

SECTION 01005  
ADMINISTRATIVE PROVISIONS

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Title of work, and type of contract.
- B. Contract Method
- C. Invited Bidders
- D. Work Sequence
- E. Contractor Use of Premises.
- F. Coordination.
- G. Allowances.
- H. Unit Prices.
- I. Reference Standards.
- J. Disposal of Material.
- K. Demolition.
- L. Drawings.
- M. FIRE PROCEDURES FOR CONSTRUCTION WORKERS
- N. INFECTION CONTROL IN CONSTRUCTION AREAS

1.02 WORK COVERED BY CONTRACT DOCUMENTS

- A. Work of the Core and Shell Contract comprises general construction including structural, civil, mechanical and electrical for:

**New Fire Station No. 3**

University Parkway  
Natchitoches, LA

Stantec No. 222706059

1.03 CONTRACT METHOD

- A. Construct the Work under a single lump sum contract.
- B. **NO SALES TAX:** The Owner is exempt from State Sales Tax. Prepare Bid Proposals accordingly. **The City of Natchitoches** is a tax-exempt entity. Contractors and sub-contractors are expected to purchase materials as agents of the **City of Natchitoches** and comply with all requirements for maintaining tax-free status. The **City of Natchitoches** will provide documentation and assistance for tax-free purchasing agency. **All contractors and sub-contractors should calculate their bids on a tax-free basis and will bear the loss should they fail to comply with the law concerning tax-free entities. Form R-1020** shall be used for documentation. *The form may be downloaded and must be completed/ filed with LDR.* Further information concerning NO SALES TAX is available from the City.

1.05 CONTRACT AND SPECIAL PROVISIONS

- A. Owner will pay any electrical connection charges for permanent power. This contractor shall provide for construction utilities.
- B. The **owner will pay any sewer impact fee** to the city at the appropriate time. The city water connection fees will be paid by owner.

1.06 WORK SEQUENCE

- A. Construct Work in stages to accommodate Owner's occupancy requirements during the construction period. Coordinate construction schedule and operations with Architect. Phases shall be completed and ready for occupancy in order listed. (Example: Phase 2 cannot start until Phase 1 is completed.)
- B. Phasing shall be as outlined on Drawings. Contractor shall coordinate incorporate activities into the Stages outlined on Drawings as required to maintain operations.
- C. Phasing Schedule: **Only as indicated on Drawings.**

1.07 UNIT PRICES & ALTERNATES (As may be required.)

- A. Where appropriate contractors shall request and submit unit prices with their bid proposal.
- B. Contractors shall submit unit prices with their bid proposal in accordance with Unit Prices Proposal Form.
- C. Base Bid, Alternates and Unit Prices shall be considered in determining the Low Bidder.
- D. Unit Prices shall remain firm for the duration of the construction period.

#### 1.09 CONTRACTOR USE OF PREMISES

- A. Access to and from construction areas will need to be coordinated with outside vendors, Owner Representatives, and Architect/Engineer as required during the Construction Process.
- B. See section 01500 for additional requirements.
- C. Contractor shall keep the site and building clean at all times.
- D. Disposal of volatile wastes (such as mineral spirits, oil, or paint thinner) in storm or sanitary sewer systems or into streams or waterways is not permitted.
- E. No Smoking shall be allowed on the campus by any employees of the Contractor.
- F. Conflicts: Where a conflict exists between codes, standards, Contract Documents, or any combination of, **the most stringent requirements shall apply**. Should requirements for any item or method appear in any one area or category of Construction Documents, the item or method shall be incorporated into the Work even if not appearing in any other document.
- G. Contractor shall verify all measurements of any existing condition or specialty equipment to be installed and shall be responsible for their correctness.
- H. Necessary mechanical and electrical shut-downs must be scheduled in advance with the Owner and shall be done during non-critical times designated by the Owner. Contractor shall utilize the **SERVICE SHUT-DOWN CONFIRMATION** form found at the end of this Section when requesting a shut-down. This form shall be used for each shut-down requested and shall be submitted a minimum of **3 Days** prior to anticipated shut-down date.
- I. The Contractor shall be responsible for any overtime work necessary to accomplish shut downs at non-critical times, and no extra compensation will be allowed.
- J. Contractor shall keep the site and building clean at all times. Contractor shall provide one employee **as a minimum** for the sole purpose of housekeeping, **2 hours per day**, five days a week, unless the job is closed down due to a general strike or conditions beyond the control of the Contractor or until Termination of the Contract in accordance with the Contract Documents.
- K. Flammable materials shall be stored only in **2 hour fire rated** enclosures.

#### 1.10 COORDINATION

- A. Coordinate work of the various Sections of Specifications to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items installed later.
- B. Verify characteristics of elements of interrelated operating equipment are compatible; coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and installation of mechanical and electrical work which

are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduits, as closely as practicable; make runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs. *With the Architects approval, adjust stud depths as required to accommodate recessed panels, boxes and plumbing.*

1. Back to Back Service Boxes are not allowed.

- D. In finished areas except as otherwise shown, conceal pipes, ducts, and wiring in the construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Execute cutting and patching to integrate elements of Work, uncover ill-timed, defective, and non-conforming work, and provide neat openings for penetrations of surfaces. Seal penetrations through floors, walls, and ceilings.
- F. Contractor shall coordinate with Architect and equipment installation personnel in connection with equipment to be provided by Owner. .
- G. Asbestos: If Contractor uncovers any asbestos, they are to notify the Owner via the Architect for its removal. Contractor will coordinate with Asbestos Contractor if required.

#### 1.11 REFERENCE STANDARDS

- A. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by codes.
- B. The date of the standard is that in effect as of the bid date unless noted otherwise.
- C. Obtain copies of standards when required by Contract Documents. Maintain copy at job site during progress of the specific work.

#### 1.12 DISPOSAL OF MATERIAL

- A. The Owner shall have first salvage rights to any material or equipment removed from site.
- B. All salvable material that is not scheduled for re-use in this contract shall become the property of the Contractor and shall be removed from the site by the Contractor.
- C. Non-salvable material, debris and rubble shall be hauled to the City Disposal Area by the General Contractor at his cost.
- D. Removals shall be disposed of as soon as practical and material shall not be allowed to accumulate either inside or outside the building.

#### 1.13 DEMOLITION

- A. The Contractor shall perform all demolishing necessary or required to complete the work shown on the drawings or described in the specifications. Take special precautions to protect existing work which is to remain in place or to replace or repair any damage to such work. Maintain existing fire ratings accordingly.

1.14 DRAWINGS

- A. Drawings : See Drawing Index Sheet.

PART 2 - PRODUCTS

2.01 HAZARDOUS MATERIALS

- A. There will be no materials containing asbestos used on this project. Contractor may be required to certify this at the close of the project.
- B. Material data sheets shall be furnished on all material used in this construction.

PART 3 - EXECUTION (not used)

END OF SECTION

SECTION 01045  
CUTTING AND PATCHING

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Requirements and limitations for cutting and patching of Work.

1.02 RELATED REQUIREMENTS

- A. Section 01005 - Administrative Provisions
- B. Individual Specifications Sections:
  - 1. Cutting and patching incidental to work of the Section.
  - 2. Advance notification to other Sections of openings required in work of those Sections.
  - 3. Limitations on cutting structural members.

1.03 SUBMITTALS

- A. Submit written request in advance of cutting or alteration which affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather-exposed or moisture-resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight-exposed elements.
- B. Include in request:
  - 1. Identification of Project.
  - 2. Location and description of affected work.
  - 3. Necessity for cutting or alteration.
  - 4. Description of proposed work, and products to be used.
  - 5. Alternatives to cutting and patching.
  - 6. Effect of work on Owner or separate contractor.
  - 7. Written permission of affected separate contractor.
  - 8. Date and time work will be executed.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. Those required for original installation or to match original installation.
- B. For any change in materials, submit request for substitution under provisions of Section 01600.

