



# **CSK ARCHITECTS, P. C.**

**PHASE #2 OF FINISH RENOVATIONS at  
JOHN WOOD ELEMENTARY SCHOOL  
6100 EAST 73<sup>RD</sup> AVE,  
MERRILLVILLE, INDIANA 46410**

**MERRILLVILLE COMMUNITY SCHOOL CORPORATION**

**DR. DEXTER SUGGS, Sr., SUPERINTENDENT / BUSINESS  
MEGHAN DAMRON, CHIEF FINANCIAL OFFICER  
GREG GRIFFITH, DIRECTOR: MAINTENANCE SERVICES**

**BOARD OF SCHOOL TRUSTEES**

**ALEX DUNLAP III, PRESIDENT  
JAMES DONOHUE, VICE PRESIDENT  
DELENA THOMAS, SECRETARY  
JUDY DUNLAP, MEMBER  
BOB KRAUSE, MEMBER**

**February 3, 2026**

**Architect's Project #25058**



6919 W. LINCOLN HIGHWAY  
CROWN POINT, IN 46307  
219.322.5950 [www.cskarchitects.com](http://www.cskarchitects.com)

**CERTIFICATION PAGE**

**Project:** Phase #2 of Finish Renovations at  
John Wood Elementary School for the  
Merrillville Community School Corporation  
6701 Delaware Street  
Merrillville, Indiana 46410

**Owner:** Merrillville Community School Corporation  
Dr. Dexter Suggs, Sr., Superintendent / Business  
Meghan Damron, Chief Financial Officer  
Greg Griffith, Director: Maintenance Services

**Board of School Trustees**  
Alex Dunlap III, President  
James Donohue, Vice President  
DeLena Thomas, Secretary  
Judy Dunlap, Member  
Bob Krause, Member

**Architect:** CSK Architects, P.C.  
6919 W. Lincoln Highway  
Crown Point, Indiana 46307  
(219) 322-5950

**Project Architect:** Thomas E. Kuhn, AIA, CSI, ALA  
E-Mail: [tkuhn@cskarchitects.com](mailto:tkuhn@cskarchitects.com)  
Office: (219) 322-5950  
Cell Phone: (219) 741-1849

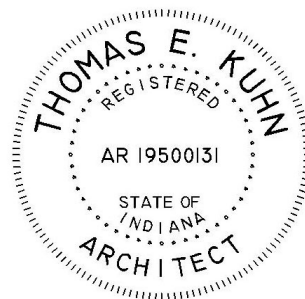
**Architect's Project #'s:** 25058

**Dated:** February 3, 2026

**Certified By:**



Thomas E. Kuhn, AIA, CSI, ALA



© CSK ARCHITECTS, P.C.

THIS PROJECT MANUAL IS THE PROPERTY OF CSK ARCHITECTS, P. C., AND SHALL NOT BE DUPLICATED OR REPRODUCED WITHOUT WRITTEN AUTHORIZATION FROM CSK ARCHITECTS, P. C. ANY UNAUTHORIZED DUPLICATION OR REPRODUCTION IS IN VIOLATION OF FEDERAL COPYRIGHT LAWS AND MAY BE PUNISHED TO THE FULLEST EXTENT ALLOWED BY LAW.

(This page intentionally left blank)

## PROJECT MANUAL INDEX

COVER PAGE  
CERTIFICATION PAGE  
PROJECT MANUAL INDEX

### DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

00 1113 Notice To Bidders #574  
00 1115 Bid and Post Bid Submission Requirements  
00 2113 Instructions to Bidders  
00 3100 Available Project Information  
00 4100 Bid Form  
00 4513 Bidder's Qualifications  
00 5200 Construction Contract  
00 7200 General Conditions  
00 7510 Indiana's Illegal Immigration Law

### DIVISION 01 – GENERAL REQUIREMENTS

01 1100 Summary of Work  
01 2600 Contract Modification Procedures  
01 3100 Project Management and Coordination  
01 3300 Submittals  
01 4500 Quality Control  
01 5000 Construction Facilities and Temporary Controls  
01 6600 Product Storage and Handling Requirements  
01 7400 Cleaning and Waste Management  
01 7700 Closeout Procedures

### DIVISION 04 – MASONRY

04 0513 Masonry Mortaring  
04 2000 Unit Masonry System

### DIVISION 05 – METALS

05 1201 Structural Steel Lintels

### DIVISION 09 – FINISHES

09 3014 Porcelain Tile  
09 6519 Resilient Flooring  
09 6813 Carpet Tile and Vinyl Base  
09 6814 Walk-Off Carpet Tile  
09 8413 Acoustical Wall Panels  
09 9100 Painting

### DIVISION 10 – SPECIALITIES

10 2113 Plastic Toilet Partitions

(This page intentionally left blank)

SECTION 00 1113

NOTICE TO BIDDERS  
#574

Phase #2 of Finish Renovations at  
John Wood Elementary School  
6100 East 73<sup>rd</sup> Ave.  
Merrillville, Indiana 46410

Sealed proposals for the Classroom Renovations at John Wood Elementary School Project for the Merrillville Community School Corporation in accordance with Bid Documents as prepared by CSK Architects, P.C. will be received by the Merrillville Community School Corporation at their Administrative Services Building at 6701 Delaware Street, Merrillville, Indiana 46410 until 10:00 AM on Thursday February 19<sup>th</sup>, 2026, at which time they will be opened and publicly read aloud. Bids received after the above stated time and date as specified, shall be returned to the sender unopened and declared non-acceptable.

All Bidders are requested to attend the Pre-Bid Meeting. The Pre-Bid Meeting will start at 1:00 PM on Tuesday February 10<sup>th</sup>, 2025 and meet at the main entrance at Wood Elementary School.

Work includes: Classroom Renovations at John Wood Elementary

Prime Bids will be received per the Architect's Bid Form for General Construction.

All Bidders must submit a satisfactory bid bond executed by the bidder and surety company or a certified check or bank draft, payable to the Merrillville Community School Corporation in an amount equal to five percent (5%) of their maximum bid, as provided by law.

The successful Bidder, within ten (10) days of acceptance of bids, will be required to execute a performance bond requiring one hundred percent (100%) performance and one hundred percent (100%) labor and material payment. In the event of failure of the successful bidder to execute said bond as stated above, the bidder shall forfeit its bid guaranty as liquidated damages. Bid guaranties of unsuccessful bidders shall be returned upon award of contracts.

Electronic copies of the Bid Documents will be made available at no cost via Dropbox upon an Email request from the Architect. Email Tom Kuhn at [tkuhn@cskarchitects.com](mailto:tkuhn@cskarchitects.com). Electronic copies of the Bid Documents will be made available at no cost via the Merrillville Community School Corporation website at [www.mvsc.k12.in.us/bid](http://www.mvsc.k12.in.us/bid). Hard copies of the Bid documents are available for review at the Office of the Architect and also available for review at the Merrillville Community School Corporation Administrative Services Building at 6701 Delaware Street, Merrillville, Indiana 46410.

All bids shall be sealed and submitted on the Bid Proposal Form in the Project Manual obtained from the office of CSK Architects, P.C., 6919 W. Lincoln Highway, Crown Point, 46307. Bids shall be properly executed on Form 96 including the Non-collusion Affidavit and Contractor's Financial Statement, as prescribed by the Indiana State Board of Accounts and all other Bid Documents requested.

The Merrillville Community School Corporation reserves the right to reject any or all bids, to waive any informalities in bidding, or to return unopened any proposal received after the time fixed herein.

No Base Bid or Alternates shall be withdrawn for a period of sixty (60) days, subsequent to the opening of bids.

Merrillville Community School Corporation, 6701 Delaware Street, Merrillville, Indiana 46410

(First Publication: January 29<sup>th</sup>, 2026) (Second Publication: February 5<sup>th</sup>, 2026)

END OF SECTION

## SECTION 00 1115

### BID AND POST BID SUBMISSION REQUIREMENTS

#### PART 1 GENERAL

##### 1.01 BID SUBMISSION REQUIREMENTS

- A. The following Bid Package Documents must be submitted in accordance with the Architect's Bid Documents and the Advertisement for Bid published by the Post Tribune and The Times on January 27, 2026 and February 3, 2026.
1. Current Indiana State Form 96. Fully executed with the Non-Collusion Affidavit signed.
  2. Financial Statement as prescribed by the Indiana State Board of Accounts.
  3. Bid guarantee in the form of a Bid Bond from a surety company or a certified check equal to 5% of the total of all Base Bids and Alternate Bids proposed by Bidder.
  4. Qualification Statement per Specification Section 00 4513 - Bidder's Qualifications Statement.
  5. Certification of E-Verify Program. Fully executed and notarized.
  6. Certification Statement Regarding Investments in Iran.
  7. Architect's Bid Form fully executed, signed and dated. Signator must be legally authorized by the bidder. All addendums issued by the Architect must be acknowledged on the Bid Proposal.

The above documents shall be submitted in sealed envelopes per specification Section 00 2113 - Instructions to Bidders and 00 1115 – Bid and Post Bid Submission Requirements. Failure to submit any of the above documents may disqualify the bidder's bid.

##### B. POST BID SUBMISSION REQUIREMENTS

1. The Bidders are also required to submit all RFI's for all portions of their and their subcontractors work for outstanding issues, clarifications, etc. that were not addressed prior to the bid. RFI's are required to be submitted to the Architect within seven (7) consecutive calendar days of the bid due date and time. The Owner is requesting this information in order to evaluate the bidders understanding of the Bid Documents, their responsiveness and level of responsibility and their complete and thorough comprehension of the Scope of Work.
2. The intention of this requirement is also intended to encourage the bidders to thoroughly evaluate the Scope of Work and to submit during the bidding process RFI's in order for the Architect to provide all Bidders with the level of detailed information the bidders require to submit a sound and competitive bid.
3. The bidders are required to submit to the Architect within 24 hours of bid due date and time a complete list of subcontractors listing only one contractor to be awarded a contract for each work category. The bidder may not deviate from awarding contracts to the listed subcontractors without permission from the Owner.

END OF SECTION

## SECTION 00 2113

### INSTRUCTIONS TO BIDDERS

#### 1.01 SPECIAL INVITATION TO BIDDERS

- A. The Owner reserves the right to reject any or all bids. Bidder's bid must comply with all requirements of Bid Documents. See Section 00 1115 Bid and Post Bid Submission Requirements.
- B. It is the intention of the Owner that General Contractors would bid this project and provide all construction management services. If a painting contractor or flooring contractor wants to act as the general contractor that is also acceptable provided, they will provide all construction management services.**
- C. Bidders are required to inform themselves fully as to the conditions relating to construction and labor under which the work will be or is now being performed, and insofar as practicable, the Contractor must employ such methods and means in the carrying out of his work as will not cause any interruption of or interference with any other Contractor.
- D. This Project Manual has bound hereto a complete set of bidding forms; these are for the convenience only of the bidders and are not to be detached from the Project Manual or filled or executed. Separate copies of bid forms are furnished for that purpose.
- E. All bidders are cautioned to carefully read and examine the complete set of Bid Documents to acquaint themselves with any and all requirements therein and submit Requests for Information (RFI) to clarify all issues that are not understood by the bidder.
- F. The Project Manual is bound into one book. The specifications are divided into sections. Such assembly and divisions do not relieve the Contractor from any work shown or specified in any part of the drawings or Project Manual. Bidders should also notice all cases where it is specified that certain work or materials, or both, is to be omitted by them, and is to be furnished by others or incorporated therein. It is understood that the various bidders have included such work in their bids even though the same is not specifically mentioned within various sections of the specifications upon which they are bidders.

#### 1.02 BID FORMS

- A. All bids must be submitted in conformity with and shall be based upon and submitted subject to all requirements of the Bid Documents.
- B. Bid documents shall be enclosed in two envelopes (outer and inner), both of which shall be sealed and clearly labeled "Bid Documents" so as to guard against opening prior to the time set therefore. The bidder shall be responsible for the placement of his firm name and number of the project on the outside of both of such bid envelopes.
- C. The Owner may consider as informal any bid on which there is an alteration of or departure from the Bid Form hereto attached.

- D. The Bid will be based upon the completion of the work according to the Bid Documents together with all Addenda thereto and any alternates which may be requested.
- E. Bidders may offer Voluntary Combination Bids on the Bid Form provided the Bidder also provides bids for all Base Bids included in Combination Bids.

#### 1.03 INTERPRETATIONS

- A. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of these proposed Bid Documents, he may submit to the Architect a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by written addendum duly issued by the office of the architect and a copy of such addendum will be provided to each bidder on record at the Architect's office as a plan holder. The Owner will not be responsible for any other explanation or interpretations of such documents which anyone presumes to make on behalf of the Owner before expiration of the ultimate time set for the receipt of the bids.

#### 1.04 CONDITIONS OF SITE AND WORK

- A. All bidders shall examine the site and thoroughly familiarize themselves on the conditions to be met both above and below grade on the site of the proposed building. Any bidder that is awarded a contract, shall not be allowed any extra compensation by reason of any matter or thing concerning which such bidder might have fully informed himself prior to the bidding. The Contractor shall have free use of the premises surrounding the building and within the Owner's property, but shall box all trees and shrubs that come within his operations and which are not to be removed.

#### 1.05 TAXES

- A. This project has tax exempt status

#### 1.06 PERMITS, FEES, LICENSES AND NOTICES

- A. Unless otherwise provided in the Bid Documents, the owner shall pay for all other permits and governmental fees, licenses and inspections necessary for the proper execution and completion of the work which are customarily secured after execution of the contract.
- B. The bidder shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.
- C. It is not the responsibility of the contractor to make certain that the Bid Documents are in accordance with applicable laws, statutes, building codes and regulations. If the bidder observes that any of the Bid Documents are at variance therewith in any respect, he shall promptly notify the Architect in writing, and any necessary changes shall be accomplished by appropriate modification.
- D. The contractors and subcontractors are responsible to secure all local contractor licenses that may be required by the local governing agency having jurisdiction over the work.

## 1.07 CORRECTIONS

- A. All erasure, interpolations and other physical changes in a bid should be signed or initialed by the bidder. No erasures, interpolation or other physical changes should be made by anyone in any bid after its submission.

## 1.08 TIME FOR RECEIVING BIDS

- A. Bids received prior to the time of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered. No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified.
- B. Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise. Bidders should secure correction information relative to the provable time of arrival and distribution of mail at the place where bids are to be opened and, so far as practicable, make due allowance for possible delays.

## 1.09 WITHDRAWAL OF BIDS

- A. Bids may be withdrawn by written or facsimile request dispatched by the bidder in time for delivery in the normal course of business prior to the time fixed for opening, provided that telegraphic withdrawal is confirmed in writing over the signature of the bidder within 48 hours thereafter. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawals of the bid after it has been opened.

## 1.10 AWARD OF CONTRACT - REJECTION OF BIDS

- A. The Contract will be awarded to the lowest responsive and responsible bidder complying with the conditions of the advertisement for bids, provided his bid is reasonable and to the interest of the Owner to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The Owner also reserves the right to reject the bid of any bidders who have previously failed to perform properly, or complete on time contracts of a similar nature, who is not in the position to perform the contract or has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, material men or employees. In determining the lowest responsive and responsible bidder, the following elements in addition to those above mentioned will be considered: whether the bidder involved (a) maintains a permanent place of business, (b) has adequate plant equipment to do the work properly and expeditiously, (c) has a suitable financial status to meet the obligation incidental to the work, (d) has appropriate technical experience (e) has responded to all conditions of the Contract Documents.

## 1.11 TIME OF COMPLETION

- A. The work shall be commenced at the time stated in the notice to the Contractor to proceed or as stated in the contract and shall be completed in the number of days as proposed by the bidders on their Bid Form.

