

SECTION 01010 - SUMMARY OF WORK

PART 1 - GENERAL

1.01 SUMMARY OF WORK

- A. Work covers construction of the new EMS Facility inside the existing building at Old Cranston Road.
- B. Existing structures and trees on site will be removed by the Owner. The existing water hose for filling up water tanks will be relocated by the Owner.
- C. Related requirements specified elsewhere:
 - 1. Submittals- Section 01300
 - 2. Temporary Facilities- Section 01500
 - 3. Project Closeout - Section 01700
- C. Contractor's Duties:
 - 1. Except as specifically noted, provide and pay for:
 - a. Labor, materials, tools, and equipment.
 - b. Permits.
 - c. Fees.
 - d. Licenses.
 - e. Taxes.
 - 2. Give required notices.
 - 3. Comply with codes, ordinances, rules, regulations, orders, and other legal requirements of public authorities which bear on performance of work.
 - 4. Promptly submit written notice to Architect of observed variance of Contract Documents from legal requirements.
 - 5. Contractor shall verify all grades, lines, levels, and dimensions indicated on the drawings and shall report any inconsistencies before commencing work.
 - 6. Each Sub Contractor shall be responsible for the layout for their specific phase of work.

1.02 CONTRACT (OWNER AND GENERAL CONTRACTOR)

- A. Construction work shall be under a single lump sum contract, which shall include all general construction, steel, concrete, mechanical, electrical, plumbing and site work, etc.

1.03 CONTRACTORS' USE OF PREMISES

A. Confine operations at site to areas permitted by:

General Contractor can store material in the existing building and use existing utilities.

1. Law.
2. Ordinances.
3. Permits.
4. Contract Documents.
5. Owner.

B. Do not unreasonably encumber site with materials or equipment.

C. Do not load structure with weight that will endanger structure.

D. Assume full responsibility for protection and safekeeping of products stored on site.

E. Move any stored products which interfere with operations of the Owner.

END OF SECTION

**SECTION 01027 - APPLICATIONS FOR PAYMENT
REQUIREMENTS OF CONTRACTOR**

PART 1 - GENERAL

1.01 SECTION INCLUDES:

- A. Procedures of Contractor for preparation and submittal of applications for payment.

1.02 RELATED SECTIONS

- A. Document 00500 - Agreement: Contract Sum amounts of progress payments and retainages.
- B. Section 00800 - Supplementary Conditions: Progress payments and final payment.
- C. Section 01028 - Modification Requirements: Procedures for changes to the Work.
- D. Section 01300 - Submittals: Submittal procedures.
- E. Section 01700 - Contract Closeout - Final Payment

1.03 FORMAT

- A. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of Work.
 - 3. Scheduled Values.
 - 4. Previous Applications.
 - 5. Work in Place and Stored Materials under this Application.
 - 6. Authorized Change Orders.
 - 7. Total Completed and Stored to Date of Application.
 - 8. Percentage of Completion.
 - 9. Balance to Finish.
 - 10. Retainage.

1.04 PREPARATION OF APPLICATIONS

- A. Present required information in typewritten form on specified AIA Documents.
- B. Execute certification by signature of authorized officer.
- C. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.

- D. List each authorized Change Order as an extension on AIA G703 Continuation Sheet, listing Change Order number and dollar amount as for an original item of Work.
- E. Prepare Application for Final Payment as specified in Section 01700.
- F. Submit partial release of liens waiver for all work completed to date with each payment application.
- G. Submit up-to-date (revised) construction schedule.

1.05 SUBMITTAL PROCEDURES

- A. Submit three copies of each Application for Payment.
- B. Submit an updated construction schedule with each Application for Payment.
- C. Payment Period: Submit at intervals stipulated in the Agreement.
- D. Submit with transmittal letter as specified for Submittals in Section 01300.

1.06 DETAILED COST BREAKDOWN

- A. Upon award of contract, Contractor will have seven working days to generate a finalized cost breakdown of the project.

1.07 SUBSTANTIATING DATA

- A. When Architect/Engineer requires substantiating information, Contractor shall submit data justifying dollar amounts in question.
- B. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

PART 2 - PRODUCTS

Not Applicable.

PART 3 - EXECUTION

Not Applicable.

END OF SECTION

**SECTION 01028 - MODIFICATION REQUIREMENTS
REQUIREMENTS OF CONTRACTOR**

PART 1 - GENERAL

1.01 SECTION INCLUDES:

- A. Submittals.
- B. Documentation of change in Contract Sum and Contract Time.
- C. Change procedures.
- D. Construction Change Directive.
- E. Stipulated Sum change order.
- F. Execution of change orders.
- G. Correlation of Contractor submittals.

1.02 SUBMITTALS

- A. Submit name of the individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. Change Order Forms: AIA G701 Change Order.

1.03 DOCUMENTATION OF CHANGE IN CONTRACT SUM AND CONTRACT TIME

- A. Maintain detailed records of work performed. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work.
- B. Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.
- C. Provide additional data to support computations:
 - 1. Quantities of products, labor, and equipment.
 - 2. Taxes, insurance, and bonds.
 - 3. Overhead and profit.
 - 4. Justification for any change in Contract Time.
 - 5. Credit for deletions from Contract, similarly documented.
- D. Support each claim for additional costs, and for work performed, with additional information:
 - 1. Origin and date of claim.
 - 2. Dates and times work was performed, and by whom.
 - 3. Time records and wage rates paid.
 - 4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

1.04 CHANGE PROCEDURES

- A. The Architect/Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time as authorized by AIA A201, 2007 Edition, Paragraph 7.4 by issuing supplemental instructions on AIA Form G710.
- B. The Architect/Engineer may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change. Contractor will prepare and submit an estimate within seven (7) days.

1.05 CONSTRUCTION CHANGE DIRECTIVE

- A. Architect/Engineer may issue a document, signed by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. The document will describe changes in the Work, and will designate method of determining any change in Contract Sum or Contract Time.
- C. Contractor shall include in his costs any and all costs associated with contract documents modification required by the Architect/Engineer as a part of modifications.
- D. Promptly execute the change in Work.

1.06 STIPULATED SUM CHANGE ORDER

- A. Based on Proposal Request and Contractor's fixed price quotation.

1.07 CHANGE ORDER

- A. Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- B. Architect/Engineer will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents pending Owner approval.
- C. Maintain detailed records of work performed.
- D. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.

1.08 EXECUTION OF CHANGE ORDERS

- A. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

1.09 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION

SECTION 01041 - PROJECT COORDINATION

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Project coordination.
- B. Construction mobilization.
- C. Schedules.
- D. Submittals.
- E. Coordination drawings.
- F. Closeout procedures.

1.02 RELATED SECTIONS

- A. Section 00800 - Supplementary Conditions
- B. Section 01011 - Summary of Project: Work sequence.
- C. Section 01700 - Contract Closeout: Contract Closeout Procedures.

1.03 CONSTRUCTION MOBILIZATION

- A. Comply with procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- B. Comply with instructions for use of temporary utilities and construction facilities.
- C. Coordinate field engineering and layout work.

1.04 SCHEDULES

- A. Submit preliminary progress schedule in accordance with Section 01310.
- B. After review, revise and resubmit schedule to comply with revised Project schedule. Submit revised or up-to-date schedule with each application for payment.
- C. During progress of work revise and resubmit as directed.

1.05 SUBMITTALS

- A. Provide submittals for review and transmittal to Architect/Engineer.
- B. Submit applications for payment on AIA G702 forms for review, and for transmittal to Architect/Engineer.
- C. Submit requests for interpretation of Contract Documents, and obtain instructions through the Architect/Engineer.
- D. Process requests for substitutions, and change orders.
- E. Deliver closeout submittals for review and preliminary inspection reports, for transmittal to Architect/Engineer.

1.06 COORDINATION DRAWINGS

- A. Provide information required by Architect/Engineer for preparation of coordination drawings.
- B. Review drawings prior to submission to Architect/Engineer.

1.07 CLOSEOUT PROCEDURES

- A. Notify Architect/Engineer when Work is considered ready for Substantial Completion.
- B. Comply with Architect/Engineer's instructions to correct items of work listed in executed Certificates of Substantial Completion and for access to Owner occupied areas.
- C. Notify Architect/Engineer when Work is considered finally complete.
- D. Comply with instructions for completion of items of Work determined by Architect/Engineer's final inspection.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION

**SECTION 01045 - CUTTING AND PATCHING
REQUIREMENTS OF CONTRACTOR**

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Requirements and limitations for cutting and patching of Work, including:
 - 1. Cutting, fitting, or patching that may be required to complete the work or make its several parts fit together properly.
 - 2. Uncovering work to provide for installation of ill-timed work.
 - 3. Removing and replacing defective work.
 - 4. Removing and replacing work not conforming to requirements of the Contract Documents.
 - 5. General Contractor shall be responsible for cutting and patching of construction as required to facilitate work, including work by his mechanical and electrical subcontractors. He shall assign proper trades normally associated with the materials being cut and patched to perform work.

1.02 RELATED SECTIONS

- A. Section 01010 - Summary of Work.
- B. Section 01300 - Submittals.
- C. Section 01620 - Product Delivery, Storage and Handling.
- D. Individual Product Specification 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.

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.
 - 5. Work of Owner or separate contractor.

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 us.
5. Alternatives to cutting and patching.
6. Effect on work of 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. Primary Products: Those required for original installation.
- B. Product Substitution: For any proposed change in materials, submit request for substitution.

PART 3 - EXECUTION

3.01 EXAMINATION

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

3.02 PREPARATION

- A. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- B. Provide protection from elements for areas which may be exposed by uncovering work.
- C. Maintain excavations free of water.

3.03 CUTTING

- A. Execute cutting and fitting including excavation and fill to complete the Work.
- B. Uncover work to install improperly sequenced work.
- C. Remove and replace defective or non-conforming work.
- D. Provide openings in the Work for penetration of mechanical and electrical work.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.

3.04 PATCHING

- A. Execute patching to complement adjacent Work.
- B. Fit Products together to integrate with other Work.
- C. Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
- D. Employ original installer to perform patching for weather exposed and moisture resistant elements, and sight-exposed surfaces.
- E. Restore work with new products in accordance with requirements of Contract Documents.
- F. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- G. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire resistant material to full thickness of the penetrated element.
- H. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit. When possible, do not cut-and-patch work which is exposed in occupied spaces of building, in a manner resulting in reductions of visual qualities or resulting substantial evidence of cut-and-patch work, both as judged solely by Architect. Remove and replace work judged by Architect to be cut-and-patched in a visually unsatisfactory or otherwise objectionable manner.

END OF SECTION

SECTION 01300 - SUBMITTALS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Submittal procedures.
- B. Shop Drawings.
- C. Test reports.
- D. Certificates.
- E. Erection drawings.

1.02 REFERENCES

- A. AGC (Associated General Contractors of America) publication "The Use of CPM in Construction - A Manual for General Contractors and the Construction Industry".

1.03 SUBMITTAL PROCEDURES FOR SHOP DRAWINGS

- A. All shop drawings must be reviewed by the General Contractor before submitting them to the Architect.
- B. Transmit each submittal with accepted form, containing the following:
 - 1. Date
 - 2. Project title
 - 3. Contractor's name and address
 - 4. Notification of any deviations from the contract documents.
 - 5. Identify project as "Powell County Senior Citizens Center"
 - 6. Other pertinent data as required.
- C. Identify Project, Contractor, Subcontractor, Manufacturer or supplier; pertinent drawing and detail number, and specification section number, as appropriate.
 - 1. Provide identification of product or material size, type, finish and color as appropriate.
 - 2. Field dimensions, clearly identified as such.
 - 3. All working and erection dimensions, views, as required to indicate fully all construction and fabrication methods, profiles and materials.
- D. On all shop drawings apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

1.04 CERTIFICATES

- A. When specified in individual specifications sections, submit certification by the manufacturer, installation/application/subcontractor, or the Contractor to Architect/Engineer, in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect/Engineer.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION

**SECTION 01500 - CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS
REQUIREMENTS OF CONTRACTOR**

PART 1 - GENERAL

This section is not required. General Contractor can use the existing building.

END OF SECTION

**SECTION 01580 - PROJECT IDENTIFICATION AND SIGNS
REQUIREMENTS OF CONTRACTOR**

PART 1 - GENERAL

There will be one (1) sign for this project.

1.01 SECTION INCLUDES

- A. Project identification sign.

1.02 RELATED SECTIONS

- A. Section 01010 - Summary of Work.

1.03 QUALITY ASSURANCE

- A. Design sign and structure to withstand 60 miles/hr wind velocity.
- B. Sign Painter: Experienced as a professional sign painter for minimum three years.
- C. Finishes, Painting: Adequate to withstand weathering, fading, and chipping for duration of construction.

1.04 SUBMITTALS

- A. Section 01300 - Submittals: Shop drawings.
- B. Show content, layout, lettering, color, foundation, structure, sizes, and grades of members.

PART 2 - PRODUCTS

2.01 SIGN MATERIALS

- A. Structure and Framing: New wood, structurally adequate.
- B. Sign surfaces: Exterior grade plywood with medium density overlay, minimum 3/4 inch thick, standard large sizes to minimize joints.
- C. Rough Hardware: Galvanized.
- D. Paint and Primers: Exterior quality, two coats; sign background of color as selected.
- E. Lettering: Exterior quality paint, contrasting colors as selected.

2.02 PROJECT IDENTIFICATION SIGN

- A. One painted sign of construction, design, and content shown on Drawings, location designated.

- B. Content:
 - 1. Project title, logo and name of Owner as indicated on Contract Documents.
 - 2. Names and titles of authorities.
 - 3. Names and titles of Architect/Engineer and Consultants.
 - 4. Name of Prime Contractor and major Subcontractors.

- C. Graphic Design, Colors, Style of Lettering: Designated by Architect/Engineer and approved by Owner.

2.03 PROJECT INFORMATIONAL SIGNS

- A. Painted informational signs of same colors and lettering as Project Identification sign, or standard products; size lettering to provide legibility at 100-foot distance.

- B. Provide at each field office, and directional signs to direct traffic into and within site. Relocate as Work progress requires.

PART 3 - EXECUTION

3.01 INSTALLATION

- A. Install project identification sign within 30 days after date fixed by Owner-Contractor Agreement.

- B. Erect at designated location.

- C. Erect supports and framing on secure foundation, rigidly braced and framed to resist wind loadings.

- D. Install sign surface plumb and level, with butt joints. Anchor securely.

- E. Paint exposed surfaces of sign, supports, and framing.

3.02 MAINTENANCE

- A. Maintain signs and supports clean, repair deterioration and damage.

3.03 REMOVAL

- A. Remove signs, framing, supports, and foundations at completion of Project and restore the area.

END OF SECTION

SECTION 01620 - PRODUCT DELIVERY, STORAGE & PROTECTION

PART 1 - GENERAL

This section is not required. General Contractor can store material inside existing building.

END OF SECTION

SECTION 01650 - STARTING OF SYSTEMS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Starting systems.
- B. Demonstration and instructions.
- C. Testing, adjusting, and balancing.

1.02 RELATED SECTIONS

- A. Section 01400 - Quality Control: Manufacturers field reports.
- B. Section 01700 - Contract Closeout: System operation and maintenance data and extra materials.

1.03 STARTING SYSTEMS

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

1.04 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of Products to Owner's personnel prior to date of Substantial Completion.
- B. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
 - 1. Warranty period to begin at start-up of season.
- C. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owners' personnel in detail to explain all aspects of operation and maintenance.
- D. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time at designated location.
- E. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
- F. The amount of time required for instruction on each item of equipment and system is that specified in individual sections.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION

SECTION 01700 - PROJECT CLOSEOUT REQUIREMENTS OF CONTRACTOR

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Adjusting.
- D. Project record documents.
- E. Operation and maintenance data.
- F. Spare parts and maintenance products.
- G. Warranties and bonds.

1.02 RELATED SECTIONS

- A. Section 01650 - Starting of Systems: System start-up, testing, adjusting, and balancing.

1.03 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/Engineer's review.
- B. Provide submittals to Architect/Engineer 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. Deliver all close-out documents to the Architect within forty-five (45) days of the date of Substantial Completion. Indemnify the Architect for failure to perform this requirement including legal fees incurred by the Architect in enforcing this requirement. Failure to deliver all required close-out documents to the Architect within forty-five (45) days from sign-off of AIA Document G704, "Certificate of Substantial Completion," shall invoke costs of the Architect's services to be borne by the Contractor.
- E. Submit Certificate of Substantial Completion: AIA Document G704, 2017 Edition.
- F. Submit Contractor's Affidavit of Payment of Debts and Claims: AIA Document G706, 1994 Edition.

- G. Submit Contractor's Affidavit of Release of Liens: AIA Document G706A, 1994 Edition.
- H. Submit certification prior to submission of final application for payment attesting that certain products meet Factory Mutual (FM) approval.

1.04 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment. Use experienced workmen or professional cleaners for final cleaning.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- D. Replace filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from the site weekly (or more often as required by accumulation). Remove waste materials, rubbish and debris from the site and legally dispose of at public or private dumping areas off-site at least once a week. Site to be approved by Owner.
- H. Each subcontractor has the responsibility for protecting equipment and finishes at the job site from damages resulting from work under his control, for all cleaning required as a result of his failure to protect equipment and finishes, and for removal of protective covers.
- I. Safety Standards: Maintain project in accordance with the OSHA safety standards, as stipulated under the Occupational Safety and Health Act of 1970 and printed May 29, 1971 in the Federal Register.
- J. Fire Protection: Store volatile waste in covered metal containers and remove from premises daily.
- K. Pollution Control: Conduct cleanup and disposal operations to comply with local ordinances and anti-pollution laws.
 - 1. Disposal of volatile fluid wastes (such as mineral spirits, oil, or paint thinner) in storm or sanitary sewer systems or into streams or waterways is not permitted.

- L. Vacuum clean interior building areas when ready to receive finish painting and continue vacuum cleaning on an as-needed basis until building is ready for acceptance or occupancy.
- M. Repair, patch and touch-up marred surfaces to match adjacent finishes. Coordinate with requirements specified under the various sections of these specifications.
- N. Schedule cleaning operations so that dust and other contaminants resulting from cleaning process will not fall on wet, newly-painted surfaces.

1.05 ADJUSTING

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

1.06 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents in clean, dry, legible condition; record actual revisions to the Work:
 - 1. Drawings
 - 2. Specifications
 - 3. Addenda
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed Shop Drawings, Product Data, and Samples.
 - 6. Manufacturer's instruction for assembly, installation, adjusting, maintenance and operation.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress. Label each document "Project Record."
- E. 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.
- F. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Measured depths of foundations in relation to finish first floor datum.
 - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - 4. Field changes of dimension and detail.

5. Details not on original Contract drawings.
 6. Review applied changes to C.A.D. drawings.
- G. Submit documents to Architect/Engineer prior to claim for final Application for Payment.
1. The Contractor shall submit to the Architect one set of "Record" drawings which accurately reflect the actual installation of any and all materials, piping, conduit, etc., which were not installed exactly in accordance with the contract drawings.
 2. Contractor shall submit to the Architect two (2) (corrected) final record copies of shop drawings marked "for job use" which reflect all changes required in previous submittals including these marked "Approved as Noted," or similarly revised by the Engineer.

1.07 OPERATION AND MAINTENANCE DATA

- A. Submit data bound in 8½ x 11 inch (A4) text pages, three D side ring binders with durable plastic covers.
- B. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS."
- C. Internally subdivide the binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Contents: Prepare a Table of Contents for each volume, with each Product or system description identified, typed on white paper, in three parts as follows:
 1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
 2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
 - a. Significant design criteria.
 - b. List of equipment.
 - c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.
 - f. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
 3. Part 3: Project documents and certificates, including the following:
 - a. Shop drawings and product data.
 - b. Air and water balance reports.
 - c. Certificates.
 - d. Originals of warranties.

- E. Submit 1 draft copy of completed volumes 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect/Engineer comments. Revise content of all document sets as required prior to final submission.
- F. Submit three (3) sets of revised final volumes to Architect/Engineer within thirty (30) days of Architect/Engineer review.

1.08 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra Products in quantities specified in individual specification sections.
- B. Deliver to Project site and place in location as directed by Owner; obtain receipt prior to final payment.

1.09 WARRANTIES AND BONDS

- A. Provide notarized copies.
- B. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents and assemble in three D side ring binder with durable plastic cover.
- D. Submit one (1) original and two (2) copies prior to final Application for Payment. All such documents shall indicate the name and location of the project and the name of the purchaser.
- E. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within 10 days after acceptance, listing date of acceptance as start of warranty period.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION