survey: On completion of foundation walls, major site improvements, and other Work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.

2.4.5. Final Property Survey: Prepare and submit a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor or professional engineer, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey and are in conformance with Contract Documents.

2.4.5.1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a Site corner to a legal point.

2.4.6. Compliance with Laws: Contractor is responsible for meeting all applicable codes, OSHA, safety, and shoring requirements.

2.4.7. Nonconforming Work: Contractor is responsible for any re-surveying required by correction of nonconforming Work.

2.5. INSTALLATION

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

2.5.1.1. Make vertical Work plumb and make horizontal Work level.

2.5.1.2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

2.5.1.3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.

2.5.1.4. Maintain minimum headroom clearance of 7 feet in spaces without a suspended ceiling.

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

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

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

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

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

2.5.7. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

2.5.7.1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by District.

2.5.7.2. Allow for building movement, including thermal expansion and contraction.

2.5.7.3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project Site in time for installation.

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

2.5.9. Hazardous Materials: Use products, cleaners, and installation materials that are not classed as hazardous per the MSDS sheets for the products where possible. If hazardous materials are necessary, inform District where and when they will be used no less than 48 hours before use. Take all recommended precautions of the materials' manufacturers to ensure safe use and clean-up.

2.6. DISTRICT-INSTALLED PRODUCTS

2.6.1. Site Access: Provide access to Project Site for District's construction forces.

2.6.2. Coordination: Coordinate construction and operations of the Work with work performed by District's construction forces.

2.6.2.1. Construction Schedule: Inform District of Contractor's preferred schedule for District's portion of the Work. Adjust Construction Schedule based on a mutually agreeable timetable. Notify District if changes to schedule are required due to differences in actual construction progress.

2.6.2.2. Preinstallation Conferences: Include District's construction forces at preinstallation conferences covering portions of the Work that are to receive District's work. Attend preinstallation conferences conducted by District's construction forces if portions of the Work depend on District's construction.

2.7. PROGRESS CLEANING

2.7.1. General: Clean Project Site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.

2.7.1.1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2.7.1.2. Do not hold materials more than seven (7) days during normal weather or three (3) days if the temperature is expected to rise above 80 degrees F.

2.7.1.3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations. Remove hazardous and unsanitary waste materials daily.

2.7.2. Site: Maintain Project Site free of waste materials and debris.

2.7.3. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

2.7.3.1. Remove liquid spills promptly.

2.7.3.2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

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

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

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

2.7.7. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.

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

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

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

2.8. STARTING AND ADJUSTING

2.8.1. Start equipment and operating components to confirm proper operation. Replace or repair malfunctioning units and retest.

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

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

2.8.4. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Document "Quality Requirements."

2.9. PROTECTION OF INSTALLED CONSTRUCTION

2.9.1. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Completion.

2.9.2. Comply with manufacturer's written instruction for temperature and relative humidity unless otherwise addressed in the construction planning, sequences, and instructions.

2.10. CORRECTION OF THE WORK

2.10.1. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Document "Cutting and Patching."

2.10.1.1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

2.10.2. Restore permanent facilities used during construction to their specified condition.

2.10.3. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

2.10.4. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.

2.10.5. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF DOCUMENT

DOCUMENT 01 73 10

CUTTING AND PATCHING

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions, including, without limitation, Inspector, Inspections, and Tests, Integration of Work, Nonconforming Work, and Correction of Work, and Uncovering Work;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Hazardous Materials Procedures and Requirements;

1.1.5. Hazardous Materials Certification;

1.1.6. Lead-Based Materials Certification; and

1.1.7. Imported Materials Certification.

1.2. CUTTING AND PATCHING

1.2.1. Contractor shall be responsible for all cutting, fitting, and patching, including associated excavation and backfill, required to complete the Work or to:

1.2.1.1. Make several parts fit together properly.

1.2.1.2. Uncover portions of Work to provide for installation of ill-timed Work.

1.2.1.3. Remove and replace defective Work.

1.2.1.4. Remove and replace Work not conforming to requirements of Contract Documents.

1.2.1.5. Remove Samples of installed Work as specified for testing.

1.2.1.6. Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit.

1.2.1.7. Attaching new materials to existing remodeling areas – including painting (or other finishes) to match existing conditions.

1.2.2. In addition to Contract requirements, upon written instructions from District, Contractor shall uncover Work to provide for observations of covered Work in accordance with the

Contract Documents, remove samples of installed materials for testing as directed by District, and remove Work to provide for alteration of existing Work.

1.2.3. Contractor shall not cut or alter Work, or any part of it, in such a way that endangers or compromises the integrity of the Work, the Project, or Work of others.

1.2.4. Contractor shall not cut and patch operating elements or safety related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:

1.2.4.1. Primary operational systems and equipment.

1.2.4.2. Air or smoke barriers.

1.2.4.3. Fire-suppression systems.

1.2.4.4. Mechanical systems piping and ducts.

1.2.4.5. Control systems.

1.2.4.6. Communication systems.

1.2.4.7. Conveying systems.

1.2.4.8. Electrical wiring systems.

1.2.5. Contractor shall not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing capacity to perform as intended, or that results in increased maintenance or decreased operational life of safety. Miscellaneous elements include the following:

1.2.5.1. Water, moisture or vapor barriers.

1.2.5.2. Membranes and flashings.

1.2.5.3. Exterior curtain-wall construction.

1.2.5.4. Equipment supports.

1.2.5.5. Piping, ductwork, vessels and equipment.

1.2.5.6. Noise and vibration control elements and systems.

1.2.5.7. Shoring, bracing and sheeting.

1.3. REQUEST TO CUT, ALTER, PATCH OR EXCAVATE

1.3.1. Contractor shall submit written notice to District pursuant to the applicable notice provisions of the Contract Documents, requesting consent to proceed with the cutting or alteration ("Request") at least ten (10) days prior to any cutting or alterations that

may affect the structural safety of the Project, or Work of others, including the following:

1.3.1.1. The Work of the District or other trades.

1.3.1.2. Structural value or integrity of any element of the Project.

1.3.1.3. Integrity or effectiveness of weather-exposed or weather-resistant elements or systems.

1.3.1.4. Efficiency, operational life, maintenance or safety of operational elements.

1.3.1.5. Visual qualities of sight-exposed elements.

1.3.2. Contractor's Request shall also include:

1.3.2.1. Identification of the Project.

1.3.2.2. Description of affected Work.

1.3.2.3. Necessity for cutting, alterations, or excavations.

1.3.2.4. Impacts of that Work on the District, other trades, or structural or weatherproof integrity of the Project.

1.3.2.5. Description of proposed Work:

1.3.2.5.1. Scope of cutting, patching, alterations, or excavations.

1.3.2.5.2. Trades that will execute Work.

1.3.2.5.3. Products proposed to be used.

1.3.2.5.4. Extent of refinishing to be done.

1.3.2.6. Alternates to cutting and patching.

1.3.2.7. Cost proposal, when applicable.

1.3.2.8. The scheduled date the Work is to be performed and the duration of time to complete the Work.

1.3.2.9. Written permission of other trades whose Work will be affected.

1.4. QUALITY ASSURANCE

1.4.1. Contractor shall ensure that cutting, fitting, and patching shall achieve security, strength, weather protection, appearance for aesthetic match, efficiency, operational life, maintenance, safety of operational elements, and the continuity of existing fire ratings.

1.4.2. Contractor shall ensure that cutting, fitting, and patching shall successfully duplicate undisturbed adjacent profiles, materials, textures, finishes, and colors, and that materials shall match existing construction. Where there is dispute as to whether duplication is successful or has been achieved to a reasonable degree, the District's decision shall be final.

1.5. PAYMENT FOR COSTS

1.5.1. Costs caused by ill-timed or defective Work or Work not conforming to Contract Documents, including costs for additional services of the District or its consultants including but not limited to the Architect, inspector(s), engineers, and agents, will be paid by Contractor and/or deducted from the Contract Price by the District.

1.5.2. Contractor shall provide written cost proposals prior to proceeding with cutting and patching. District shall only pay for cost of Work if it is part of the Contract Price or if a change has been made to the Contract in compliance with the provisions of the General Conditions. Cost of Work performed upon instructions from the District, other than defective or nonconforming Work, will be paid by District on approval of written Change Order in accordance with the Contract Documents.

2. PRODUCTS

2.1. MATERIALS

2.1.1. Contractor shall provide for replacement and restoration of Work removed. Contractor shall comply with the Contract Documents and with the industry standard(s), for the type of Work, and the Specification requirements for each specific product involved. If not specified, Contractor shall recommend a product of a manufacturer or appropriate trade association for approval by the District.

2.1.2. Materials to be cut and patched include those damaged by the performance of the Work.

3. EXECUTION

3.1. INSPECTION

3.1.1. Contractor shall inspect existing conditions of the Site and the Work, including elements subject to movement or damage during cutting and patching, excavating and backfilling. After uncovering Work, Contractor shall inspect conditions affecting installation of new products.

3.1.2. Contractor shall report unsatisfactory or questionable conditions in writing to District as indicated in the General Conditions and shall proceed with Work as indicated in the General Conditions by District.

3.2. PREPARATION

3.2.1. Contractor shall provide shoring, bracing and supports as required to maintain structural integrity for all portions of the Project, including all requirements of the Project.

3.2.2. Contractor shall provide devices and methods to protect other portions of Project from damage.

3.2.3. Contractor shall, provide all necessary protection from weather and extremes of temperature and humidity for the Project, including without limitation any work that may be exposed by cutting and patching Work. Contractor shall keep excavations free from water.

3.3. ERECTION, INSTALLATION AND APPLICATION

3.3.1. With respect to performance, Contractor shall ensure its Subcontractors:

3.3.1.1. Execute fitting and adjustment of products to provide finished installation to comply with and match specified tolerances and finishes.

3.3.1.2. Execute cutting and demolition by methods that will prevent damage to other Work, and provide proper surfaces to receive installation of repairs and new Work.

3.3.1.3. Execute cutting, demolition excavating, and backfilling by methods that will prevent damage to other Work and damage from settlement.

3.3.1.4. Contractor shall use original installer or fabricator to perform cutting and patching for:

3.3.1.5. Weather-exposed surfaces and moisture-resistant elements such as roofing, sheet metal, sealants, waterproofing, and other trades.

3.3.1.6. Sight-exposed finished surfaces.

3.3.2. Contractor shall ensure its Subcontractors execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances, and finishes as shown or specified in the Contract Documents including, without limitation, the Drawings and Specifications.

3.3.3. Subcontractors shall fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces. Contractor shall conform to all Code requirements for penetrations or the Drawings and Specifications, whichever calls for a higher quality or more thorough requirement. Contractor shall maintain integrity of both rated and non-rated fire walls, ceilings, floors, etc.

3.3.4. Contractor's Subcontractors shall restore Work which has been cut or removed and install new products to provide completed Work in accordance with requirements of the Contract Documents and as required to match surrounding areas and surfaces.