#### 1.12 "OR EQUAL" CLAUSE

- A. Whenever in any of the Bid Documents an article, material, or equipment is defined by describing a proprietary product, or by using the name of a manufacturer or vendor, the term "or equal", if not inserted, shall be implied. The specific article, material or equipment mentioned shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed in such a manner as to exclude manufacturer's products of comparable quality, design and efficiency.
- B. The bidders will be required to base their proposals on the articles, materials and equipment specified, and shall not make any substitutions, unless approval of proposed substitution is issued by an addendum issued by the Architect.
- C. The contractor may offer any voluntary alternate for alternate articles, materials or equipment on the Bid Proposal. Award of bid shall not be based on voluntary alternates.

#### 1.13 PERFORMANCE BOND, LABOR AND MATERIAL PAYMENT BOND AND EXECUTION OF CONTRACT

- A. On Contracts \$200,000 and above the successful bidder shall furnish a performance bond and a labor and material payment bond in the sum of at least one hundred percent (100%) of the total amount payable by the terms of the contract. Cost of performance bond and labor and material payment bond shall be included in the bid.
- B. The successful bidder shall execute the contract with the Owner in the form of the contract included in the specifications in such number of counter-parts as the Owner may request.
- C. Such performances and payment bond shall be furnished and such contract shall be executed and delivered by the successful bidder within 10 days after the receipt by the successful bidder of notice of acceptance of his bid by the Owner.
- D. Address and Signature: Each bid should give the full business address of the bidder and should be signed by him with his usual signature. Bid by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the President, Secretary, or other person authorized to bid it in the matter. The names of all persons affixes to this signature the word "President", "Secretary", "Agent" or other designation, without disclosing his principal, may be held to the bid of the individual signing. When requested by the Owner, satisfactory evidence of the authority of the officer signing in behalf of the corporation should be furnished.

#### 1.14 RIGHT OF FIRST REFUSAL

- A. Owner shall have right of first refusal on any removed materials. If Owner elects not to keep any removed materials, bidder shall remove from site. If Owner elects to keep removed materials, bidder shall store on site as directed by Owner, until Owner can remove at a later date if he wishes.

END OF SECTION

SECTION 00 3100

AVAILABLE PROJECT INFORMATION

1.01 INFORMATION AVAILABLE

- A. Certification Statement Regarding Investments in Iran – copy attached to this section.
- B. CSK Architects, P.C.'s Disclaimer Form for limited use of electronic copies of the Contract Documents which will be made available to the successful bidder for their use to assist in the construction of the project per the requirements of such will be made available electronically from the Architect.
- C. Amereco Inc.: Inspection Site Plan – Pre-Renovation Survey.

END OF SECTION

(This page intentionally left blank)

CERTIFICATION STATEMENT REGARDING INVESTMENTS IN IRAN

I, \_\_\_\_\_, certify to the following:

1. Pursuant to Indiana Code 5-22-16.5 *et seq.*, I am not now engaged in investment activities in Iran.
2. I understand that providing a false certification could result in the fines, penalties, and civil action listed in I.C. 5-22-16.5-14.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

(This page intentionally left blank)



(This page intentionally left blank)

SECTION 00 4100

BID FORM

To: Merrillville Community School Corporation  
6701 Delaware Street  
Merrillville, Indiana 46410

Submitted By: \_\_\_\_\_  
(Company Name)

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Bid Documents, including the Project Manual and Construction Documents on file in the Office of the Architect, hereby propose to perform everything required to be performed and to provide and furnish all of the labor and materials, necessary tools, expendable equipment, and all utility and transportation services necessary to complete in a workmanlike manner all of the work in connection with the Classroom Renovations at John Wood Elementary School for the Merrillville Community School Corporation 6701 Delaware Street Merrillville, Indiana 46410, all in accordance with the Bid Documents as prepared by the Architect CSK Architects, P.C., 6919 W. Lincoln Highway, Crown Point, Indiana 46307, including Addenda \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_ issued thereto for the sum stated below in accordance with the category designations listed:

**BASE BID #1 – Phase 2 Renovations – John Wood Elementary**

To include any and all work associated with the Classroom Renovations at John Wood Elementary School all in accordance with the Bid Documents as Base Bid #1.

\$ \_\_\_\_\_

**ADD ALTERNATE BID #1 – Painting of the Cafeteria, Gym, & Multi-Purpose Room**

To include all work associated with painting & installing new vinyl base for the Cafeteria, Gym, & Multi-Purpose Room at John Wood Elementary School all in accordance with the Bid Documents indicated as Alternate Bid #1.

\$ \_\_\_\_\_

**ADD ALTERNATE BID #2 – Installing Acoustical Wall Panels in the Cafeteria.**

To include all work associated with providing & installing acoustical wall panels within the Cafeteria at John Wood Elementary School all in accordance with the Bid Documents indicated as Alternate Bid #2.

\$ \_\_\_\_\_

**ADD ALTERNATE BID #3 – Installing Acoustical Wall Panels in the Multi-Purpose Room**

To include all work associated with installing acoustical wall panels within the Multi-Purpose Room at John Wood Elementary School all in accordance with the Bid Documents indicated as Alternate Bid #3.

\$ \_\_\_\_\_

In submitting this proposal, it is understood that the right is reserved by the Owner to reject any and all bids. It is agreed that this bid may not be withdrawn for a period of sixty (60) days from the opening thereof.

If awarded the contractor agrees to complete all work over the 2026 summer break.

**THIS BID PROPOSAL MUST BE ACCOMPANIED BY ALL REQUIRED BID DOCUMENTS AS SPECIFIED IN THE PROJECT MANUAL AND LISTED IN SECTION 00 11 53 BID AND POST BID SUBMISSION REQUIREMENTS.**

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

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_

END OF SECTION

## SECTION 00 4513

### BIDDER'S QUALIFICATIONS

#### QUALIFICATIONS FOR BIDDERS

In order for a Bidder to submit a prime bid on this project, the Bidder must have completed a project of comparable size, type and complexity and must have been in business as their current licensed/incorporated entity for at least five (5) years.

Bidder's shall submit a statement with their bid acknowledging this and shall so list those projects in that statement.

The Bidder is required to maintain on a continual basis at least one (1) major trade (i.e., carpentry, masonry, etc.) with their own employees (in house). The bidder may add additional employees, as they need. The intention of this requirement is to attract bidders that are contractors capable and experienced adequately to manage, coordinate and complete the work in accordance with typically accepted and required practices of general contracting and the Bid Documents.

END OF SECTION

(This page intentionally left blank)

SECTION 00 5200

CONSTRUCTION CONTRACT

The A.I.A. Document A101-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a stipulated sum, 2017 Edition shall be included as part of this Specification by reference, and all parties active on the project are bonded thereto. A copy of said document is on file at the Architect's Office for review by the contractor.

END OF SECTION

(This page intentionally left blank)

SECTION 00 7200

GENERAL CONDITIONS

The A.I.A. Document A201-2017, General Conditions of the Contract for Construction 2017 Edition, shall be included as part of this Specification by reference and all parties active on the project are bound thereto. A copy of said document is on file at the Architect's Office for review by the contractor.

END OF SECTION

(This page intentionally left blank)

SECTION 00 7510

INDIANA'S ILLEGAL IMMIGRATION LAW

PART 1 – GENERAL

- 1.01 The Contractor shall comply with Indiana's Illegal Immigration Law, 2011 Senate Enrolled Act 590. The Contractor shall enroll in and verify the work eligibility status of all newly hired employees through E-verify, as that term is defined under Indiana Law. The requirement to enroll and verify the work status under E-verify shall terminate if the E-verify program ceases to exist.
- 1.02 The Contractor must submit with their bid a fully executed copy of the attached "Contractor's E-Verify Affidavit of Compliance with Indiana's Illegal Immigration Law".
- 1.03 If notified by the Owner of a violation of these provisions, the Contractor must, within thirty (30) days, remedy the breach and inform the Owner, in writing, of the actions taken to remedy. Failure to remedy within thirty (30) days can result in termination of the contract.

CONTRACTOR'S E-VERIFY AFFIDAVIT OF COMPLIANCE  
WITH INDIANA'S ILLEGAL IMMIGRATION LAW

COMES NOW \_\_\_\_\_ and having been first sworn  
(Printed Name)

upon his or her oath does affirm under penalties of perjury that:

1. I make this affidavit upon personal knowledge.
2. This affidavit is made by me as an individual or as the authorized legal agent of the below-noted entity.
3. I, nor the below-noted entity, knowingly employ unauthorized aliens as that term is defined under Indiana law.

I hereby verify under penalties for perjury that the foregoing statement is true.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Executed as:

An Individual \_\_\_\_\_, or

A Representative of \_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Address)

END OF SECTION

## SECTION 01 1100

### SUMMARY OF WORK

#### PART 1 GENERAL

##### 1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. General: The work consists of furnishing all labor, materials, equipment, supplies, transportation, fuel, superintendence, temporary construction facilities, insurance, taxes, permits, fees and all other services and facilities, except as stated to be furnished by others, necessary to complete the work as called for on the plans and/or herein specified.

##### 1.02 WORK BY OWNER

- A. Items noted 'NIC' (Not in Contract), and 'by others' will be furnished and installed by the Owner or by others under separate contracts. This does not relieve the Bidder to supply all requirements of the Bid Documents when certain portions of such are noted to be furnished by others.
- B. The bidder shall assist and accommodate all other contractors contracted directly with the Owner and must anticipate and accommodate their requirements during construction and scheduling.

##### 1.03 CONTRACTOR USE OF SITE AND PREMISES

- A. Project Access: The Owner does not intend on closing the facilities or portions thereof to carry out the work which must be coordinated and scheduled with the Owner.
- B. Employee parking will be permitted where approved by the Owner.
- C. Utility Outages and Shutdowns: Coordinate with the Owner.

##### 1.04 PROJECT SCHEDULE

- A. Assuming the bids are acceptable to the Owner the Owner intends to award the contracts at their next Board meeting on February 24, 2026.
- B. Work may commence immediately after the execution of contracts along with the submission of the bidder's Certificate of Insurance and Bonds.
- C. The Owner expects the work to be completed over the 2026 summer break.

END OF SECTION

(This page intentionally left blank)

## SECTION 01 2600

### CONTRACT MODIFICATION PROCEDURES

#### PART 1 GENERAL

##### 1.01 GENERAL

- A. Contract Documents: The Contract Documents include:
- Project Manual
  - Advertisement for Bid
  - Bid Proposal
  - Contract
  - General Conditions
  - Contractor's Qualification Statement
  - Instructions to Bidders
  - Specifications and Construction Documents
  - Addenda
  - Performance Bond
  - Insurance Policies

For convenience of reference, this Specification is divided into various headings and sub-headings. However, such divisions do not make the Owner or Architect responsible for the limitations of the Contract of any subcontractor, each of which is dependent upon its own definite confines, regardless of Specification Divisions. Also, all items shown on the Plans must be furnished and installed even though not specifically specified or noted in the Specifications.

Perform all work required to complete the Project, as awarded, and provide and furnish all labor, tools, materials, expendable equipment, transportation, services, Permits, Fees, Bonds, Insurance and Warranties required to perform and complete in a workmanlike manner, all the work required by the Drawings and/or described in the Specifications, including all addenda as prepared by CSK Architects, P.C., 6919 W. Lincoln Highway, Crown Point, 46307.

- B. Examination of Site: All Contractors are held to have examined the site and to have compared it with the Drawings and Specifications and to have satisfied themselves as to the conditions.
- C. Hours of Work: The Contractors shall furnish sufficient forces to insure the execution of the work in accordance with the approved progress schedule. Work shall be performed during regular working hours. Work may be performed on night shifts, overtime, and holidays when permission to do so has been obtained from the Owner. No requirements of work other than at regular working hours shall form the basis of claims by the Contractors for additional compensation. There shall be no compensation from owner to work on overtime hours. Contractor shall include all expected overtime expenses in their bid.
- D. Errors and Omissions: The Specifications, Drawings and directions furnished by the Architect are intended to cooperate and agree. The Drawings and Specifications are to be interpreted according to the true meaning, spirit and intention of the work without any extra charge whatsoever. If any discrepancies or variations appear between any of the Drawings or Specifications, such discrepancies are to be interpreted by the Architect. The contractors shall immediately notify the Architect of all such discrepancies. Architect has the right to

correct any errors or omissions in the work as necessary for proper fulfillment of their intentions for the Project. In case of discrepancies which vary in the quantity or quality, the greater quantity or quality of work shall prevail.

Anything shown on the Plans and not mentioned in the Specifications, or vice-versa, must be furnished by the respective contractor without extra compensation. Further, if any material or work is required which is absolutely necessary to carry out the full meaning and intent of the Plans and Specifications, the respective contractor hereby agrees to consider and allow for the same as fully as if they are so noted, and perform the work without extra charge or claim for extra compensation.

Drawings and Specifications shall be treated as equals. In the occurrence of discrepancies between drawings and specifications, it shall be the contractor's responsibility to notify the Architect in writing immediately upon discovery for interpretation by the Architect.

- E. Contractor's Acknowledgment: The Contractor acknowledges, upon submittal of a Proposal:
1. That he understands the Bid Documents.
  2. That he has the equipment, technical ability, personnel, and facilities to construct the Project in accordance with the Bid Documents.
  3. That he has examined the Bid Documents and has found these sufficiently complete to prepare a sound Bid for the work contemplated.
  4. That he has personally inspected the project site and verified information indicated.
- F. Standards and Industry Specifications: Comply with any material or operation specified by reference to the published Specifications of a manufacturer, society, institute, association, administration, conference, council, bureau, etc. Use the requirements of the Specification or Standard listed. Those not listed herein, if any, must be current copies at time of Award of Contract.
- In case of conflicts between the referenced Specifications or Standards, the one having the more stringent requirements govern. The Contractor, if requested, must furnish an affidavit from the requirements specified. Certification does not relieve the Contractor from the responsibility of complying with any added requirements specified herein.
- G. Federal Construction and Safety Requirements (OSHA): All construction and safety procedures used on this Project must meet the Occupational Safety and Health Standards, National Consensus Standards, and Established Federal Standards including all requirements of the Williams-Steiger Occupational Safety and Health Act of 1970, Hornberge, Lee Occupational Safety and Health Act, Volume 36 Federal Register Number 105 Occupational Safety and Health Standards and any other requirements set by the Occupational Safety and Health Administration.
- H. Other Construction and Safety Requirements: Work on this Project must comply with the requirements of any Specifications and/or Standards listed and/or organizations referred to throughout these Contract Documents.

I. Explanation of Specifications:

1. These specifications are of the abbreviated type and include incomplete sentences. Omissions of words or phrases such as "the Contractor shall", "shall be", etc., are intentional. Omitted words or phrases shall be supplied by inference in the same manner as they are when a "note" occurs on the drawings.
2. Where "as shown", "as indicated", "as detailed" or words of similar import are used, it shall be understood that reference to the drawings accompanying the specifications is made unless otherwise stated. Where "as directed", "as required", "as authorized", "as approved", "as accepted", or words of similar import are used, it shall be understood that the direction, requirement, permission, authorization, approval or acceptance of the Architect is intended unless otherwise stated. As used herein, "provide" shall be understood to mean "provided complete in place", that is, "furnished and installed".

J. No Damages for Delays:

1. An extension of time shall be the Contractor's exclusive remedy in the event of a delay, no matter how or by whom caused. Contractor further specifically acknowledges that it shall have no claim for increase in contract price or damages because of any delays whatsoever to all or any part of the work whether foreseen or unforeseen, and whether caused by any person's hindrance or active interference.