PART 3 - EXECUTION

3.01 GENERAL

- A. Unless noted otherwise in specific sections cutting shall be done as required under individual sections.
- B. All patching shall be done by General Contractor.
- C. Execute cutting, fitting, and patching including excavation and fill, to complete Work, and to:
  - 1. Fit the several parts together, to integrate with other work.
  - 2. Uncover work to install ill-timed work.
  - 3. Remove and replace defective and non-conforming work.

4. Remove samples of installed work for testing.
5. Provide openings in elements of Work for penetrations of mechanical and electrical work.

### 3.02 INSPECTION

- A. Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- B. After uncovering, inspect conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions.

### 3.03 PREPARATION

- A. Provide supports to assure structural integrity of surroundings. Provide devices and methods required to protect other portions of Project from damage of cutting.
- B. Provide protection from elements for areas which may be exposed by uncovering work.

### 3.04 PERFORMANCE

- A. Execute work by methods to avoid damage to other work, and which will provide proper surfaces to receive patching and finishing.
- B. Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- C. Cut rigid materials using masonry saw or core drill. Pneumatic tools are not allowed without prior approval.
- D. Restore work with new products in accordance with requirements of Contract Documents.
- E. Fit work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- F. At penetrations of fire-rated and smoke walls, ceilings, or floor construction, completely seal voids with fire-rated, fire resistant material, full thickness of the construction element.
- G. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.

END OF SECTION

SECTION 01200  
PROJECT MEETINGS

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Contractor participation in preconstruction conferences.
- B. Contractor administration of progress meetings and pre-installation conferences.

1.02 RELATED REQUIREMENTS

- A. Instructions to Bidders: Pre-Bid Conference.
- B. Instructions to Bidders: Post-Bid Information.
- C. Section 01005 - Administrative Provisions.
- D. Section 01300 - Submittals: Progress Schedules.
- E. Section 01300 - Submittals: Shop drawings, product data, and samples.
- F. Section 01400 - Quality Control.
- G. Section 01700 - Contract Closeout: Project record documents.

1.03 PRECONSTRUCTION CONFERENCES

- A. After notification that the Contract has been executed, the Architect shall arrange with the Owner, and Contractor and conduct a pre-construction conference to be held at the project site. The Contractor shall be responsible to see that his principal sub-contractors are in attendance and shall furnish to the Architect and Owner, 1) the Schedule of Values, 2) list of sub-contractors and material suppliers, 3) the Construction Schedule.
- B. Architect will administer conference at Project site for clarification of Contractor responsibilities in use of site and for review of administrative procedures.

1.04 PROGRESS MEETINGS

- A. The Architect shall establish and conduct a regular schedule of monthly meetings to be held on the job site each month throughout the construction period, and shall require attendance at the meetings by representatives of his Consultants, the Contractor and his principal sub-contractors. The Owner shall be notified of such meetings and may be represented.
- B. It shall be the principal purpose of these meetings or conferences, to effect coordination, cooperation and assistance in every practical way to the end of maintaining progress of the project on schedule and completing the project within the contract time.
- C. Contractor shall make physical arrangements for meetings, prepare agenda with copies of participants, record minutes, and distribute copies within two days to Architect, participants, and those affected by decision made at meetings.

1.05 PREINSTALLATION CONFERENCES

- A. When required in individual specification Section, convene a preinstallation conference prior to commencing work of the Section.
- B. Require attendance of entities directly affecting, or affected by, work of the Section.
- C. Review conditions of installation, preparation and installation procedures, and coordination with related work.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION

SECTION 01300  
SUBMITTALS

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures.
- B. Construction Progress Schedules.
- C. Schedule of Values.
- D. Shop Drawings.
- E. Product Data.
- F. Samples.
- G. Manufacturer's Instructions.
- H. Manufacturer's Certificates.