3.3.5. Contractor's Subcontractors shall refinish all continuous surfaces to nearest intersection as necessary to match the existing finish to any new finish.

END OF DOCUMENT

DOCUMENT 01 77 00

CONTRACT CLOSEOUT AND FINAL CLEANING

1. GENERAL

1.1. RELATED DOCUMENTS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions including, without limitation, Documents on Work and Completion of Work;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Submittals;

1.1.5. Operation and Maintenance Data;

1.1.6. Warranties;

1.1.7. Record Documents;

1.1.8. Demonstration and Training; and

1.1.9. General Commissioning Requirements.

1.2. PRELIMINARY PROCEDURES

1.2.1. Before requesting inspection for determining date of Completion, complete the following. List items below that are incomplete in request.

1.2.1.1. Prepare a list of items to be completed and corrected ("Punch List"), the value of items on the list, and reasons why the Work is not complete.

1.2.1.2. Advise District of pending insurance changeover requirements.

1.2.1.3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

1.2.1.4. Obtain and submit releases permitting District unrestricted use of the Work and access to services and utilities. Include certificate of occupancy, operating certificates, and similar releases, if required.

1.2.1.5. Prepare and submit Project Record Documents, operation and maintenance manuals, Completion construction photograph prints and electronic files, damage or settlement surveys, property surveys, and similar final record information.

1.2.1.6. Deliver tools, spare parts, extra materials, and similar items to location designated by District. Label with manufacturer's name and model number where applicable.

1.2.1.7. Make final changeover of permanent locks and deliver keys to District. Advise District's personnel of changeover in security provisions.

1.2.1.8. Complete startup testing of systems.

1.2.1.9. Submit test/adjust/balance records.

1.2.1.10. Terminate and remove temporary facilities from Project Site, along with mockups, construction tools, and similar elements.

1.2.1.11. Advise District of changeover in heat and other utilities.

1.2.1.12. Submit changeover information related to District's occupancy, use, operation, and maintenance.

1.2.1.13. Complete final cleaning requirements, including touch-up painting.

1.2.1.14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

1.3. RECORD DOCUMENTS AND SHOP DRAWINGS

1.3.1. Contractor shall legibly mark each item to record actual construction, including:

1.3.1.1. Measured depths of foundation in relation to finish floor datum.

1.3.1.2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permit surface improvements.

1.3.1.3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.

1.3.1.4. Field changes of dimension and detail.

1.3.1.5. Details not on original Contract Drawings

1.3.1.6. Changes made by modification(s).

1.3.1.7. References to related Shop Drawings and modifications.

1.3.1.8. Contractor will provide one set of Record Drawings to District.

1.3.1.9. Contractor shall submit all required documents to District and/or Architect prior to or with its final Application for Payment.

1.4. COMPLETION

1.4.1. Preliminary Procedures: Before requesting inspection for determining date of Completion, complete the following:

1.4.1.1. Submit a final Application for Payment according to the Contract Documents.

1.4.1.2. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

1.4.1.3. Submit pest-control final inspection report and warranty.

1.4.1.4. Instruction of District Personnel:

1.4.1.4.1. Before final inspection, at agreed upon times, Contractor shall instruct District's designated personnel in operation, adjustment, and maintenance of products, equipment, and systems.

1.4.1.4.2. For equipment requiring seasonal operation, Contractor shall perform instructions for other seasons within six (6) months.

1.4.1.4.3. Contractor shall use operation and maintenance manuals as basis for instruction. Contractor shall review contents of manual with personnel in detail to explain all aspects of operation and maintenance.

1.4.1.4.4. Contractor shall prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.

1.4.1.4.5. Contractor shall use operation and maintenance manuals as basis for instruction. Contractor shall review contents of manual with personnel in detail to explain all aspects of operation and maintenance.

1.4.2. Inspection: Submit a written request for inspection.

1.4.3. **LIST OF INCOMPLETE ITEMS (PUNCH LIST)** Contractor shall notify District and Architect when Contractor considers the Work complete. Upon notification, District and Architect will prepare a list of minor items to be completed or corrected ("Punch List").

1.4.4. Contractor and/or its Subcontractors shall proceed promptly to complete and correct items on the Punch List. Failure to include an item on Punch List does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

1.4.5. Contractor shall comply with Punch List procedures as provided herein and in the Contract Documents, and maintain the presence of a Project Superintendent and Project Manager until the Punch List is complete to ensure proper and timely completion of the Punch List. Under no circumstances shall Contractor demobilize its forces prior to completion of the Punch List. Upon receipt of Contractor's written notice that all of the Punch List items have been fully completed and the Work is ready for final inspection and acceptance, District and Architect will inspect the Work and shall submit to Contractor a final inspection report noting the Work, if any, required in order to reach Completion in accordance with the Contract Documents. Absent unusual

circumstances, this report shall consist of the Punch List items not yet satisfactorily completed and any additional Punch List items not originally included.

1.4.6. Upon Contractor's completion of all items on the Punch List and any other uncompleted portions of the Work, the Contractor shall notify the District and Architect, who shall again inspect such Work. If the District and Architect find the Work complete and acceptable under the Contract Documents, the District will notify Contractor, who shall then jointly submit to the Architect and District its final Application for Payment.

1.4.7. **Costs of Multiple Inspections**. More than two (2) requests of District to make a final inspection shall be considered an additional service of District, the Architect and/or the Inspector, and all subsequent costs will be invoiced to Contractor and withheld from remaining payments, if funds are available.

1.4.8. Punch List shall be deemed complete only upon the District's determination that all items on the Punch List, and all updates to the Punch List, are complete.

1.5. WARRANTIES

1.5.1. Submittal Time: Submit written warranties on request of District for designated portions of the Work where commencement of warranties other than date of Completion is indicated.

1.5.2. Organize warranty documents into an orderly sequence as required by the Division 01 Document "Warranties."

2. PRODUCTS

2.1. MATERIALS

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

3. EXECUTION

3.1. FINAL CLEANING

3.1.1. Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations. Contractor shall use cleaning methods and procedures that reduce the overall impact on human health and the natural environment by reducing the amount of disposed waste, pollution and environmental degradation. If Project is subject to LEED certification, Contractor shall ensure compliance with the applicable LEED requirements for final cleaning of the Site.

3.1.2. Contractor shall employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program.

3.1.2.1. Complete the following cleaning operations before requesting final inspection:

3.1.2.1.1. Clean Project Site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.

3.1.2.1.2. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.

3.1.2.1.3. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.

3.1.2.1.4. Remove tools, construction equipment, machinery, and surplus material from Project Site.

3.1.2.1.5. Remove snow and ice to provide safe access to building.

3.1.2.1.6. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.

3.1.2.1.7. Clean all surfaces and other work in accordance with recommendations of the manufacturer.

3.1.2.1.8. Remove spots, mortar, plaster, soil, and paint from ceramic tile, stone, and other finish materials.

3.1.2.1.9. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.

3.1.2.1.10. Sweep concrete floors broom clean in unoccupied spaces.

3.1.2.1.11. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.

3.1.2.1.12. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.

3.1.2.1.13. Remove labels that are not permanent.

3.1.2.1.14. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.

3.1.2.1.14.1. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.

3.1.2.1.15. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.

3.1.2.1.16. Replace parts subject to unusual operating conditions.

3.1.2.1.17. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.

3.1.2.1.18. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.

3.1.2.1.19. Clean ducts, blowers, and coils if units were operated without filters during construction.

3.1.2.1.20. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

3.1.2.1.21. Leave Project Site clean and ready for occupancy.

3.1.3. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests.

3.1.4. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on District's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project Site and dispose of lawfully.

END OF DOCUMENT

DOCUMENT 01 78 23

OPERATION AND MAINTENANCE DATA

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions, including, without limitation, Completion of the Work;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Submittals;

1.1.5. Contract Closeout and Final Cleaning;

1.1.6. Warranties;

1.1.7. Record Documents;

1.1.8. General Commissioning Requirements.

1.2. QUALITY ASSURANCE

1.2.1. Contractor shall prepare instructions and data by personnel experienced in maintenance and operation of described products.

1.3. FORMAT

1.3.1. Contractor shall prepare data in the form of an instructional manual entitled “OPERATIONS AND MAINTENANCE MANUAL & INSTRUCTIONS” (“Manual”).

1.3.2. Binders: Contractor shall use commercial quality, 8-1/2 by 11 inch, three-side rings, with durable plastic covers; two inch maximum ring size. When multiple binders are used, Contractor shall correlate data into related consistent groupings.

1.3.3. Cover: Contractor shall identify each binder with typed or printed title "OPERATION AND MAINTENANCE MANUAL & INSTRUCTIONS"; and shall list title of Project and identify subject matter of contents.

1.3.4. Contractor shall arrange content by systems process flow under section numbers and sequence of the Table of Contents of the Contract Documents.

1.3.5. Contractor shall provide tabbed fly leaf for each separate Product and system, with typed description of Product and major component parts of equipment.

1.3.6. Text: The content shall include Manufacturer's printed data, or typewritten data on 24 pound paper.

1.3.7. Drawings: Contractor shall provide with reinforced punched binder tab and shall bind in with text; folding larger drawings to size of text pages.

1.4. CONTENTS, EACH VOLUME

1.4.1. Table of Contents: Contractor shall provide title of Project; names, addresses, and telephone numbers of the Architect, any engineers, subconsultants, Subcontractor(s), and Contractor with name of responsible parties; and schedule of Products and systems, indexed to content of the volume.

1.4.2. For Each Product or System: Contractor shall list names, addresses, and telephone numbers of Subcontractor(s) and suppliers, including local source of supplies and replacement parts.

1.4.3. Product Data: Contractor shall mark each sheet to clearly identify specific Products and component parts, and data applicable to installation. Delete inapplicable information.

1.4.4. Drawings: Contractor shall supplement Product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Contractor shall not use Project Record Documents as maintenance drawings.

1.4.5. Text: The Contractor shall include any and all information as required to supplement Product data. Contractor shall provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

1.5. MANUAL FOR MATERIALS AND FINISHES

1.5.1. Building Products, Applied Materials, and Finishes: Contractor shall include Product data, with catalog number, size, composition, and color and texture designations. Contractor shall provide information for re-ordering custom manufactured Products.

1.5.2. Instructions for Care and Maintenance: Contractor shall include Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

1.5.3. Moisture Protection and Weather Exposed Products: Contractor shall include Product data listing applicable reference standards, chemical composition, and details of installation. Contractor shall provide recommendations for inspections, maintenance, and repair.

1.5.4. Additional Requirements: Contractor shall include all additional requirements as specified in the Specifications.

1.5.5. Contractor shall provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

1.6. MANUAL FOR EQUIPMENT AND SYSTEMS

1.6.1. Each Item of Equipment and Each System: Contractor shall include description of unit or system, and component parts and identify function, normal operating characteristics, and limiting conditions. Contractor shall include performance curves, with engineering data and tests, and complete nomenclature, and commercial number of replaceable parts.