1.02 CASH ALLOWANCE

- A. Costs Included in Allowances: Actual cost of product to Contractor or Subcontractor and delivery to site, less applicable trade discounts. The Contractor shall not be allowed to mark up the cost of the materials. The Contractor must substantiate actual quantities purchased and costs of the products to the Contractor with copies of paid invoices referencing the project and submit them to the Architect.
- B. Costs Not Included in the Allowance: Substantiating and submitting cost estimates for selected materials, handling at the site, including unloading uncrating, and storage; protection of products from elements and from damage and labor for installation and finishing.
- C. Architect Responsibilities:
1. Consult with Contractor in consideration and selection of products and suppliers.
  2. Select products in consultation with Owner and transmit decision to Contractor.
  3. Prepare Change Order.
- D. Contractor Responsibilities:
1. Assist the Architect in selection of products and suppliers and verification of required quantities of each product and associated costs thereof.
  2. Obtain proposals from suppliers and offer recommendations.
  3. On notification of selection by Architect, execute purchase agreement with designated supplier.

4. Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
  5. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
- E. Funds will be reconciled with the specified Cash Allowances only by Change Order prior to ordering materials.
- F. Cash Allowances: Refer to Specific Sections

#### 1.03 SCHEDULE OF VALUES

- A. Submit three (3) typed schedule of values on AIA Form G703 - Application and Certificate for Payment Continuation Sheet with each Application for Payment.
- B. The AIA Form G703 - Application and Certificate for Payment continuation sheet shall be executed as follows:
1. The prime contractor's material supplier's name(s) and type(s) of material(s) shall be listed as a separate line item.
  2. Each subcontractor's name and type of work that his contract covers shall be listed as a separate line item.
  3. The subcontractor's material supplier's name(s) and type(s) of material(s) shall also be listed as a separate line item directly below the subcontractor.
  4. The prime contractor's profit and overhead shall be listed as a separate line item.
- C. Revise schedule to list approved Change Orders, with each Application for Payment.

#### 1.04 APPLICATION FOR PAYMENT

- A. Submit three (3) copies of each application on AIA Form G702 - Application and Certificate for Payment, submit three (3) copies of Owner Claim Form when required by the owner.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Progress payments: Based upon Application for Payment submitted to the architect by the Contractor and Certificates for Payment issued by the architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided in the Conditions of the Contracts as follows:

On the first day of each month 95% of the proportion of the Contract Sum properly provided and allocable to labor, materials and equipment incorporated in the work and 95% of the portion of the Contract Sum properly allocable to materials and equipment suitable stored at the site or at some other location agreed upon in writing by the parties, up to the first day of that month, less the aggregate of previous payments in each case.

Payout requests submitted in proper order and received by the Architect by the first of the month will be processed and delivered to the Owner by the 10th of the month for Owner processing.

Until final payment, the Owner will pay 95% of the amount due the Contractor on account of progress payments.

Until final payment, the Owner will withhold 5% retainage of the amount due to the contractor on account of progress payments.

On all contracts totaling \$200,000.00 or more the retainage withheld by the Owner for such progress payments shall be placed in an escrow account with a bank, savings and loan institution, or the State of Indiana or an instrumentality thereof as escrow agent pursuant to an escrow agreement as provided in I.C. 1971, 5-16-5.5 and the escrow agent shall promptly invest all escrowed principal and income for the Contractor and/or according to the terms of the escrow agreement.

- D. Submit three copies of AIA Form G702 - Application and Certificate for Payment for the retainage only to be withheld and placed in the escrow account.
- E. Submit with final payment the following fully executed forms:
  - 1. AIA Form G 706 - Contractors Affidavit of Payment of Debts and Claims
  - 2. AIA Form G 706A - Contractors Affidavit of Release of Liens.
  - 3. AIA Form G 707 - Consent of Surety Company to Final Payment.

#### 1.05 WAIVERS OF LIEN

- A. Submit three (3) copies of Partial Waivers of Lien fully with each Application for Payment and Final Waivers of Lien as follows:
  - 1. Prime Contractor's shall submit with each Application for Payment a Partial Waiver of Lien in full amount equal to payment amount requested.
  - 2. Prime Contractor's shall submit with each Application for Payment, Partial Waivers of Lien from their material suppliers, subcontractor(s) and subcontractor's material suppliers for the previous month's payment. The Waivers of Lien shall be executed in amounts equal to the Schedule of Values of the previous payment. The Prime Contractor will not receive payment until this requirement is fulfilled.
  - 3. Prime Contractor's shall submit with Final Application for Payment his Final Waiver of Lien and Final Waivers of Lien from material suppliers, subcontractors and subcontractor's material suppliers.

#### 1.06 PAYMENT FOR MATERIALS STORED

- A. Payments may be made on account for materials or equipment not incorporated in the work, but delivered and suitably stored at the site. Materials may be stored at another location other than the work site if properly identified as the property of the Owner and properly protected. Storage of material at the place of business of the vendor is not acceptable. Such payments shall be conditional upon the submission by the contractor of the following: 1) receipts marked by the supplier as paid; 2) supplier's waiver of lien listing specific materials involved; 3) invoice with copy of canceled check showing payment; or 4) such other evidence of payment as the Owner may require in lieu thereof to establish ownership of all items except those listed as miscellaneous materials below. For materials stored off site the contractor shall provide a Certificate of Insurance listing the materials insured in the Owner's name.

For the aggregate of miscellaneous stored materials for which payment is requested and above proof of payment is not available, a complete list will be provided along with the affidavit of payment for stored materials. Upon certification by the Owner's representative that the listed materials are suitably stored, payment can be made. Miscellaneous materials are defined as pipe, fittings, wire, conduit, etc., normally stored as stock items in contractor's warehouse. For materials stored other than at the construction site, applicable insurance and transportation to the site shall be provided by the contractor.

- B. In no instance shall the payments exceed 95% of the net value of material or equipment stored. As stored materials are incorporated into the work, the value shall be removed from the total value of stored material requested in successive payments. Proof of ownership through one of the above methods will be required for additional materials.

#### 1.07 ALTERNATES

- A. **Alternate Construction:** In case the Owner accepts quantitative alternates in which certain items or building portions are omitted, the respective Contractors must construct the building and make necessary provisions to permit omitted portions to be added at a future date with minimum difficulty. Provide blind openings. Leave necessary extensions of reinforcing steel. Provide capped tees in pipes and conduits, etc.

In case qualitative alternatives are accepted, any substitute material or items used must harmonize with the intended design. The arrangement of substitute material or items must equal or exceed the quality of those specified in the Base Proposal as nearly as possible.

All cost of evaluating equipment and material proposed under the terms of these Specifications for design, quality and performance compliance incurred by the Architect, must be borne by the Contractor.

The Architect will provide the final decision as to acceptance or rejection of such alternate proposals.

For approval of products other than those specified, Bidders must submit a request in writing at least ten (10) days prior to Bid date and hour. Requests received after this time will not be reviewed or considered regardless of cause. Clearly define requests to describe the product for which approval is desired. Accompany all requests with manufacturer's literature, specifications, drawings, cuts, performance data, and list of references or other information necessary to completely describe the item. Approval by the Architect will come in the form of an Addendum to the Specifications issued to all bidders on record. The Addendum will indicate the additional products which are acceptable for this Project.

All additional costs associated with the acceptance of an alternate in order to accommodate such alternate into the design must be borne by the contractor proposing such alternate, regardless of the type of trade or construction affected.

- B. **Voluntary Alternates:** The Bidder, at his option, may submit voluntary alternates as may be permitted in other sections of these Specifications or Bid Forms.

In Voluntary Alternates, clearly indicate the amount to be added to or deducted from the base Proposal if material or equipment other than that specified is proposed to be furnished and indicate manufacturer.

#### 1.08 CHANGE ORDERS

- A. The general contractor mark-up on change orders shall not exceed 10% for change orders under \$10,000.00. For change orders exceeding \$10,000.00 the general contractor's mark-up shall not exceed 10% for first \$10,000.00 and shall not exceed 5% for the amount in excess of the first \$10,000.00.
- B. The general contractor's mark-up on change orders shall include and cover all general contractor profit, overhead, supervision, bond cost, record drawing cost, etc.
- C. All change orders shall be substantiated by submission of subcontractor's proposals. Cost breakdowns requested by the Architect must be provided.
- D. Change orders will be verbally approved by the Architect and the Owner on an as needed basis and the paperwork will be processed on a monthly basis. However, on a case by case basis changes may be approved more frequently at the Owner's discretion.

#### 1.09 INSURANCE

- A. Insurance Policy Requirements:
  - 1. All insurance policies required under the terms hereof shall be executed by companies authorized to do business in the State of Indiana and proof of such authority shall be furnished to the Owner prior to the signing of the Contract. All insurance policies shall be in form and all other particulars satisfactory to the Owner.
  - 2. The Prime Contractors shall furnish the Owner with satisfactory proof of carriage of the insurance required and shall not commence work under this Contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any Subcontractor to commence work on his subcontract until all similar insurance required of the Subcontractor has been obtained and approved.
- B. Prime Contractors' Insurance:
  - 1. Compensation and Occupational Disease Insurance
    - a. The Contractor shall take out and maintain during the life of this contract, Workmen's Compensation and Occupational Disease Insurance, Employers Liability, for all of his employees employed at the site of the project, in full compliance with the statutes of the project, in full compliance with the statutes of Indiana applicable thereto, and, in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation and Occupation disease Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this contract at the site of the project are not

protected under Workmen's Compensation statute, the Contractor shall provide and shall cause each subcontractor to provide insurance coverage equal to that provided under the Workmen's Compensation statute for the protection of his employees not otherwise protected.

- b. Workmen's Compensation and Employer's Liability Insurance in amounts sufficient, in the opinion of the Contractor, the Owner, and the Architect, to protect the Owner, the Architect, the Contractor and the Subcontractors from all liability for bodily injury, sickness, or disease (including death resulting at any time therefrom) of any of their employee, including all liability or damage which may arise by virtue of any statute or law in force or which may hereafter be enacted.

2. Public Liability and Property Damage Insurance

- a. Contractor shall effect and maintain during life of this Contract Commercial Public Liability including Personal Injury and Property Damage Liability Insurance (construed as including Contractor's Contingent or Protective Insurance if necessary to protect the Contractor from damage claims arising from any operation under this contract) as shall protect him and any Subcontractors performing work covered by this Contract, from claims for damage for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under this Contract, whether such operations by himself or by any Subcontractor, or anyone directly or indirectly employed by either of them, and the amounts of insurance shall be as follows:

Contractor's liability insurance shall be a \$1,000,000.00 Single Limit Comprehensive General Liability Insurance Policy covering all his operations on an occurrence basis with the following coverages included:

Bodily Injury Liability  
Property Damage Liability  
Products Liability (including contractual)(Broad Form)

General Contractor agrees to continue Completed Operations coverage for one (1) year after the work is accepted by the Owner. Commercial General Liability shall include coverage on: Premises, Operations, Independent Contractors (Protective Liability), Products and Completed Operations, Contractual Liability as may be assumed and insurable under this contract. There shall be no exclusions for special hazards under Property Damage for "c," collapse caused by grading or excavation: "u," underground property: "x," explosion or blasting.

3. Subcontractor's Public Liability and Property Damage Insurance

- a. Contractor shall require each of his Subcontractors to procure and maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage Insurance of the type and of the limits specified in Subparagraph 3 above.
4. The Contractor's Commercial General Liability Insurance shall include premises – operations (including explosion, collapse and underground coverage) elevators, independent contractors, products liability,

- completed operations, and blanket contractual liability on all written contracts, all including broad form property damage coverage.
5. The insurance shall name the Owner and Architect as an additional insured and shall be written for the greater of the following limits, or those required by law.
    - a. Workers' Compensations
      1. State: Statutory
      2. Applicable Federal Statutory
      3. Employer's Liability \$1,000,000 per Accident  
\$1,000,000

Disease, Policy Limit \$1,000,000

Disease, Each Employee
    - b. Comprehensive General Liability (including Premises- Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage)
      1. Bodily Injury: \$1,000,000 Each Occurrence  
\$2,000,000 Annual Aggregate
      2. Property Damage: \$1,000,000 Each Occurrence  
\$2,000,000 Annual Aggregate
      3. Products and Completed Operations to be maintained for two years after Substantial Completion: \$5,000,000 Aggregate
      4. Property Damage Liability Insurance shall provide X, C, and U coverage
      5. Broad Form Property Damage Coverage shall include Completed Operations.
    - c. Contractual Liability
      1. Bodily Injury: \$1,000,000 Each Occurrence  
\$2,000,000 Annual Aggregate
      2. Property Damage: \$1,000,000 Each Occurrence  
\$2,000,000 Annual Aggregate
    - d. Personal Injury, with Employment Exclusion deleted: \$2,000,000 Annual Aggregate
    - e. Business Auto Liability (including owned, non-owned, and hired vehicles):
      1. Bodily Injury: \$1,000,000 Each Person  
\$1,000,000 Occurrence
      2. Property Damage: \$1,000,000 Each Occurrence
    - f. For all worker's compensation and employer's liability insurance required hereby, Contractor shall require wavier of subrogation for itself and for all subcontractors, or others performing Work on the Project pursuant to the terms of Contractor's Contract with Owner.
    - g. In addition to the above, each Prime Contractor will be required to verify that he carries an Umbrella or Blanket Excess Liability insurance coverage in an amount not less than \$2,000,000.00
    - h. All risks of Physical Loss (including Fire and Extended Coverage). The General Contractor at his own expense shall provide fire and extended coverage insurance protection for materials and equipment belonging to the Contractor which is not to be worked into the building, and the Owner assumes no responsibility for fire and extended coverage or loss on such scaffolding, equipment or materials which are not be worked into the building. During the entire construction period, the General Contractor shall provide extinguishers of the type for the intended protection as approved

by NFPA and OSHA and shall provide such extinguisher in each construction shed and temporary office, as well as in other locations are reasonably required, and all other fire protection reasonably required, to properly protect the project, and to comply fully with the requirements of insurance underwriters for the project and municipal county and state authorities.

C. Owner Furnished Insurance

1. Owner shall effect and maintain a Special Perils Building Risk Insurance upon all work to one hundred percent (100%) of the insurable value thereof, including all items of labor and materials connected therewith in or adjacent to the structure, materials in place or to be used as part of the permanent construction. This insurance does not cover any tools owned by mechanics, any tools, equipment, scaffolding, stagings, towers, forms, etc., rented by the Prime Contractor. This insurance shall be extended to include vandalism. Each Prime Contractor will be named as an additional insured.
2. The Owner shall furnish the Contractor, if so requested, copies of the Owner Insurance policies.
3. The Owner and Contractor waive all rights against each other for damages caused by fire or other perils to the extent covered by insurance provided under this paragraph, except such rights as they may have to the proceeds of such insurance held by the Owner as trustee. The Contractor shall require similar waivers by Subcontractors and Sub-subcontractors.
4. The Owner as trustee shall have power to adjust and settle any loss with the insurance unless one of the parties in interest shall object in writing within five days after the occurrence of loss to the Owner's exercise of this power; and if such objection be made, arbitrators shall be chosen as provided in Paragraph 4.5 of General Conditions. The Owner as trustee shall in that case, make settlement with the insurers in accordance with the directions of such arbitrators. If distribution of the insurance proceeds by arbitration is required, the arbitrators will direct such distribution.
5. The Architect shall be listed as co-insured on the Builder's Risk Policy.

END OF SECTION

## SECTION 01 3100

### PROJECT MANAGEMENT AND COORDINATION

#### 1.01 COORDINATION

- A. The Contractor acting as the General Contractor shall have full responsibility to coordinate and expedite all phases of the work of all Contractors. The Contractors must give sufficient notice of their work schedule to other contractors so they may have ample time to install their work.

Each and every contractor and subcontractor must afford all other contractors and subcontractors reasonable opportunity for the introduction and storage of their material and execution of their work, and properly connect and coordinate his work with theirs, and employ as far as possible such methods and means in carrying out his work as will prevent any interruptions or interference with any other Contractor's or subcontractor's work. Any defects as may develop in any other Contractor's work after the execution of this work and which could not be ascertained before this work commenced is the responsibility of the original contractor who developed the work which became defective.

- B. Substantial Completion: Coordinate completion and clean-up of work of separate Sections in preparation for Substantial Completion.
- C. Owner Occupancy: After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.
- D. Damage to Other Contractors: Any Contractor or subcontractor claiming damages from another Contractor or other subcontractor, or Owner on account of delay, negligence, or carelessness of other Contractors or subcontractors must make claim for same in writing at the time the damages are incurred, and within five (5) days, deliver such written claims to the Architect, to the Owner, and to the party at fault, so that such claim may be arbitrated by the Architect. Failure to act as above will render such claim null and void.
- E. Trade Regulations: The Contractors agree to accord with such lawful agreements as it may have either individually, or as a member of any employer's association with trade unions, and to work in harmony with such labor unions and the representatives thereof for both his own employees and subcontractor's employees. The Contractor shall likewise take all steps to settle any differences that might arise between employees or groups thereof or trade unions as to work to be performed by any employee or member of any union.
- F. Acceleration of Work: If in the Architect's judgment, it becomes necessary during the execution of the work to accelerate any of the work of any Contractor, the Architect can direct any contractor as follows:
1. Cease work at any point and transfer men to other point or points directed and execute such portions of contracted work in advance of other parts.
  2. Promote the progress of any work as a whole and enable other Contractors to hasten, properly engage and carry on their work.
  3. Temporarily omit such portions of any work as necessary for the advancement of the work of other contractors and then go back thereafter and execute the work left out at such a time the Architect directs. All expense

involved in transfer or going back must be borne by the respective contractors who are required to cease work, transfer their men and execute portions of their work in advance of other parts to promote the progress of the work as a whole.

## 1.02 ALTERATION PROJECT PROCEDURES

- A. Materials: As specified in product Sections; match existing products and work for patching and extending work.
- B. Remove, cut, and patch work in a manner to minimize damage and to provide a means of restoring products and finishes to original condition.
- C. Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
- D. Where new work abuts or aligns with existing, perform a smooth and even transition. Patched work to match existing adjacent work in texture and appearance.
- E. When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
- F. Where a change of plane of 1/4 inch or more occurs, submit recommendation for providing a smooth transition for Architect review.
- G. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- H. Finish surfaces as specified in individual product Sections.

## 1.03 PRECONSTRUCTION CONFERENCE

- A. The Architect will schedule a preconstruction conference.
- B. Attendance Required: Owner's representatives, Architect, General Contractor and all other contractors as requested by the architect.
- C. Agenda:
  - 1. Submission of list of Subcontractors for approval, list of Products for approval, schedule of values, progress schedule and critical work sequencing.
  - 2. Designation of personnel representing the parties in Contract, and the Architect.
  - 3. Relation and coordination of prime contractors.
  - 4. Submittal of shop drawings, project data and samples.
  - 5. Procedures and processing of field decisions, submittals and Change Orders.
  - 6. Scheduling.
  - 7. Use of premises by Owner and Contractor.
  - 8. Major equipment deliveries and priorities.
  - 9. Owner's requirements.
  - 10. Construction facilities and controls provided by Owner.
  - 11. Temporary utilities provided by Owner.
  - 12. Security and housekeeping procedures.

13. Safety and First-Aid Procedures.
14. Procedures for maintaining record documents.

#### 1.04 PROGRESS MEETINGS

- A. The Architect shall schedule and administer progress meetings.
- B. The General Contractor and all subcontractors active on the project are required to attend progress meetings with the owner's representative and architect every week, or at more frequent intervals if conditions require same, during the entire life of the project for the purpose of expediting the work and considering other matters pertaining thereto.
- C. Architect's Duties:
  1. Notify contractors of regular and called meeting 4 days in advance of meeting date.
  2. Record minutes; include significant proceedings and decisions.
  3. Type and distribute minutes of meetings to the Owner and Prime Contractors.
- D. Meeting Agenda:
  1. Review of Work progress.
  2. Field observations, problems, and decisions.
  3. Identification of problems which impede planned progress.
  4. Review of submittals schedule and status of submittals.
  5. Review of off-site fabrication and delivery schedules.
  6. Maintenance of progress schedule.
  7. Corrective measures to regain projected schedules.
  8. Planned progress during succeeding work period.
  9. Coordination of projected progress.
  10. Maintenance of quality and work standards.
  11. Effect of proposed changes on progress schedule and coordination.
  12. Other business relating to Work.
- E. Location: General Contractors field office or as indicated in notice.

END OF SECTION

(This page intentionally left blank)

## SECTION 01 3300

### SUBMITTALS

#### 1.01 GENERAL

- A. The contractors are fully responsible for and required to provide all submittals in a timely manner to avoid delaying construction. Contractors are requested to provide submittals electronically as much as possible.**
- B. The Architect shall be held harmless for the contractor's failure to provide submittals, provide them in a timely manner or for their accuracy.**

#### 1.02 SUBMITTAL PROCEDURES

- A. The Contractor shall prepare, review, stamp with his approval, and submit all shop drawings, and other submittals electronically when possible to the Architect for all products and equipment to be incorporated into the project.
- B. The Contractor shall submit all samples and other submittals that cannot be submitted electronically to the Architect for all products and equipment to be incorporated into the project.
- C. Identify Project, Contractor, Subcontractor or supplier; pertinent Drawing sheet and detail number(s), and specification Section number, as appropriate.
- D. 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.
- E. Coordinate submission of related items and schedule submittals to expedite the Project.
- F. Contractor must identify on the submittals variations from the Contract Documents, specified Products or system limitations which may be detrimental to successful performance of the completed Work.
- G. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- H. The contractor shall distribute copies of reviewed submittals to concerned parties and instruct parties to promptly report any inability to comply with provisions.

#### 1.03 SUBCONTRACTOR'S LIST

- A. Each contractor submitting a prime bid shall submit a complete list of all subcontractors to be awarded contracts on the project within 24 hours of bid due date and time. The list shall list only one subcontractor for each work category. The contractor's bid may be rejected if the subcontractor's list is not submitted as requested. The successful bidder's award of subcontractor's contracts shall not deviate from the subcontractor's list as submitted unless approved by the Owner.

#### 1.04 SCHEDULE OF VALUES

- A. Each successful bidder shall submit their Schedule of Values for approval on AIA Form G703 - Application and Certificate for Payment Continuation Sheet within 15 days of execution of construction contract.
- B. The Schedule of Values shall be executed under provisions of Specification Section 01 2600 – Contractor Considerations, Item 1.03 "Schedule of Values".

#### 1.05 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit to the Architect and the Owner within 10 days after date of Owner-Contractor Agreement an initial Progress Schedule.
- B. Revise and resubmit as required.
- C. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- D. Submit a horizontal bar chart with separate line for each section of Work, identifying first workday of each week.
- E. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, duration and critical activities.
- F. Indicate estimated percentage of completion for each item of Work at each submission.

#### 1.06 PROPOSED PRODUCTS LIST AND SUBMITTAL LOG

- A. Within 10 days after date of Owner-Contractor Agreement, submit a Submittal Log as well as a complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards for approval.

#### 1.07 SHOP DRAWINGS

- A. Submit Shop Drawings for all manufactured products and all shop of field fabricated items.
- B. Shop Drawings shall mean drawings indicating in detail all pertinent information of the item being depicted.
  - 1. Advertising brochures will not be accepted as Shop Drawings.
  - 2. Erection and setting drawings and schedules are considered Shop Drawings and shall be submitted along with detailed Shop Drawings.
  - 3. Shop Drawings and schedules shall repeat the identification shown on the contract drawings; sheet number, detail number, room number and specification section and article number.
  - 4. Shop drawings shall be submitted only on sheets 8-1/2" x 11" or of a size corresponding to the construction documents.

5. Note variances from the Contract Documents. Failure to do so will void any claim by the contractor against the Owner based upon submittals being approved by the Architect.
- C. Shop Drawings, Product Data and Samples submitted to the Architect by the Contractor shall bear the Contractor's approval stamp indicating that: 1) he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents, and 2) there are no material changes or deviations from the contract documents. Failure of the contractor to accurately review Shop Drawings which results in additional review by the Architect may result in back charge to the contractor for the Architects additional review time.
  - D. Submit one copy of all submittals. The Architect will return one copy of the approved shop drawings to the Contractor and Owner. All copies submitted electronically will be returned electronically. The Architect will retain one copy. Submit shop drawings to Architect a minimum of (15) fifteen days prior to date contractor requires them back and note date that contractor requires approved Shop Drawings returned on contractor transmittal.
  - E. Architects review of shop drawings is for design only and is subject to all conditions of the contract documents. This review is not for quantities or dimensions. The contractor is responsible for all dimensions to be confirmed and correlated at the job site; for information that pertains solely to the fabrication processes or to techniques of construction; and for coordination of the work of all trades. Any additional cost incurred by the contractor resulting from failure of the contractor to field verify dimension are solely the responsibility of the said contractor.
  - F. Architect's Drawings: Copies of the Architect's CADD drawings may be obtained from the Architect for use by the General Contractor and their direct subcontractors solely for the purpose of coordination and expediting of work for shop drawings or layout work and not for any other purpose.

#### 1.08 PRODUCT DATA

- A. Submit product data for all manufactured items.
- B. Product data includes manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations and other standard descriptive data.
  1. Clearly mark each copy to identify pertinent materials, products or models and contract document identification; sheet number, detail number, room number and specification section and article number.
  2. Submit only pages, which are pertinent.
  3. Show dimensions and clearances required for maintenance and service.
  4. Show performance characteristics, capacities and reference standards.
  5. Show wiring and piping diagrams, controls and finishes.
  6. Provide manufacturer's preparation, assembly, and installation instructions.
  7. Note variances from the contract documents including manufacturer's recommended changes to sequencing and to piping and control diagrams.
  8. Supplement manufacturers' standard data to provide information unique to this Project.
- C. Submit one copy of all submittals. The Architect will return one copy each of the approved shop drawings to the Contractor and Owner. All copies submitted electronically will be returned electronically. The Architect will retain one copy. Submit shop drawings to Architect a minimum of (15) fifteen days prior to date

contractor requires them back and note date that contractor requires approved Shop Drawings return on contractor transmittal.

#### 1.09 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Architect's selection.
- C. Include identification on each sample, with full Project information.
- D. Submit the number or samples specified in individual specification Sections one of which will be retained by Architect/Engineer.
- E. Reviewed samples which may be used in the Work are indicated in individual specification Sections.

#### 1.10 MANUFACTURER'S INSTRUCTIONS

- A. 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.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.
- C. Architect will take no action on these submittals.

#### 1.11 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Architect for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference date, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect.
- D. Architect will take no action on these submittals.

END OF SECTION

## SECTION 01 4500

### QUALITY CONTROL

#### 1.01 QUALITY ASSURANCE/CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply fully with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons qualified to produce workmanship of specified quality.
- F. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.

#### 1.02 REFERENCES

- A. Conform to reference standard by date of issue current on date of Contract Documents.
- B. Obtain copies of standards when required by Contract Documents.
- C. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- D. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

END OF SECTION

(This page intentionally left blank)

## SECTION 01 5000

### CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

#### 1.01 General

- A. The General Contractor shall be responsible for arranging for and providing all construction facilities and temporary controls as specified herein and as required for the proper and expeditious prosecution of the work unless specified otherwise. The General Contractor shall pay all costs for such facilities and controls unless otherwise specified, until date of substantial completion of project.

#### 1.02 TEMPORARY ELECTRICITY

- A. Electric service is existing: connect to existing power service. Power consumption shall not disrupt owner's need for continuous service. Owner will pay cost of energy used. Exercise measures to conserve energy.

#### 1.03 TELEPHONE SERVICE

- A. The General Contractor shall provide cell phone accessibility for their onsite Project Manager.

#### 1.04 TEMPORARY SANITARY FACILITIES

- A. The General Contractor shall provide suitable and adequate temporary toilet facilities for entire work force of all contractors on site. The number and type of such facilities shall conform to labor work rules, governing codes and health requirements. Unless otherwise required, portable chemical toilets shall be serviced twice weekly, service to include emptying tanks, recharging with a germicidal and deodorizing solution and scrubbing entire interior with a germicidal solution.

#### 1.05 CONSTRUCTION AIDS

- A. Each Contractor and Subcontractor shall provide all their own temporary ladders, ramps, runways, stairs, scaffolding, staging, temporary enclosures, hoists, rubbish chutes, etc., as may be required for performance of the Work.
- B. All construction aids shall comply with Federal, State and local laws and regulations.
- C. Temporary Hoists: Each Contractor shall provide his own cranes, hoists, towers, and other lifting devices necessary for the proper and efficient movement of his materials. Provide operating personnel for equipment as required. Provide equipment with proper guys for bracing and other safety devices as required by Federal, Local and State codes. Remove towers and hoisting equipment when they are no longer needed, or as directed.
- D. Trash: The General Contractor will be responsible for providing trash dumpsters and/or receptacles if required. The Roofing Contractor will be responsible for collecting and depositing his debris in such trash receptacles. The Roofing Contractor will be responsible for coordination of trash removal. Trash and debris shall not be allowed to accumulate. Subcontractors at the direction of the Roofing Contractor, shall collect and remove their own liquid waste and solid waste from the job site at periodic intervals so as not to hinder the overall progress of construction.

## 1.06 PROTECTION OF INSTALLED WORK

- A. The installing contractor is responsible to provide protection for his/her work and shall provide special protection where specified in individual specification Sections.
- B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to minimize damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

## 1.07 PARKING

- A. Parking areas shall be designated by the Owner or Architect.

## 1.08 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Remove waste materials, debris, and rubbish from site and dispose off-site.

## 1.09 PROVISIONS FOR CONTRACTOR EMPLOYEES

- A. It is required that all construction employees comply with the following rules.
  - 1. Construction employees to use only their own toilet facilities.
  - 2. No employees are to eat in the occupied premises.
  - 3. There is to be no smoking within the building.
  - 4. All construction personnel will conduct themselves in an unimpeachable manner while on the construction site, including proper language, etc.
  - 5. No radios, TV's or musical instruments at site unless approved by owner.
  - 6. No drinking of alcoholic beverages.

## 1.10 SITE SIGNAGE

- A. Unless specified otherwise, there will be no signs posted at the job site except as called for on the drawings or in the specifications or as required by applicable codes and regulations. Placement of contractor signage shall only be allowed at the review and discretion of the Owner.

END OF SECTION

## SECTION 01 6600

### PRODUCT STORAGE AND HANDLING REQUIREMENTS

#### 1.01 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer, for similar components.

#### 1.02 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

#### 1.03 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible.
- B. Provide off-site storage and protection when site does not permit on-site storage or protection.
- C. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- D. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

#### 1.04 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: For approval of products other than those specified, Bidders must submit a request in writing at least ten (10) days prior to Bid date and hour. Requests received after this time will not be reviewed or considered regardless of cause. Clearly define requests to describe the product for which approval is desired.

Accompany all requests with manufacturer's literature, specifications, drawings, cuts, performance data, and list of references or other information necessary to completely describe the item. All requests must indicate in detail all deviations of proposed products from those specified. Approval by the Architect will come in the form of an Addendum to the Specifications issued to all bidders on record. The Addendum will indicate the additional products which are acceptable for this Project.