1.02 PROCEDURES

- A. Deliver submittals to Architect at address listed on cover of Project Manual.
- B. Transmit each item under Architect-Accepted Form. Identify Project, Contractor, subcontractor, major supplier; identify pertinent Drawing sheet and detail number, and Specification Section number, as appropriate. Identify deviations from Contract Documents. Provide space for Contractor and Architect/Engineer review stamps. Contractor shall review shop drawings prior to submitting to Architect.
- C. Submit initial progress schedules and schedule of values in duplicate within 15 days after date of Written Notice to Proceed. After review by Architect/Engineer revise and resubmit as required. Submit revised schedules with each Application for Payment, reflecting changes since previous submittal.
- D. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.
- E. After Architect/Engineer review of submittal, revise and resubmit as required, identifying changes made since previous submittal.
- F. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report any inability to comply with provisions.

1.03 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit horizontal bar chart with separate bar for each major trade or operation, identifying first work day of each week.

1.04 SCHEDULE OF VALUES

- A. Submit typed schedule on AIA Form G703; 8-1/2 x 11 inch paper.

- B. Format: Table of Contents of this Project Manual. Identify each line item with number and title of **each Specification Section**.

1.05 SHOP DRAWINGS

- A. Submit the number of opaque reproductions which Contractor requires, plus three copies which will be retained by Architect/Engineer.

1.06 PRODUCT DATA

- A. Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to the Work.
- B. Submit the number of copies which Contractor requires, plus three copies which will be retained by Architect/Engineer.

1.07 MANUFACTURER'S INSTRUCTIONS

- A. When required in individual Specification Section, submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for product data.

1.08 SAMPLES

- A. Submit full range of manufacturers' standard colors, textures, and patterns for Architect selection.
- B. Submit samples to illustrate functional characteristics of the product, with integral parts and attachment devices. Coordinate submittal of different categories for interfacing work.
- C. Include identification on each sample, giving full information.
- D. Submit the number specified in respective Specification section; one will be retained by Architect. Reviewed samples which may be used in the Work are indicated in the Specification Section.

1.09 FIELD SAMPLES

- A. Provide field samples of finishes at Project as required by individual Specifications section. Install sample complete and finished. Acceptable samples in place may be retained in completed Work.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION

**SECTION 01400**  
**QUALITY CONTROL**

**PART 1 - GENERAL**

**1.01 REQUIREMENTS INCLUDED**

- A. General Quality Control.
- B. Workmanship.
- C. Manufacturer's Instructions.
- D. Manufacturer's Certificates.
- E. Manufacturer's Field Services.

**1.02 RELATED REQUIREMENTS**

- A. Section 01300 - Submittals.

**1.03 QUALITY CONTROL, GENERAL**

- A. Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

**1.04 WORKMANSHIP**

- A. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
- B. Perform work by persons qualified to produce workmanship of specified quality.
- C. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and racking.

**1.05 MANUFACTURERS' INSTRUCTIONS**

- A. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from Architect before proceeding.

**1.06 MANUFACTURERS' CERTIFICATES**

- A. When required by individual Specifications Section, submit manufacturer's certificate, in duplicate, that products meet or exceed specified requirements.

**1.07 MANUFACTURERS' FIELD SERVICES**

- A. When specified in respective Specification Sections, required manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to make appropriate recommendations.
- B. Representative shall submit written report to Architect/ Engineer listing observations and recommendations.

**PART 2 - PRODUCTS**

Not Used

**PART 3 - EXECUTION**

Not Used

**END OF SECTION**

**SECTION 01410**  
**TESTING LABORATORY SERVICES**

**PART 1 - GENERAL**

1.01 SELECTION AND PAYMENT

- A. The Owner shall engage and pay for the services of an independent testing laboratory to perform inspection and tests of materials and construction as defined in the general conditions, except that in the event of a test failure the contractor shall pay for re-testing.

1.02 COOPERATION OF CONTRACTOR

- A. The contractor shall cooperate with the laboratory and:
  - 1. Make available, without cost, samples of all materials to be tested in accordance with applicable standard specifications.
  - 2. Furnish such nominal labor and sheltered working space as is necessary to obtain samples at the project.
  - 3. Advise the laboratory of the identity of materials sources and instruct the suppliers to allow test or inspections by the laboratory.
  - 4. Notify the laboratory sufficiently in advance of operations to allow for completion of initial tests and assignment of inspection personnel.
  - 5. Notify the laboratory sufficiently in advance of cancellation of required testing operations. The contractor shall be responsible to the laboratory for changes due to failure to notify if requirements for testing are canceled.