1.6.2. Panelboard Circuit Directories: Contractor shall provide electrical service characteristics, controls, and communications.

1.6.3. Contractor shall include color coded wiring diagrams as installed.

1.6.4. Operating Procedures: Contractor shall include start-up, break-in, and routine normal operating instructions and sequences. Contractor shall include regulation, control, stopping, shut-down, and emergency instructions. Contractor shall include summer, winter, and any special operating instructions.

1.6.5. Maintenance Requirements: Contractor shall include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

1.6.6. Contractor shall provide servicing and lubrication schedule, and list of lubricants required.

1.6.7. Contractor shall include manufacturer's printed operation and maintenance instructions.

1.6.8. Contractor shall include sequence of operation by controls manufacturer.

1.6.9. Contractor shall provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

1.6.10. Contractor shall provide control diagrams by controls manufacturer as installed.

1.6.11. Contractor shall provide Contractor's coordination drawings, with color coded piping diagrams as installed.

1.6.12. Contractor shall provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

1.6.13. Contractor shall provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

1.6.14. Additional Requirements: Contractor shall include all additional requirements as specified in Specification(s).

1.6.15. Contractor shall provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

1.7. SUBMITTAL

1.7.1. Concurrent with the Schedule of Submittals as indicated in the General Conditions, Contractor shall submit to the District for review two (2) copies of a preliminary draft of proposed formats and outlines of the contents of the Manual.

1.7.2. For equipment, or component parts of equipment put into service during construction and to be operated by District, Contractor shall submit draft content for that portion of the Manual within ten (10) days after acceptance of that equipment or component.

1.7.3. On or before the Contractor submits its final application for payment, Contractor shall submit two (2) copies of a complete Manual in final form. The District will provide comments to Contractor and Contractor must revise the content of the Manual as required by District prior to District's approval of Contractor's final Application for Payment.

1.7.4. Contractor must submit two (2) copies of revised Manual in final form within ten (10) days after receiving District's comments. Failure to do so will be a basis for the District withholding funds sufficient to protect itself for Contractor's failure to provide a final Manual to the District.

END OF DOCUMENT

DOCUMENT 01 78 36

WARRANTIES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions, including, without limitation, Warranty/Guarantee/Indemnity;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Submittals;

1.1.5. Contract Closeout and Final Cleaning;

1.1.6. Operation and Maintenance Data;

1.1.7. Record Documents;

1.1.8. General Commissioning Requirements.

1.2. FORMAT

1.2.1. Binders: Contractor shall use commercial quality, 8-1/2 by 11 inch, three-side rings, with durable plastic covers; two inch maximum ring size.

1.2.2. Cover: Contractor shall identify each binder with typed or printed title "WARRANTIES" and shall list the title of Project.

1.2.3. Table of Contents: Contractor shall provide the title of Project; name, address, and telephone number of Contractor and equipment supplier, and name of responsible principal. Contractor shall identify each item with the number and title of the specific Specification, document, provision, or section in which the name of the Product or Work item is specified.

1.2.4. Contractor shall separate each Warranty with index tab sheets keyed to the Table of Contents listing, providing full information and using separate typed sheets as necessary. Contractor shall list each applicable and/or responsible Subcontractor(s), supplier(s), and/or manufacturer(s), with name, address, and telephone number of each responsible principal(s).

1.2.5. In addition to all Warranty documentation and information required herein, Contractor shall provide its Guarantee as required by the Contract Documents.

1.3. PREPARATION

1.3.1. Contractor shall obtain Warranties, executed in duplicate by each applicable and/or responsible Subcontractor(s), supplier(s), and manufacturer(s), within ten (10) days after completion of the applicable item or Work. Except for items put into use with District's permission, Contractor shall leave date of beginning of time of Warranty until the date of Completion is determined.

1.3.2. Contractor shall verify that Warranties.

1.3.3. are in proper form, contain full information, and are notarized, when required.

1.3.4. Contractor shall co-execute submittals when required.

1.3.5. Contractor shall retain warranties until time specified for submittal.

1.4. TIME OF SUBMITTALS

1.4.1. Schedule of Warranties. Contractor shall provide District with a Schedule of Warranties at least fourteen (14) days prior to submitting its other required submittals indicated herein. This will provide District the opportunity to review the anticipated Warranties and make any comments, suggestions or revisions the District may require.

1.4.2. For equipment or component parts of equipment put into service during construction with District's permission, Contractor shall submit a draft Warranty for that equipment or component within ten (10) days after acceptance of that equipment or component.

1.4.3. On or before the Contractor submits its final application for payment, Contractor shall submit all Warranties and related documents in final form. The District shall indicate any Warranty-related Work that is being performed and incomplete at the time Contractor submits its final application for payment. District will provide comments to Contractor and Contractor must revise the content of the Warranties as required by District prior to District's approval of Contractor’s final Application for Payment.

1.4.4. For items of Work that are not completed until after the date of Completion, Contractor shall provide an updated Warranty for those item(s) of Work within ten (10) days after acceptance, listing the date of acceptance as start of the Warranty period.

END OF DOCUMENT

DOCUMENT 01 78 39

RECORD DOCUMENTS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

1.1.1. General Conditions, including, without limitation, Documents on Work and Completion of Work;

1.1.2. Special Conditions (if any);

1.1.3. Supplemental Conditions (if any);

1.1.4. Submittals;

1.1.5. Contract Closeout and Final Cleaning;

1.1.6. Operation and Maintenance Data;

1.1.7. Warranties;

1.1.8. General Commissioning Requirements.

2. RECORD DOCUMENTS OR DRAWINGS

2.1. GENERAL

2.1.1. "Record Documents" and "Record Drawings" may also be referred to in the Contract Documents as "As-Built Drawings."

2.1.2. As indicated in the Contract Documents, District will provide Contractor with one set of reproducible plans of the original Drawings.

2.1.3. Contractor shall maintain at each Project Site one (1) set of marked-up Drawings and shall transfer all changes and information to those marked-up Drawings, as often as required in the Contract Documents, but in no case less than once each month. Contractor shall submit to the Project Inspector one set of reproducible vellums of the Project Record Documents ("As-Builts") showing all changes incorporated into the Work since the preceding monthly submittal. The As-Builts shall be available at the Project Site. The Contractor shall submit reproducible vellums at the conclusion of the Project following review of the blueline prints.

2.1.4. Label and date each Record Document "RECORD DOCUMENT" in legibly printed letters.

2.1.5. All deviations in construction, including but not limited to pipe and conduit locations and deviations caused, without limitation, by Change Orders, Construction Directives, RFI's, and Addenda shall be accurately and legibly recorded by Contractor.

2.1.6. Locations and changes shall be done by Contractor in a neat and legible manner and, where applicable, indicated by drawing a "cloud" around the changed or additional information.

2.2. **RECORD DOCUMENT INFORMATION**

2.2.1. Contractor shall record the following information:

2.2.1.1. Locations of Work buried under or outside each building, including, without limitation, all utilities, plumbing and electrical lines, and conduits.

2.2.1.2. Actual numbering of each electrical circuit.

2.2.1.3. Locations of significant Work concealed inside each building whose general locations are changed from those shown on the Drawings.

2.2.1.4. Locations of all items, not necessarily concealed, which vary from the Contract Documents.

2.2.1.5. Installed location of all cathodic protection anodes.

2.2.1.6. Deviations from the sizes, locations, and other features of installations shown in the Contract Documents.

2.2.1.7. Locations of underground work, points of connection with existing utilities, changes in direction, valves, manholes, catch basins, capped stubouts, invert elevations, etc.

2.2.1.8. Sufficient information to locate Work concealed in each building with reasonable ease and accuracy.

2.2.2. In some instances, this information may be recorded by dimension. In other instances, it may be recorded in relation to the spaces in the building near which it was installed.

2.2.3. Contractor shall provide additional Drawings as necessary for clarification.

2.2.4. Contractor shall provide in an electronic format as indicated in the Contract Documents, a copy of the Drawings, made from final Shop Drawings marked "No Exceptions Taken" or "Approved as Noted."

2.2.4.1. With the District's prior approval, Contractor may provide these reproducible Drawings in hard copy.

3. RECORD MATERIALS LOG

3.1.1. Materials Log shall be submitted prior to Completion.

3.1.2. Preparation: Mark Material Log to indicate the actual product installation where installation varies from that indicated in original Material Log.

3.1.3. Give particular attention to information on concealed materials and installations that cannot be readily identified and recorded later.

3.1.4. Mark copy with the proprietary name and characteristics of products, materials, and equipment furnished, including substitutions and product options selected.

3.1.5. Record the name of the manufacturer, supplier, installer, and other information necessary to provide a record of selections made.

3.1.6. The working copy of Materials Log shall be consistently maintained throughout construction, and shall be accessible at Project Site.

4. MAINTENANCE OF RECORD DOCUMENTS

4.1. Contractor shall store Record Documents apart from documents used for construction as follows:

4.1.1. Provide files and racks for storage of Record Documents.

4.1.2. Maintain Record Documents in a clean, dry, legible condition and in good order.

4.2. Contractor shall not use Record Documents for construction purposes.

END OF DOCUMENT

SECTION 09 29 00 - GYPSUM BOARD

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes the following interior gypsum board:
   1. Type X (GWB).
   2. Abuse Resistant (GWB-VHI).
   3. Abuse and Water Resistant (GWB-WR).

B. Related Sections include the following:
   1. Division 6 Section "Rough Carpentry" for wood framing and furring that supports gypsum board.
   2. Division 9 Section "Ceramic Tile" for cementitious backer board installed as substrates for ceramic tile.
   3. Division 9 Section “Painting” for primers and finishes applied to gypsum board surfaces.

1.3 SUBMITTALS

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

B. Samples: For the following products:
   1. Trim Accessories: Full-size Sample in 12-inch- long length for each trim accessory indicated.
   2. Finishes: Provide Level 4 and 5 of gypsum board finish indicated for use in exposed locations. 4 by 4 foot sample of each.
      a. Finishes: For each finish indicated and on same backing indicated for Work.

1.4 QUALITY ASSURANCE

A. Reference Standards: (Effective January 1, 2023) The 2022 Code of Regulations CCR, CFC, CMC, CPC, CEC Govern)
   1. Title 19 CCR, Public Safety, State Fire Marshall Regulations
   2. Title 24 CCR, Part 1 - 2022 Building Standards Administrative Code

3. Title 24 CCR, Part 2 - 2022 California Building Code, VOL. 1&2 (CBC) (2018 IBC, as Amended by CA
4. Title 24 CCR, Part 3 - 2022 California Electrical Code (CEC) (2017 NEC, as Amended by CA)
5. Title 24 CCR, Part 4 - 2022 California Mechanical Code (CMC) (2018 IAPMO UMC, as Amended by CA)
6. Title 24 CCR, Part 5 - 2022 California Plumbing Code (CPC) (2018 IAPMO UPC, as Amended by CA)
7. Title 24 CCR, Part 6 - 2022 California Energy Code
8. Title 24 CCR. Part 8 - 2022 California Historical Building Code
9. Title 24 CCR, Part 9 - 2022 California Fire Code (CFC) (2018 IFC, as Amended by CA
10. Title 24 CCR, Part 10 - 2022 California Existing Building Code
11. Title 24 CCR, Part 11 - 2022 California Green Building Standards Code (Calgreen Code)

B. Fire-Resistance-Rated Assemblies: For fire-resistance-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E 119 by an independent testing agency acceptable to DSA.