All additional costs associated with the acceptance of an alternate in order to accommodate such alternate into the design must be borne by the contractor proposing such alternate, regardless of the type of trade or construction affected.

END OF SECTION

## SECTION 01 7400

### CLEANING AND WASTE MANAGEMENT

#### PART 1 - GENERAL

##### 1.01 DESCRIPTION

- A. Work includes: The following is required of each contractor unless otherwise specified.
  - 1. Each contractor:
    - a. At completion of work, or at such other times as directed by the Architect, remove all waste, debris, rubbish, tools, equipment, machinery and surplus materials. Clean all sight-exposed surfaces; leave work clean and ready for occupancy.
    - b. At the completion of the work, each Contractor must remove all their own tools, scaffoldings, and surplus materials and must leave work area "broom clean". In the case of dispute over who does the cleaning, the Owner may remove the rubbish and charge the cost to the several Contractors as the Architect determines to be just.
- B. When any work is completed and prior to final cleaning, the respective equipment manufacturers or Contractors shall carefully adjust all parts of their equipment and systems.

##### 1.02 SAFETY REQUIREMENTS

- A. Standards: Maintain project in accordance with established safety and insurance standards.
- B. Conduct cleaning and disposal operations to comply with Federal, State and local anti-pollution laws.
  - 1. Rubbish and waste materials shall not be burned or buried on project site.
  - 2. Volatile wastes such as mineral spirits, oil or paint thinner shall not be disposed of into storm or sanitary drains.
  - 3. Wastes shall not be disposed of into streams or waterways.

##### 1.03 SUBMITTALS

- A. Manufacturer's recommendations for cleaning specified products.
- B. Proposed cleaning agents for those products whose manufacturers do not recommend a cleaning agent.

#### PART 2 - PRODUCTS

##### 2.01 MATERIALS

- A. Select and use all cleaning materials and equipment with care to avoid scratching, marring, defacing, staining or discoloring surfaces cleaned.

- B. Use only cleaning materials recommended by manufacturer of surface to be cleaned.
- C. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

## PART 3 - EXECUTION

### 3.01 GENERAL

- A. Execute cleaning to ensure that the building is maintained free from accumulations of waste materials and rubbish.
- B. Twice weekly, during progress of work, clean work areas and dispose of waste materials, debris and rubbish.
- C. Provide on-site transportable cart containers for collection of waste, materials, debris and rubbish as required.
- D. Remove waste materials, debris and rubbish from site and legally dispose of at public or private dumping areas off Owner's property.
- E. Handle materials in a controlled manner with as few handlings as possible. Materials shall not be thrown from heights.

END OF SECTION

## SECTION 01 7700

### CLOSEOUT PROCEDURES

#### PART 1 GENERAL

##### 1.01 USE OF COMPLETED PORTIONS OF THE WORK

- A. Upon completion of the entire work the Owner may take over the buildings for occupancy and occupy and use same thereafter. Furthermore, if any spaces in the buildings are sufficiently completed that they can be occupied and used by the Owner in advance of completion of other unfinished work on the buildings and the Owner's occupancy or use of such spaces would not unduly interfere with the Contractor's subsequent work of the job, the Owner shall be allowed to occupy and use such space or spaces pending completion of the entire work.
- B. It shall be understood however, that the Owner's occupancy or use of such spaces in the buildings shall not constitute the Owner's acceptance of any work or materials nor to relieve the Contractor from his obligations or responsibilities under the contract.
- C. In the event the Owner occupies space or spaces in the buildings pending completion of the entire work as provided, the Contractor shall cooperate with the Owner in making available for the Owner's use such building services as heating, lighting, telephone, etc., for the space or spaces so occupied and if the equipment required to furnish such services not entirely completed at the time the Owner desires to occupy the aforesaid space or spaces the Contractor shall make every effort to complete same as soon as possible to the extent that the necessary equipment can be put into operation or use. In each case where the Owner takes over space in the buildings for occupancy or use, the Owner shall give the Contractor notice in writing of his taking over the space of spaces involved.

##### 1.02 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect's inspection.
- B. Provide submittals to Architect that are required by governing or other authorities.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- D. Apply for and secure an occupancy certificate from the local governing body and submit to the Owner.

##### 1.03 ADJUSTING

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

##### 1.04 PROJECT RECORD DOCUMENTS

- A. Maintain on site, one set of the following record documents; record actual revisions to the Work:

1. Contract Drawings.
  2. Specifications.
  3. Addenda.
  4. Change Orders and other Modifications to the Contract.
  5. Reviewed shop drawings, product data, and samples.
- B. Store Record Documents separate from documents used for construction.
- C. Record information concurrent with construction progress. Progress payments will not be approved if the Record Documents are not kept current with construction.
- D. Specifications: Legibly mark and record at each Product section description of actual Products installed, including the following:
1. Manufacturer's name and product model and number.
  2. Product substitutions or alternates utilized.
  3. Changes made by Addenda and Modifications.
- E. Record Documents and Shop Drawings: Legibly mark each item to record actual construction including:
1. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  2. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  3. Field changes of dimension and detail.
  4. Details not on original Contract Drawings.
- F. Delete Architect title block and seal from all documents.
- G. Submit one (1) set of prints to Architect with claim for final Application for Payment.
- H. The contractor shall provide Record Drawings on disc in current AutoCad format for the entire project.
- I. Contractor must maintain Record Drawings current with the construction process in order to receive monthly progress payments.

#### 1.05 OPERATION AND MAINTENANCE DATA

- A. Submit one (1) set prior to final inspection, bound in 8-1/2 x 11 inch text pages, three D side ring capacity expansion binders with durable plastic covers. Provide an electronic copy on a flash drive as well.
- B. Prepare binder covers with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project, and subject matter of binder when multiple binders are required.
- C. Internally subdivide the binder contents with permanent page dividers, and logically organized.

#### 1.06 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual specification Sections.

- B. Deliver to Project site and place in location as directed; obtain receipt prior to final payment.

END OF SECTION

(This page intentionally left blank)

## SECTION 04 0513

### MASONRY MORTARING

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Mortar for masonry.

##### 1.02 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site under provisions of Division 1.
- B. Store and protect products under provisions of Division 1.
- C. Maintain packaged materials clean, dry, and protected against dampness, freezing, and foreign matter.

##### 1.03 ENVIRONMENTAL REQUIREMENTS

- A. Cold Weather Requirements: IMIAC - Recommended Practices and Guide Specifications for Cold Weather Masonry Construction.

##### 1.04 QUALITY ASSURANCE

- A. Comply with ASTM C270, proportion specifications.
- B. All mortar shall be tested in accordance with UBC Standard 24-22.

#### PART 2 PRODUCTS

##### 2.01 MATERIALS

- A. Portland Cement: ASTM C150, Type I.
- B. Masonry Cement: ASTM C91.
- C. Hydrated Lime: ASTM C207.
- D. Quicklime: ASTM C5, non-hydraulic type.
- E. Sand: ASTM C144, Clean, free from soluble salts and organic matter, graded from fine to coarse, compatible with the thickness of joints in which used.
- F. Water: Clean and potable.

##### 2.02 ADMIXTURES

- A. Do not use admixtures of any kind or type without the written approval of the Architect.

## 2.03 MORTAR MIXES

- A. Mortar for Load Bearing Walls and Partitions: ASTM C270, Type S, utilizing the Proportion Method to achieve 1800 psi strength in 28 days.
- B. Mortar for Non-load Bearing Walls and Partitions: ASTM C270, Type N, utilizing the Proportion Method to achieve 750 psi strength in 28 days.

## 2.04 MORTAR MIXING

- A. Thoroughly mix mortar ingredients in quantities needed for immediate use in accordance with ASTM C270.
- B. Do not use anti-freeze compounds to lower the freezing point of mortar.
- C. If water is lost by evaporation, retemper only within two hours of mixing.
- D. Use mortar within two hours after mixing at temperatures of 80 degrees F, or two-and-one-half hours at temperatures under 50 degrees F.

## PART 3 EXECUTION

### 3.01 INSTALLATION

- A. Install mortar in accordance with ASTM C780.

END OF SECTION

SECTION 04 2005  
UNIT MASONRY SYSTEM

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Concrete masonry units.
- B. Stone, sills, and miscellaneous items.
- C. Reinforcement, anchorage, and accessories.
- D. Flashing.

1.02 PRODUCTS INSTALLED BUT NOT FURNISHED UNDER THIS SECTION

- A. Section 05 1200 - Structural Steel: Placement of anchor bolts, setting plates and bearing plates set in masonry. Steel lintels built into masonry work, which do not require bearing plates.
- B. Section 07 6200 – Sheet Metal Flashing and Trim: Placement of reglets for flashings.
- C. Section 07 5300 - Elastomeric Sheet Roofing: Fully adhered. Placement of flashing devices.

1.03 QUALITY ASSURANCE

- A. Wall Construction: It is the intent of this Contract that all masonry work, shall be sound, straight, true and first class and complete in every respect.
- B. Contractor shall warrant the exterior walls to be free from leakage due to any natural cause for a period of one year from date of final payment of the work, and he shall within such period, at his own expense, upon written notification by the Architect, pursue such approved remedial measures as may be necessary to correct any conditions of leakage and damage incident thereto that may develop. The Contractor in signing this contract, accepts the above conditions. In so doing he also agrees either that the materials and methods specified herein are such as to insure the results to be as required or that he will, at no expense to the Owner, furnish such additional or alternative items of labor and materials (or both) as may be necessary to accomplish the stated intent of the Contract, provided that no deviation from the specified and approved materials and methods shall be undertaken without the prior approval of the Architect.

1.04 SUBMITTALS

- A. Submit product information for all masonry reinforcement and accessories.
- B. Submit mortar product information and test results.
- C. Submit CMU product information and test results.

1.05 QUALIFICATIONS

- A. Installer: Company specializing in performing the work of this Section with minimum 5 years documented experience.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site under provisions of Division 1.
- B. Store and protect products under provisions of Division 1.
- C. Accept units on site. Inspect for damage.

1.07 ENVIRONMENTAL REQUIREMENTS

- A. Cold Weather Requirements: IMIAC - Recommended Practices and Specifications for Cold Weather Masonry Construction.

1.08 SEQUENCING AND SCHEDULING

- A. Coordinate work under provisions of Division 1.

PART 2 PRODUCTS

2.01 CONCRETE MASONRY UNITS

- A. Hollow Load Bearing Block Units: ASTM C90, Grade N, Type I - Moisture Controlled; normal weight.
- B. Solid Load Bearing Block Units: ASTM C145, Grade N, Type I - Moisture Controlled; normal weight.
- C. Hollow Non-Load Bearing Block Units: ASTM C129, Type I - Moisture Controlled; normal weight.
- D. Concrete Brick Units: ANSI/ASTM C55, Grade N, Type I - Moisture Controlled; normal weight of same Grade, Type, and Weight as block units.
- E. Masonry Units: Nominal modular size of 8" x 16" face dimensions in thickness as called for on the plans. Provide special units for 90 degree corners, bond beams, lintels and bullnosed corners.
- F. All concrete masonry units shall be manufactured in the same plant.
- G. All exposed corners of concrete block units shall be manufactured "bullnose" type. Grinding of corners will not be acceptable.
- H. All exterior concrete masonry shall be colored concrete block, color by Architect. Under no circumstance shall this block be "white". Contractors shall use colored mortar on colored block.
- I. All exposed exterior non-painted concrete block shall have 2 coats of HYDROZZO clear sealer.

## 2.02 REINFORCEMENT AND ANCHORAGE

- A. Single Wythe Joint Reinforcement: Ladder type; cold-drawn steel hot-dip galvanized after fabrication, No. 9 gauge side rods with No. 9 gauge cross ties; manufactured by "Dur-O-Wall" or approved equal; in widths suitable to wall thickness laid in every second block course or 16" o.c. vertically.
- B. Multiple Wythe Joint Reinforcement: Rectangular Adjustable Duro-O-Wall - Ladur-Eyes hot dip galvanized after fabrication, No. 9 gauge side rods; No. 9 gauge cross ties.
- C. Reinforcing Steel: ASTM A615, 60 ksi yield grade, deformed billet bars, unprotected finish.
- D. Rigid steel strap anchors shall not be less than 1-1/4" x 3/16" with ends turned up not less than 2".
- E. Dovetail-type anchors or wire ties, for use in embedded slots or inserts, shall be galvanized and shall not be less than 16 gauge for anchors, and not less than 9 gauge for wire ties.
- F. Corrosion resistant wall ties shall be securely fastened to existing walls and shall be spaced not more than 24" horizontally and 16" vertically for securing masonry veneer to the existing building. New block walls shall be bonded to existing adjoining walls with corrosion resistant wall ties, spaced 16" on centers, securely fastened to the existing wall.

## 2.03 FLASHINGS

- A. IPCO Wall Flashing: Self-sticking rubberized asphalt laminate with polyethylene with pre-manufactured end dams.

## 2.04 ACCESSORIES

- A. Preformed Control Joints: Rubber material conforming to ASTM D2000 2AA805 and of Durometer 80 when tested according to ASTM C2240. Provide with corner and tee accessories and fused joints.
- B. Joint Filler: Closed cell rubber; oversized 50 percent to joint width; self-expanding.
- C. Mortar Net: Install mortar net of appropriate depth to fill air space above all through wall flashings.
- D. Weep Vents: Hohmann & Barnard QV – Quadro-Vent
- E. Cleaning Solutions: Non-acidic, not harmful to masonry work or adjacent materials.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive work.
- B. Verify items provided by other Sections of work are properly sized and located.

- C. Verify that built-in items are in proper location, and ready for roughing into masonry work.
- D. Beginning of installation means installer accepts existing conditions.

### 3.02 PREPARATION

- A. Direct and coordinate placement of metal anchors supplied to other Sections.
- B. Provide temporary bracing during installation of masonry work. Maintain in place until building structure provides permanent bracing.

### 3.03 COURSING

- A. Establish lines, levels, and coursing indicated. Protect from displacement.
- B. Maintain masonry courses to uniform dimension. Form vertical and horizontal joints of uniform thickness.
- C. Lay concrete masonry units in running bond. Course one unit and one mortar joint to equal 8 inches. Form concave mortar joints.

### 3.04 PLACING AND BONDING

- A. Lay solid masonry units in full bed of mortar, with full head joints, uniformly jointed with other work.
- B. Lay hollow masonry units with face shell bedding on head and bed joints.
- C. Buttering corners of joints or excessive furrowing of mortar joints are not permitted.
- D. Remove excess mortar as Work progresses.
- E. Interlock intersections and external corners.
- F. Do not shift or tap masonry units after mortar has achieved initial set. Where adjustment must be made, remove mortar and replace.
- G. Perform jobsite cutting of masonry units with proper tools to provide straight, clean, unchipped edges. Prevent broken masonry unit corners or edges.
- H. Cut mortar joints flush where ceramic or quarry wall tile is scheduled, cement parging is required, resilient base is scheduled, cavity insulation vapor barrier adhesive is applied, or bitumen dampproofing is applied.
- I. Isolate masonry partitions from vertical structural framing members with a control joint as indicated.
- J. Isolate top joint of masonry partitions from horizontal structural framing members and slabs or decks with compressible joint filler.
- K. Fill cores or cells of concrete blocks with concrete or cement grout, under structural bearing points. When not otherwise called for, fill cells of concrete block for three courses below and two block courses wide under all concentrated structural loads.

- L. The tops of walls and partitions shall be covered at the end of each day's work, using waterproof reinforced paper or canvas weighted down.

### 3.05 WEEPS AND VENTS

- A. Install weep vents in veneer at 24 inches on center horizontally, above through-wall flashing, above shelf angles and at bottom and tops of walls.

### 3.06 REINFORCEMENT AND ANCHORAGES

- A. Install horizontal joint reinforcement 16 inches o.c. vertically.
- B. Place masonry joint reinforcement in first and second horizontal joints above and below openings. Extend minimum 24 inches each side of opening.
- C. Place joint reinforcement continuous in first and second joint below top of walls.
- D. Lap joint reinforcement ends minimum 6 inches. Extend minimum 16 inches each side of openings.
- E. Embed wall ties in masonry back-up for bonding veneer at maximum 16 inches oc vertically and 16 inches oc horizontally. Place at maximum 3 inches oc each way around perimeter of openings, within 12 inches of openings.
- F. Support and secure reinforcing bars from displacement. Maintain position within 1/2 inch (13 mm) of dimensioned position.

### 3.07 MASONRY FLASHINGS

- A. Install flashing over all steel lintels for openings in exterior walls of building. Install flashing under all masonry and stone sills.
- B. Extend flashings under or through veneer; turn up minimum 8 inches through wall. Seal to concrete and seal to sheathing over framed back-up.
- C. Lap end joints minimum 6 inches and seal watertight. Use flashing manufacturer's recommended adhesive and sealer.
- D. Turn ends of flashing up and seal at lintels and window sills.

### 3.08 LINTELS

- A. Install lintels over window openings, door openings, duct openings and other openings as indicated on the Drawings.
- B. Install reinforced unit masonry lintels over openings where steel or precast concrete lintels are not scheduled.
- C. Use single piece reinforcing bars only.
- D. Support and secure reinforcing bars from displacement. Maintain position within 1/2 inch (13 mm) of dimensioned position.
- E. Place and consolidate grout fill without displacing reinforcing.

- F. Maintain minimum 4 inch bearing on each side of opening.

### 3.09 CONTROL AND EXPANSION JOINTS

- A. Do not continue horizontal joint reinforcement through control and expansion joints.
- B. Install preformed control joint device in continuous lengths. Seal butt and corner joints in accordance with manufacturer's instructions.
- C. Size control joint in accordance with Section 07900 for sealant performance.
- D. Form expansion joint as detailed on the Drawings.
- E. Caulk control and expansion joints as per Section 07 9200.
- F. Contractor shall install expansion joints in exterior walls at a minimum of 30'-0" o.c. or as shown on the drawings in accordance with accepted masonry guidelines and practices and approved by the Architect or as detailed on the drawings.

### 3.10 BUILT-IN WORK

- A. As work progresses, build in metal door and glazed frames, fabricated metal frames, wood nailing strips, anchor bolts, bearing plates, miscellaneous steel and all other items furnished by other Sections.
- B. Build in all steel lintels not requiring steel bearing plates. Steel lintels furnished under Section 05 1200.
- C. Build in items plumb and level or as required for proper bearing.
- D. Bed anchors of metal door and glazed frames in adjacent mortar joints. Fill frame voids solid with grout. Fill adjacent masonry cores with grout minimum 12 inches from framed openings.
- E. Do not build in organic materials subject to deterioration.
- F. Build in flashing at junction of roofs and vertical surfaces as indicated. Flashings shall penetrate masonry walls not less than 1-1/2".

### 3.11 TOLERANCES

- A. All work shall be laid plumb, level and true. The work shall be properly conducted for keeping the tools and mortar boards and other equipment in good order and free from unnecessary accumulation of mortar. The work shall be maintained level all around the building as far as practicable, but where necessary to run up part of the working advance of the remainder the courses shall be racked back; toothing will not be permitted.
  - 1. The following specific requirements shall be closely followed:
    - a. All masonry shall be laid up in workmanlike manner in conformance with the best standards. Bed joints shall be properly filled to provide bearing to utilize the full structural value of each unit and with full head joints.

- b. Unless otherwise shown or specified, all blockwork shall be laid up in standard running bond.
- c. Except as otherwise specified, all masonry facing shall be bonded to back-up with wire mesh reinforcing.
- d. Where indicated and where required, provide chases for pipes and conduits and grooves or reglets to receive flashing.

### 3.12 CUTTING AND FITTING

- A. Cut and fit for chases, pipes, conduit, sleeves and grounds. Coordinate with other Sections of work to provide correct size, shape, and location.
- B. Obtain Architect approval prior to cutting or fitting masonry work not indicated or where appearance or strength of masonry work may be impaired.

### 3.13 CLEANING AND CAULKING

- A. Clean work area under provisions of Division 1.
- B. Remove excess mortar and mortar smears.
- C. Replace defective mortar. Match adjacent work.
- D. Provide caulking as per Section 07 9200 as required to insure weather tightness where exterior masonry joins with other building materials.
- E. Clean soiled surfaces with cleaning solution.
- F. Use non-metallic tools in cleaning operations.

### 3.14 PROTECTION OF FINISHED WORK

- A. Protect finished installation under provisions of Division 1.
- B. Without damaging completed work, provide protective boards at exposed external corners which may be damaged by construction activities.

END OF SECTION

(This page left intentionally blank)

## SECTION 05 1201

### STRUCTURAL STEEL LINTELS

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. All structural steel lintels normally falling under definition of structural steel as set forth in latest edition of AISC Code of Standard Practice.

##### 1.02 PRODUCTS FURNISHED BUT NOT INSTALLED UNDER THIS SECTION

- A. Steel lintels built into masonry work not requiring steel bearing plates.

##### 1.03 SUBMITTALS

- A. Submit under provisions of Division 1.
- B. Shop Drawings:
  - 1. Indicate profiles, sizes, spacing, and locations of structural members, openings, attachments, and fasteners.
- C. Shop Drawings shall have been thoroughly checked by fabricator before being submitted for review. Review is precautionary measure only and shall not relieve fabricator of full responsibility of correctness of all materials, sizes, dimensions and details.
- D. In case structural sections or details indicated on Drawings cannot be readily obtained, substitution of sections or details of equal strength which conform to requirements of design may be made only if approved.
- E. Fabrication shall not proceed until shop drawings have been reviewed. Fabrication, assembly and erection shall conform to reviewed shop drawings.

##### 1.04 QUALITY ASSURANCE

- A. Comply with AISC Manual, Ninth Edition, 1989.
  - 1. "Specification for the Design, Fabrication, and Erection of Structural Steel for Buildings".
  - 2. "Code of Standard Practice for Steel Buildings and Bridges" including Commentary.
  - 3. "Specifications for Architecturally Exposed Structural Steel".
  - 4. "Specifications for Structural Joints Using ASTM A325 or A490 Bolts".
- B. "General Requirements for Delivery of Rolled Steel Plates, Shapes, and Bars for Structural Use", ASTM A6.
- C. "Specifications for Assembly of Structural Joints Using High Strength Steel Bolts" as approved by the Research Council on Riveted and Bolted Structural Joints of the Engineering Foundation.
- D. Perform work in accordance with A.W.S. Code for Arc and Gas Welding on building construction.

## 1.05 QUALIFICATIONS

- A. Fabricator: Company specializing in performing the work of this Section with minimum 5 years documented experience.

## 1.06 FIELD MEASUREMENTS

- A. Verify that field measurements are as shown on Drawings prior to fabrication.

## PART 2 PRODUCTS

### 2.01 MATERIALS

- A. Structural Steel Members: ASTM A992.
- B. Shop and Touch-Up Primer: FS TT-P-86, Type II, except for Architecturally Exposed Structural Steel which after Commercial Blast Cleaning, SSPC-SP6-63, shall receive one coat rust inhibitive primer compatible with finish coat.

### 2.02 FABRICATION

- A. General:
  - 1. Material shall be properly marked.
- B. Shop Painting:
  - 1. All steel shall be thoroughly cleaned, all rust and mill scale removed as outlined in the Structural Steel Painting Council Specification for Power Tool Cleaning (SSPC-SP3) and shall receive one shop coat of paint, 2-3 mil dry film thickness, except areas up to 2 in. of field welds and contact surfaces using high strength friction-type bolts. No unpainted areas shall be left to preserve shop marks.

### 2.03 FINISH

- A. Shop prime structural steel members except items to be galvanized.
- B. Provide hot dipped galvanized coating after fabrication for all steel exposed to the outside elements and all steel embedded in exterior masonry walls.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive work.
- B. Beginning of installation means erector accepts existing conditions.

END OF SECTION

## SECTION 09 3014

### PORCELAIN TILE

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Furnish all materials, labor and equipment necessary to install all porcelain tile as shown on the Drawings and herein specified.

##### 1.02 SUBMITTALS

- A. Submit samples under provisions of Division 1.
- B. Submit manufacturer's installation instructions under provisions of Division 1.
- C. Submit maintenance data under provisions of Division 1.
- D. Include recommended cleaning and stain removal methods, cleaning materials, and polishes and waxes.

##### 1.03 QUALITY ASSURANCE

- A. Perform work in accordance with applicable portions of the following publications:
  - 1. "Handbook of Ceramic Tile Installation", current edition, TCA.
  - 2. "American National Standard Specifications for Ceramic Tile", ANSI 137.1, current edition.
  - 3. "Installation of Glazed Wall Tile, Ceramic Mosaic Tile, Quarry Tile, and Pavers Tile, with Portland Cement Mortar, ANSI A108.1", current edition.
- B. Source Quality Control.
  - 1. Tile manufacturer: Member of the Tile Council of American, Inc.
  - 2. Patented mortars and grouts manufacturer: licensed by the Tile Council of America, Inc.

##### 1.04 QUALIFICATIONS

- A. Manufacturer: Company specializing in the manufacture of products specified in this Section with minimum 5 years experience.
- B. Installer: Company specializing in applying the work of this Section with minimum 5 years experience.

##### 1.05 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site under provisions of Division 1.
- B. Store and protect products under provisions of Division 1.
- C. Protect adhesives from freezing or overheating in accordance with manufacturer's instructions.

## 1.07 EXTRA STOCK

- A. Supply one unopened carton of each color of tile used to Owner.

## PART 2 PRODUCTS

### 2.01 MANUFACTURERS

- A. American Olean
- B. Atlas
- C. Crossville

### 2.02 MATERIALS

- A. Wall Tile #1: American Olean - Colorstory Custom 8"X24" Straight Stack - Color: Devotion.
- B. Wall Tile #2: Atlas – Fray 12" X 24" 1/3 Offset - Color: Pearl.
- C. Wall Tile #3: Crossville – Nest 8" X 36" 1/3 Offset – Color: Joyous Olive.
- D. Adhesive: Mortar: ANSI A136.1 Organic Adhesive: Type II, AO 1200.
- E. Water: Clean and drinkable.
- F. Grout: ANSI A118.6; MAPEI Ultra color sanded grout polymer modified, color by Architect.

### 2.03 MORTAR MIX AND GROUT MIX

- A. Mix and proportion pre-mix mortar and grout materials in accordance with manufacturer's instructions.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that surfaces are ready to receive work.
- B. Beginning of installation means installer accepts condition of existing surfaces.

### 3.02 PREPARATION

- A. Protect surrounding work from damage or disfiguration.
- B. Vacuum clean existing surfaces and damp clean.

### 3.03 INSTALLATION

- A. Install mortar, tile and grout in accordance with manufacturer's instructions.
- B. Lay tile to pattern indicated on Drawings. Do not interrupt tile pattern through openings.

- C. Cut and fit tile tight to penetrations through tile. Form corners and bases neatly. Align floor, base and wall joints if possible.
- D. Place tile joints uniform in width, subject to variance in tolerance allowed in tile size. Make joints watertight without voids, cracks, excess mortar, or excess grout.
- E. Sound tile after setting. Replace hollow sounding units.
- F. Apply sealant to junction of tile and dissimilar materials and junction of dissimilar planes.
- G. Follow grout manufacturer's recommendations as to grouting procedures.
- H. Remove all grout haze, observing grout manufacturer's recommendations as to use of acid and chemical cleaners.
- I. Rinse tilework thoroughly with clean water before and after chemical cleaners.

#### 3.04 CLEANING

- A. Clean work under provisions of Division 1.
- B. Clean tile surfaces.

#### 3.05 PROTECTION

- A. Protect finished installation under provisions of Division 1.
- B. Do not permit traffic over finished floor surface.

END OF SECTION

(This page intentionally left blank)

## SECTION 09 6519

### RESILIENT FLOORING

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Furnish all materials, labor and equipment necessary to install all resilient flooring and vinyl base as called for on the Drawings and herein specified.

##### 1.02 REGULATORY REQUIREMENTS

- A. Conform to applicable codes for flame/fuel/smoke rating requirements in accordance with ASTM E84.

##### 1.03 SUBMITTALS

- A. Provide product data on specified products, describing physical and performance characteristics, sizes, patterns and colors available.
- B. Submit samples under provisions of Division 1.
- C. Submit manufacturer's installation instructions under provisions of Division 1.

##### 1.04 OPERATION AND MAINTENANCE DATA

- A. Submit cleaning and maintenance data under provisions of Division 1.
- B. Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning, stripping, and re-waxing.

##### 1.05 ENVIRONMENTAL REQUIREMENTS

- A. Store materials for three days prior to installation in area of installation to achieve temperature stability.
- B. Maintain ambient temperature required by adhesive manufacturer three days prior to, during, and 48 hours after installation of materials. A minimum temperature of 55 deg. F. shall be maintained thereafter.

##### 1.06 EXTRA STOCK

- A. Supply two unopened cartons of each color of tile used to Owner.

#### PART 2 PRODUCTS

##### 2.01 MANUFACTURERS

- A. Armstrong World Industries.
- B. Substitutions: Under provisions of Division 1.

## 2.02 TILE FLOORING MATERIALS

- A. Vinyl Composition Tile: 12 inch x 12 inch size, 1/8 inch thick; marbleized design; Standard Excelon Series, as manufactured by Armstrong.

## 2.03 MANUFACTURERS - VINYL BASE

- A. Johnsonite.
- B. Roppe.
- C. Substitutions: Under provisions of Division 1.

## 2.04 BASE

- A. Base: FS SS-W-40, Type 2; Vinyl; 4 inch high; 1/8 inch thick; top set covered. Color by Architect.
- B. Base Accessories: Pre-molded end stops and external corners, of same material, size, and color lot as base.
- C. Subfloor Filler: White premix latex; type recommended by flooring material manufacturer.
- D. Primers and Adhesives: Waterproof; types recommended by flooring manufacturer.
- E. Edge Strips: Pre-molded vinyl subject to Architect's approval.
- F. Sealer and Wax: Types recommended by flooring manufacturer.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that surfaces are smooth and flat with maximum variation of 1/8 inch in 10 ft, and are ready to receive Work.
- B. Verify concrete floors are dry to a maximum moisture content of 7 percent, and exhibit negative alkalinity, carbonization, or dusting.
- C. Beginning of installation means acceptance of existing substrate and site conditions.

### 3.02 PREPARATION

- A. Remove sub-floor ridges and bumps. Fill low spots, cracks, joints, holes, and other defects with subfloor filler.
- B. Apply, trowel, and float filler to leave a smooth, flat, hard surface.
- C. Prohibit traffic from area until filler is cured.
- D. Vacuum clean substrate.
- E. Apply primer to manufacturer's specifications.

### 3.03 INSTALLATION

- A. Install in accordance with manufacturers' instructions.
- B. Mix tile from container to ensure shade variations are consistent.
- C. Spread only enough adhesive to permit installation of materials before initial set.
- D. Set flooring in place, press with heavy roller to attain full adhesion.
- E. Lay flooring with joints and seams parallel to building lines to produce minimum number of seams.
- F. Install tile to square grid pattern with all joints aligned with pattern grain alternating with adjacent unit to produce basket weave pattern. Allow minimum 1/2 full size tile width at room or area perimeter.
- G. Terminate flooring at centerline of door openings where adjacent floor finish is dissimilar.
- H. Install edge strips at unprotected or exposed edges, and where flooring terminates.
- I. Scribe flooring to walls, columns, cabinets, floor outlets, and other appurtenances to produce tight joints.
- J. Install flooring in pan type floor access covers. Maintain floor pattern.
- K. Install flooring under movable partitions without interrupting floor pattern.
- L. Fit joints of base tight and vertical. Install full length pieces from adjoining walls, offsets, or openings.
- M. Miter internal corners of base. At external corners, use pre-molded units. At exposed ends use pre-molded units.
- N. Install base on solid backing. Bond tight to wall and floor surfaces.
- O. Scribe and fit to door frames and other interruptions.
- P. Adhere over entire surface. Fit accurately and securely.

### 3.04 PROTECTION

- A. Prohibit traffic on floor finish for 48 hours after installation.

### 3.05 CLEANING

- A. Remove excess adhesive from floor, base, and wall surfaces without damage.

END OF SECTION

(This page left intentionally blank)

## SECTION 09 6813

### CARPET TILE AND VINYL BASE

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. The Owner will move all loose furnishings and all non-permanent items on the walls.
- B. Removal of the existing carpeting.
- C. All floor preparation.
- D. Carpet tiles, glue down adhesion.
- E. Vinyl base.
- F. Vinyl edging at floor transitions.

##### 1.02 SUBMITTALS

- A. Product Data: Provide data on specified products, describing physical and performance characteristics; sizes, patterns, colors available, and method of installation and antimicrobial treatment.
- B. Manufacturer's Installation Instructions: Indicate procedures for installing carpet products and accessories.
- C. Manufacturer's Certificate: Certify that products meet or exceed specified requirements antimicrobial treatment criteria.

##### 1.03 MAINTENANCE DATA

- A. Maintenance Data: Provide spot removal, maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning and shampooing.

##### 1.04 QUALIFICATIONS

- A. Manufacturer: Company specializing in manufacturing the products specified in this Section with minimum five (5) years documented experience.
- B. Installer: Company specializing in performing the work of this Section with minimum of five (5) years documented experience and approved by manufacturer.

##### 1.05 FIELD SAMPLES

- A. Provide field sample panel, three tiles wide showing border and adjacent tiles.
- B. Locate where directed.

##### 1.06 ENVIRONMENTAL CONDITIONS AND REQUIREMENTS

- A. The Owner has verified there are areas of the existing concrete slabs that have tested for high humidity.
- B. The Owner will take care of any and all remediation of asbestos containing mastics that may still be remaining.
- C. Store materials for three (3) days prior to installation in area of installation, to achieve temperature stability.
- D. Maintain building design temperatures three days prior to, during, and 24 hours after installation of materials.

#### 1.07 EXTRA MATERIALS

- A. Provide 5% extra stock of carpet tile.

### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS

- A. Carpet Tile: Interface Aerial Collection: 25 CM X 100 CM – AE 315; Style #163230AK00; Color 105815 Smike/Iris.

#### 2.02 VINYL BASE

- A. Johnsonite Vinyl Base: 4" vinyl base at the toes of casework. Colors by Owner.
- B. Johnsonite Vinyl Base: 4 ½" vinyl base on walls and sides of casework. Colors by Owner.

#### 2.03 VINYL ACCESSORIES

- A. Vinyl Edge: Johnsonite - EG - XX (color by owner) - H Type
- B. Carpet to VCT: Johnsonite - CTA - XX (color by owner) - A Type
- C. New Carpet Tile to existing Broadloom Carpet: Johnsonite – CTX-XX (Color by Owner)

#### 2.04 ACCESSORIES

- A. Sub-Floor Filler: Type recommended by carpet manufacturer for specific substrate material.
- B. Primers and Adhesives: Provide moisture resistant adhesives as recommended by carpet manufacturer.
- C. Edge Strips: One piece vinyl type, color to match base.
- D. Vinyl Base: Provide specified vinyl base at all carpeted areas.

### PART 3 EXECUTION

### 3.01 INSTALLING SEQUENCING

- A. The Owner will relocate and move all existing furniture and all non-permanent wall mounted items.
- B. The carpeting and base work must be coordinated with the painting of the walls in the classrooms.

### 3.02 EXAMINATION

- A. It is the responsibility of the installer to verify, before installation that material conforms to owner's specifications, including correct product and color. Labels on each carton contain important information including: product, color, and dye lot. Do not mix dye lots in the same area.
- B. Verify that surfaces are ready to receive work.
- C. Beginning of installation means installer accepts condition of existing surfaces.
- D. Cracks and holes must be patched with an approved patching compound.
- E. It is the responsibility of the installer to verify that adhesives used with carpet tiles are of a compatible type.

### 3.03 PREPARATION

- A. Remove existing carpeting and scarify floors smooth as required by the carpet manufacturer to prepare floors adequately to receive new carpet tile.
- B. Prepare the existing floor if required to flatten or level the prepared concrete with "Ardex Feather Finish" or leveling material on a unit cost basis per 10# bag to be negotiated with the successful contractor prior to award of the contract.
- C. Provide Ardex fillers at floor transitions of unequal heights.
- D. Prohibit traffic until filler is cured.
- E. Vacuum floor surface.
- F. Feather floors to adjacent floor surfaces for smooth transition.

### 3.04 INSTALLATION

- A. Install carpet tile and accessories and adhesive in accordance with manufacturers' instructions.
- B. Integrate and blend carpet from different cartons to ensure minimal variation in color match.
- C. Tiles are embossed on the back with arrows showing pile direction. Make sure arrows point in the same direction throughout an installation.
- D. Cut carpet tiles straight. Fit carpet tight to intersection with vertical surfaces without gaps.

- E. Carpet shall be installed with full spread (entire floor) of releasable adhesive provided the manufacturer will provide full standard warranty.
- F. Locate change of color or pattern between rooms under door centerline.
- G. Brush pile back and tip individual tiles into place to avoid catching pile in the joint. Frequently check tile joints for proper alignment and firm abutment. Avoid excessively tight joints which will cause tiles to peak or buckle.
- H. Checking Tightness and Establishing Gain Factor: Although tiles are exactly 24"X24" square, there will be slight gain due to joints. Install within manufacturer's tolerances.
- I. Cut Tiles: Fixtures, architectural elements, and perimeters will require tile cutting. Always cut tiles from the back. Always secure cut or partial tiles with releasable adhesive or double sided tape.
- J. Electrical Floor Outlets: Install tile around electrical boxes. Remove trim as required.
- K. Install vinyl base per manufacturer's recommendations at all walls, casework etc. in all areas receiving new carpet tile.

### 3.05 CLEANING

- A. Discard all removed carpeting and vinyl base.
- B. Remove excess adhesive from surfaces.
- C. Clean and vacuum carpet surfaces.

### 3.06 PROTECTION OF FINISHED WORK

- A. Do not permit traffic over unprotected floor surface.

### 3.07 WARRANTY

- A. Provide manufacturer's standard warranty.

END OF SECTION

SECTION 09 6814

WALK-OFF CARPET TILE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Floor preparation.
- B. Walk-Off Carpet tiles, glue down adhesion.
- C. Vinyl edging at floor transitions.

1.02 SUBMITTALS

- A. Product Data: Provide data on specified products, describing physical and performance characteristics; sizes, patterns, colors available, and method of installation and antimicrobial treatment.
- B. Manufacturer's Installation Instructions: Indicate procedures for installing carpet products and accessories.
- C. Manufacturer's Certificate: Certify that products meet or exceed specified requirements antimicrobial treatment criteria.

1.03 MAINTENANCE DATA

- A. Maintenance Data: Provide spot removal, maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning and shampooing.

1.04 QUALIFICATIONS

- A. Manufacturer: Company specializing in manufacturing the products specified in this Section with minimum five (5) years documented experience.
- B. Installer: Company specializing in performing the work of this Section with minimum of five (5) years documented experience and approved by manufacturer.

1.05 FIELD SAMPLES

- A. Provide field sample panel, three tiles wide showing border and adjacent tiles.
- B. Locate where directed.

1.06 ENVIRONMENTAL REQUIREMENTS

- A. Store materials for three (3) days prior to installation in area of installation, to achieve temperature stability.
- B. Maintain building design temperatures three days prior to, during, and 24 hours after installation of materials.

1.07 EXTRA MATERIALS

- A. Provide 5% extra stock of carpet tile.

## PART 2 PRODUCTS

### 2.01 MANUFACTURERS

- A. Carpet Tile: Interface "Step Repeat Collection"; SR899 Style# 1388602500: color 104940 Iron Size 50cm x 50cm. Verify color with owner.

### 2.03 VINYL ACCESSORIES

- A. Vinyl Edge: Johnsonite - EG - XX (color by owner) - H Type
- B. Carpet to VCT: Johnsonite - CTA - XX (color by owner) - A Type
- C. New Carpet Tile to existing Broadloom Carpet: Johnsonite – CTX-XX (Color by Owner)

### 2.04 ACCESSORIES

- A. Sub-Floor Filler: Type recommended by carpet manufacturer for specific substrate material.
- B. Primers and Adhesives: Types recommended by carpet manufacturer.
- C. Edge Strips: One piece vinyl type, color to match base.
- D. Vinyl Base: Provide specified vinyl base at all carpeted areas.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. It is the responsibility of the installer to verify, before installation that material conforms to owner's specifications, including correct product and color. Labels on each carton contain important information including: product, color, and dye lot. Do not mix dye lots in the same area.
- B. Verify that surfaces are ready to receive work.
- C. Beginning of installation means installer accepts condition of existing surfaces.
- D. Cracks and holes must be patched with an approved patching compound.
- E. It is the responsibility of the installer to verify that adhesives used with carpet tiles are of a compatible type.

### 3.03 PREPARATION

- A. Prepare the existing floor if required to flatten or level the prepared concrete with "Ardex Feather Finish" or leveling material.
- B. Provide Ardex fillers at floor transitions of unequal heights.
- C. Prohibit traffic until filler is cured.
- D. Vacuum floor surface.

- E. Feather floors to adjacent floor surfaces for smooth transition.

### 3.04 INSTALLATION

- A. Install carpet tile and accessories and adhesive in accordance with manufacturers' instructions.
- B. Integrate and blend carpet from different cartons to ensure minimal variation in color match.
- C. Tiles are embossed on the back with arrows showing pile direction. Make sure arrows point in the same direction throughout an installation.
- D. Cut carpet tiles straight. Fit carpet tight to intersection with vertical surfaces without gaps.
- E. Carpet shall be installed with full spread (entire floor) of releasable adhesive provided the manufacturer will provide full standard warranty.
- F. Locate change of color or pattern between rooms under door centerline.
- G. Brush pile back and tip individual tiles into place to avoid catching pile in the joint. Frequently check tile joints for proper alignment and firm abutment. Avoid excessively tight joints which will cause tiles to peak or buckle.
- H. Checking Tightness and Establishing Gain Factor: Although tiles are exactly 24"X24" square, there will be slight gain due to joints. Install within manufacturer's tolerances.
- I. Cut Tiles: Fixtures, architectural elements, and perimeters will require tile cutting. Always cut tiles from the back. Always secure cut or partial tiles with releasable adhesive or double sided tape.
- J. Electrical Floor Outlets: Electrical floor outlets are usually wired after tile installation. Install tile around electrical boxes.

### 3.05 CLEANING

- A. Remove excess adhesive from surfaces.
- B. Clean and vacuum carpet surfaces.

### 3.06 PROTECTION OF FINISHED WORK

- A. Do not permit traffic over unprotected floor surface.

### 3.07 WARRANTY

- A. Provide manufacturer's standard warranty.

END OF SECTION

(This page intentionally left blank)

SECTION 09 8413  
ACOUSTICAL WALL PANELS

PART 1 GENERAL

1.01 WORK INCLUDED

- A. Furnish all labor, materials and equipment necessary to install all acoustical wall panels as shown on the Plans and specified herein.

1.02 QUALITY ASSURANCE

- A. Manufacturer: Company specializing in manufacturing commercial acoustical wall panels with 5 years' experience.
- B. Applicator: Company specializing in installing acoustical wall panels with 5 years' experience.

1.03 REGULATORY REQUIREMENTS

- A. Conform to applicable codes for flame/smoke ratings when tested to ANSI/ASTM E84 for fabric and ASTM E84 81A for glass fiber core.

1.04 SUBMITTALS

- A. Provide product data on fabric and glass fiber core.
- B. Submit samples under provisions of Division 1.
- C. Submit color schedule of fabric illustrating color, finish, and texture for selection by Architect.
- D. Submit manufacturer's installation instructions under provisions of Division 1.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site under provisions of Division 1.
- B. Store and protect products under provisions of Division 1.

1.06 ENVIRONMENTAL REQUIREMENTS

- A. Provide continuous ventilation and heating facilities to maintain substrate surface and ambient temperatures from 68° F to 85° F and relative humidity below 80%, unless required otherwise by manufacturer's instructions.
- B. Do not begin installation until all wet work; plastering, concrete, etc. is completely dry.

PART 2 PRODUCTS

## 2.01 ACCEPTABLE MANUFACTURERS AND PRODUCT

### A. Standard for this Specification:

Conweb - Respond Act -100  
Vicracoustic VC-80

### B. Color Fastness: Fabric shall be fade resistant and all colors shall show a rating of "good" after exposure to 500 standard fading hours - (fadometer) testing as specified in method 5660 of textile method CCC-T-191B.

### C. Substitutions: under provisions of Division 1.

## 2.02 MATERIALS

### A. The panels shall be constructed of one piece of 7 PCF noncombustible and dimensionally stable glass fiber core. Each one piece unit shall be 1" in thickness and in height and width as required. All edges shall have internal edge protection. The edges of the wall panel shall be chemically hardened square and corners square.

### B. The face, all edges and a return on the back of a minimum of 1-1/2" shall be covered with woven polyester fabric.

### C. The panels shall be mounted utilizing mechanical Z-clips.

### D. The panels shall have a Noise Reduction Coefficient of 0.80 - 0.90 using ASTM C423-81A, Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.

### E. All components utilized in the construction of the panels shall meet a Class A rating as tested per ASTM E-84 - 81A, Surface Burning Characteristics of Building Materials, With woven polyester, the entire assembly shall meet a Class A (0-25) flame spread and smoke development as per ASTM E-84 - 81A.

## PART 3 EXECUTION

### 3.01 INSPECTION

#### A. Verify that substrate surfaces are ready to receive work, and conform to requirements of the panel manufacturer.

#### B. Beginning of installation means acceptance of existing surfaces.

### 3.02 INSTALLATION

- A. Wall surface to be clean and free of any surface obstructions. Measure the Z-Clip locations on the panels. A 1 inch clearance between the panel top and any horizontal intersecting surfaces to provide for the sliding engagement of this type of installation must be provided. Transfer mounting dimensions to the wall mounting surface. Mark the locations for wall bar installation. Install the wall bars using appropriate mechanical fasteners. Wall bars may be field cut to desired lengths.
- B. Install leveling angles (supplied with panels) using appropriate mechanical fasteners. \* **DO NOT INSTALL PANELS WITHOUT LEVELING ANGLES** \* The leveling angles are the primary panel support.
- C. Prepare panel for installation. Mark back of panel for field cutting (if required). Carefully cut fiberglass from back of panel. Then cut covering surface leaving enough covering to allow for wrapping of the field cut area. Carefully apply adhesive to the cut-out fiberglass edges and panel back then fold the excess covering around the cut-out area edges and wrap to the back of the panel.
- D. Lift panel to a position that will allow panel Z-Clip to slide into the wall mounted wall bar. There is some lateral movement available if necessary. Carefully slide the panel into position allowing the bottom to rest on the leveling angle. Shim as necessary to provide flush alignment of panel joints. (This is to account for wall irregularities.)
- E. Do not subject the factory install Z-Clips to any peel type stress as this will break the fastener-to-panel joint. The Z-Clip is intended to hold the panel to the wall only.
- F. Completely remove the panel to install any shimming devices. Lifting one corner of the panel will cause damage to the fastener-to-panel joints.

### 3.03 CLEANING

- A. Clean wall panels of dust, dirt, and other contaminants.

### 3.04 PROTECTION

- A. Protect finished installation under provisions of Division 1.

### 3.05 SCHEDULE

- A. The Architect will select and/or approve colors and determine the number of colors to be used on the job.
- B. Refer to Room Finish Schedule on the Drawings.

END OF SECTION

(This page intentionally left blank)

## SECTION 09 9100

### PAINTING

#### PART 1 GENERAL

##### 1.01 SCOPE OF WORK

- A. The following specifications cover the complete painting and finishing of all surfaces, interior and exterior, as shown on the Drawings and described in the specifications except as otherwise specified. Paint all existing painted surfaces.
- B. Work not included:
  - 1. Copper, bronze, chromium plate, nickel, stainless steel, aluminum, lead and bright metals.
  - 2. Factory applied finishes.
  - 3. Shop painting of structural and miscellaneous iron and steel.
  - 4. Others.
- C. The Painting Contractor shall supply all labor, materials, tools, ladders, scaffolding and equipment necessary for the completion of this work according to the Drawings and Specifications.
- D. The Painting Contractor shall refer to the Bidding Documents that form a part of the Contract and to the alternates that affect the work under this section. Examine the specifications under other divisions and thoroughly familiarize himself with all provisions regarding their painting.
- E. The Painting Contractor is responsible for inspecting the work of others prior to the application of any paint or finishing material. If any surface to be finished cannot be put in proper condition for finishing by customary cleaning, sanding and puttying operations, the Painting Contractor will immediately notify the General Contractor or the Architect in writing; or assume responsibility for and rectify any unsatisfactory finish resulting.
- F. Before proceeding with any painting, the Painting Contractor shall prepare and finish a sample room complete or in part, as directed by the Architect. Finish all areas or items in accordance with the specification and in colors selected by the Architect. The Architect and/or his representative will inspect these areas or items. If such areas or items are not approved, finish other sample room. When approved, they shall serve as a standard for workmanship, appearance and materials approved for similar areas or items throughout this project.
- G. The Painting contractor shall provide Sherwin-Williams Smart Strip Paint Remover & Surface Preparation at all door & window frames that require new paint finish indicated on the drawings.

##### 1.02 DEFINITIONS

- A. Conform to ANSI/ASTM D16 for interpretation of terms used in this Section.

##### 1.03 QUALITY ASSURANCE

- A. Product Manufacturer: Company specializing in manufacturing quality paint and finish products with 10 years' experience.

- B. Applicator: Company specializing in commercial painting and finishing with 5 years' experience.

#### 1.04 REGULATORY REQUIREMENTS

- A. Conform to applicable codes for flame/fuel/smoke rating requirements for finishes.
- B. All paint shall be 100% Lead-Free.
- C. All products shall be VOC free.
- D. Based upon the age of the building lead-based paints may exist. The Contractors must comply with OSHA Standard 1926.62 Safety and Health Regulations for Construction that applies to lead based paints.

#### 1.05 SUBMITTALS

- A. Submit product data under provisions of Division 1.
- B. Provide product data on all finishing products.
- C. Submit samples under provisions of Division 1.
- D. Submit color schedule illustrating range of colors and textures available for each surface-finishing product scheduled, for selection by Architect.
- E. Submit manufacturer's application instructions under provisions of Division 1.

#### 1.06 FIELD SAMPLES

- A. Provide samples under provisions of Division 1.
- B. Before proceeding with any painting, prepare and finish a sample room, complete or in part, as directed by the Architect, illustrating coating color, texture, and finish for approval by Architect. When approved this work shall serve as a standard for workmanship, appearance and materials approved for similar areas throughout the project.
- C. Locate where directed.
- D. Accepted sample may remain as part of the Work.

#### 1.07 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site under provisions of Division 1.
- B. Store and protect products under provisions of Division 1.
- C. Deliver products to site in sealed and labeled containers; inspect to verify acceptance.
- D. Container labeling to include manufacturer's name, type of paint, brand name, brand code, coverage, surface preparation, drying time, cleanup, color designation, and instructions for mixing and reducing.

- E. Store paint materials at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F, in well ventilated area, unless required otherwise by manufacturer's instructions.
- F. Take precautionary measures to prevent fire hazards and spontaneous combustion.

#### 1.08 ENVIRONMENTAL REQUIREMENTS

- A. Provide continuous ventilation and heating facilities to maintain surface and ambient temperatures above 50 degrees F for 24 hours before, during, and 48 hours after application of finishes, unless required otherwise by manufacturer's instructions.
- B. Do not apply exterior coatings during rain or snow, or when relative humidity is above 50 percent, unless required otherwise by manufacturer's instructions.
- C. Minimum Application Temperatures: 50 degrees F for interiors; 50 degrees F for exterior; unless required otherwise by manufacturer's instructions.

#### 1.09 EXTRA STOCK

- A. Supply one unopened carton of each color and type of paint used to the Owner.

### PART 2 PRODUCTS

#### 2.01 ACCEPTABLE MANUFACTURERS

- A. Standard for this specification: Sherwin-Williams
  - 1. David Webber; 219-406-3368, email: david.j.webber@sherwin.com
- B. Substitutions: Under provisions of Division 1.

#### 2.02 MATERIALS

- A. No attempt will be made to define the physical properties or composition of the painting materials; however, provide manufacturer's "top-of-the-line brands".
- B. Coatings: Ready mixed. Process pigments to a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating.
- C. Coatings: Good flow and brushing properties; capable of drying or curing free of streaks or sags.
- D. Accessory Materials: Linseed oil, shellac, turpentine, paint thinners and other materials not specifically indicated but required to achieve the finishes specified, of commercial quality, acceptable to manufacturer.

#### 2.03 FINISHES

- A. Refer to schedule at end of Section for surface finish schedule.

### PART 3 EXECUTION

#### 3.01 INSPECTION

- 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.
- C. Beginning of installation means acceptance of existing surfaces.

### 3.02 PREPARATION

- A. Remove electrical plates, hardware, light fixture trim, and fittings prior to preparing surfaces or finishing.
- B. Correct minor defects and clean surfaces which affect work of this Section.
- C. Shellac and seal marks which may bleed through surface finishes.
- D. Impervious Surfaces: Remove mildew by scrubbing with solution of tri-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
- E. Gypsum Board Surfaces: Latex fill minor defects. Spot prime defects after repair.
- F. Concrete and Unit Masonry Surfaces Scheduled to Receive Paint Finish: Spot prime as required.
- M. Metal Door Frames and Window Frames to be Painted:
  - a. Remove doors from off hinges
  - b. Apply .01053206 Smart Strip Biodegradable Paint Remove to Door & Window Frames
  - c. Sand metal frames to create surface profile
  - d. Apply Extreme Bond Primer: B51W01150
  - e. Finish with Pro Industrial WB Alkyd Urethane: B53W02151

### 3.03 PROTECTION

- A. Protect elements surrounding the work of this Section from damage or disfiguration.
- B. Repair damage to other surfaces caused by work of this Section.
- C. Furnish drop cloths, shields, and protective methods to prevent spray or droppings from disfiguring other surfaces.
- D. Remove empty paint containers from site.

### 3.04 APPLICATION

- A. Apply products in accordance with manufacturer's instructions.
- B. Do not apply finishes to surfaces that are not dry.
- C. Apply each coat to uniform finish.
- D. Apply each coat of paint slightly darker than preceding coat unless otherwise approved.
- E. Sand lightly between coats to achieve required finish.

- F. Allow applied coat to dry before next coat is applied.
- G. Where clear finishes are required, tint fillers to match wood. Work fillers into the grain before set. Wipe excess from surface.
- H. Prime back surfaces of interior and exterior woodwork with primer paint.
- I. Prime back surfaces of interior woodwork scheduled to receive stain or varnish finish with gloss varnish reduced 25 percent with mineral spirits.

### 3.05 CLEANING

- A. As Work proceeds, promptly remove paint where spilled, splashed, or spattered.
- B. During progress of Work maintain premises free of unnecessary accumulation of tools, equipment, surplus materials, and debris.
- C. Collect cotton waste, cloths, and material, which may constitute a fire hazard, place in closed metal containers and remove daily from site.

### 3.06 SCHEDULE - INTERIOR SURFACES

- A. Existing Concrete and Concrete Block – Painted
  - 1. One coat primer compatible with existing base coat of paint and new topcoat
  - 2. Two coats Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint
- B. Existing Steel
  - 1. Same as above except sand existing steel, spot prime before applying paint.
  - 2. Two coats Sherwin-Williams Pro Industrial DTM Acrylic Coating
  - 3. Apply one coat of Sherwin-Williams Pro Industrial DTM Acrylic Primer/Finish to all galvanized metal prior to above applications.
- C. Existing Plaster and Gypsum Board
  - 1. Patch all holes, gouges, etc. and spot prime prior to painting.
  - 2. One coat Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint. Use Sherwin-Williams Loxon Concrete & Masonry Primer/Sealer for new plaster.
  - 3. Two coats Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint
  - 4. All cemented and taped joints shall be spot primed with Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint before proceeding with the above specifications
  - 5. All ceilings and soffits shall be flat, Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint
  - 6. All walls and ceilings in toilet rooms shall be semi-gloss, Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint
- D. Existing Ceramic Tile
  - 1. One coat of etching primer as recommended by the paint manufacturer.
  - 2. Two coats Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint
- E. Existing Structural Glaze Block
  - 1. One coat of etching primer as recommended by the paint manufacturer
  - 2. Two coats Sherwin-Williams ProMar 200 Zero VOC Interior Latex Paint

3.09 SCHEDULE

- A. The Architect will select and/or approve colors and determine the number of colors to be used on the job.
- B. Each room shall have up to two different colors for the walls. The Contractor shall include costs for such in their bid.
- C. Refer to Room Finish Schedule on the Drawings.

END OF SECTION

## SECTION 10 2113

### PLASTIC TOILET COMPARTMENTS

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Furnish all labor, materials, and equipment necessary to complete all toilet compartment and partition work as shown on the Plans and herein specified.

##### 1.02 SUBMITTALS

- A. Submit shop drawings and product data under provisions of Division 1.
- B. Indicate on shop drawings, partition plan and elevation views, dimensions, details of supports, and door swings.
- C. Provide product data on panel construction, hardware, and accessories.
- D. Submit manufacturer's installation instructions under provisions of Division 1.
- E. This contractor shall furnish a certificate of compliance attesting that the steel used conforms to the specified requirements.

##### 1.03 WARRANTY

- A. Provide manufacturer's standard warranty.

#### PART 2 PRODUCTS

##### 2.01 DESCRIPTION

- A. Floor mounted overhead braced toilet compartments.
- B. Floor mounted overhead braced ADA compliant toilet compartments.

##### 2.02 ACCEPTABLE MANUFACTURERS

- A. ASI Global Partitions
- B. Comtec Industries
- C. Sanatec Industries, Inc.
- D. Santana Solid Plastic Products
- E. Substitutions: Under provisions of Division 1.

##### 2.03 MATERIALS

- A. Doors, panels and pilasters shall be 1" thick with homogeneous color throughout, constructed from High Density Polyethylene (HDPE) resins. Partitions shall be fabricated from polymer resins compounded under high pressure, forming a single component section which is waterproof, nonabsorbent and has a self-lubricating surface that resists marks from pens, pencils, markers and other writing

instruments. All plastic components shall be covered with a protective plastic masking.

## 2.04 CONSTRUCTION

- A. Doors, panels and pilasters shall be 1" thick with all edges rounded to a ¼" radius.
- B. Doors and dividing panels shall be 55" high and mounted at 14" above the finished floor. An aluminum heat sink may be fastened to the bottom edges (optional).
- C. Pilasters shall be 82" high (standard) and fastened into a 3" high pilaster shoe with a stainless steel, one-way sex bolt.
- D. Must meet all ADA regulations.

## 2.05 HARDWARE

- A. Door hardware shall be as noted:
  - 1. Hinges shall be 8" and fabricated from heavy-duty extruded aluminum (6463-T5 alloy) with a bright dip anodized finish with wrap-around flanges, surface mounted and through bolted to doors and pilasters with stainless steel, one-way sex bolts. Hinges operate with field adjustable nylon cams. Cams can be filed set in 30" increments.
  - 2. Door strike/keeper shall be 6" long and made of heavy-duty extruded aluminum (6436-T5 alloy) with a bright dip anodized finish, with wrap-around flanges that are at least 5/32" wall thickness, and secured to the pilasters with stainless steel, one-way sex bolts. Bumper shall be made of extruded black vinyl.
  - 3. Latch and housing shall be made of heavy-duty extruded aluminum (6463-T5 alloy). The latch housing shall have a bright dip anodized finish, and the slide blot and button shall have a black anodized finish.
  - 4. Each door shall be supplied with one coat bumper/hook made of chrome plated zamak. Outswing doors shall be supplied with one door pull and one door stop made of chrome plated zamak.
- B. Pilaster shoes shall be 3" high (type 304, 20 gauge) stainless steel, secured to the pilaster with a stainless steel, one-way sex bolt.
- C. Wall brackets shall be continuous type made of heavy-duty aluminum (6463t-5 alloy) with a bright dip anodized finish. Brackets shall be fastened to pilasters and panels with stainless steel, one-way sex bolts.
- D. Headrail shall be made of heavy-duty extruded aluminum (6463T-5 alloy) with anti-grip design and a curtain track integrated into its design. The headrail shall have a bright dip anodized finish and shall be fastened to the headrail bracket by a stainless steel, one-way sex bolt, and fastened to the tops of pilasters with stainless steel, tamper resistant torx screws.
- E. Headrail brackets shall be 16 gauge stainless steel with a satin finish, and secured to the wall with #14 stainless steel screws.
- F. All hardware in ADA accessible compartments must be ADA compliant.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that site conditions are ready to receive work and opening dimensions are as indicated on shop drawings.
- B. Verify correct spacing of plumbing fixtures.
- C. Verify correct location of built-in framing, anchorage, and bracing, where required.
- D. Beginning of installation means acceptance of existing surfaces.

### 3.02 INSTALLATION

- A. Install partitions secure, plumb, and level in accordance with manufacturers' instructions.
- B. Attach panel brackets securely to walls using anchor devices.
- C. Attach panels and pilasters to bracket with through sleeve tamperproof bolts and nuts. Locate headrail joints at pilaster center lines.
- D. Equip each door with two hinges, one door latch, and one coat hook and bumper.
- E. Install door strike and keeper with door bumper on each pilaster in alignment with door latch.
- F. Adjust hinges to bring doors to rest in partial opening, of approximately 30 degrees. Return outswing doors to close position.
- G. Lubricate hardware for proper operation.

### 3.03 ADJUSTING

- A. Adjust and align hardware to uniform clearance at vertical edge of doors.

### 3.04 CLEANING

- A. Remove protective maskings. Clean surfaces.
- B. Field touch-up of scratches or damaged finishes will not be permitted.
- C. Replace damaged or scratched materials and with new materials.

END OF SECTION

(This page intentionally left blank)