1.03 TEST METHODS

- A. Test and inspections shall be conducted in accordance with the latest standards of ASTM or other recognized authorities.

1.04 TEST REPORTS

- A. The laboratory shall promptly submit written reports of each test and inspection made to the Owner, Architect, Project Manager, Engineer, Contractor, and to any other such party the Owner may specify.

1.05 SCHEDULE OF INSPECTIONS AND TESTS- REFER TO INDIVIDUAL SECTIONS

- A. Section 02300 – Excavation & Backfill of Buildings
- B. Section 02751 – Concrete Paving
- C. Section 02900 – Plumbing
- D. Section 03300 – Cast-In-Place Concrete
- E. Section 03301 – Concrete for General Construction
- F. Section 05120 – Structural Steel
- G. Section 05400 – Cold-Formed Metal Framing

**PART 2 - PRODUCTS**

NOT USED

**PART 3 - EXECUTION**

NOT USED

END OF SECTION

SECTION 01500  
CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Electricity, Lighting.
- B. Heat, Ventilation.
- C. Telephone Service & Field Office.
- D. Water.
- E. Sanitary Facilities.
- F. Barriers.
- G. Enclosures.
- H. Protection of Installed Work.
- I. Cleaning During Construction.
- J. Removal

1.02 ELECTRICITY, LIGHTING

- A. Provide power for construction activities.
- B. Provide lighting for construction operations.

1.04 HEAT, VENTILATION

- A. Provide as required to maintain specified conditions for construction operations, to protect materials and finishes from damage due to temperature or humidity.
- B. Prior to operation of permanent facilities for temporary purposes, verify that installation is approved for operation, and that filters are in place. Provide and pay for operation, maintenance.
- C. Provide ventilation of enclosed areas to cure materials, to disperse humidity, and to prevent accumulations of dust, fumes, vapors, or gases. **Use low VOC materials.**
- D. When mechanical systems are operational during construction, mechanical contractor shall protect the system from construction dust and debris and provide final filtering and cleaning at the end of the job.

1.05 TELEPHONE SERVICE, FIELD OFFICE & STORAGE FACILITIES

- A. Provide telephone service to field office/trailer or Contractor's desk in the area during construction. Contractor shall arrange for e-mail service to his superintendent so that he may receive documents promptly.
- B. Office: Weather-tight, with lighting, electrical outlets, heating, cooling, and ventilating equipment, and equipped with furniture: desk, chairs, plan rack, file, telephone as a minimum. Contractor shall maintain construction documents, correspondence and a copy of all corrected and approved shop drawing at this location.
- C. Storage sheds for tools, materials, and equipment:  
Weather-tight, with heat and ventilation for Products requiring controlled conditions, with adequate space for organized storage and access, and lighting for inspection of stored materials.

1.06 WATER & PIPING

- A. Contractor shall arrange with **City of Baton Rouge** for water and sewer service for construction use. locate so that water is available by use of hoses. Provide drains and any back flow prevention device necessary.

#### 1.07 SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Locations to be approved by Owner.

#### 1.08 BARRIERS

- A. Provide as required to prevent public entry to construction areas and to provide for Owner's use of adjacent areas and security.
- B. Contractor shall at all times be responsible for insuring the safety of all occupants and users of the building from injury or damage resulting from any contact with the work, workmen, or equipment. Contractor shall be further responsible for the erection of any barricades or partitions to preclude such injury or damage.

#### 1.09 ENCLOSURES

- A. Provide temporary insulated weather-tight closures of openings in exterior surfaces to provide acceptable working conditions and protection for materials, to allow for temporary heating, and to prevent entry of unauthorized persons. Provide doors with self-closing hardware and locks.

#### 1.10 PROTECTION OF INSTALLED WORK

- A. Provide temporary protection for installed products. Control traffic in immediate area to minimize damage.
- B. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings. Protect finished floors and stairs from traffic, movement of heavy objects, and storage.
- C. Prohibit traffic and storage on waterproofed and roofed surfaces, on lawn and landscaped areas.