C. STC-Rated Assemblies: For STC-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E 90 and classified according to ASTM E 413 by an independent testing agency.

D. Mockups: Before beginning gypsum board installation, install mockups of at least 100 sq. ft. in surface area to demonstrate aesthetic effects and set quality standards for materials and execution.
   1. Install mockups for the following:
      a. Each level of gypsum board finish indicated for use in exposed locations.
      b. Each finish indicated.
      c. Each areas such as walls, ceilings, and soffits.
   2. Apply or install final decoration indicated, including painting and wallcoverings, on exposed surfaces for review of mockups.
   3. Simulate finished lighting conditions for review of mockups.
   4. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.5 STORAGE AND HANDLING

A. Store materials inside under cover and keep them dry and protected against damage from weather, condensation, direct sunlight, construction traffic, and other causes. Stack panels flat to prevent sagging.

1.6 PROJECT CONDITIONS

A. Environmental Limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer's written recommendations, whichever are more stringent.

B. Do not install interior products until installation areas are enclosed and conditioned.

C. Do not install panels that are wet, those that are moisture damaged, and those that are mold damaged.
   1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
   2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

1.7 WARRANTY

A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of gypsum board that fails in materials or workmanship within specified warranty period.
   1. Warranty Period: 1 year.

B. Installer’s Warranty: 1 year.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Interior Gypsum Board: Subject to compliance with requirements, provide products by one of the following:
   1. USG Corporation.
   2. National Gypsum Company.
   3. Gypsum-Pacific
   4. PABCO Corporation
   5. Or equal (Reference substitution requirements in Section 01 60 00)

B. Sound Control Wall Board: Subject to compliance with requirements, provide products by one of the following:
   1. Pabco Corporation.
   2. Certainteed
   3. Gold Bond
   4. Or equal (Reference substitution requirements in Section 01 60 00)

C. Steel Trim Accessories: Subject to compliance with requirements, provide products by one of the following:
   1. Amico.
   2. Or equal (Reference substitution requirements in Section 01 60 00)
   3. Steel Trim Accessories:

2.2 PANELS, GENERAL

A. Size: Provide in maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.

2.3 INTERIOR GYPSUM BOARD

A. General: Complying with ASTM C 36 or ASTM C 1396, as applicable to type of gypsum board indicated and whichever is more stringent.
   1. Thickness: 5/8”
   2. Long Edges: Tapered

B. Type X:
   1. Thickness: 5/8 inch.
   2. Long Edges: Tapered.

C. Moisture- and Mold-Resistant Type X: With moisture - and mold-resistant core and surfaces.
      a. SHEETROCK Brand HUMITEK by USG.
      b. XP Wallboard by National Gypsum.
      c. DensArmor Interior Guard by G-P.
   2. Or equal (Reference substitution requirements in Section 01 60 00)
      a. Steel Trim Accessories:

D. Sound Control Gypsum Board
   1. Manufactured to ASTM C1278 material standards.
   2. Core: 5/8 inch, Type X.
   3. Products:
      a. Sound Break XP by Goldbond (Basis of Design)
      b. Quietrock by Pabco.
      c. Silent FX by Certainteed
   4. Type and Thickness: Type X, 5/8 inch thick.

E. Impact Resistant Type: ASTM C1278 and ASTM C1629.
   1. Core: 5/8 inch, Type X.

2. High-density paperless gypsum and cellulose wall panels with long edges.
3. Products:
    a. FIBEROCK Brand VHI panels by USG.
    b. Hi-Impact XP Wallboard by National Gypsum.
4. Or equal (Reference substitution requirements in Section 01 60 00)
    a. Steel Trim Accessories:

F. Fiber-Reinforced Gypsum Board:
1. Manufactured to ASTM C1278 material standards.
2. Product: Fiberock Brand Aqua-Tough Panel by USG Corp. (Basis of Design)
3. Type and Thickness: Type X, 5/8 inch thick.
4. Description: Abuse resistant, water resistant, mold resistant, fire resistant, environmentally friendly (made from 95% recycled materials), smooth paintable surface.
5. Stud Spacing: Up to 24 inches on center on ceilings with Type X, 5/8 inch thick.
6. Use:
    a. On ceilings over sheet waterproofing and with epoxy painted finish.
    b. Toilet rooms and janitor's closets ceilings with epoxy painted finish.

2.4 TRIM ACCESSORIES

A. Trim: ASTM C 1047.
1. Material: Galvanized or aluminum-coated steel sheet or rolled zinc.
2. Shapes:
    a. Cornerbead.
    b. Bullnose bead.
    c. LC-Bead: J-shaped; exposed long flange receives joint compound.
    d. L-Bead: L-shaped; exposed long flange receives joint compound.
    e. U-Bead: J-shaped; exposed short flange does not receive joint compound.
    f. Casing bead; J-shaped; exposed long flange receives joint compound
    g. Expansion (control) joint.
    h. Curved-Edge Cornerbead: With notched or flexible flanges.

2.5 JOINT TREATMENT MATERIALS

A. General: Comply with ASTM C 475.

B. Joint Tape: Paper.

C. Joint Compound for Interior Gypsum Wallboard: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.

2.6 AUXILIARY MATERIALS

A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.

B. Steel Drill Screws: ASTM C 1002, unless otherwise indicated.

C. Acoustical Sealant: Sheetrock Acoustical Sealant by USG or equal.

D. Thermal and Acoustical Insulation: As specified in Division 7 Section "Building Insulation."

E. Gypsum Board Adhesives: High performance latex-based construction adhesive designed for gypsum board applications.
   1. Green Series SW-325 Shear & Drywall Adhesive by OSI.
   2. Drywall Adhesive GDWA by Grabberman.
   3. Or equal (Reference substitution requirements in Section 01 60 00)
   4. Steel Trim Accessories:

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames and framing, for compliance with requirements and other conditions affecting performance.

B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.

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

3.2 APPLYING AND FINISHING PANELS, GENERAL

A. Comply with ASTM C 840.

B. Notify Inspector of Record 48 hrs in advance of when coats of mud are being applied to confirm correct coats.

C. Install ceiling panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.

D. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.

E. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.

F. Form control and expansion joints with space between edges of adjoining gypsum panels.

G. Cover both faces of support framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
   1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
   2. Fit gypsum panels around ducts, pipes, and conduits.
   3. Where partitions intersect structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by structural members; allow 1/4- to 3/8-inch- wide joints to install sealant.

H. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments, except floors. Provide 1/4- to 1/2-inch- wide spaces at these locations, and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.

I. Wood Framing: Install gypsum panels over wood framing, with floating internal corner construction. Do not attach gypsum panels across the flat grain of wide-dimension lumber, including floor joists and headers. Float gypsum panels over these members, or provide control joints to counteract wood shrinkage.

3.3 INSTALLING TRIM ACCESSORIES

A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.

B. Control Joints: Install control joints according to ASTM C 840 and in specific locations approved by Architect for visual effect.

C. Interior Trim: Install in the following locations:

1. Cornerbead: Use at outside corners, unless otherwise indicated.
2. LC-Bead: Use at exposed panel edges.
3. L-Bead: Use where indicated.
4. U-Bead: Use at exposed panel edges.
5. Casing Bead: Provide at edges of Gyp. Bd. where material changes occurs or when gyp. bd. butt to windows and/or doors to provide a straight and level finished edge.
6. Expansion (control) joint.
7. Curved-Edge Cornerbead: Use at curved openings.

3.4 FINISHING GYPSUM BOARD

A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.

B. Prefill open joints and damaged surface areas.

C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.

D. Gypsum Board Finish Levels: Comply with GA 214 for Level definitions.
   1. Level 1: Ceiling plenum areas, concealed areas, and where indicated.
   2. Level 2: Panels that are substrate for ceramic tile or acoustical tile.
   3. Level 3: Where indicated on Drawings.
   4. Level 4: At panel surfaces that will be exposed to view with flat paint finish.
      a. Primer and its application to surfaces are specified in other Division 9 Sections.
   5. Level 5: At panel surfaces that will be exposed to view with non-flat paint finish.
      a. Primer and its application to surfaces are specified in other Division 9 Sections.

3.5 PROTECTION

A. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.

B. Remove and replace panels that are wet, moisture damaged, and mold damaged.
   1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.

2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION 09 25 00

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SECTION 09 51 13 - ACOUSTICAL PANEL CEILINGS INVISACOUSTICS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

Drawings and general conditions of Contract, including General and Supplementary Conditions and Divisions-1 Specification sections apply to work of this section.

1.2 SUMMARY

A. Section Includes

1. Acoustical ceiling panels
2. Exposed grid suspension system
3. Wire hangers, fasteners, main runners, cross tees, and wall angle moldings
4. Perimeter Trim

B. Related Sections

1. Section 09 50 00 - Ceilings
2. Section 09 51 14 – Acoustical Fabric Faced Panel Ceilings
3. Section 09 51 23 – Acoustical Tile Ceilings
4. Section 09 53 00 - Acoustical Ceiling Suspension Assemblies
5. Section 09 20 00 - Plaster and Gypsum Board
6. Section 01 81 13 - Sustainable Design Requirements
7. Section 01 81 19 - Indoor Air Quality Requirements
8. Section 02 42 00 - Removal and Salvage of Construction Materials
9. Division 23 - HVAC Air Distribution
10. Division 26 - Electrical

C. ALTERNATES

1. Prior Approval: Unless otherwise provided for in the Contract documents, proposed product substitutions may be submitted no later than TEN (10) working days prior to the date established for receipt of bids. Acceptability of a proposed

substitution is contingent upon the Architect's review of the proposal for acceptability and approved products will be set forth by the Addenda. If included in a Bid are substitute products that have not been pre-approved by the architect and included in the Addenda, the originally specified products shall be provided without additional compensation.

2. Submittals that do not provide adequate data for the product evaluation will not be considered. The proposed substitution must meet all requirements of this section, including but not necessarily limited to, the following: Single source materials suppliers; Underwriters' Laboratories Classified Acoustical performance; Panel design, size, composition, color, and finish; Suspension system component profiles and sizes; Compliance with the referenced standards.

1.3 REFERENCES

A. American Society for Testing and Materials (ASTM):
   1. ASTM A 1008 Standard Specification for Steel, Sheet, Cold Rolled, Carbon, Structural, High-Strength Low-Alloy and High-Strength Low-Alloy with Improved Formability
   2. ASTM A 641 Standard Specification for Zinc-Coated (Galvanized) Carbon Steel Wire
   3. ASTM A 653 Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) by the Hot-Dip Process
   4. ASTM C 423 Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method
   5. ASTM C 635 Standard Specification for Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings
   6. ASTM C 636 Recommended Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels
   7. ASTM D 3273 Standard Test Method for Resistance to Growth of Mold on the Surface of Interior Coatings in an Environmental Chamber

8. ASTM E 84 Standard Test Method for Surface Burning Characteristics of Building Materials
9. ASTM E 580 Installation of Metal Suspension Systems in Areas Requiring Moderate Seismic Restraint
10. ASTM E 1111 Standard Test Method for Measuring the Interzone Attenuation of Ceilings Systems
11. ASTM E 1414 Standard Test Method for Airborne Sound Attenuation Between Rooms Sharing a Common Ceiling Plenum
12. ASTM E 1264 Classification for Acoustical Ceiling Products

B. International Building Code
C. ASHRAE Standard 62.1-2004, Ventilation for Acceptable Indoor Air Quality
D. NFPA 70 National Electrical Code
E. ASCE 7 American Society of Civil Engineers, Minimum Design Loads for Buildings and Other Structures
F. International Code Council-Evaluation Services - AC 156 Acceptance Criteria for Seismic Qualification Testing of Non-structural Components
G. International Code Council-Evaluation Services Report - Seismic Engineer Report
    1. ESR 1308 - Armstrong Suspension Systems
H. International Association of Plumbing and Mechanical Officials - Seismic Engineer Report
    1. 0244 - Armstrong Single Span Suspension System
I. California Department of Public Health CDPH/EHLB/Standard Method v1.2 2017
J. LEED - Leadership in Energy and Environmental Design is a set of rating systems for the design, construction, operation, and maintenance of green buildings
K. International Well Building Standard
L. Mindful Materials
M. Living Building Challenge
N. U.S. Department of Agriculture BioPreferred program (USDA BioPreferred).
O. Clean Rooms up to ISO Class 5 (Class 100)

1.4 SYSTEM DESCRIPTION

A. Continuous/Wall-to-wall

1.5 SUBMITTALS

A. Product Data: Submit manufacturer's technical data for each type of acoustical ceiling unit and suspension system required.

B. Samples: Minimum 6-inch x 6-inch samples of specified acoustical panel; 8-inch-long samples of exposed wall molding and suspension system, including main runner and 4-foot cross tees.

C. Shop Drawings: Layout and details of acoustical ceilings show locations of items that are to be coordinated with or supported by the ceilings.

D. Acoustical Certifications: Manufacturer's certifications that products comply with specified requirements, including laboratory reports showing compliance with specified tests and standards. For acoustical performance, each carton of material must carry an approved independent laboratory classification, such as Underwriter’s Laboratory (UL), of NRC, CAC, and AC.

1. If the material supplied by the acoustical subcontractor does not have an independent laboratory classification of acoustical performance on every carton, subcontractor shall be required to send material from every production run appearing on the job to an independent or NVLAP approved laboratory for testing, at the architect's or owner's discretion. All products not conforming to manufacturer's current published values must be removed, disposed of, and replaced with complying product at the expense of the Contractor performing the work.

1.6 SUSTAINABLE MATERIALS

A. Transparency: Manufacturers will be given preference when they provide documentation to support sustainable requirements for the following: Material ingredient transparency, Removal of Red List Ingredients per LBCV3, Life Cycle impact information, Low-Emitting Materials, and Clean Air performance.

1. Health Product Declaration (HPD). The end use product has a published, complete Health Product Declaration with disclosure at a minimum of 1000ppm of known hazards in compliance with the Health Product Declaration Open Standard.
2. Declare Label. The end use product has a published Declare label by the International Living Future Institute with disclosure of 100 ppm with a designation of Red List Free or Compliant (less than 1% proprietary ingredients).
3. Low Emitting products with VOC emissions data. Preference will be given to manufacturers that can provide emissions data showing their products meet any of the following: CDPH/EHLB/Standard Method v1.2-2017; Indoor Air Quality Certified to SCS-105 v4.2-2023
4. Life cycle analysis. Products that have communicated lifecycle data through Environmental Product Declarations (EPDs) will be preferred.
5. Biobased products derived from plants and other renewable materials will be given preference. Provide USDA Certified Biobased Product certification.
6. End of Life Programs/Recycling: Where applicable, manufacturers that provide the option for recycling of their products into new products at end-of-life through take-back programs will be preferred.
7. Products meeting LEED V4 requirements including:
    i. Storage & Collection of Recyclables
    ii. Construction and Demolition Waste Management Planning
    iii. Building Life-Cycle Impact Reduction
    iv. Building Product Disclosure and Optimization Environmental Product Declarations
    v. Building Product Disclosure and Optimization Sourcing of Raw Materials
    vi. Building Product Disclosure and Optimization Material Ingredients
    vii. Construction and Demolition Waste Management

1.7 QUALITY ASSURANCE

A. Single-Source Responsibility: Provide acoustical panel units and grid components by a single manufacturer to ensure fit and function.
B. Installer Qualifications: Company specializing in performing specified work type, a minimum of three years of documented experience, and approved by the manufacturer.
C. Fire Performance Characteristics: Identify acoustical ceiling components with appropriate markings of applicable testing and inspecting organization.
D. Surface Burning Characteristics: Tested per ASTM E 84 and complying with ASTM E 1264 Classification.

1.8 DELIVERY, STORAGE, AND HANDLING

A. Deliver acoustical ceiling units to project site in original, unopened packages and store them in a fully enclosed space where they will be protected against damage from moisture, direct sunlight, surface contamination, and other causes.
B. Before installing acoustical ceiling units, permit them to reach room temperature and a stabilized moisture content.
C. Handle acoustical ceiling units carefully to avoid chipping edges or damaging units in any way.

1.9 PROJECT CONDITIONS

A. Space Enclosure:
    1. HumiGuard Plus Ceilings: Building areas to receive ceilings shall be free of construction dust and debris. Products with HumiGuard Plus performance and hot dipped galvanized steel, aluminum or stainless-steel suspension systems can be installed up to 120°F (49°C) and in spaces before the building is enclosed, where HVAC systems are cycled or not operating. Cannot be used in exterior applications where standing water is present or where moisture will come in direct contact with the ceiling.

1.10 ALTERNATE CONSTRUCTION WASTE DISPOSAL

A. Ceiling material being reclaimed must be kept dry and free from debris.
B. Before disposing of ceilings, contact the Armstrong Recycling Center at 877-276-7876, select option #1 then #8 to review with a consultant the condition and location of building where the ceilings will be removed. The consultant will verify the condition of the material and that it meets the Armstrong requirements for recycling. The Armstrong consultant will help facilitate the process to recycle the ceiling.
C. Recycling may qualify for LEED Credits:
    1. LEED 2009 - Category 4: Material and Resources (MR)
        i. Credit MRc2: Construction Waste Management
    2. LEEDv4 - MRp2
        i. Construction Waste Management Planning Qualifies as a material stream (non-structural) targeted for diversion. Ceilings will be source-separated and diverted through the Armstrong Ceiling Recycling Program.
    3. LEEDv4-MRc5
        i. Option 1: Divert ceilings to qualify for one of the 3 material streams (50%)
        ii. Option 2: Divert ceilings to qualify for one of the 4 material streams (75%)

1.11 WARRANTY

A. Acoustical Panel: Submit a written warranty executed by the manufacturer, agreeing to repair or replace panels that fail within the warranty period. Failures include, but are not limited to the following:
    1. Acoustical Panels with HumiGuard® Max and HumiGuard® Plus performance: sagging and warping
    2. Acoustical panels with BioBlock® performance: growth of mold and mildew
    3. Grid System: rusting and manufacturer's defects
B. Warranty Period:
    1. Ceiling System: Thirty (30) years from date of substantial completion
C. The Warranty shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and will be in addition to and run

concurrent with other warranties made by the Contractor under the requirements of the Contract Documents.

1.12 MAINTENANCE

A. Extra Materials: Deliver extra materials to Owner. Furnish extra materials described below that match products installed. Packaged with protective covering for storage and identified with appropriate labels.

1. Acoustical Ceiling Units: Furnish quality of full-size units equal to 5.0 percent of amount installed.
2. Exposed Suspension System Components: Furnish quantity of each exposed suspension component equal to 2.0 percent of amount installed.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

A. Ceiling Panels:
    1. Armstrong World Industries, Inc.

B. Suspension Systems:
    1. Armstrong World Industries, Inc.

2.2 ACOUSTICAL CEILING UNITS

A. Acoustical Panel Ceilings
    1. Surface Texture: Smooth Texture
    2. Composition: Mineral Fiber
    3. Color: White
    4. Size: 24 in x 48 in,
    5. Edge Profile: Square
    6. Noise Reduction Coefficient (NRC) ASTM C 423 Classified w/ UL label on product carton: 0.75,0.70
    7. Flame Spread: ASTM E 1264; Class A
    8. Light Reflectance (LR) White Panel: ASTM E 1477, NA
    9. Dimensional Stability: HumiGuard Plus
    10. Recycle Content: Up to 70% total recycled content. (Total recycled content: pre-consumer, post-consumer and post-industrial)
    11. Material Ingredient Transparency: Health Product Declaration (HPD); Declare Label
    12. Life Cycle Assessment: Third Party Certified Environmental Product Declaration (EPD)
    13. Indoor Air Quality Certified to SCS-105 v4.2-2023
    14. USDA Certified Biobased Product

15. Basis of Design: **Invisacoustics, item number 1212WH in White,** as manufactured by Armstrong World Industries, Inc.
16. Substitutions: Refer to Alternates in Part 1.

2.3 METAL SUSPENSION SYSTEMS

A. Components: Main beams and cross tees, base metal and end detail, fabricated from commercial quality hot dipped galvanized steel complying with ASTM A 653. Main beams and cross tees are double-web steel construction exposed flange design. Exposed surfaces chemically cleansed, capping prefinished galvanized steel in baked polyester paint. Main beams and cross tees shall have rotary stitching.
    1. Structural Classification: ASTM C 635 Intermediate or Heavy Duty.
    2. Color: White or match the actual color of the selected ceiling tile, unless noted otherwise.
    3. Sustainability: Environmental Product Declaration (EPD), Health Product Declaration (HPD)
    4. Substitutions: Refer to Alternates in Part 1.
B. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table 1, Direct Hung unless otherwise indicated.
C. Accessories as manufactured by Armstrong World Industries, Inc.
    1. All-in-One self-stopping fastener Item 1221
       Accessories by Others
    2. Titebond Greenchoice Acoustical Ceiling Tile Adhesive

PART 3 – EXECUTION

3.1 EXAMINATION

A. Do not proceed with installation until all wet work such as concrete, terrazzo, plastering and painting has been completed and thoroughly dried out, unless expressly permitted by manufacturer's printed recommendations. (Exception: HumiGuard Max Ceilings)

3.2 PREPARATION

A. Measure each ceiling area and establish layout of acoustical units to balance border widths at opposite edges of each ceiling. Avoid use of less than half width units at borders and comply with reflected ceiling plans. Coordinate panel layout with mechanical and electrical fixtures.
B. Coordination: Furnish layouts for preset inserts, clips, and other ceiling anchors whose installation is specified in other sections.
    1. Furnish concrete inserts and similar devices to other trades for installation well in advance of time needed for coordination of other work.

3.3 INSTALLATION

A. Follow manufacturer installation instructions.

3.4 ADJUSTING AND CLEANING

A. Replace damaged and broken panels.
B. Clean exposed surfaces of acoustical ceilings, including trim, edge moldings, and suspension members. Comply with manufacturer's instructions for cleaning and touch up of minor finish damage. Remove any ceiling products that cannot be successfully cleaned and or repaired. Replace with attic stock or new product to eliminate evidence of damage.

SECTION 09 91 00 - PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes the following:
   1. Surface Preparation.
   2. Field application of paints, stains, varnishes, and other coatings (PTG, PTS).
   3. See Schedule and Interior Elevations on the Contract Documents for finished surfaces.

B. Related Sections:
   1. Finish Schedule on the Contract Documents**.**

1.3 SUBMITTALS

1. Product data - Submit product data sheets for each product.
2. Samples:
   a. Submit three painted samples (brush outs), illustrating selected colors and textures for each color and systems selected with specified coats cascaded.
   b. Submit on suitable backing, 8x10 inch size.

1.4 QUALITY ASSURANCE

A. Reference Standards:
   1. Title 19 CCR, Public Safety, State Fire Marshall Regulations
   2. Title 24 CCR, Part 1 - 2022 Building Standards Administrative Code
   3. Title 24 CCR, Part 2 - 2022 California Building Code, VOL. 1&2 (CBC) (2018 IBC, as Amended by CA
   4. Title 24 CCR, Part 3 - 2022 California Electrical Code (CEC) (2017 NEC, as Amended by CA)
   5. Title 24 CCR, Part 4 - 2022 California Mechanical Code (CMC) (2018 IAPMO UMC, as Amended by CA)

6. Title 24 CCR, Part 5 - 2022 California Plumbing Code (CPC) (2018 IAPMO UPC, as Amended by CA)
7. Title 24 CCR, Part 9 - 2022 California Fire Code (CFC) (2018 IFC, as Amended by CA
8. Title 24 CCR, Part 10 - 2022 California Existing Building Code
9. Title 24 CCR, Part 12 - 2022 California Reference Standards (Partial List)

1.5 DELIVERY, STORAGE, AND PROTECTION

A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.

B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.

1.6 ENVIRONMENTAL REQUIREMENTS

A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.

B. Provide lighting level of 80 ft candles measured mid-height at substrate surface.

C. Environment Requirements:
   1. Comply with manufacturer's recommendations as to environmental conditions under which coatings and coating systems can be stored and applied.
   2. Stucco: Provide a PH test of the stucco that shows compliance with PH requirements of the paint manufacturer. Do not apply paint to stucco at PH levels over 10 or the max amount recommended by the paint manufacturer, whichever is less.
   3. Do not paint when there is a threat of rain within 24 hours or when surface or air temperatures are at or below 40 degrees.
   4. Architectural paints and coatings shall comply with VOC limits in Table 1 of the ARB Architectural Coatings Suggested Control measure, as shown in Table 5.504.4.3, unless more stringent local limits apply. The VOC Content limit for coatings that do not meet the definitions for specialty coatings categories listed in Table 5.504.4.3 shall be determined by classifying the coating as a Flat, Non-flat or non-flat high gloss coating based on its gloss, as defined in Subsections 4.21, 4.36 and 4.37 of the 2007 California Air Resources Board, suggested Control Measure, and the corresponding Flat, Non-flat or Non-flat-High gloss VOC limit on Table 5.504.4.3 shall apply. *"TABLE 5.504.4.3-VOC CONTENT LIMITS FOR ARCHITECTURAL COATINGS"*

5. Aerosol paints and coatings shall meet the PWMIR Limits for ROC in Section 94522(a)(3) and other requirements, including prohibitions on the use of certain toxic compounds and ozone depleting substances. In Sections 94522(c)(2) and (d)(2) of the California Code of Regulations, Title 17, commencing with Section 94520 and in areas under the jurisdiction of the Bay Area Air Quality Management District, (additionally) comply with the percent VOC by weight of product limits of Regulation 8 Rule 49. *"TABLE 5.504.4.3-VOC CONTENT LIMITS FOR ARCHITECTURAL COATINGS"*

1.7 WARRANTY

A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace paint that fails in materials or workmanship within specified warranty period.
   1. Warranty Period: 1 year.

B. Installer Warranty: 1 year.

1.8 EXTRA STOCK

A. Provide following with District's permission:
   1. Minimum 2 gallons of each product and each color in an original unopened or new 1 gallon cans.
      a. Color spot each lid.
      b. Identify with formula, location, product and date on the lid.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Paints:
   1. Sherwin Williams Pomar 200 (Basis of Design for VOC, color and quality).
   2. Frazee Paints
   3. Dunn-Edwards.
   4. ICI.
   5. Or equal (Reference substitution requirements in Section 01 60 00)

2.2 PAINTS AND COATINGS

A. Ready mixed, except field-catalyzed coatings.

B. Prepare pigments:
   1. To a soft paste consistency, capable of being readily and uniformly dispersed to a homogenous coating.
   2. For good flow and brushing properties.
   3. Capable of drying or curing free of streaks or sags.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify that surfaces are ready to receive Work as instructed by the product manufacturer.

B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application. Do not proceed unless substrate is suitable.

C. Test shop-applied primer for compatibility with subsequent cover materials.

D. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below the following maximums:
   1. Plaster and Gypsum Wallboard: 12 percent.
   2. Interior Wood: 15 percent, measured in accordance with ASTM D-4442.
   3. Exterior Wood: 15 percent, measured in accordance with ASTM D-4442.

3.2 PREPARATION OF SURFACE

A. General:
   1. Clean all exterior walls and surfaces of loose and scaly paint, dirt, dust, chalk, and other foreign matter by water-blasting using care not to damage substrate followed by hand scraping, sanding or wire brushing after surfaces are dry. Mildew must be treated with household bleach solution and rinsed thoroughly.
   2. Patch, caulk, set protruding nails and repair all surfaces and cracks where necessary with suitable patching materials and smooth off to match adjacent surfaces.
   3. Sand Glossy surfaces to dull surface and remove residue.
   4. Remove mildew from affected surfaces with a solution of Tri-Sodium Phosphate and bleach. Rinse with clean water and allow to dry completely.
   5. Existing surfaces to be recoated shall be thoroughly cleaned and de-glossed by sanding or other means prior to priming and painting. Patched and bare areas shall be spot primed with the same primer as specified for new work.

6. Rusty metal: Scrape, sand or wire wheel, feathering edges to sound coating. Dust surfaces. Topcoat.
7. Remove soil and body oils completely from surfaces, including handrails, door edges and posts. Treat with Liquid Sandpaper or Dull-N-Bond.
8. Remove hardware, accessories, plates, fixtures and similar items not to be finished. Reinstall at completion.
9. Paint edges of sink cut-outs.

B. Galvanized Surfaces: Remove all oils and contamination from galvanized surfaces scheduled to be painted by washing with a compliant solvent wash.

C. Ferrous Metal: Remove grease, rust, scale, dirt and dust from ferrous metal surfaces. Primer coat shall be applied not less than 30 minutes, nor more than 3 hours after preparation of surface.

D. Primed Metal: Sand and scrape shop primed metal to remove loose primer and rust. Touch-up bare, abraded and damaged areas with metal primer. Feather edges to make touch-up patches inconspicuous.

E. Wood Surfaces:
1. Remove dust, grit and foreign matter from wood surfaces. Sand surfaces and dust clean. Spot prime knots, pitch streaks and sappy sections with a stain blocking primer where surfaces are to be painted. Fill nail holes, cracks and other defects after priming and spot prime repairs after patching material has fully cured.
2. Wood surfaces with peeling areas are to have edges of broken paint film sanded to a feather edge.
3. Back prime wood trim. Paint tops, bottoms, edges and cut-outs of doors.

F. Plaster Surfaces:
1. Plaster surfaces shall be dry and free from efflorescence, encrustations and foreign matter. Fill cracks, holes and imperfections, smoothing repairs to match adjacent texture. Allow repairs to fully cure before priming.
2. Prime plaster surfaces with specified primer. Caulk all cracks.

G. Gypsum Board: Gypsum board shall be dusted clean and free from encrustations and other foreign matter.

H. Preparation of other surfaces shall be performed following specific recommendations of the coating manufacturer.

3.3 APPLICATION

A. Apply products in accordance with manufacturer's instructions.

B. Where adjacent sealant is to be painted, do not apply finish coats until sealant is applied.

C. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.

D. Apply each coat to uniform appearance. Apply each coat of paint slightly darker than preceding coat unless otherwise approved

E. Sand wood surfaces lightly between coats to achieve required finish.

F. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust particles just prior to applying next coat.

G. Stipple all edges and corners to conceal brush marks.

H. Doors: Paint entire door unless otherwise noted, including door top and bottom edge surfaces.

I. Paint entire trim element. Painting of faces only is unacceptable. Trim surfaces must be wrapped with the trim color and not "faced off" or "Hollywooded".

J. Tinting: Tint each primer a lighter shade to facilitate identification of each coat where multiple coats of the same material are applied. Tint primer to match the color of the finish coat, but provide sufficient differences in shade of primer to distinguish each separate coat.

3.4 PROTECTION

A. Protect work of other trades and items not intended to receive paint. Install "wet paint" signs to protect newly painted surfaces.

3.5 CLEANING

A. Protection - Carefully protect areas where work is in progress from damage.
   1. Provide and spread clean drop cloths when and where required to provide the necessary protection.
   2. Immediately clean-up all accidental spatter, spillage, misplaced paint and restore the affected surface to its original condition.

B. Clean-up:
   1. At completion of work, remove all materials, supplies, debris and rubbish and leave each area in a clean, acceptable condition.

2. Collect waste material which may constitute a fire hazard, place in closed metal containers, and remove daily from site.

3.6 SURFACES TO BE FINISHED

A. Paint all new work and areas affected by new work, unless noted otherwise.

B. Do not paint or finish the following items:
1. Items fully factory-finished unless specifically noted.
2. Fire rating labels, equipment serial number and capacity labels.

C. Mechanical and Electrical: Use paint systems defined for the substrates to be finished.
1. Paint all insulated and exposed pipes occurring in finished areas to match background surfaces, unless otherwise indicated.
2. Paint shop primed items occurring in finished areas.
3. Paint interior surfaces of air ducts and convector and baseboard heating cabinets that are visible through grilles and louvers with one coat of flat black paint.
4. Paint dampers exposed behind louvers, grilles and convector and baseboard cabinets to match face panels.

3.7 PAINT SYSTEMS – EXTERIOR

Substitute the HIGHLIGHTED numbers for 2nd and 3rd Coats for LOW VOC ChiPs and Leed Projects ; Satin *(#B33W200)* *Semi-gloss (#B35W200)* *Hi-Gloss, (#B35W200)*

A. Paint New Plaster/Stucco, Cement Siding, Shingles, Common Brick and Concrete Walls, Low Sheen (Satin) Finish. 3 coat:
1. 1st Coat: S-W Loxon Concrete & Masonry Primer Sealer, A24W0300 (8 mils wet, 3.2 mils dry).
2. 2nd Coat: S-W #A89W00507 *(#B35W200)* Acrylic Low sheen (4 mils wet, 1.5 mils dry per coat)
3. 3rd Coat: S-W #A89W00507 *(#B35W200)* Acrylic Low sheen (4 mils wet, 1.5 mils dry per coat)

B. Paint New Plaster/Stucco, Cement Siding, Shingles, Common Brick and Concrete Walls,
1. 1st Coat: S-W Loxon Concrete & Masonry Primer Sealer, A24W0300 (8 mils wet, 3.2 mils dry).
2. 2nd Coat: S-W #B35W200 Acrylic Hi-Gloss (4 mils wet, 1.5 mils dry per coat)
3. 3rd Coat: S-W #B35W200 Acrylic Hi-Gloss (4 mils wet, 1.5 mils dry per coat)

C. Paint New Plaster/Stucco, Cement Siding, Shingles, Common Brick and Concrete Walls, Hi-gloss Finish. 3 coats:

1. 1st Coat: S-W Loxon Concrete & Masonry Primer Sealer, A24W0300 (8 mils wet, 3.2 mils dry).
2. 2nd Coat: S-W #B35W200 Acrylic Hi-Gloss (4 mils wet, 1.5 mils dry per coat)
3. 3rd Coat: S-W #B35W200 Acrylic Hi-Gloss (4 mils wet, 1.5 mils dry per coat)

D. Paint New Plaster/Stucco, Cement Siding, Shingles, Common Brick and Concrete Walls, Low Sheen (Satin) Finish. 3 coat:
1. 1st Coat: S-W Loxon Concrete & Masonry Primer Sealer, A24W0300 (8 mils wet, 3.2 mils dry).
2. 2nd Coat: S-W #B33W200 Acrylic Low sheen (4 mils wet, 1.5 mils dry per coat)
3. 3rd Coat: S-W #B33W200 Acrylic Low sheen (4 mils wet, 1.5 mils dry per coat)

E. Paint New Wood Satin Finish, Latex, 3 coat:
1. 1st Coat: S-W Exterior Latex Wood Primer, B42W8041 (4 mils wet, 1.4 mils dry).
2. 2nd Coat: S-W #B33W200 Latex Satin, (4 mils wet, 1.52 mils dry per coat).
3. 3rd Coat: S-W #B33W200 Latex Satin, (4 mils wet, 1.52 mils dry per coat).

F. Paint New Unpainted Masonry Satin Finish, Latex, 3 coat:
1. 1st Coat: S-W Exterior Acrylic Masonry Primer, A24W00300 (50-100 sq ft/gal).
2. 2nd Coat: S-W Super Paint Exterior Acrylic Latex Satin Finish. A89W00507 (4 mils wet, 1.52 mils dry per coat
3. 3rd Coat: S-W Super Paint Exterior Acrylic Latex Satin Finish. A89W00507 (4 mils wet, 1.52 mils dry per coat

G. Paint New Unpainted CMU Satin Finish, Latex, 3 coat:
1. 1st Coat: S-W Heavy Duty Acrylic Block Filler Primer, B42W00046 (50-100 sq ft/gal).
2. 2nd Coat: S-W Super Paint Exterior Acrylic Latex Satin Finish. A89W00507 (4 mils wet, 1.52 mils dry per coat
3. 3rd Coat: S-W Super Paint Exterior Acrylic Latex Satin Finish. A89W00507 (4 mils wet, 1.52 mils dry per coat

H. Paint New Wood, Satin Finish. Acrylic Latex, 3 coat:
1. 1st Coat: S-W A-100 Exterior Oil Wood Primer, Y24W00020 (8 mils wet, 3.2 mils dry).
2. 2nd Coat: S-W S-W Super Paint Exterior Acrylic Latex Satin Finish. A89W00507 (4 mils wet, 1.52 mils dry per coat
3. 3rd Coat: - S-W Super Paint Exterior Acrylic Latex Satin Finish. A89W00507 (4 mils wet, 1.52 mils dry per coat).

I. Stain New Wood Siding, Shingles (non-roof) and Trim, Semi-Transparent, 2 coat:
1. 1st Coat: S-W Woodscapes Exterior Polyurethane Semi-Transparent Stain A15W00211

2. 2nd Coat: S-W Woodscapes Exterior Polyurethane Semi-Transparent Stain A15W00211

J. Stain New Wood Siding, Shingles (non-roof) and Trim, Opaque Finish, 2 coat:
1. 1st Coat: S-W Woodscapes Exterior Polyurethane Semi-Transparent Stain A15W00211
2. 2nd Coat: S-W Woodscapes Exterior Polyurethane Semi-Transparent Stain A15W00211

K. Paint Ferrous Metals Semi-Gloss, Acrylic, 3 coat:
1. 1st Coat: S-W Kem-Bond HS Universal Metal Primer (Off White) B50WZ0004 (5.0 mils wet, 2.0 mils dry). *(If pre Primed: Show compatibility of primer and this coat can be deleted.)*
2. 2nd Coat: S-W DTM Acrylic Coating Semi-Gloss, B66W00211 (4 mils wet, 1.5 mils dry per coat).
3. 3rd Coat: S-W DTM Acrylic Coating Semi-Gloss, (4 mils wet, 1.5 mils dry per coat).

L. Paint New Galvanized Metals, Semi-Gloss, Acrylic, Latex 2 coat:
1. 1st Coat: Jasco Metal Etch (5.0 mils wet, 2.0 mils dry).
2. 2nd Coat: S-W DTM Acrylic Coating Semi-Gloss, B66W00211 (4 mils wet, 1.5 mils dry per coat).
3. 3rd Coat: S-W DTM Acrylic Coating Semi-Gloss, (4 mils wet, 1.5 mils dry per coat).

M. Elastomeric Coating:
1. 1st Coat - S-W, VIP
2. 1st and 2nd Coats: Minimum (2 mil each coat)

3.8 PAINT SYSTEMS -INTERIOR

A. Paint New – Wood, Trim, Doors, Composite Wood Panels, Semi-gloss Latex, 3 coat:
1. 1st Coat: Pro-Mar white lacquer Undercoater White B44WT0001
2. 2nd Coat: S-W ProMar 200 Interior Latex, Semi-Gloss, Extra white B31W02251. (4 mils wet, 1.3 mils dry per coat)
3. 3rd Coat: S-W ProMar 200 Interior Latex, Semi-Gloss, Extra white B31W02251. (4 mils wet, 1.3 mils dry per coat)

B. Paint Ferrous Metals Semi-Gloss, Acrylic, 3 coat:
1. 1st Coat: S-W Kem-Bond HS Universal Metal Primer (Off White) B50WZ0004 (5.0 mils wet, 2.0 mils dry). *If pre-Primed: Show compatibility of primer and this coat can be deleted.*
2. 2nd Coat: S-W DTM Acrylic Coating Semi-Gloss, B66W00211 (4 mils wet, 1.5 mils dry per coat).
3. 3rd Coat: S-W DTM Acrylic Coating Semi-Gloss, (4 mils wet, 1.5 mils dry per coat

C. Paint New Gypsum Board (All Areas except Public Areas , Restrooms and wet Areas) Satin Finish - Latex, 3 coat:
   1. 1st Coat: S-W Pro High Holdout Primer, B28WY2000 Series (5.0 mils wet, 2.0 mils dry)
   2. 2nd Coat: S-W ProMar 200 Interior Latex Lo-Sheen ES Enamel Extra White, (4 mils wet, 1.7 mils dry per coat).
   3. 3rd Coat: S-W ProMar 200 Interior Latex Lo-Sheen ES Enamel Extra White, (4 mils wet, 1.7 mils dry per coat).

D. Paint New Gypsum Board (Public Areas , Restrooms and wet Areas)Semi-Gloss Finish - Latex, 3 coat:
   1. 1st Coat: S-W Pro High Holdout Primer, B28WY2000 Series (5.0 mils wet, 2.0 mils dry)
   2. 2nd Coat: S-W ProMar 200 Interior Latex Semi-Gloss Extra White, B20W011251 (4 mils wet, 1.7 mils dry per coat).
   3. 3rd Coat: S-W ProMar 200 Interior Latex Semi-Gloss Extra White, B20W011251 (4 mils wet, 1.7 mils dry per coat).

E. Paint New Plaster/ Concrete (Public Areas , Restrooms and wet Areas) Semi-Gloss Finish - Latex, 3 coat:
   1. 1st Coat: PrepRite Classic Interior Latex Primer, B28W00101 (5.0 mils wet, 2.0 mils dry)
   2. 2nd Coat: S-W ProMar 200 Interior Latex Semi-Gloss Extra White, B31W02251 (4 mils wet, 1.7 mils dry per coat).
   3. 3rd Coat: S-W ProMar 200 Interior Latex Semi-Gloss Extra White, B31W02251 (4 mils wet, 1.7 mils dry per coat).

F. Paint New Galvanized Metals, Semi-Gloss, Acrylic, Latex 2 coat:
   1. 1st Coat: Jasco Metal Etch (5.0 mils wet, 2.0 mils dry).
   2. 2nd Coat: S-W DTM Acrylic Coating Semi-Gloss, B31W02251 (4 mils wet, 1.5 mils dry per coat).
   3. 3rd Coat: S-W DTM Acrylic Coating Semi-Gloss, B31W0225 (4 mils wet, 1.5 mils dry per coat).

3.9 COLORS

A. To be selected by Architect from Manufacturers standard color palette and as scheduled on the “Finish Schedule” provided in the plans.

END OF SECTION 09 91 00

SECTION 12 24 00 - ROLLER SHADES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes manual roller shades.

B. Related Documents:
   1. Reference "Finish Schedule" for color selection on the plans.

1.3 SUBMITTALS

A. Product Data: For each type of product indicated. Include styles, material descriptions, construction details, dimensions of individual components and profiles, features, finishes, and operating instructions.

B. Shop Drawings: Show location and extent of roller shades. Include elevations, sections, details, and dimensions not shown in Product Data. Show installation details, mountings, attachments to other work, operational clearances, and relationship to adjoining work.

C. Samples for Initial Selection: For each colored component of each type of shade indicated.
   1. Include similar Samples of accessories involving color selection.

D. Samples for Verification:
   1. Complete, full-size operating unit not less than 16 inches wide for each type of roller shade indicated.
   2. For the following products:
      a. Shade Material: Not less than 3 inches square, with specified treatments applied. Mark face of material.

E. Window Treatment Schedule: For roller shades. Use same designations indicated on Drawings.

F. Product Certificates: For each type of roller shade, signed by product manufacturer.

G. Qualification Data: For Installer.

H. Product Test Reports: For each type of roller shade.

I. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for each type of roller shade.

J. Maintenance Data: For roller shades to include in maintenance manuals. Include the following:
   1. Methods for maintaining roller shades and finishes.
   2. Precautions about cleaning materials and methods that could be detrimental to fabrics, finishes, and performance.
   3. Operating hardware.

1.4 QUALITY ASSURANCE

A. Reference Standards: The 2022 Code of Regulations CCR, CFC, CMC, CPC, CEC Govern.
   1. Title 19 CCR, Public Safety, State Fire Marshall Regulations
   2. Title 24 CCR, Part 1 - 2022 Building Standards Administrative Code
   3. Title 24 CCR, Part 2 - 2022 California Building Code, VOL. 1&2 (CBC) (2018 IBC, as Amended by CA
   4. Title 24 CCR, Part 6 - 2022 California Energy Code
   5. Title 24 CCR, Part 9 - 2022 California Fire Code (CFC) (2018 IFC, as Amended by CA
   6. Title 24 CCR, Part 10 - 2022 California Existing Building Code
   7. Title 24 CCR, Part 11 - 2019 California Green Building Standards Code (Calgreen Code)
   8. Title 24 CCR, Part 12 - 2022 California Reference Standards (Partial List)

B. Installer Qualifications: Fabricator of products.

C. Source Limitations: Obtain roller shades through one source from a single manufacturer. Preferred Manufacturer Mecho Shades

D. Fire-Test-Response Characteristics: Provide roller shade band materials with the fire-test-response characteristics indicated, as determined by testing identical products per test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction:
   1. Flame-Resistance Ratings: Passes NFPA 701.

E. Product Standard: Provide roller shades complying with WCMA A 100.1.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Deliver shades in factory packages, marked with manufacturer and product name, fire-test-response characteristics, and location of installation using same designations indicated on Drawings and in a window treatment schedule.

1.6 PROJECT CONDITIONS

A. Environmental Limitations: Do not install roller shades until construction and wet and dirty finish work in spaces, including painting, is complete and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.

B. Field Measurements: Where roller shades are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Allow clearances for operable glazed units' operation hardware throughout the entire operating range. Notify Architect of discrepancies. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

1.7 WARRANTY

A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of roller shades that fails in materials or workmanship within specified warranty period.
   1. Warranty Period: 10 years as noted on the manufacturers warrantee.

B. Installer’s Warranty: 1 year.

1.8 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. Rollers Shades: Before installation begins, for each size, color, texture, and pattern indicated, full-size units equal to 5 percent of amount installed, but not fewer than 2 units.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Roller Shades: Subject to compliance with requirements, provide either the named product or an equal product by one of the other manufacturers specified.
   1. Slim Line by MechoShade Systems, Inc.

2.2 ROLLER SHADES

A. Type: Manually operated shades:

B. Mounting: Surface mounted with fascia.

C. Configuration:
   1. Dual Bracket with either SoHo **OR** Eco Veil Screens and Blackout Fabric (see finish plans on drawings)
   2. Single Bracket with SoHo (see finish plans on drawings)

D. Solar Shadecloth:
   1. ThermoVeil 1300 Series basket weave shadecloths in 2 non-directional 2 x 2 basket-weave. Uniform scrim effect at the window wall with appropriate densities for sun control.
   2. Content: 79% vinyl, 21% polyester core.
   3. UV Test 200 sun-fade hours: None
   4. 500 sun-fade hours: 5%.
   5. Openness Factor: ±5%.
   6. Colors: Dove Grey 1605 or Dove Grey 1905 (see schedule for selections)

E. Light Filtering Fabric:
   1. Mechoshade Systems Inc.
   2. Product Name: Eco Veil Screens
   3. Colors: As selected from manufacturers full range of colors or as noted on plans.
   4. Physical Characteristics:
      a. Type: TPO (thermoplastic olefin)
      b. Thickness: .043 inches
      c. Weight: 15.3 oz/sq yd
      d. Openness: 5%
      e. Max width: 100 inches
   5. Performance:
      a. Flame Retardant meets NFPA 701
      b. GreenGuard Indoor Air Quality Certified
      c. 100% recyclable

F. Blackout Fabric
   1. Mecoshade Systems Inc.
   2. Product Name: Chelsea Blackout 0250 series
   3. Colors: Shale 0254
   4. Physical Characteristics:
      a. Type: 50% Acrylic Coating & 50% Polyester
      b. Thickness: .018 inches
      c. Weight: 11.50oz/sq yd
      d. Openness: 0%
      e. Max width: 126 inches
   5. Performance:
      a. Flame Retardant meets NFPA 701
      b. GreenGuard Indoor Air Quality Certified

2.3 ACCESSORIES

A. Fascia type:
   1. Continuous removable extruded aluminum fascia that attaches to shade mounting brackets without the use of adhesives, magnetic strips, or exposed fasteners.
   2. Fascia shall be able to be installed across two or more shade bands in one piece.
   3. Fascia shall fully conceal brackets, shade roller and fabric on the tube.
   4. Provide bracket / fascia end caps where mounting conditions expose outside of roller shade brackets.
   5. Notching of Fascia for manual chain shall not be acceptable.

2.4 SHADE BAND

A. Shade Bands: Construction of shade band includes the fabric, the hem weight, hem-pocket, shade roller tube, and the attachment of the shade band to the roller tube. Sewn hems and open hem pockets are not acceptable.
   1. Hem Pockets and Hem Weights: Fabric hem pocket with RF-welded seams (including welded ends) and concealed hem weights. Hem weights shall be of appropriate size and weight for shade band. Hem weight shall be continuous inside a sealed hem pocket. Hem pocket construction and hem weights shall be similar, for all shades within one room.
   2. Shade Band and Shade Roller Attachment:
      a. Use extruded aluminum shade roller tube of a diameter and wall thickness required to support shade fabric without excessive deflection. Roller tubes less than 1.55 inch in diameter for manual shades, and less than 2.55 inches for motorize shades are not acceptable.
      b. Provide for positive mechanical engagement with drive / brake mechanism.

c. Provide for positive mechanical attachment of shade band to roller tube; shade band shall be made removable / replaceable with a "snap-on" snap-off" spline mounting, without having to remove shade roller from shade brackets.
d. Mounting spline shall not require use of adhesives, adhesive tapes, staples, and/or rivets.
e. Any method of attaching shade band to roller tube that requires the use of: adhesive, adhesive tapes, staples, and/or rivets are not acceptable.

2.5 SHADE FABRICATION

A. Fabricate units to completely fill existing openings from head to sill and jamb-to-jamb, unless specifically indicated otherwise.

B. Fabricate shadecloth to hang flat without buckling or distortion. Fabricate with heat-sealed trimmed edges to hang straight without curling or raveling. Fabricate unguided shadecloth to roll true and straight without shifting sideways more than 1/8 inch in either direction per 8 feet of shade height due to warp distortion or weave design. Fabricate hem as follows:
1. Standard concealed hem bar.

2.6 COMPONENTS

A. Access and Material Requirements:
1. Provide shade hardware allowing for the removal of shade roller tube from brackets without removing hardware from opening and without requiring end or center supports to be removed.
2. Provide shade hardware that allows for removal and re-mounting of the shade bands without having to remove the shade tube, drive or operating support brackets.
3. Use only Delrin engineered plastics by DuPont for all plastic components of shade hardware. Styrene based plastics, and /or polyester, or reinforced polyester will not be acceptable.

B. Manual Operated Chain Drive Hardware and Brackets:
1. Provide for universal, regular and offset drive capacity, allowing drive chain to fall at front, rear or non-offset for all shade drive end brackets. Universal offset shall be adjustable for future change.
2. Provide hardware capable for installation of a removable fascia, for both regular and/or reverse roll, which shall be installed without exposed fastening devices of any kind.

3. Provide shade hardware system that allows for removable regular and/or reverse roll fascias to be mounted continuously across two or more shade bands without requiring exposed fasteners of any kind.
4. Provide shade hardware system that allows for operation of multiple shade bands (multi-banded shades) by a single chain operator, subject to manufacturer's design criteria. Connectors shall be offset to assure alignment from the first to the last shade band.
5. Provide shade hardware system that allows multi-banded manually operated shades to be capable of smooth operation when the axis is offset a maximum of 6 degrees on each side of the plane perpendicular to the radial line of the curve, for a 12 degrees total offset.
6. Provide positive mechanical engagement of drive mechanism to shade roller tube. Friction fit connectors for drive mechanism connection to shade roller tube are not acceptable
7. Provide shade hardware constructed of minimum 1/8-inch thick plated steel or heavier as required to support 150 percent of the full weight of each shade.
8. Drive Bracket / Brake Assembly:
    a. MechoShade Drive Bracket model shall be fully integrated with all MechoShade accessories, including, but not limited to: SnapLoc fascia, room darkening side / sill channels, center supports and connectors for multi-banded shades.
    b. M5 drive sprocket and brake assembly shall rotate and be supported on a welded 3/8 inch steel pin.
    c. The brake shall be an over-running clutch design which disengages to 90 percent during the raising and lowering of a shade. The brake shall withstand a pull force of 50 lbs. in the stopped position.
    d. The braking mechanism shall be applied to an oil-impregnated hub on to which the brake system is mounted. The oil impregnated hub design includes an articulated brake assembly, which assures a smooth, non-jerky operation in raising and lowering the shades. The assembly shall be permanently lubricated. Products that require externally applied lubrication and or not permanently lubricated are not acceptable.
    e. The entire M5 assembly shall be fully mounted on the steel support bracket, and fully independent of the shade tube assembly, which may be removed and reinstalled without effecting the roller shade limit adjustments.
9. Drive Chain: #10 qualified stainless steel chain rated to 90 lb. minimum breaking strength. Nickel plate chain shall not be accepted.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, operational clearances, and other conditions affecting performance.
   1. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 ROLLER SHADE INSTALLATION

A. Install roller shades level, plumb, and aligned with adjacent units according to manufacturer's written instructions, and located so shade band is not closer than 2 inches to interior face of glass. Allow clearances for window operation hardware.

3.3 ADJUSTING

A. Adjust and balance roller shades to operate smoothly, easily, safely, and free from binding or malfunction throughout entire operational range.

3.4 CLEANING AND PROTECTION

A. Clean roller shade surfaces after installation, according to manufacturer's written instructions.

B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, that ensure that roller shades are without damage or deterioration at time of Substantial Completion.

C. Replace damaged roller shades that cannot be repaired, in a manner approved by Architect, before time of Substantial Completion.

END OF SECTION 12 24 00