#### 1.11 CLEANING DURING CONSTRUCTION

- A. Maintain construction area from accumulation of waste materials and rubbish; regularly dispose of off-site.
- B. Clean interior areas prior to start of finish work, maintain areas free of dust and other contaminants during finishing operations.

#### 1.12 REMOVAL

- A. Remove temporary materials, equipments, services, and construction prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary facilities. Restore existing facilities used during construction to specified, or to original, condition.

#### 1.13 TRAFFIC AND PARKING REGULATIONS

- A. Contractors shall limit their staging and parking to designated areas to coordinate with site work contractor.

1.14 PROJECT IDENTIFICATION

- a. Provide 2 - 8 x 12 foot( Or sized as discussed in field) project identification sign of wood frame and exterior grade plywood construction, painted, with exhibit lettering by professional sign painter, to Architect's design and colors. Signs shall also include **color renderings of buildings and written information as provided by the Architect.**
- b. Erect on site at location established by Architect.
- c. Sign Construction:
  - i. Sign Board: 3/4 inch thick DFPA-EXT A-Face plywood.
  - ii. Paint: Exterior grade enamel in colors selected by Architect. (Architect will provide color slide to illustrate.)
  - iii. Supports: 6 x 6 treated wood posts with 2 x 4 treated braces set firmly in ground. (Set below grade 30" minimum.)
- d. **NO OTHER SIGN AGE SHALL BE ALLOWED ON PROJECT SITE UNLESS APPROVED IN ADVANCE BY THE ARCHITECT.**

PART 2- PRODUCTS  
Not Used

PART 3 - EXECUTION  
Not Used

END OF SECTION

SECTION 01600  
MATERIAL AND EQUIPMENT

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Products.
- B. Transportation and Handling.
- C. Storage and Protection.
- D. Product Options.
- E. Products Lists.
- F. Equal Products.
- G. Substitutions.
- H. Systems Demonstration.

1.02 RELATED REQUIREMENTS

- A. Instruction to Bidders: Equal Products
- B. Section 01005 - Administrative Provisions.
- C. Section 01400 - Quality Control: Submittal of manufacturers' certificates.
- D. Section 01700 - Contract Closeout: Operation and maintenance data.

1.03 PRODUCTS

- A. Products include material, equipment, and systems.
- B. Comply with Specifications and referenced standards as minimum requirements.
- C. Components required to be supplied in quantity within a Specification section shall be the same, and shall be interchangeable.

1.04 TRANSPORTATION AND HANDLING

- A. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
- B. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
- C. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

1.05 STORAGE AND PROTECTION

- A. Store products in accordance with manufacturer's instructions, with seals and labels intact and

legible. Store sensitive products in weather-tight enclosures; maintain within temperature and humidity ranges required by manufacturer's instructions.

- B. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
- C. Store loose granular materials on solid surfaces in a well-drained area; prevent mixing with foreign matter.
- D. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.

#### 1.06 SUBSTITUTIONS

- A. The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of the article desired but does not restrict contractor to the specific brand, make, manufacturer, or specification named. It is to set forth to convey the general style, type, character, and quality of article desired.
- B. Document each request for prior approval with complete data substantiating compliance of proposed substitution with Contract Documents.
- C. Only requests made prior to bidding and **in accordance with Article 3 of the Instructions to Bidders** will be considered.

#### 1.07 SYSTEMS DEMONSTRATION

- A. Prior to final inspection, demonstrate operation of each system to Architect/Engineer and Owner.
- B. Instruct Owner's personnel in operation, adjustment, and maintenance of equipment and systems, using the operation and maintenance data as the basis of instruction.

### PART 2 - PRODUCTS

Not Used

### PART 3 - EXECUTION

Not Used

END OF SECTION

SECTION 01700  
CONTRACT CLOSEOUT

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Closeout Procedures.
- B. Final Cleaning.
- C. Project Record Documents.
- D. Operation and Maintenance Data.
- E. Warranties and Bonds.
- F. Spare Parts and Maintenance Materials.

1.02 CLOSEOUT PROCEDURES

- A. Comply with procedures stated in General Conditions of the Contract for issuance of Certificate of Substantial Completion.

1.03 FINAL CLEANING

- A. Execute prior to final inspection.
- B. Clean interior and exterior surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition, clean or replace filters of mechanical equipment. Clean roofs, gutters, down spouts, and drainage systems.
- C. Clean site; sweep paved areas, rake clean other surfaces.
- D. Remove waste and surplus materials, rubbish, and construction facilities from the Project and from the site.

1.04 PROJECT RECORD DOCUMENTS- **HARD COPIES AND PDF FORMAT**

- A. Store documents separate from those used for construction.
- B. Keep documents current; do not permanently conceal any work until required information has been recorded.
- C. At Contract closeout, submit documents with transmittal letter containing date, Project title, Contractor's name and address, list of documents, and signature of Contractor.
- D. In addition to the site-maintained record copy, the Contractor shall prepare and furnish to the Owner, thru the Architect **3 sets (3 USB Flash Drives with files in pdf format) of final record drawings** of the completed project. Such drawings shall describe the project as actually built and shall incorporate any changes made during construction.
- E. Final record drawings shall be submitted to the Architect/Engineer at least 10 days prior to substantial completion of the Project.

## 1.05 OPERATION AND MAINTENANCE DATA

- A. Provide data for:
1. Laminated Finish Custom Casework- Section 06410
  2. Shower Surrounds & Solid Surface Receptors – Section -6610
  3. Solid Polymer Fabrications – Section 06650.
  4. Water Repellent Coating – Section 07175
  5. Building Insulation – Section 07210
  6. Smoke / Firestopping – Section 07215
  7. Sheet Metal Flashing – Section 07600
  8. Caulking & Sealants – Section 07951
  9. Hollow Metal Doors and Frames – Section 08113
  10. Wood Doors – Section 08210
  11. Access Doors – Section 08305
  12. Sectional Overhead Doors – Section 08361
  13. Four-Fold Door Systems – Section 08363
  14. Aluminum Entrances & Storefront - Section 08410.
  15. Finish Hardware - Section 08710.
  16. Glass and Glazing - Section 08800.
  17. Metal Stud Framing System – Section 09111
  18. Gypsum Board Systems – 09260
  19. Tile Setting Materials & Accessories - 09305
  20. Ceramic Tile Floor and Wall Finish - Section 09311.
  21. Suspended Acoustical Ceilings – Section 09511
  22. Resilient Flooring - Section 09650.
  23. Carpeting – Section 09680
  24. Painting – Section 09900
  25. Flagpoles – Section 10350
  26. Fire Extinguisher Cabinets – Section 10520
  27. Pre-Engineered Metal Building Systems – Section 13120
  28. Toilet Room & Housekeeping Accessories - Section 10800.
  29. Mechanical equipment and controls - Division 15.
  30. Electrical equipment and controls - Division 16.
- B. Submit **one set** prior to final inspection, bound in 8-1/2 x 11 inch three-ring side binders with durable plastic covers with table of contents and index tabs for each item and **two sets** of electronic documents in **pdf format on a compact disc or USB flash drive**.
- C. Provide Operation and maintenance instructions, arranged by system. For each system give names, addresses, and telephone numbers of subcontractors and suppliers.
- List:
1. Appropriate design criteria.
  2. List of equipment.
  3. Parts list.
  4. Operating instructions.
  5. Maintenance instructions, equipment.
  6. Maintenance instructions, finishes.
  7. Shop drawings and product data.
  8. Warranties.

## 1.06 WARRANTIES AND BONDS

- A. Provide duplicate copies. Execute Contractor's submittals and assemble documents executed by subcontractors, suppliers, and manufacturers. Provide table of contents and assemble in

binder with durable plastic cover and **2 USB Flash Drives with information in pdf format.**

- B. Submit material prior to final application for payment.

1.07 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, and maintenance materials in quantities specified in each Section, in addition to that used for construction of Work. Coordinate with Owner, deliver to Project site and obtain receipt prior to final payment.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION