



NORTHWESTERN UNIVERSITY

MASTER SPECIFICATIONS

Division 01 – GENERAL REQUIREMENTS

Release 1.0
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Released by:
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Facilities Management Operations
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NORTHWESTERN UNIVERSITY

PROJECT NAME _____

JOB # _____

FOR: _____

ISSUED: 03/29/2017

MASTER SPECIFICATIONS: DIVISION 01 – GENERAL REQUIREMENTS

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SECTION 01 1000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Work under separate contracts.
6. Future work.
7. Purchase contracts.
8. Owner-furnished products.
9. Contractor-furnished, Owner-installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and drawing conventions.
14. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: **<Insert Project identifier such as Project name and number>**.

1. Project Location: **<Insert Project location (street address, city, and state)>**.

B. Owner: **<Insert name and address of Owner>**.

1. Owner's Representative: **<Insert name and contact information for Owner's representative>**.

C. Architect: **<Insert name and contact information for Architect>**.

D. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:

1. **<Insert title of design discipline>: <Insert name and contact information for consultant>.**
 - E. Other Owner Consultants: The Owner has retained the following design professionals who have prepared designated portions of the Contract Documents:
 1. **<Insert title of design discipline>: <Insert name and contact information for consultant>.** **<Insert title of design discipline>** has prepared the following portions of the Contract Documents:
 - a. **<Insert description of scope of service for other Owner consultant>.**
 - F. Contractor: **<Insert name and contact information for Contractor>** has been engaged as Contractor for this Project.
 - G. Construction Manager: **<Insert name and contact information for Construction Manager>.**
 1. Construction Manager has been engaged for this Project to serve as an advisor to Owner and to provide assistance in administering the Contract for Construction between Owner and **[each]** Contractor, according to a separate contract between Owner and Construction Manager.
 2. Construction Manager for this Project is Project's constructor. The terms "Construction Manager" and "Contractor" are synonymous.
 - H. Design-Builder: **<Insert name and contact information for Design-Builder>.**
 1. Design-Builder has been engaged for this Project to provide architectural and engineering services and to serve as Project's constructor. The terms "Design-Builder" and "Contractor" are synonymous.
 - I. Project Coordinator for Multiple Contracts: **<Insert name and contact information for Project coordinator>** has been appointed by Owner to serve as Project coordinator.
 - J. Project Mechanical/Electrical Coordinator for Multiple Contracts:
 1. **<Insert name and contact information for mechanical/electrical Project coordinator>** has been appointed by Owner to serve as Project coordinator.
 2. **[HVAC Contractor] [Electrical Contractor] [Plumbing Contractor] [Construction Manager] <Insert entity>** shall act as mechanical/electrical coordinator.
 - K. Project Web Site: A project Web site administered by **[Architect] [Owner] [Construction Manager] [Contractor]** will be used for purposes of managing communication and documents during the construction stage.
 1. See Section 013100 "Project Management and Coordination." for requirements for **[establishing] [administering] [and]** using the Project Web site.
- 1.4 WORK COVERED BY CONTRACT DOCUMENTS
- A. The Work of Project is defined by the Contract Documents and consists of the following:

1. **<Insert a brief description of Project indicating the size, code classification for occupancy and construction type, and general description of major building assemblies>.**

B. Type of Contract:

1. Project will be constructed under a single prime contract.
2. Project will be constructed under coordinated, **<concurrent>** **<non-concurrent>** multiple contracts. See Section 011200 "Multiple Contract Summary" for a description of work included under each of the multiple contracts and for the responsibilities of Project coordinator. Contracts for this Project include the following:

- a. **<Insert name of the Contract>.**

1.5 PHASED CONSTRUCTION

- A. The Work shall be conducted in **<Insert number>** phases, with each phase substantially complete as indicated:

1. Phase **<Insert designation>**: **<Briefly describe work of this phase>** Work of this phase shall commence [**within <Insert number of days> after the Notice to Proceed**] [**by <Insert date>**] and be substantially complete and ready for occupancy [**within <Insert number of days>**] [**after the Notice to Proceed**] [**after commencement of construction of this phase**] [**by <Insert date>**].
2. Phase **<Insert designation>**: The remaining Work shall be substantially complete and ready for occupancy at time of Substantial Completion for the Work.

- B. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates[, **Owner inspection and approval dates**][, and **move-out and -in dates of Owner's personnel**] for all phases of the Work.

1.6 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract, or other Contracts (construction) on the project site (See 1.7 below) or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

- B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.

1. **<Insert a brief description of work performed by Owner>.**

- C. Concurrent Work: Owner will perform the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1. **<Insert a brief description of work performed by Owner>.**

- D. Subsequent Work: Owner will perform the following additional work at site after Substantial Completion. Completion of that work will depend on successful completion of preparatory work under this Contract.

1. **<Insert a brief description of work performed by Owner>.**

1.7 WORK UNDER SEPARATE CONTRACTS

A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.

B. Preceding Work: Owner **[has awarded]** **[will award]** separate contract(s) for the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.

1. **<Insert name of the Contract>**: To **<Insert name of separate Contractor>** **[to]** **[for]** **<Insert a brief description of work performed under separate contract>**.

C. Concurrent Work: Owner **[has awarded]** **[will award]** **[and will assign to Contractor]** separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1. **<Insert name of the Contract>**: To **<Insert name of separate Contractor>** **[to]** **[for]** **<Insert a brief description of work performed under separate contract>**.

D. Subsequent Work: Owner **[has awarded]** **[will award]** separate contract(s) for the following additional work to be performed at site following Substantial Completion. Completion of that work will depend on successful completion of preparatory work under this Contract.

1. **<Insert name of the Contract>**: To **<Insert name of separate Contractor>** **[to]** **[for]** **<Insert a brief description of work performed under separate contract>**.

1.8 FUTURE WORK

A. The Contract Documents include requirements that will allow Owner to carry out future work following completion of this Project; provide for the following future work:

1. **<Insert description of future work requiring consideration during construction of the Work of this Contract>**.

1.9 PURCHASE CONTRACTS

A. General: Owner has negotiated purchase contracts with suppliers of material and equipment to be incorporated into the Work. Owner will assign these purchase contracts to Contractor. Include costs for purchasing, receiving, handling, storage if required, and installation of material and equipment in the Contract Sum, unless otherwise indicated.

1. Contractor's responsibilities are same as if Contractor had negotiated purchase contracts, including responsibility to renegotiate purchase and to execute final purchasing agreements.

B. Purchase Contracts Information:

1. **<Insert product name>**: See Section **<Insert Section number>** "**<Insert Section title>**."

- a. Purchase Contract Firm and Representative: **<Insert name and contact information for purchase contract firm and representative.>**
- b. Purchase Contract Scope: **[Furnishing material] [Material and installation labor] <Insert description of contract.>**
- c. Purchase Status: **[Price negotiated by Owner, to be incorporated in the Contract Sum by Contractor; see Section 012100 "Allowances" for cash allowance for purchase contract] [Price negotiated and incorporated in the Contract Sum by Contractor] [Product reserved by Owner] [Order placed and deposit paid by Owner] [Order to be placed by Contractor] <Insert description of status of purchase contract.>**
- d. Quantity: **<Insert quantity ordered.>**
- e. Warranty: Contractor shall assume all manufacturer and installation warranties as if the Contractor had directly selected and purchased the item.
- f. Other Requirements: **<Insert special requirements.>**

1.10 OWNER-FURNISHED PRODUCTS

- A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products **[and making building services connections]**.
- B. Owner-Furnished Products:
 1. **<Insert description, in separate subparagraphs, for each Owner-furnished product.>**

1.11 CONTRACTOR-FURNISHED, OWNER-INSTALLED PRODUCTS

- A. Contractor shall furnish products indicated. The Work includes unloading, handling, storing, and protecting Contractor-furnished products as directed and turning them over to Owner at Project closeout.
- B. Contractor-Furnished, Owner-Installed Products:
 1. **<Insert description, in separate subparagraphs, for each Contractor-furnished, Owner-installed product.>**

1.12 ACCESS TO SITE

- A. General: Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- C. Use of Site: Limit use of Project site to **[work in areas] [areas within the Contract limits]** indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Limits: Confine construction operations to **<Insert description of areas where work is permitted.>**

2. Limits: Limit site disturbance, including earthwork and clearing of vegetation, to 40 feet (12.2 m) beyond building perimeter; 10 feet (3 m) beyond surface walkways, patios, surface parking, and utilities less than 12 inches (300 mm) in diameter; 15 feet (4.5 m) beyond primary roadway curbs and main utility branch trenches; and 25 feet (7.6 m) beyond constructed areas with permeable surfaces (such as pervious paving areas, stormwater detention facilities, and playing fields) that require additional staging areas in order to limit compaction in the constructed area.
 3. Driveways, Walkways and Entrances: Keep driveways[**parking garage,**] [**loading areas,**] and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.13 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and **[existing]** **[adjacent]** building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 2. Notify Owner not less than **[72]** **<Insert number>** hours in advance of activities that will affect Owner's operations.
- B. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 2. Provide not less than **[72]** **<Insert number>** hours' notice to Owner of activities that will affect Owner's operations.
- C. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.

2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. Upon occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
4. Upon occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.14 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of **<7:00 a.m. to 9:00 p.m.>**, Monday through Friday, unless otherwise indicated.
 1. Weekend Hours: **<8:00 a.m. to 5:00 p.m.> <Not permitted>**.
 2. Early Morning Hours: **<Insert Time> <Not permitted>**.
 3. Hours for Utility Shutdowns: After **<9:00 p.m. and before 7:00 a.m.>**
- C. All work shall be performed per City of Evanston ordinances. They state as follows:
 1. "The creation, including excavation, demolition, alteration, or repair of any building within the city, other than between the hours of seven o'clock (7:00) AM and nine o'clock (9:00) PM on weekdays and eight o'clock (8:00) AM and five o'clock (5:00) PM on Saturday except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the City Manager or his or her designee, or the Director of Building or Zoning, or his or her designee, which permit may be granted while the emergency continues. If the City Manager or his or her designee, or the Director of Building or Zoning, or his or her designee, which permit may be granted while the emergency continues. If the City Manger, his or her designee, or the Director of Building or Zoning, or his or her designee, should determine that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building or the excavation of streets and highways between the hours of nine o'clock (9:00) PM and seven o'clock (7:00) AM on weekdays and before eight o'clock (8:00) AM and five o'clock (5:00) PM on Saturday and if it shall further be determined that loss or inconvenience would result to any party in interest, said official may grant permission for such work to be done between the hours of nine o'clock (9:00) PM and Seven o'clock (7:00) AM on weekdays and before eight o'clock (8:00) AM and after five o'clock (5:00) PM on Saturday upon request. Sandblasting, Jack-hammering or similar noise producing activities are prohibited between six o'clock (6:00) PM Friday and eight o'clock (8:00) AM Saturday and between five o'clock (5:00) PM Saturday and seven o'clock (7:00) AM Monday unless special permission is granted by the City Manger, or his or her designee. In addition, any other construction noise which exceeds a decibel level of eighty (80) (measure from the property line from which the noise is emanating) is prohibited between six o'clock (6:00) PM and seven o'clock (7:00) AM weekdays between six o'clock (6:00) PM Friday night and eight o'clock (8:00) AM Monday unless special permission is granted by the City Manager or his or her designee."

- D. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify Owner not less than two days (48 hours) in advance of proposed utility interruptions.
 - 2. Obtain Owner's written permission before proceeding with utility interruptions.
- E. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify Owner not less than two days in advance of proposed disruptive operations.
 - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- F. Controlled Substances: Use of tobacco and alcohol products and other controlled substances on Project site is not permitted.
- G. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- H. Vehicle Identification: Northwestern University will make available a limited number of parking passes in designated areas for Contractor use. Contractor shall display proper vehicle identification at all times while parked in the designated areas.
- I. Employee Screening: Comply with Owner's requirements for **[drug] [and] [background]** screening of Contractor personnel working on Project site.
 - 1. Maintain list of approved screened personnel with Owner's representative.
- J. Firearms and Weapons: Contractors or their employees are prohibited from possessing on their persons or within their vehicles any firearm or weapon, or a reasonable facsimile thereof, while on the Project Site and the Campus of Northwestern University.
 - 1. This excludes any normal and customary hand or power tools.

1.15 UTILITY SHUTDOWN PROCEDURE

- A. All utility shutdowns shall be scheduled with the Owner in accordance with the following:
 - 1. Minimum two week notice is required for all utility shutdowns. Utility shutdowns shall be performed outside normal working hours. Emergency shutdowns will be managed by the Owner on an individual basis.
 - 2. Utility shutdowns request form shall be filled out by the Contractor for each required shutdown. Refer to the Utility Shutdown Form appended to this Section.
 - 3. Send Completed Utility Shutdown Form to the following:
 - a. **<Insert People to Receive Shutdown Form>**
 - 4. Signage is required to be posted at the following locations in the buildings where the shutdown will occur.
 - a. All building entrances.
 - b. At elevators on all floors.

5. Northwestern University Facilities Management will provide a Shutdown Notification Form to be distributed.

1.16 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations [**published as part of the U.S. National CAD Standard**] [**and**] [**scheduled on Drawings**].
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1000

NORTHWESTERN UNIVERSITY
PROJECT NAME _____
JOB # _____

FOR: _____
ISSUED: 03/29/2017

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SECTION 01 1200 - MULTIPLE CONTRACT SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes a summary of each contract, including responsibilities for coordination and temporary facilities and controls.
- B. Specific requirements for Work of each contract are also indicated in individual Specification Sections and on Drawings.
- C. Related Requirements:
 - 1. Section 011000 "Summary" for the Work covered by the Contract Documents, restrictions on use of Project site, [**phased construction**,] coordination with occupants, and work restrictions.
 - 2. Section 013100 "Project Management and Coordination" for general coordination requirements.

1.3 DEFINITIONS

- A. Permanent Enclosure: As determined by Architect, the condition at which roofing is insulated and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures equivalent in weather protection to permanent construction.

1.4 PROJECT COORDINATOR

- A. Project coordinator shall be responsible for coordination between the [**General Construction Contract**] [**Plumbing Contract**] [**HVAC Contract**] [**Electrical Contract**] [**and**] <Insert name of contract>.
- B. [**Mechanical/electrical**] <Insert name> coordinator, who shall be under the direction of Project coordinator, shall be responsible for coordination between the [**Plumbing Contract**] [**HVAC Contract**] [**Electrical Contract**] [**and**] <Insert name of contract>.
 - 1. [**HVAC Contractor**] [**Electrical Contractor**] [**Plumbing Contractor**] [**Construction Manager**] <Insert entity> shall act as mechanical/electrical coordinator. [**Mechanical/electrical coordinator shall be licensed to practice as a professional engineer in location of Project.**]

- C. Scheduling Consultant: Owner has retained the following scheduling consultant to coordinate the scheduling activities of the multiple contracts, to prepare an overall project schedule, and to monitor and update Project schedule periodically:

1. <Insert name and contact information for consultant>.

1.5 COORDINATION ACTIVITIES

- A. Coordination activities of Project coordinator include, but are not limited to, the following:

1. Provide overall coordination of the Work.
2. Coordinate shared access to workspaces.
3. Coordinate product selections for compatibility.
4. Provide overall coordination of temporary facilities and controls.
5. Coordinate, schedule, and approve interruptions of permanent and temporary utilities, including those necessary to make connections for temporary services.
6. Coordinate construction and operations of the Work with work performed by each Contract[**and Owner's construction forces**][**and separate contracts**].
7. Prepare coordination drawings in collaboration with each contractor to coordinate work by more than one contract.
8. Coordinate sequencing and scheduling of the Work. Include the following:
 - a. Initial Coordination Meeting: At earliest possible date, arrange and conduct a meeting with contractors for sequencing and coordinating the Work; negotiate reasonable adjustments to schedules.
 - b. Prepare a combined contractors' construction schedule for entire Project. Base schedule on preliminary construction schedule. Secure time commitments for performing critical construction activities from contractors. Show activities of each contract on a separate sheet. Prepare a simplified summary sheet indicating combined construction activities of contracts.
 - 1) Submit schedules for approval.
 - 2) Distribute copies of approved schedules to contractors.
9. Provide photographic documentation.
10. Provide quality-assurance and quality-control services specified in Section 014000 "Quality Requirements."
11. Coordinate sequence of activities to accommodate tests and inspections, and coordinate schedule of tests and inspections.
12. Provide information necessary to adjust, move, or relocate existing utility structures affected by construction.
13. Locate existing permanent benchmarks, control points, and similar reference points, and establish permanent benchmarks on Project site.
14. Provide field surveys of in-progress construction and site work[**and final property survey**].
15. Provide progress cleaning of common areas and coordinate progress cleaning of areas or pieces of equipment where more than one contractor has worked.
16. Coordinate cutting and patching.
17. Coordinate protection of the Work.
18. Coordinate firestopping.
19. Coordinate completion of interrelated punch list items.
20. Coordinate preparation of Project record documents if information from more than one contractor is to be integrated with information from other contractors to form one combined record.

21. Print and submit record documents if installations by more than one contractor are indicated on the same contract drawing or shop drawing.
22. Collect record Specification Sections from contractors, collate Sections into numeric order, and submit complete set.
23. Coordinate preparation of operation and maintenance manuals if information from more than one contractor is to be integrated with information from other contractors to form one combined record.
24. **<Insert coordination activities>**.

B. Responsibilities of Project coordinator for temporary facilities and controls include, but are not limited to, the following:

1. Provide common-use field office for use by all personnel engaged in construction activities.
2. Provide telephone service for common-use facilities.
3. **<Insert temporary facilities and controls>**.

C. Mechanical/Electrical Coordinator: Coordination activities of mechanical/electrical coordinator include, but are not limited to, the following:

1. Schedule and sequence mechanical and electrical activities.
2. Coordinate sharing access to workspaces by mechanical and electrical contractors.
3. Coordinate integration of mechanical and electrical work into limited spaces.
4. Coordinate protection of mechanical and electrical contractors' work.
5. Coordinate cutting and patching for mechanical and electrical work.
6. Prepare mechanical and electrical coordination drawings.
7. Coordinate tests and inspections for mechanical and electrical work.
8. Coordinate mechanical and electrical temporary services and facilities.

1.6 GENERAL REQUIREMENTS OF CONTRACTS

A. Extent of Contract: Unless the Agreement contains a more specific description of the Work of each Contract, requirements indicated on Drawings and in Specification Sections determine which contract includes a specific element of Project.

1. Unless otherwise indicated, the work described in this Section for each contract shall be complete systems and assemblies, including products, components, accessories, and installation required by the Contract Documents.
2. Trenches and other excavation for the work of each contract shall be the work of **[the General Construction Contract] [each contract for its own work]**.
3. Blocking, backing panels, sleeves, and metal fabrication supports for the work of each contract shall be the work of **[the General Construction Contract] [each contract for its own work]**.
4. Furnishing of access panels for the work of each contract shall be the work of each contract for its own work. Installation of access panels shall be the work of **[the General Construction Contract] [each contract for its own work]**.
5. Equipment pads for the work of each contract shall be the work of **[the General Construction Contract] [each contract for its own work]**.
6. Roof-mounted equipment curbs for the work of each contract shall be the work of **[the General Construction Contract] [each contract for its own work]**.
7. Painting for the work of each contract shall be the work of **[the General Construction Contract] [each contract for its own work]**.

8. Cutting and Patching: **[Provided by the General Construction Contract] [Provided under each contract for its own work] [Each contract shall perform its own cutting; patching shall be under the General Construction Contract].**
 9. Through-penetration firestopping for the work of each contract shall be provided by **[the General Construction Contract] [each contract for its own work].**
 10. Contractors' Startup Construction Schedule: Within **[five]** <Insert number> working days after startup horizontal bar-chart-type construction schedule **[and preliminary network diagram]** submittal has been received from Project coordinator, submit a matching startup horizontal bar-chart schedule **[and startup network diagram]** showing construction operations sequenced and coordinated with overall construction.
- B. Substitutions: Each contractor shall cooperate with other contractors involved to coordinate approved substitutions with remainder of the work.
1. **[Project coordinator] [The General Construction Contract]** shall coordinate substitutions.
- C. Temporary Facilities and Controls: In addition to specific responsibilities for temporary facilities and controls indicated in this Section and in Section 015000 "Temporary Facilities and Controls," each contractor is responsible for the following:
1. Installation, operation, maintenance, and removal of each temporary facility necessary for its own normal construction activity, and costs and use charges associated with each facility, except as otherwise provided for in this Section.
 2. Plug-in electric power cords and extension cords, supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
 3. Its own field office, complete with necessary furniture, utilities, and telephone service.
 4. Its own storage and fabrication sheds.
 5. Temporary enclosures for its own construction activities.
 6. Staging and scaffolding for its own construction activities.
 7. General hoisting facilities for its own construction activities, up to 2 tons (2000 kg).
 8. Waste disposal facilities, including collection and legal disposal of its own hazardous, dangerous, unsanitary, or other harmful waste materials.
 9. Progress cleaning of work areas affected by its operations on a daily basis.
 10. Secure lockup of its own tools, materials, and equipment.
 11. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.
- D. Temporary Heating, Cooling, and Ventilation: **[The General Construction Contract] [The HVAC Contract] [Project coordinator]** is responsible for temporary heating, cooling, and ventilation, including utility-use charges, temporary meters, and temporary connections.
- E. Temporary Heating, Cooling, and Ventilation: **[The General Construction Contract] [The HVAC Contract] [Project coordinator]** is responsible for temporary heating, cooling, and ventilation before weathertight enclosure of building is complete. **[The General Construction Contract] [The HVAC Contract] [Project coordinator]** is responsible for temporary heating, cooling, and ventilation after permanent enclosure of building is complete **[and Owner will pay utility-use charges].**
- F. Use Charges: Comply with the following:
1. Sewer Service: Include the cost for sewer service use by all parties engaged in construction activities at Project site in the **[General Construction] [Plumbing]** Contract.

2. Water Service: Include the cost for water service, whether metered or otherwise, for water used by all entities engaged in construction activities at Project site in the [**General Construction**] [**Plumbing**] Contract.
3. Electric Power Service: Include the cost for electric power service, whether metered or otherwise, for electricity used by all entities engaged in construction activities at Project site in the [**General Construction**] [**Electrical**] Contract.

1.7 GENERAL CONSTRUCTION CONTRACT

A. Work in the General Construction Contract includes, but is not limited to, the following:

1. Remaining work not identified as work under other contracts.
2. Site preparation, including clearing, building demolition and relocations, and earthwork.
3. Site improvements, including roadways, parking lots, pedestrian paving, site development furnishings and equipment, and landscaping.
4. Tunnels for site utilities.
5. Selective demolition.
6. Foundations, including footings, foundation walls[, **and piles**].
7. Slabs-on-grade, including earthwork, subdrainage systems, and insulation.
8. Below-grade building construction, including excavation, backfill, and thermal and moisture protection.
9. Superstructure, including floor and roof construction [**and**] [**sprayed fire-resistive materials**] [**and**] [**board fire protection**].
10. Exterior closure, including walls[, **parapets**,] doors, windows[, **and louvers**].
11. Roofing, including coverings, flashings [**roof specialties**] [**and**] [**glazed openings**].
12. Interior construction, including partitions, doors[, **interior glazed openings**,] and fittings.
13. Fire-protection specialties.
14. Stairs, including railings and finishes.
15. Interior finishes [**finish carpentry**] [**architectural woodwork**] and built-in casework.
16. Miscellaneous items, including [**concrete equipment bases**] [**and**] [**painting of mechanical and electrical work**].
17. Conveying systems, including [**elevators**] [**wheelchair lifts**] [**escalators**] [**and**] [**cranes**].
18. Equipment, including the following:
 - a. Stage equipment.
 - b. Projection screens.
 - c. Loading dock equipment.
 - d. Waste compactors.
 - e. Foodservice equipment.
 - f. Residential appliances.
 - g. Laboratory fume hoods.
 - h. **<Insert type of equipment>**.
19. Furnishings, including [**casework**] [**window treatments**] [**floor grilles and mats**] [**and**] [**seating**] **<Insert type of furnishing>**.
20. Special construction, including the following:
 - a. Preengineered structures.
 - b. Special-purpose rooms.
 - c. Radiation protection.
21. **<Insert descriptions of the Work>**.

- B. Temporary facilities and controls in the General Construction Contract include, but are not limited to, the following:
1. Temporary facilities and controls that are not otherwise specifically assigned to the **[Plumbing Contract] [HVAC Contract] [Electrical Contract] [and] <Insert name of contract>**.
 2. Sediment and erosion control.
 3. Unpiped sewers and drainage, including drainage ditches, dry wells, stabilization ponds, and containers.
 4. Stormwater control.
 5. Unpiped temporary toilet fixtures, wash facilities, and drinking water facilities, including disposable supplies.
 6. Temporary enclosure for building exterior, except as indicated.
 7. Temporary roads and paved areas.
 8. Dewatering facilities and drains.
 9. Excavation support and protection, unless required solely for the Work of another contract.
 10. Special or unusual hoisting requirements for construction activities, including hoisting loads in excess of 2 tons (2000 kg), hoisting material or equipment into spaces below grade, and hoisting requirements outside building enclosure.
 11. Project identification and temporary signs.
 12. General waste disposal facilities.
 13. Pest control.
 14. Temporary stairs.
 15. Temporary fire-protection facilities.
 16. Barricades, warning signs, and lights.
 17. Site enclosure fence.
 18. Covered walkways.
 19. Security enclosure and lockup.
 20. Environmental protection.
 21. Restoration of Owner's existing facilities used as temporary facilities.
 22. **<Insert temporary facilities and controls>**.

1.8 PLUMBING CONTRACT

- A. Work in the Plumbing Contract includes, but is not limited to, the following:
1. Site water supply and distribution.
 2. Site sanitary sewerage.
 3. Site storm drainage.
 4. Site fuel distribution.
 5. Site special plumbing systems.
 6. Plumbing fixtures.
 7. Domestic water distribution.
 8. Sanitary waste.
 9. Stormwater drainage.
 10. Special plumbing systems, including the following:
 - a. Compressed air.
 - b. Deionized water.
 - c. Distilled water.
 - d. Fuel oil.
 - e. Natural gas.
 - f. Medical gas.

- g. Vacuum.
- h. Acid waste.
- i. Pools and fountains.

- 11. Fire-suppression systems.
- 12. Special fire-suppression systems, including the following:
 - a. Foam fire-extinguishing systems.
 - b. Clean-agent extinguishing systems.
- 13. Plumbing connections to equipment furnished by the **[General Construction Contract]** **[Plumbing Contract]** **[HVAC Contract]** **[Electrical Contract]** **[and]** **<Insert name of contract>**.
- 14. **<Insert descriptions of the Work>**.

- B. Temporary facilities and controls in the Plumbing Contract include, but are not limited to, the following:
 - 1. Piped sewerage and drainage.
 - 2. Piped gas service.
 - 3. Piped water service.
 - 4. Piped temporary toilet fixtures, wash facilities, and drinking water facilities.
 - 5. Plumbing connections to existing systems and temporary facilities and controls furnished by the **[General Construction Contract]** **[Plumbing Contract]** **[HVAC Contract]** **[Electrical Contract]** **[and]** **<Insert name of contract>**.
 - 6. **<Insert temporary facilities and controls>**.

1.9 HVAC CONTRACT

- A. Work in the HVAC Contract includes, but is not limited to, the following:
 - 1. Site steam distribution.
 - 2. Site hydronic distribution.
 - 3. Energy supply, including **[oil]** **[gas]** **[steam]** **[hot- and chilled-water]** supply systems.
 - 4. HVAC systems and equipment.
 - 5. HVAC instrumentation and controls.
 - 6. HVAC testing, adjusting, and balancing.
 - 7. Building automation system.
 - 8. Mechanical connections to equipment furnished by the **[General Construction Contract]** **[Plumbing Contract]** **[HVAC Contract]** **[Electrical Contract]** **[and]** **<Insert name of contract>**.
 - 9. **<Insert descriptions of the Work>**.
- B. Temporary facilities and controls in the HVAC Contract include, but are not limited to, the following:
 - 1. **<Insert temporary facilities and controls>**.

1.10 ELECTRICAL CONTRACT

- A. Work in the Electrical Contract includes, but is not limited to, the following:
 - 1. Site electrical distribution.

2. Site lighting.
3. Site communications and security.
4. Electrical service and distribution.
5. Exterior and interior lighting[**and light pole bases**].
6. Communication and security.
7. Special electrical systems, including the following:
 - a. Uninterruptible power supply systems.
 - b. Packaged engine generator systems.
 - c. Battery power systems.
 - d. Cathodic protection.
 - e. Electromagnetic shielding systems.
 - f. Lightning protection systems.
 - g. Unit power conditioners.
 - h. Power generation systems.
8. Electrical connections to equipment furnished by the [**General Construction Contract**] [**Plumbing Contract**] [**HVAC Contract**] [**Electrical Contract**] [and] <Insert name of contract>.
9. <Insert descriptions of the Work>.

B. Temporary facilities and controls in the Electrical Contract include, but are not limited to, the following:

1. Electric power service and distribution.
2. Lighting, including site lighting.
3. Electrical connections to existing systems and temporary facilities and controls furnished by the [**General Construction Contract**] [**Plumbing Contract**] [**HVAC Contract**] [**Electrical Contract**] [and] <Insert name of contract>.
4. <Insert temporary facilities and controls>.

1.11 <INSERT NAME OF CONTRACT>

A. Work in the <Insert name> Contract includes, but is not limited to, the following:

1. <Insert descriptions of the Work>.

B. Temporary facilities and controls in the <Insert name> Contract include, but are not limited to, the following:

1. <Insert requirements for temporary facilities and controls>.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1200

SECTION 01 2100 - ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
 - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
 - 1. Lump-sum allowances.
 - 2. Unit-cost allowances.
 - 3. Quantity allowances.
 - 4. Contingency allowances.
 - 5. Testing and inspecting allowances.
- C. Related Requirements:
 - 1. Section 012200 "Unit Prices" for procedures for using unit prices.
 - 2. Section 014000 "Quality Requirements" for procedures governing the use of allowances for testing and inspecting.

1.3 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

1.4 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

1.5 INFORMATIONAL SUBMITTALS

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.6 COORDINATION

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

1.7 [LUMP-SUM] [UNIT-COST] [AND] [QUANTITY] ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include [**taxes**,]freight[,] and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner or selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.
- C. Unused Materials: Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
 - 1. If requested by Architect, retain and prepare unused material for storage by Owner. Deliver unused material to Owner's storage space as directed.

1.8 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed by Architect for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- C. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

1.9 TESTING AND INSPECTING ALLOWANCES

- A. Testing and inspecting allowances include the cost of engaging testing agencies, actual tests and inspections, and reporting results.
- B. The allowance does not include incidental labor required to assist the testing agency or costs for retesting if previous tests and inspections result in failure. The cost for incidental labor to assist the testing agency shall be included in the Contract Sum.

- C. Costs of services not required by the Contract Documents are not included in the allowance.
- D. At Project closeout, credit unused amounts remaining in the testing and inspecting allowance to Owner by Change Order.

1.10 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
 - 1. Include installation costs in purchase amount only where indicated as part of the allowance.
 - 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
 - 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
 - 4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

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

3.2 PREPARATION

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

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. <Insert number>: [**Lump-Sum**] [**Unit-Cost**] [**Quantity**] [**Contingency**] [**Testing and Inspecting**] Allowance: Include the sum of <Insert dollar or quantity amount of allowance>: Include <Insert allowance description> as specified in Section <Insert Section number> "<Insert Section title>"[and as shown on Drawings].
 - 1. This allowance includes [**material cost**] [**receiving, handling, and installation**] [**and**] [**Contractor overhead and profit**].

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2. Coordinate quantity allowance adjustment with corresponding unit-price requirements in Section 012200 "Unit Prices."

END OF SECTION 01 2100

SECTION 01 2200 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for unit prices.
- B. Related Requirements:
 - 1. Section 012600 "Contract Modification Procedures" for procedures for submitting and handling Change Orders.
 - 2. Section 014000 "Quality Requirements" for general testing and inspecting requirements.

1.3 DEFINITIONS

- A. Unit price is an amount incorporated in the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: See individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- D. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

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PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

A. Unit Price No. <Insert unit-price number> - <Insert unit-price item>:

1. Description: <Insert unit-price item description> according to Section <Insert Section number> "<Insert Section title>."
2. Unit of Measurement: <Insert unit of measurement>.
3. Quantity Allowance: Coordinate unit price with allowance adjustment requirements in Section 012100 "Allowances."

END OF SECTION 01 2200

SECTION 01 2300 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

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PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. <Insert number>: <Insert title of alternate>.

1. Base Bid: <Insert brief description of base-bid requirement> [as indicated on Sheet <Insert title of sheet>] [and] [as specified in Section <Insert Section number> "<Insert Section title>."]]
2. Alternate: <Insert brief description of alternate requirement> [as indicated on Sheet <Insert title of sheet>] [and] [as specified in Section <Insert Section number> "<Insert Section title>."]]

END OF SECTION 01 2300

SECTION 01 2500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 012100 "Allowances" for products selected under an allowance.
 - 2. Section 012300 "Alternates" for products selected under an alternate.
 - 3. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use facsimile of form provided in Project Manual.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.

- c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor [**through Construction Manager**] of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.
- 1.5 QUALITY ASSURANCE
- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.
- 1.6 PROCEDURES
- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
- a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Requested substitution provides sustainable design characteristics that specified product provided for achieving LEED prerequisites and credits.
 - c. Substitution request is fully documented and properly submitted.
 - d. Requested substitution will not adversely affect Contractor's construction schedule.
 - e. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - f. Requested substitution is compatible with other portions of the Work.
 - g. Requested substitution has been coordinated with other portions of the Work.
 - h. Requested substitution provides specified warranty.
 - i. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Not allowed.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2500

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SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
1. Section 012500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue[**through Construction Manager**] supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: [**Architect**] [**Construction Manager**] will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
1. Work Change Proposal Requests issued by [**Architect**] [**Construction Manager**] are not instructions either to stop work in progress or to execute the proposed change.
 2. Within 14 days, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to **[Architect]** **[Construction Manager]**.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 7. Proposal Request Form: Use AIA Document G709 for Proposal Request.

1.5 ADMINISTRATIVE CHANGE ORDERS

- A. Allowance Adjustment: See Section 012100 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.
- B. Unit-Price Adjustment: See Section 012200 "Unit Prices" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect measured scope of unit-price work.

1.6 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, **[Architect]** **[Construction Manager]** will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.7 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: **[Architect]** **[Construction Manager]** may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

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PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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SECTION 01 2900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Section 012100 "Allowances" for procedural requirements governing the handling and processing of allowances.
 - 2. Section 012200 "Unit Prices" for administrative requirements governing the use of unit prices.
 - 3. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 4. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.
 - 5. Section 018113.13 "Sustainable Design Requirements - LEED for New Construction and Major Renovations" for administrative requirements governing submittal of cost breakdown information required for LEED documentation.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with continuation sheets.
 - b. Submittal schedule.
 - c. Items required to be indicated as separate activities in Contractor's construction schedule.

2. Submit the schedule of values to Architect[**through Construction Manager**] at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
 3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.
 4. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
 5. Subschedules for Separate Design Contracts: Where the Owner has retained design professionals under separate contracts who will each provide certification of payment requests, provide subschedules showing values coordinated with the scope of each design services contract as described in Section 011000 "Summary."
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 2. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
 - a. Include separate line items under [**Contractor and**] principal subcontracts for LEED documentation and other Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
 5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.

- a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
8. Purchase Contracts: Provide a separate line item in the schedule of values for each purchase contract. Show line-item value of purchase contract. Indicate owner payments or deposits, if any, and balance to be paid by Contractor.
9. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
10. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect[**and Construction Manager**] and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
 1. Submit draft copy of Application for Payment seven days prior to due date for review by Architect.
- C. Application for Payment Forms: Use [**AIA Document G702 and AIA Document G703**] [**AIA Document G702/CMa and AIA Document G703**] as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. [**Architect**] [**Construction Manager**] will return incomplete applications without action.
 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. Transmittal: Submit two signed and notarized original copies of each Application for Payment to **[Architect] [Construction Manager]** by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Submit one copy to the Owner's Representative at Northwestern University.
 2. Submit one copy to the Architect.
 3. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. LEED submittal for project materials cost data.
 4. Contractor's construction schedule (preliminary if not final).
 5. Combined Contractor's construction schedule (preliminary if not final) incorporating Work of multiple contracts, with indication of acceptance of schedule by each Contractor.
 6. Products list (preliminary if not final).
 7. LEED action plans.
 8. Schedule of unit prices.
 9. Submittal schedule (preliminary if not final).

10. List of Contractor's staff assignments.
 11. List of Contractor's principal consultants.
 12. Copies of building permits.
 13. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 14. Initial progress report.
 15. Report of preconstruction conference.
 16. Certificates of insurance and insurance policies.
 17. Performance and payment bonds.
 18. Data needed to acquire Owner's insurance.
- I. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 9. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2900

NORTHWESTERN UNIVERSITY
PROJECT NAME _____
JOB # _____

FOR: _____
ISSUED: 03/29/2017

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SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. General coordination procedures.
2. Coordination drawings.
3. Requests for Information (RFIs).
4. Project Web site.
5. Project meetings.

- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

- C. Related Requirements:

1. Section 011200 "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
2. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
3. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
4. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.
5. Section 019113 "General Commissioning Requirements" for coordinating the Work with Owner's Commissioning Authority.

1.3 DEFINITIONS

- A. RFI: Request from Owner, [**Construction Manager**,]Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:

1. Name, address, and telephone number of entity performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.

B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in project meeting room, in temporary field office, **[on Project Web site]**, and by each temporary telephone. Keep list current at all times.

1.5 GENERAL COORDINATION PROCEDURES

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

B. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections, that depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.

1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities **[and activities of other contractors]** to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's construction schedule.
2. Preparation of the schedule of values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.

E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

1.6 COORDINATION DRAWINGS

A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to the coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
 - f. Indicate required installation sequences.
 - g. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of

- visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
 3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
 4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
 5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
 6. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
 7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches (32 mm) in diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
 - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
 8. Fire-Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
 9. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make changes as directed and resubmit.
 10. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format: Same digital data software program, version, and operating system as original Drawings.
 2. File Preparation Format: **[DWG] [DXF] [DGN]**, Version **<Insert designation>**, operating in **[Microsoft Windows] [Apple Macintosh]** operating system.
 3. File Submittal Format: Submit or post coordination drawing files using **[format same as file preparation format] [Portable Data File (PDF) format]**.

4. BIM File Incorporation: [**Develop and incorporate**] [**Construction Manager will incorporate Contractor's**] coordination drawing files into Building Information Model established for Project.
 - a. [**Perform**] [**Construction Manager will perform**] three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Architect.
 - b. Construction Manager and Trade Manager should include a service access area and column to the floor no less than 24 inches for each device that will need access.
 - c. CM/GC as well as their subcontractors shall include and incorporate all serviceable components so these areas are free of any obstructions.
 - d. Equipment, piping, conduit, etc. shall be BIM modeled for items 3/4" and larger.
5. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
 - b. Digital Data Software Program: Drawings are available in **<Insert name and version of digital data software program and operating system>**.
 - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.

1.7 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name.
 2. Project number.
 3. Date.
 4. Name of Contractor.
 5. Name of Architect[**and Construction Manager**].
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.

13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Architect.
 1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- D. Architect's[**and Construction Manager's**] Action: Architect[**and Construction Manager**] will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect[**or Construction Manager**] after 1:00 p.m. will be considered as received the following working day.
 1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect[**and Construction Manager**] in writing within 10 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Include the following:
 1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect[**and Construction Manager**].
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's[**and Construction Manager's**] response was received.
- F. On receipt of Architect's[**and Construction Manager's**] action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect[**and Construction Manager**] within seven days if Contractor disagrees with response.

1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

1.8 PROJECT WEB SITE

- A. **[Use Architect's] [Use Owner's] [Use Construction Manager's] [Provide, administer, and use]** Project Web site for purposes of hosting and managing project communication and documentation until Final Completion. Project Web site shall include the following functions:

1. Project directory.
2. Project correspondence.
3. Meeting minutes.
4. Contract modifications forms and logs.
5. RFI forms and logs.
6. Task and issue management.
7. Photo documentation.
8. Schedule and calendar management.
9. Submittals forms and logs.
10. Payment application forms.
11. Drawing and specification document hosting, viewing, and updating.
12. Online document collaboration.
13. Reminder and tracking functions.
14. Archiving functions.

- B. Provide up to **[seven]** **<Insert number>** Project Web site user licenses for use of the Owner, **[Owner's Commissioning Authority]** **[, Construction Manager]**, Architect, and Architect's consultants. Provide **[eight]** **<Insert number>** hours of software training at Architect's office for Project Web site users.

- C. On completion of Project, provide **[one]** **<Insert number>** complete archive copy(ies) of Project Web site files to Owner and to Architect in a digital storage format acceptable to Architect.

- D. Provide **[one of]** the following Project Web site software packages under their current published licensing agreements:

1. Autodesk, Buzzsaw.
2. Autodesk, Constructware.
3. Meridian Systems, **[Prolog]** **[Prolog and ProjectTalk]**.

- E. Contractor, subcontractors, and other parties granted access by Contractor to Project Web site shall execute a data licensing agreement in the form of Agreement acceptable to Owner and Architect.

1.9 PROJECT MEETINGS

- A. General: **[Schedule and conduct]** **[Construction Manager will schedule and conduct]** meetings and conferences at Project site unless otherwise indicated.

1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.

3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner[, **Construction Manager**,] and Architect, within three days of the meeting.
- B. Preconstruction Conference: [**Architect will schedule and conduct**] [**Construction Manager will schedule and conduct**] [**Schedule and conduct**] a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of Owner[, **Owner's Commissioning Authority**,] [, **Construction Manager**,] Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Distribution of the Contract Documents.
 - k. Submittal procedures.
 - l. LEED requirements.
 - m. Preparation of record documents.
 - n. Use of the premises[**and existing building**].
 - o. Work restrictions.
 - p. Working hours.
 - q. Owner's occupancy requirements.
 - r. Responsibility for temporary facilities and controls.
 - s. Procedures for moisture and mold control.
 - t. Procedures for disruptions and shutdowns.
 - u. Construction waste management and recycling.
 - v. Parking availability.
 - w. Office, work, and storage areas.
 - x. Equipment deliveries and priorities.
 - y. First aid.
 - z. Security.
 - aa. Progress cleaning.
 4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. LEED Coordination Conference: [**Owner will schedule and conduct**] [**Construction Manager will schedule and conduct**] a LEED coordination conference before starting construction, at a time convenient to Owner[, **Construction Manager**,] Architect, and Contractor.
1. Attendees: Authorized representatives of Owner[, **Owner's Commissioning Authority**,] [**Construction Manager**,] Architect, and their consultants; Contractor and its

- superintendent and LEED coordinator; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Discuss items of significance that could affect meeting requirements for LEED certification, including the following:
 - a. LEED Project Checklist.
 - b. General requirements for LEED-related procurement and documentation.
 - c. Project closeout requirements and LEED certification procedures.
 - d. Role of LEED coordinator.
 - e. Construction waste management.
 - f. Construction operations and LEED requirements and restrictions.
 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- D. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect[, **Construction Manager**] [, and **Owner's Commissioning Authority**] of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. LEED requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.

3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- E. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 60 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, [**Owner's Commissioning Authority,**] [**Construction Manager,**] Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of record documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Submittal of written warranties.
 - d. Requirements for completing LEED documentation.
 - e. Requirements for preparing operations and maintenance data.
 - f. Requirements for delivery of material samples, attic stock, and spare parts.
 - g. Requirements for demonstration and training.
 - h. Preparation of Contractor's punch list.
 - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - j. Submittal procedures.
 - k. Coordination of separate contracts.
 - l. Owner's partial occupancy requirements.
 - m. Installation of Owner's furniture, fixtures, and equipment.
 - n. Responsibility for removing temporary facilities and controls.
 4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- F. Progress Meetings: Conduct progress meetings at weekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner[, **Owner's Commissioning Authority**] [, **Construction Manager,**] and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

- a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Status of LEED documentation.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site utilization.
 - 10) Temporary facilities and controls.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) Status of RFIs.
 - 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- G. Coordination Meetings: **[Conduct] [Construction Manager will conduct] [Project Coordinator will conduct]** Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner[, **Owner's Commissioning Authority**] [, **Construction Manager,**] and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

- a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site utilization.
 - 9) Temporary facilities and controls.
 - 10) Work hours.
 - 11) Hazards and risks.
 - 12) Progress cleaning.
 - 13) Quality and work standards.
 - 14) Change Orders.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3100

SECTION 01 3200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:

1. Startup construction schedule.
2. Contractor's construction schedule.
3. Construction schedule updating reports.
4. Daily construction reports.
5. Material location reports.
6. Site condition reports.
7. Special reports.

- B. Related Requirements:

1. Section 011200 "Multiple Contract Summary" for preparing a combined Contractor's construction schedule.
2. Section 013300 "Submittal Procedures" for submitting schedules and reports.
3. Section 014000 "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.

1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
2. Predecessor Activity: An activity that precedes another activity in the network.
3. Successor Activity: An activity that follows another activity in the network.

- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.

- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
 - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- F. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

1.4 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
 - 1. Working electronic copy of schedule file, where indicated.
 - 2. PDF electronic file.
- B. Startup construction schedule.
- C. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.
- D. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
- E. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, cost and resource loading, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
 - 1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
 - 2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
 - 3. Total Float Report: List of all activities sorted in ascending order of total float.
 - 4. Earnings Report: Compilation of Contractor's total earnings from the Notice to Proceed until most recent Application for Payment.
- F. Construction Schedule Updating Reports: Submit with Applications for Payment.
- G. Daily Construction Reports: Submit at weekly intervals.
- H. Material Location Reports: Submit at weekly intervals.
- I. Site Condition Reports: Submit at time of discovery of differing conditions.
- J. Special Reports: Submit at time of unusual event.

- K. Qualification Data: For scheduling consultant.

1.5 QUALITY ASSURANCE

- A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 24 hours of Architect's request.
- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to the preliminary construction schedule and Contractor's construction schedule, including, but not limited to, the following:
1. Review software limitations and content and format for reports.
 2. Verify availability of qualified personnel needed to develop and update schedule.
 3. Discuss constraints, including **[phasing] [work stages] [area separations] [interim milestones] [and] [partial Owner occupancy]**.
 4. Review delivery dates for Owner-furnished products.
 5. Review schedule for work of Owner's separate contracts.
 6. Review submittal requirements and procedures.
 7. Review time required for review of submittals and resubmittals.
 8. Review requirements for tests and inspections by independent testing and inspecting agencies.
 9. Review time required for Project closeout and Owner startup procedures[, **including commissioning activities**].
 10. Review and finalize list of construction activities to be included in schedule.
 11. Review procedures for updating schedule.

1.6 COORDINATION

- A. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
1. Secure time commitments for performing critical elements of the Work from entities involved.
 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for the Notice of Award to date of final completion.
1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Activities: Treat each story or separate area as a separate numbered activity for each main element of the Work. Comply with the following:

1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
 2. Procurement Activities: Include procurement process activities for the following long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 - a. <Insert list of major items or pieces of equipment>.
 3. Submittal Review Time: Include review and resubmittal times indicated in Section 013300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
 4. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
 5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's[**and Construction Manager's**] administrative procedures necessary for certification of Substantial Completion.
 6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and final completion.
- C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Phasing: Arrange list of activities on schedule by phase.
 2. Work under More Than One Contract: Include a separate activity for each contract.
 3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 5. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 6. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Limitations of continued occupancies.
 - c. Uninterruptible services.
 - d. Partial occupancy before Substantial Completion.
 - e. Use of premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. Environmental control.
 7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards.
 - b. Submittals.
 - c. Purchases.
 - d. Mockups.
 - e. Fabrication.
 - f. Sample testing.
 - g. Deliveries.
 - h. Installation.

- i. Tests and inspections.
 - j. Adjusting.
 - k. Curing.
 - l. Building flush-out.
 - m. Startup and placement into final use and operation.

 - 8. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Structural completion.
 - b. Temporary enclosure and space conditioning.
 - c. Permanent space enclosure.
 - d. Completion of mechanical installation.
 - e. Completion of electrical installation.
 - f. Substantial Completion.

 - 9. Other Constraints: **<Insert constraints not indicated elsewhere>**.

 - D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion[.], **and the following interim milestones:**
 - 1. Temporary enclosure and space conditioning.
 - 2. **<Insert milestones not indicated elsewhere>**.

 - E. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
 - 1. Unresolved issues.
 - 2. Unanswered Requests for Information.
 - 3. Rejected or unreturned submittals.
 - 4. Notations on returned submittals.
 - 5. Pending modifications affecting the Work and Contract Time.

 - F. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
- 2.2 STARTUP CONSTRUCTION SCHEDULE
- A. Bar-Chart Schedule: Submit startup, horizontal, bar-chart-type construction schedule within ten days of date established for the Notice of Award.
 - B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 60 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. CPM Schedule: Prepare Contractor's construction schedule using a cost- and resource-loaded, time-scaled CPM network analysis diagram for the Work.
1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 30 days after date established for the Notice to Proceed.
 - a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates, regardless of Architect's approval of the schedule.
 2. Conduct educational workshops to train and inform key Project personnel, including subcontractors' personnel, in proper methods of providing data and using CPM schedule information.
 3. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
 4. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.
- C. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.
1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
 - a. Preparation and processing of submittals.
 - b. Mobilization and demobilization.
 - c. Purchase of materials.
 - d. Delivery.
 - e. Fabrication.
 - f. Utility interruptions.
 - g. Installation.
 - h. Work by Owner that may affect or be affected by Contractor's activities.
 - i. Testing[**and commissioning**].
 - j. Punch list and final completion.
 - k. Activities occurring following final completion.
 2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
 3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
 4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
 - a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.

5. Cost- and Resource-Loading of CPM Schedule: Assign cost to construction activities on the CPM schedule. Do not assign costs to submittal activities. Obtain Architect's approval prior to assigning costs to fabrication and delivery activities. Assign costs under main subcontracts for testing and commissioning activities, operation and maintenance manuals, punch list activities, Project record documents, LEED documentation, and demonstration and training (if applicable), in the amount of 5 percent of the Contract Sum.
 - a. Each activity cost shall reflect an appropriate value subject to approval by Architect.
 - b. Total cost assigned to activities shall equal the total Contract Sum.

- D. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.

- E. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
 1. Contractor or subcontractor and the Work or activity.
 2. Description of activity.
 3. Main events of activity.
 4. Immediate preceding and succeeding activities.
 5. Early and late start dates.
 6. Early and late finish dates.
 7. Activity duration in workdays.
 8. Total float or slack time.
 9. Average size of workforce.
 10. Dollar value of activity (coordinated with the schedule of values).

- F. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
 1. Identification of activities that have changed.
 2. Changes in early and late start dates.
 3. Changes in early and late finish dates.
 4. Changes in activity durations in workdays.
 5. Changes in the critical path.
 6. Changes in total float or slack time.
 7. Changes in the Contract Time.

- G. Value Summaries: Prepare two cumulative value lists, sorted by finish dates.
 1. In first list, tabulate activity number, early finish date, dollar value, and cumulative dollar value.
 2. In second list, tabulate activity number, late finish date, dollar value, and cumulative dollar value.
 3. In subsequent issues of both lists, substitute actual finish dates for activities completed as of list date.
 4. Prepare list for ease of comparison with payment requests; coordinate timing with progress meetings.

- a. In both value summary lists, tabulate "actual percent complete" and "cumulative value completed" with total at bottom.
- b. Submit value summary printouts one week before each regularly scheduled progress meeting.

2.4 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:

1. List of subcontractors at Project site.
2. List of separate contractors at Project site.
3. Approximate count of personnel at Project site.
4. Equipment at Project site.
5. Material deliveries.
6. High and low temperatures and general weather conditions, including presence of rain or snow.
7. Accidents.
8. Meetings and significant decisions.
9. Unusual events (see special reports).
10. Stoppages, delays, shortages, and losses.
11. Meter readings and similar recordings.
12. Emergency procedures.
13. Orders and requests of authorities having jurisdiction.
14. Change Orders received and implemented.
15. Construction Change Directives received and implemented.
16. Services connected and disconnected.
17. Equipment or system tests and startups.
18. Partial completions and occupancies.
19. Substantial Completions authorized.

- B. Material Location Reports: At weekly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:

1. Material stored prior to previous report and remaining in storage.
2. Material stored prior to previous report and since removed from storage and installed.
3. Material stored following previous report and remaining in storage.

- C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.5 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List

chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Scheduling Consultant: Engage a consultant to provide planning, evaluation, and reporting using CPM scheduling.
 - 1. In-House Option: Owner may waive the requirement to retain a consultant if Contractor employs skilled personnel with experience in CPM scheduling and reporting techniques. Submit qualifications.
 - 2. Meetings: Scheduling consultant shall attend all meetings related to Project progress, alleged delays, and time impact.

- B. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate final completion percentage for each activity.

- C. Distribution: Distribute copies of approved schedule to Architect[, **Construction Manager**,] Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 01 3200

NORTHWESTERN UNIVERSITY
PROJECT NAME _____
JOB # _____

FOR: _____
ISSUED: 03/29/2017

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SECTION 01 3233 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:

1. Preconstruction photographs.
2. Periodic construction photographs.
3. Final completion construction photographs.
4. Preconstruction video recordings.
5. Periodic construction video recordings.
6. Web-based construction photographic documentation.

- B. Related Requirements:

1. Section 012200 "Unit Prices" for procedures for unit prices for extra photographs.
2. Section 013300 "Submittal Procedures" for submitting photographic documentation.
3. Section 017700 "Closeout Procedures" for submitting photographic documentation as project record documents at Project closeout.
4. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.
5. Section 024116 "Structure Demolition" for photographic documentation before building demolition operations commence.
6. Section 024119 "Selective Structure Demolition" for photographic documentation before selective demolition operations commence.
7. Section 311000 "Site Clearing" for photographic documentation before site clearing operations commence.

1.3 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For **[photographer] [and] [Web-based photographic documentation service provider]**.
- B. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each **[photograph] [video recording]**. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- C. Digital Photographs: Submit image files within three days of taking photographs.
1. Digital Camera: Minimum sensor resolution of 8 megapixels.

2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph, accompanied by key plan file.
 3. Identification: Provide the following information with each image description in file metadata tag:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of Architect[**and Construction Manager**].
 - d. Name of Contractor.
 - e. Date photograph was taken.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - g. Unique sequential identifier keyed to accompanying key plan.
- D. Construction Photographs: Submit **[two]** **<Insert number>** prints of each photographic view within **[seven]** **<Insert number>** days of taking photographs.
1. Format: 8-by-10-inch (203-by-254-mm) smooth-surface matte prints on single-weight, commercial-grade photographic paper; **[mounted on linen or card stock to allow a 1-inch- (25-mm-) wide margin and] [enclosed back to back in clear plastic sleeves that are]** punched for standard three-ring binder.
 2. Identification: On back of each print, provide an applied label or rubber-stamped impression with the following information:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of Architect[**and Construction Manager**].
 - d. Name of Contractor.
 - e. Date photograph was taken if not date stamped by camera.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - g. Unique sequential identifier keyed to accompanying key plan.
- E. Video Recordings: Submit video recordings within **[seven]** **<Insert number>** days of recording.
1. Submit video recordings **[in digital video disc format acceptable to Architect] [by posting to Project Web site] [by posting to Web-based photographic documentation service provider's Web site]**.
 2. Identification: With each submittal, provide the following information:
 - a. Name of Project.
 - b. Name and address of photographer.
 - c. Name of Architect[**and Construction Manager**].
 - d. Name of Contractor.
 - e. Date video recording was recorded.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - g. Weather conditions at time of recording.
 3. Transcript: Prepared on 8-1/2-by-11-inch (215-by-280-mm) paper, punched and bound in heavy-duty, three-ring, vinyl-covered binders. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as corresponding video recording. Include name of Project and date of video recording on each page.

- F. Web-Based Photographic Documentation: Submit time-lapse sequence video recordings **[simultaneously with recording] [within <Insert number> days of recording]**.
1. Submit time-lapse sequence video recordings by posting to **[Project Web site] [Web-based photographic documentation service provider's Web site] <Insert posting location> [and monthly on digital video disc]**.
 2. Identification: For each recording, provide the following information:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of Architect **[and Construction Manager]**.
 - d. Name of Contractor.
 - e. Date(s) and time(s) video recording was recorded.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - g. Weather conditions at time of recording.

1.4 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.
- B. Web-Based Photographic Documentation Service Provider: A firm specializing in providing photographic equipment, Web-based software, and related services for construction projects, with record of providing satisfactory services similar to those required for Project.

1.5 USAGE RIGHTS

- A. Obtain and transfer copyright usage rights from photographer to Owner for unlimited reproduction of photographic documentation.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.
- B. Digital Video Recordings: Provide high-resolution, digital video disc in format acceptable to Architect.

2.2 WEB-BASED PHOTOGRAPHIC DOCUMENTATION

- A. Project Camera: Provide fixed exterior camera installation, mounted to provide unobstructed view of construction site from location approved by Architect.
 1. Provide **<Insert number>** fixed-location camera(s), with the following characteristics:

- a. **[Static view] [Remotely controllable view with mouse-click user navigation for horizontal pan, vertical tile, and optical zoom of [500] <Insert number> percent minimum].**
 - b. Capable of producing minimum 3.0 megapixel pictures.
 - c. Provide power supply, active high-speed data connection to service provider's network, and static public IP address for each camera.
- B. Wireless Hand-Held Camera: Provide portable camera system capable of producing images complying with requirements in this Section, with wireless transmission to service provider's network enabling a live image stream viewable by multiple parties.
1. Provide battery charger, spare battery pack, base station hub, and base station connections in a number and distribution adequate to enable wireless camera operation throughout Project site.
 2. Provide power supply, active high-speed data connection to service provider's network, and static public IP address at base station hub. Provide power supply, conduit, and data wiring between base station hub and base station connections.
- C. Web-Based Image Access: Password-protected access for Project team administered by Contractor, providing current image access and archival image access by date and time, with images downloadable to viewer's device.
1. Provide public viewer open access to most recent project camera image.

PART 3 - EXECUTION

3.1 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
1. Date and Time: Include date and time in file name for each image.
 2. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect[**and Construction Manager**].
- D. Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by [**Architect**] [**Construction Manager**].
1. Flag [**excavation areas**] [**construction limits**] before taking construction photographs.
 2. Take 20 photographs to show existing conditions adjacent to property before starting the Work.

3. Take 20 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
 4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- E. Periodic Construction Photographs: Take 20 photographs weekly, with timing each month adjusted to coincide with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- F. **[Architect] [Construction Manager]**-Directed Construction Photographs: From time to time, **[Architect] [Construction Manager]** will instruct photographer about number and frequency of photographs and general directions on vantage points. Select actual vantage points and take photographs to show the status of construction and progress since last photographs were taken.
- G. Time-Lapse Sequence Construction Photographs: Take 20 photographs as indicated, to show status of construction and progress since last photographs were taken.
1. Frequency: Take photographs weekly, with timing each month adjusted to coincide with the cutoff date associated with each Application for Payment.
 2. Vantage Points: Following suggestions by **[Architect] [Construction Manager]** and Contractor, photographer to select vantage points. During each of the following construction phases, take not less than two of the required shots from same vantage point each time to create a time-lapse sequence as follows:
 - a. Commencement of the Work, through completion of subgrade construction.
 - b. Above-grade structural framing.
 - c. Exterior building enclosure.
 - d. Interior Work, through date of Substantial Completion.
- H. Final Completion Construction Photographs: Take 20 color photographs after date of Substantial Completion for submission as project record documents. **[Architect] [Construction Manager]** will inform photographer of desired vantage points.
1. Do not include date stamp.
- I. Additional Photographs: Architect **[or Construction Manager]** may request photographs in addition to periodic photographs specified. Additional photographs will be paid for by Change Order and are not included in the Contract Sum.
1. Three days' notice will be given, where feasible.
 2. In emergency situations, take additional photographs within 24 hours of request.
 3. Circumstances that could require additional photographs include, but are not limited to, the following:
 - a. Special events planned at Project site.
 - b. Immediate follow-up when on-site events result in construction damage or losses.
 - c. Photographs to be taken at fabrication locations away from Project site. These photographs are not subject to unit prices or unit-cost allowances.
 - d. Substantial Completion of a major phase or component of the Work.
 - e. Extra record photographs at time of final acceptance.
 - f. Owner's request for special publicity photographs.

3.2 CONSTRUCTION VIDEO RECORDINGS

- A. Video Recording Photographer: Engage a qualified videographer to record construction video recordings.
- B. Recording: Mount camera on tripod before starting recording unless otherwise necessary to show area of construction. Display continuous running time and date. At start of each video recording, record weather conditions from local newspaper or television and the actual temperature reading at Project site.
- C. Narration: Describe scenes on video recording by dubbing audio narration off-site after video recording is recorded. Include description of items being viewed, recent events, and planned activities. At each change in location, describe vantage point, location, direction (by compass point), and elevation or story of construction.
1. Confirm date and time at beginning and end of recording.
 2. Begin each video recording with name of Project, Contractor's name, videographer's name, and Project location.
- D. Transcript: Provide a typewritten transcript of the narration. Display images and running time captured from video recording opposite the corresponding narration segment.
- E. Preconstruction Video Recording: Before starting construction, record video recording of Project site and surrounding properties from different vantage points, as directed by **[Architect]** **[Construction Manager]**.
1. Flag **[excavation areas]** **[construction limits]** before recording construction video recordings.
 2. Show existing conditions adjacent to Project site before starting the Work.
 3. Show existing buildings either on or adjoining Project site to accurately record physical conditions at the start of construction.
 4. Show protection efforts by Contractor.
- F. Periodic Construction Video Recordings: Record video recording **[monthly, coinciding]** **[weekly, with timing each month adjusted to coincide]** **<Insert time interval>** with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last video recordings were recorded. Minimum recording time shall be **[30]** **<Insert number>** minutes(s).
- G. Time-Lapse Sequence Construction Video Recordings: Record video recording to show status of construction and progress.
1. Frequency: During each of the following construction phases, set up video recorder to automatically record one frame of video recording every **[five]** **<Insert time>** minutes, from same vantage point each time, to create a time-lapse sequence of **[30 minutes]** **<Insert time>** in length as follows:
 - a. Commencement of the Work, through completion of subgrade construction.
 - b. Above-grade structural framing.
 - c. Exterior building enclosure.
 2. Timer: Provide timer to automatically start and stop video recorder so recording occurs only during daylight construction work hours.

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3. Vantage Points: Following suggestions by [**Architect**] [**Construction Manager**] and Contractor, photographer shall select vantage points.

3.3 WEB-BASED CONSTRUCTION PHOTOGRAPHIC DOCUMENTATION

- A. Live Streaming Construction Site Images: Provide Web-accessible image of current site image from [**fixed**] [**viewer-controlled**] location camera(s), updated at [**15**] <Insert number> minute intervals during daytime operation.
- B. Time-Lapse Sequence Construction Site Recordings: Provide video recording from a fixed-location camera to show status of construction and progress.
 1. Frequency: Record one frame of video recording every [**15**] <Insert number> minutes, from same vantage point each time, to create a time-lapse sequence of construction activities.
 2. Timer: Provide timer to automatically start and stop video recorder so recording occurs only during daylight construction work hours.
- C. Maintain cameras and Web-based access in good working order according to Web-based construction photographic documentation service provider's written instructions until final completion. Provide for service of cameras and related networking devices and software.

END OF SECTION 01 3233

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SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
 - 2. Section 013200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
 - 3. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 4. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 - 5. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's[**and Construction Manager's**] responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's[**and Construction Manager's**] responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect[**and Construction Manager**] and additional time for handling and reviewing submittals required by those corrections.
1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 2. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
 4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's[**and Construction Manager's**] final release or approval.
 - g. Scheduled date of fabrication.
 - h. Scheduled dates for purchasing.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals.
1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings.
 - a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - b. Digital Drawing Software Program: The Contract Drawings are available in **<Insert name and version of digital drawing software program and operating system>**.
 - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.
 - d. The following digital data files will be furnished for each appropriate discipline:
 - 1) Floor plans.
 - 2) Reflected ceiling plans.

- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. **[Architect reserves] [Architect and Construction Manager reserve]** the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on **[Architect's] [Construction Manager's]** receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. **[Architect] [Construction Manager]** will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to **[Architect] [Construction Manager, through Architect,]** before being returned to Contractor.
- D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
 3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect **[and Construction Manager]**.
 4. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Owner, containing the following information:

- a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name of Construction Manager.
 - e. Name of Contractor.
 - f. Name of firm or entity that prepared submittal.
 - g. Names of subcontractor, manufacturer, and supplier.
 - h. Category and type of submittal.
 - i. Submittal purpose and description.
 - j. Specification Section number and title.
 - k. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - l. Drawing number and detail references, as appropriate.
 - m. Location(s) where product is to be installed, as appropriate.
 - n. Related physical samples submitted directly.
 - o. Indication of full or partial submittal.
 - p. Transmittal number, numbered consecutively.
 - q. Submittal and transmittal distribution record.
 - r. Other necessary identification.
 - s. Remarks.
5. Metadata: Include the following information as keywords in the electronic submittal file metadata:
- a. Project name.
 - b. Number and title of appropriate Specification Section.
 - c. Manufacturer name.
 - d. Product name.
- E. Options: Identify options requiring selection by Architect.
- F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect[**and Construction Manager**] on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- G. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Architect's[**and Construction Manager's**] action stamp.
- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- I. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's[**and Construction Manager's**] action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Post electronic submittals as PDF electronic files directly to **[Project Web site]** **[Architect's FTP site]** specifically established for Project.
 - a. Architect[, **through Construction Manager,**] will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 2. Submit electronic submittals via email as PDF electronic files.
 - a. Architect[, **through Construction Manager,**] will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 - b. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before or concurrent with Samples.
 6. Submit Product Data in the following format:
 - a. PDF electronic file.

- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect's digital data drawing files is otherwise permitted.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm), but no larger than 30 by 42 inches (750 by 1067 mm).
 3. Submit Shop Drawings in the following format:
 - a. PDF electronic file.
 4. BIM File Incorporation: **[Develop and incorporate] [Construction Manager will incorporate Contractor's]** Shop Drawing files into Building Information Model established for Project.
 - a. Prepare Shop Drawings in the following format: **[Same digital data software program, version, and operating system as the original Drawings] [<Insert software name and version>]**.
 - b. Refer to Section 013100 "Project Management and Coordination" for requirements for coordination drawings.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 - e. Specification paragraph number and generic name of each item.
 3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
 4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.

- a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
- a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect[, **through Construction Manager,**] will return submittal with options selected.
6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
- a. Number of Samples: Submit three sets of Samples. Architect[**and Construction Manager**] will retain one Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
 5. Submit product schedule in the following format:
 - a. PDF electronic file.
- F. Coordination Drawing Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."
- G. Contractor's Construction Schedule: Comply with requirements specified in Section 013200 "Construction Progress Documentation."

- H. Application for Payment and Schedule of Values: Comply with requirements specified in Section 012900 "Payment Procedures."
- I. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 014000 "Quality Requirements."
- J. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."
- K. Maintenance Data: Comply with requirements specified in Section 017823 "Operation and Maintenance Data."
- L. LEED Submittals: Comply with requirements specified in Section 018113.13 "Sustainable Design Requirements - LEED for New Construction and Major Renovations," Section 018113.16 "Sustainable Design Requirements - LEED for Commercial Interiors," Section 018113.19 "Sustainable Design Requirements - LEED for Core and Shell Development," and Section 018113.23 "Sustainable Design Requirements - LEED for Schools."
- M. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- N. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- O. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- P. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- Q. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- R. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- S. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- T. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- U. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:

1. Name of evaluation organization.
 2. Date of evaluation.
 3. Time period when report is in effect.
 4. Product and manufacturers' names.
 5. Description of product.
 6. Test procedures and results.
 7. Limitations of use.
- V. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- W. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- X. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- Y. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- C. BIM File Incorporation: **[Incorporate] [Construction Manager will incorporate]** delegated-design drawing and data files into Building Information Model established for Project.
1. Prepare delegated-design drawings in the following format: **[Same digital data software program, version, and operating system as the original Drawings]** [**Insert software name and version**].

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect[**and Construction Manager**].
- B. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."
- C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S[**AND CONSTRUCTION MANAGER'S**] ACTION

- A. Action Submittals: Architect[**and Construction Manager**] will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect[**and Construction Manager**] will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Architect[**and Construction Manager**] will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect[**and Construction Manager**] will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect[**and Construction Manager**].
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Submittals not required by the Contract Documents may be returned by the Architect without action.

END OF SECTION 01 3300

SECTION 01 4000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, [**Commissioning Authority**,] [**Construction Manager**,] or authorities having jurisdiction are not limited by provisions of this Section.
 - 4. Specific test and inspection requirements are not specified in this Section.
- C. Related Requirements:
 - 1. Section 012100 "Allowances" for testing and inspecting allowances.

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect [**or Construction Manager**].
- C. Mockups: Full-size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified

installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.

1. Laboratory Mockups: Full-size physical assemblies constructed at testing facility to verify performance characteristics.
 2. Integrated Exterior Mockups: Mockups of the exterior envelope erected separately from the building but on Project site, consisting of multiple products, assemblies, and subassemblies.
 3. Room Mockups: Mockups of typical interior spaces complete with wall, floor, and ceiling finishes, doors, windows, millwork, casework, specialties, furnishings and equipment, and lighting.
- D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.
- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- 1.4 CONFLICTING REQUIREMENTS
- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate,

for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.5 ACTION SUBMITTALS

- A. Shop Drawings: For **[integrated exterior]** **[laboratory]** mockups, provide plans, sections, and elevations, indicating materials and size of mockup construction.
1. Indicate manufacturer and model number of individual components.
 2. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data : For Contractor's quality-control personnel.
- C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems:
1. Seismic-force-resisting system, designated seismic system, or component listed in the designated seismic system quality-assurance plan prepared by Architect.
 2. Main wind-force-resisting system or a wind-resisting component listed in the wind-force-resisting system quality-assurance plan prepared by Architect.
- D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- E. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
1. Specification Section number and title.
 2. Entity responsible for performing tests and inspections.
 3. Description of test and inspection.
 4. Identification of applicable standards.
 5. Identification of test and inspection methods.
 6. Number of tests and inspections required.
 7. Time schedule or time span for tests and inspections.
 8. Requirements for obtaining samples.
 9. Unique characteristics of each quality-control service.

1.7 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice of Award, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.

- B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
1. Project quality-control manager [**may also serve as Project superintendent**] [**shall not have other Project responsibilities**].
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.
 2. Special inspections required by authorities having jurisdiction and indicated on the "Statement of Special Inspections."
 3. Owner-performed tests and inspections indicated in the Contract Documents[, **including tests and inspections indicated to be performed by the Commissioning Authority**].
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.8 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
1. Date of issue.
 2. Project title and number.
 3. Name, address, and telephone number of testing agency.
 4. Dates and locations of samples and tests or inspections.
 5. Names of individuals making tests and inspections.
 6. Description of the Work and test and inspection method.
 7. Identification of product and Specification Section.
 8. Complete test or inspection data.
 9. Test and inspection results and an interpretation of test results.
 10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 12. Name and signature of laboratory inspector.
 13. Recommendations on retesting and reinspecting.

- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of technical representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.
 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 4. Statement whether conditions, products, and installation will affect warranty.
 5. Other required items indicated in individual Specification Sections.
- D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.9 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.

- F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
1. Contractor responsibilities include the following:
 - a. Provide test specimens representative of proposed products and construction.
 - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
 - d. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
 - e. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
 - f. When testing is complete, remove test specimens, assemblies, and mockups, and laboratory mockups; do not reuse products on Project.
 2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect[**and Commissioning Authority**][, **through Construction Manager**], with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:

1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect[**or Construction Manager**].
 2. Notify Architect[**and Construction Manager**] seven days in advance of dates and times when mockups will be constructed.
 3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at Project.
 4. Demonstrate the proposed range of aesthetic effects and workmanship.
 5. Obtain Architect's[**and Construction Manager's**] approval of mockups before starting work, fabrication, or construction.
 - a. Allow seven days for initial review and each re-review of each mockup.
 6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 7. Demolish and remove mockups when directed unless otherwise indicated.
- L. Integrated Exterior Mockups: Construct integrated exterior mockup [**according to approved Shop Drawings**] [**as indicated on Drawings**]. Coordinate installation of exterior envelope materials and products for which mockups are required in individual Specification Sections, along with supporting materials.
- M. Room Mockups: Construct room mockups incorporating required materials and assemblies, finished according to requirements. Provide required lighting and additional lighting where required to enable Architect to evaluate quality of the Work. Provide room mockups of the following rooms:
1. **<Insert room name or description>**.
- N. Laboratory Mockups: Comply with requirements of preconstruction testing and those specified in individual Specification Sections.
- 1.10 QUALITY CONTROL
- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.

2. GC/Contractor will have a quality control program in place to review the installation and serviceability of all field devices and valves.
 3. Documentation will be submitted throughout the project as devices and valves are installed that certifies these devices and valves are serviceable.
 4. As indicated in specification sections, a 24 inch service corridor will be coordinated with all trades to allow this access.
 5. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 6. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 7. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 8. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 9. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 013300 "Submittal Procedures."
- D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- E. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- F. Testing Agency Responsibilities: Cooperate with Architect[, **Commissioning Authority**] [, **Construction Manager**,] and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect[, **Commissioning Authority**,] [, **Construction Manager**,] and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform any duties of Contractor.

- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents as a component of Contractor's quality-control plan. Coordinate and submit concurrently with Contractor's construction schedule. Update as the Work progresses.
1. Distribution: Distribute schedule to Owner, Architect, [**Commissioning Authority,**] [**Construction Manager,**] testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.11 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner[, **as indicated in Statement of Special Inspections attached to this Section**], and as follows:

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 ACCEPTABLE TESTING AGENCIES

- A. **<Insert list of firms acceptable to perform designated tests and inspections>.**

3.2 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:

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1. Date test or inspection was conducted.
2. Description of the Work tested or inspected.
3. Date test or inspection results were transmitted to Architect.
4. Identification of testing agency or special inspector conducting test or inspection.

- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's[, **Commissioning Authority's**,][and **Construction Manager's**] reference during normal working hours.

3.3 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 017300 "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 4000

SECTION 01 4200 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."
- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
 - 1. AABC - Associated Air Balance Council; www.aabc.com.
 - 2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
 - 3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
 - 4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
 - 5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
 - 6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
 - 7. ABMA - American Boiler Manufacturers Association; www.abma.com.
 - 8. ACI - American Concrete Institute; (Formerly: ACI International); www.abma.com.
 - 9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
 - 10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
 - 11. AF&PA - American Forest & Paper Association; www.afandpa.org.
 - 12. AGA - American Gas Association; www.aga.org.
 - 13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
 - 14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
 - 15. AI - Asphalt Institute; www.asphaltinstitute.org.
 - 16. AIA - American Institute of Architects (The); www.aia.org.
 - 17. AISC - American Institute of Steel Construction; www.aisc.org.
 - 18. AISI - American Iron and Steel Institute; www.steel.org.
 - 19. AITC - American Institute of Timber Construction; www.aitc-glulam.org.
 - 20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
 - 21. ANSI - American National Standards Institute; www.ansi.org.
 - 22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
 - 23. APA - APA - The Engineered Wood Association; www.apawood.org.
 - 24. APA - Architectural Precast Association; www.archprecast.org.
 - 25. API - American Petroleum Institute; www.api.org.
 - 26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
 - 27. ARI - American Refrigeration Institute; (See AHRI).
 - 28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
 - 29. ASCE - American Society of Civil Engineers; www.asce.org.
 - 30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).

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31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Safety Engineers (The); www.asse.org.
34. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AWEA - American Wind Energy Association; www.awea.org.
38. AWI - Architectural Woodwork Institute; www.awinet.org.
39. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
40. AWPA - American Wood Protection Association; www.awpa.com.
41. AWS - American Welding Society; www.aws.org.
42. AWWA - American Water Works Association; www.awwa.org.
43. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
44. BIA - Brick Industry Association (The); www.gobrick.com.
45. BICSI - BICSI, Inc.; www.bicsi.org.
46. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
47. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
48. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
49. CDA - Copper Development Association; www.copper.org.
50. CEA - Canadian Electricity Association; www.electricity.ca.
51. CEA - Consumer Electronics Association; www.ce.org.
52. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
53. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
54. CGA - Compressed Gas Association; www.cganet.com.
55. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
56. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
57. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
58. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
59. CPA - Composite Panel Association; www.pbmdf.com.
60. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
61. CRRC - Cool Roof Rating Council; www.coolroofs.org.
62. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
63. CSA - Canadian Standards Association; www.csa.ca.
64. CSA - CSA International; (Formerly: IAS - International Approval Services); www.csa-international.org.
65. CSI - Construction Specifications Institute (The); www.csinet.org.
66. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
67. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.cti.org.
68. CWC - Composite Wood Council; (See CPA).
69. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
70. DHI - Door and Hardware Institute; www.dhi.org.
71. ECA - Electronic Components Association; (See ECIA).
72. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
73. ECIA - Electronic Components Industry Association; www.eciaonline.org.
74. EIA - Electronic Industries Alliance; (See TIA).
75. EIMA - EIFS Industry Members Association; www.eima.com.
76. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
77. ESD - ESD Association; (Electrostatic Discharge Association); www.esda.org.
78. ESTA - Entertainment Services and Technology Association; (See PLASA).

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79. EVO - Efficiency Valuation Organization; www.evo-world.org.
80. FCI - Fluid Controls Institute; www.fluidcontrolsintstitute.org.
81. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
82. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
83. FM Approvals - FM Approvals LLC; www.fmglobal.com.
84. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
85. FRSA - Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc.; www.floridarroof.com.
86. FSA - Fluid Sealing Association; www.fluidsealing.com.
87. FSC - Forest Stewardship Council U.S.; www.fscus.org.
88. GA - Gypsum Association; www.gypsum.org.
89. GANA - Glass Association of North America; www.glasswebsite.com.
90. GS - Green Seal; www.greenseal.org.
91. HI - Hydraulic Institute; www.pumps.org.
92. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
93. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
94. HPVA - Hardwood Plywood & Veneer Association; www.hpva.org.
95. HPW - H. P. White Laboratory, Inc.; www.hpwhite.com.
96. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
97. IAS - International Accreditation Service; www.iasonline.org.
98. IAS - International Approval Services; (See CSA).
99. ICBO - International Conference of Building Officials; (See ICC).
100. ICC - International Code Council; www.iccsafe.org.
101. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
102. ICPA - International Cast Polymer Alliance; www.icpa-hq.org.
103. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
104. IEC - International Electrotechnical Commission; www.iec.ch.
105. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
106. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
107. IESNA - Illuminating Engineering Society of North America; (See IES).
108. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
109. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
110. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.okstate.edu.
111. ILI - Indiana Limestone Institute of America, Inc.; www.iliai.com.
112. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
113. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
114. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
115. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
116. ISO - International Organization for Standardization; www.iso.org.
117. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
118. ITU - International Telecommunication Union; www.itu.int/home.
119. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
120. LMA - Laminating Materials Association; (See CPA).
121. LPI - Lightning Protection Institute; www.lightning.org.
122. MBMA - Metal Building Manufacturers Association; www.mbma.com.
123. MCA - Metal Construction Association; www.metalconstruction.org.
124. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
125. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.

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126. MHIA - Material Handling Industry of America; www.mhia.org.
127. MIA - Marble Institute of America; www.marble-institute.com.
128. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
129. MPI - Master Painters Institute; www.paintinfo.com.
130. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
131. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
132. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
133. NADCA - National Air Duct Cleaners Association; www.nadca.com.
134. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
135. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
136. NBI - New Buildings Institute; www.newbuildings.org.
137. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
138. NCMA - National Concrete Masonry Association; www.ncma.org.
139. NEBB - National Environmental Balancing Bureau; www.nebb.org.
140. NECA - National Electrical Contractors Association; www.necanet.org.
141. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
142. NEMA - National Electrical Manufacturers Association; www.nema.org.
143. NETA - InterNational Electrical Testing Association; www.netaworld.org.
144. NFHS - National Federation of State High School Associations; www.nfhs.org.
145. NFPA - National Fire Protection Association; www.nfpa.org.
146. NFPA - NFPA International; (See NFPA).
147. NFRC - National Fenestration Rating Council; www.nfrc.org.
148. NHLA - National Hardwood Lumber Association; www.nhla.com.
149. NLGA - National Lumber Grades Authority; www.nlga.org.
150. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
151. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
152. NRCA - National Roofing Contractors Association; www.nrca.net.
153. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
154. NSF - NSF International; www.nsf.org.
155. NSPE - National Society of Professional Engineers; www.nspe.org.
156. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
157. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
158. NWFA - National Wood Flooring Association; www.nwfa.org.
159. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
160. PDI - Plumbing & Drainage Institute; www.pdionline.org.
161. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
162. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
163. RFCI - Resilient Floor Covering Institute; www.rfci.com.
164. RIS - Redwood Inspection Service; www.redwoodinspection.com.
165. SAE - SAE International; www.sae.org.
166. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
167. SDI - Steel Deck Institute; www.sdi.org.
168. SDI - Steel Door Institute; www.steeldoor.org.
169. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
170. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
171. SIA - Security Industry Association; www.siaonline.org.
172. SJI - Steel Joist Institute; www.steeljoist.org.
173. SMA - Screen Manufacturers Association; www.smainfo.org.
174. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.

175. SMPTE - Society of Motion Picture and Television Engineers; www.smpite.org.
176. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
177. SPIB - Southern Pine Inspection Bureau; www.spib.org.
178. SPRI - Single Ply Roofing Industry; www.spri.org.
179. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
180. SSINA - Specialty Steel Industry of North America; www.ssina.com.
181. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
182. STI - Steel Tank Institute; www.steeltank.com.
183. SWI - Steel Window Institute; www.steelwindows.com.
184. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
185. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
186. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
187. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
188. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
189. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
190. TMS - The Masonry Society; www.masonrysociety.org.
191. TPI - Truss Plate Institute; www.tpinst.org.
192. TPI - Turfgrass Producers International; www.turfgrassod.org.
193. TRI - Tile Roofing Institute; www.tilerroofing.org.
194. UL - Underwriters Laboratories Inc.; www.ul.com.
195. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
196. USAV - USA Volleyball; www.usavolleyball.org.
197. USGBC - U.S. Green Building Council; www.usgbc.org.
198. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
199. WASTEC - Waste Equipment Technology Association; www.wastec.org.
200. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
201. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
202. WDMA - Window & Door Manufacturers Association; www.wdma.com.
203. WI - Woodwork Institute; www.wicnet.org.
204. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
205. WWPA - Western Wood Products Association; www.wwpa.org.

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.

1. DIN - Deutsches Institut für Normung e.V.; www.din.de.
2. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
3. ICC - International Code Council; www.iccsafe.org.
4. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.

1. COE - Army Corps of Engineers; www.usace.army.mil.
2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
4. DOD - Department of Defense; www.quicksearch.dla.mil.

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5. DOE - Department of Energy; www.energy.gov.
6. EPA - Environmental Protection Agency; www.epa.gov.
7. FAA - Federal Aviation Administration; www.faa.gov.
8. FG - Federal Government Publications; www.gpo.gov.
9. GSA - General Services Administration; www.gsa.gov.
10. HUD - Department of Housing and Urban Development; www.hud.gov.
11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
13. SD - Department of State; www.state.gov.
14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
17. USDJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
18. USP - U.S. Pharmacopeial Convention; www.usp.org.
19. USPS - United States Postal Service; www.usps.com.

E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CFR - Code of Federal Regulations; Available from Government Printing Office; www.gpo.gov/fdsys.
2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
3. DSCC - Defense Supply Center Columbus; (See FS).
4. FED-STD - Federal Standard; (See FS).
5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org/ccb.
6. MILSPEC - Military Specification and Standards; (See DOD).
7. USAB - United States Access Board; www.access-board.gov.
8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; www.bearhfti.ca.gov.
2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; www.calregs.com.
3. CDHS; California Department of Health Services; (See CDPH).

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4. CDPH; California Department of Public Health; Indoor Air Quality Program; www.cal-iaq.org.
5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
7. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservation.tamu.edu.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 4200

SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.
 - 2. Section 312319 "Dewatering" for disposal of ground water at Project site.
 - 3. Section 321216 "Asphalt Paving" for construction and maintenance of asphalt pavement for temporary roads and paved areas.
 - 4. Section 321313 "Concrete Paving" for construction and maintenance of cement concrete pavement for temporary roads and paved areas.

1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: **[Pay] [Owner will pay]** sewer-service use charges for sewer usage by all entities for construction operations.
- C. Water Service: **[Pay] [Owner will pay]** water-service use charges for water used by all entities for construction operations.
- D. Electric Power Service: **[Pay] [Owner will pay]** electric-power-service use charges for electricity used by all entities for construction operations.
- E. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- F. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

- G. Sewer, Water, and Electric Power Service: Use charges are specified in Section 011200 "Multiple Contract Summary."

1.4 INFORMATIONAL SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.
- B. Erosion- and Sedimentation-Control Plan: Show compliance with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
- C. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- D. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage.
 - 1. Describe delivery, handling, and storage provisions for materials subject to water absorption or water damage.
 - 2. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water-damaged Work.
 - 3. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.
- E. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Include the following:
 - 1. Locations of dust-control partitions at each phase of work.
 - 2. HVAC system isolation schematic drawing.
 - 3. Location of proposed air-filtration system discharge.
 - 4. Waste handling procedures.
 - 5. Other dust-control measures.

1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Chain-Link Fencing: Minimum 2-inch (50-mm), 0.148-inch- (3.8-mm-) thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet (1.8 m) high with galvanized-steel pipe posts; minimum 2-3/8-inch- (60-mm-) OD line posts and 2-7/8-inch- (73-mm-) OD corner and pull posts , with galvanized barbed-wire top strand.
- B. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil (0.25-mm) minimum thickness, with flame-spread rating of 15 or less per ASTM E 84 and passing NFPA 701 Test Method 2.
- C. Dust-Control Adhesive-Surface Walk-off Mats: Provide mats minimum 36 by 60 inches (914 by 1624 mm).
- D. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively.

2.2 TEMPORARY FACILITIES

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Common-Use Field Office: Of sufficient size to accommodate needs of Owner, Architect[, **Construction Manager**], and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
 - 1. Furniture required for Project-site documents including file cabinets, plan tables, plan racks, and bookcases.
 - 2. Conference room of sufficient size to accommodate meetings of [10] <Insert number> individuals. Provide electrical power service and 120-V ac duplex receptacles, with no fewer than one receptacle on each wall. Furnish room with conference table, chairs, and 4-foot- (1.2-m-) square tack and marker boards.
 - 3. Drinking water and private toilet.
 - 4. Coffee machine and supplies.
 - 5. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 deg F (20 to 22 deg C).
 - 6. Lighting fixtures capable of maintaining average illumination of 20 fc (215 lx) at desk height.
- C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.

1. Store combustible materials apart from building.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 2. Heating Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.
 3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return-air grille in system and remove at end of construction and clean HVAC system as required in Section 017700 "Closeout Procedures".
- C. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 1. Locate facilities to limit site disturbance as specified in Section 011000 "Summary."
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
 1. Connect temporary sewers to **[municipal system]** **[private system indicated]** as directed by authorities having jurisdiction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.

- D. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- E. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
1. Toilets: Use of Owner's existing toilet facilities will not be permitted.
- F. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- G. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
1. Prior to commencing work, isolate the HVAC system in area where work is to be performed according to coordination drawings.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
 - b. Maintain negative air pressure within work area using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
 3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.
- H. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
1. Provide dehumidification systems when required to reduce substrate moisture levels to level required to allow installation or application of finishes.
- I. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
- J. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
1. Install electric power service overhead unless otherwise indicated.
 2. Connect temporary service to Owner's existing power source, as directed by Owner.
- K. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.

1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
 2. Install lighting for Project identification sign.
- L. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install one telephone line(s) for each field office.
1. Provide additional telephone lines for the following:
 - a. Provide a dedicated telephone line for each facsimile machine in each field office.
 2. At each telephone, post a list of important telephone numbers.
 - a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Contractor's emergency after-hours telephone number.
 - e. Architect's office.
 - f. Engineers' offices.
 - g. Owner's office.
 - h. Principal subcontractors' field and home offices.
 3. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
1. Provide construction for temporary offices, shops, and sheds located within construction area or within 30 feet (9 m) of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
 2. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas **[as indicated]** **[within construction limits indicated]** on Drawings.
1. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
- C. Temporary Use of Permanent Roads and Paved Areas: Locate temporary roads and paved areas in same location as permanent roads and paved areas. Construct and maintain temporary roads and paved areas adequate for construction operations. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.
1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.

2. Prepare subgrade and install subbase and base for temporary roads and paved areas according to Section 312000 "Earth Moving."
 3. Recondition base after temporary use, including removing contaminated material, regrading, proofrolling, compacting, and testing.
 4. Delay installation of final course of permanent hot-mix asphalt pavement until immediately before Substantial Completion. Repair hot-mix asphalt base-course pavement before installation of final course according to Section 321216 "Asphalt Paving."
- D. Traffic Controls: Comply with requirements of authorities having jurisdiction.
1. Protect existing site improvements to remain including curbs, pavement, and utilities.
 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- E. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
1. Parking will not be permitted on Drive(s) surrounding, or adjacent to new construction. Do not block or use building trash dumpsters.
 2. Brief and temporary stopping will be permitted to load or unload equipment or materials used in the construction process. Do Not under any circumstances, leave any vehicle unattended with motor running, or with ignition key in-place.
 3. Parking of vehicles on lawns, parkways, walks, etc. outside of construction area will not be permitted.
 4. Parking lot permits for contractor employees may be obtained by faxing a completed lot application to 847-491-3869. Approved permits may be picked up from University Police Department.
 5. All traffic control subject to approval by the University Police.
- F. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
 2. Remove snow and ice as required to minimize accumulations.
- G. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
1. Identification Signs: Provide Project identification signs as indicated on Drawings.
 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 3. Maintain and touchup signs so they are legible at all times.
- H. Waste Disposal Facilities: Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."
- I. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution."
- J. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.

1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
 - K. Temporary Elevator Use: [**Use of elevators is not permitted**] [**See Section 142100 "Electric Traction Elevators," Section 142113 "Electric Traction Freight Elevators," Section 142400 "Hydraulic Elevators," Section 142413 "Hydraulic Freight Elevators," and Section 142600 "Limited-Use/Limited-Application Elevators" for temporary use of new elevators**].
 - L. Existing Elevator Use: Use of Owner's existing elevators will not be permitted.
 - M. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate.
 - N. Existing Stair Usage: Use of Owner's existing stairs will not be permitted.
 - O. Temporary Use of Permanent Stairs: Use of new stairs for construction traffic will be permitted, provided stairs are protected and finishes restored to new condition at time of Substantial Completion.
- 3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION
- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
 - B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 1. Comply with work restrictions specified in Section 011000 "Summary."
 - C. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of 2003 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant- protection zones.
 2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
 3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
 4. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
 - D. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
 - E. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.

- F. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using environmentally safe materials.
- G. Site Enclosure Fence: See Section 01 0550 for requirements.
- H. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each work day.
- I. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- J. Temporary Egress: Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.
- K. Covered Walkway: Erect protective, covered walkway for passage of individuals through or adjacent to Project site. Coordinate with entrance gates, other facilities, and obstructions. Comply with regulations of authorities having jurisdiction[**and requirements indicated on Drawings**].
1. Construct covered walkways using scaffold or shoring framing.
 2. Provide overhead decking, protective enclosure walls, handrails, barricades, warning signs, exit signs, lights, safe and well-drained walkways, and similar provisions for protection and safe passage.
 3. Paint and maintain appearance of walkway for duration of the Work.
- L. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- M. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner and tenants from fumes and noise.
1. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.
 - a. Construct vestibule and airlock at each entrance through temporary partition with not less than 48 inches (1219 mm) between doors. Maintain water-dampened foot mats in vestibule.
 2. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
 3. Insulate partitions to control noise transmission to occupied areas.
 4. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
 5. Protect air-handling equipment.
 6. Provide walk-off mats at each entrance through temporary partition.

- N. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
1. Prohibit smoking in construction areas.
 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

3.5 MOISTURE AND MOLD CONTROL

- A. Contractor's Moisture-Protection Plan: Avoid trapping water in finished work. Document visible signs of mold that may appear during construction.
- B. Exposed Construction Phase: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:
1. Protect porous materials from water damage.
 2. Protect stored and installed material from flowing or standing water.
 3. Keep porous and organic materials from coming into prolonged contact with concrete.
 4. Remove standing water from decks.
 5. Keep deck openings covered or dammed.
- C. Partially Enclosed Construction Phase: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
 2. Keep interior spaces reasonably clean and protected from water damage.
 3. Periodically collect and remove waste containing cellulose or other organic matter.
 4. Discard or replace water-damaged material.
 5. Do not install material that is wet.
 6. Discard, replace, or clean stored or installed material that begins to grow mold.
 7. Perform work in a sequence that allows any wet materials adequate time to dry before enclosing the material in drywall or other interior finishes.
- D. Controlled Construction Phase of Construction: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
 2. Use permanent HVAC system to control humidity.
 3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective.

- b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
- c. Remove materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Operate Project-identification-sign lighting daily from dusk until 12:00 midnight.
- D. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- E. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 2. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 3. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION 01 5000

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SECTION 01 5050 - CONSTRUCTION FENCING / COVERED WALKWAYS / TREE PROTECTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for construction fencing and related requirements.
- B. Fencing Design Requirements:
 - 1. Construction fencing in and around campus must be erected before any construction work, excavation or other site preparation begins, including repair to existing infrastructure. Design of all construction fencing must meet current OSHA standards. Two weeks minimum notice is to be provided to Facilities Management before any construction fencing erected.
 - 2. Fencing needs to be installed to prevent access from University staff, students and the general public to any construction sites/areas.
 - 3. Placement of any fencing needs to respect the surrounding area and acknowledge the presence of: local environmental conditions – access or pathways, stairs, trees or vegetation, weather, equipment, working inside or outside etc. Placement also needs to recognize the difficulties that individuals with sight impairment face and not place them in danger through unexpected changes in travel routes or placement of obstacles. Placement of any construction fencing is to be reviewed by Risk Management to ensure compliance with “Interim Life Safety Measures” protocols.
 - 4. The duration of project length will also determine the type of protective barrier to be put in place. When fencing is required, it will surround the entire construction activity and be kept in place throughout the construction activity and not removed until the need has ceased and the area made safe.
 - 5. Under special circumstances custom designed fencing, graphics may be installed around a major construction project. This may include covered walkways. Any graphics material will be provided by Northwestern University. This will be coordinated through Facilities Management should the need occur.
 - 6. Where required, warning lights (i.e. orange flashing lights) may be required for safety reasons. Placement to be in accordance with OSHA standards.
 - 7. Where construction activity interferes with vehicle access, IDOT signs are to be provided indicating “reduced lane width ahead” or other appropriate message. Signs must not interfere with pedestrian movements and be compliant with IDOT and ADA standards.

1.3 INFORMATIONAL SUBMITTALS

- A. Site Plan: The location of any construction fencing needs to be reviewed with Facilities Management a minimum of three weeks prior to its installation. Provide site logistic plans for

each phase of construction showing the extent of fencing and any access points within the fencing, including hydrant and fire command points.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Construction Fencing may be one of two type of fencing, a) Solid construction fencing and b) Chain link fencing backed by wind screens.
1. Temporary Fence Panels.
 - a. Dependent upon the need for protection, construction fencing can be 48" or 60" high. It is to be constructed of knitted polyethylene barrier fencing in green. The fence posts need to be suitable for carrying an impact load and each fence post is to be capped for safety purposes. This is only acceptable for short/temporary periods not exceeding five working days duration. Adjacent temporary panels to be secured with hardwire or zip ties located at the inner face of the fencing.
 - b. It is not acceptable to place "construction tape" or hazard cones around excavations, construction areas etc., a more rigid method of protection is required. For minor construction, maintenance or repair jobs that pose low risk not exceeding four hour's in duration, mobile barricades etc. may be used as long as they are removed at the end of the shift. Beyond this duration, suitable construction fencing must be used.
 2. Permanent Fence Panels.
 - a. Chain linked fencing, backed with wind screens must be a minimum 72" high unless otherwise approved and be in accordance with OSHA requirements and the relevant local codes. Fencing will include a top and bottom rail. The chain link fence is to be made of galvanized steel and suitable for its intended purpose. The wind screen is to be constructed of knitted polyethylene barrier fencing in green securely fixed to the inside face of the fencing. No twisted wire is to protrude on the exterior side of the fence. Any screening that is torn or ripped will be replaced at the contractor's expense. No tears or rips greater than 2" in any dimension will be allowed. No visible gaps in the fencing are allowed, including between panels or under them. Gates must close tightly with no gaps in or around them.
- B. The following materials are not acceptable as fencing material: chicken wire, barbwire, razor, single strand wire, snow fencing or welded fabric.
- C. For site access control, openings in the fence will be secured with a gate(s) and chain with a series of padlocks to allow EPD, NU and contractor access.
- D. Where covered walkways are required for pedestrian safety, these will be designed to OSHA standards. The location is to be reviewed with Facilities Management a minimum of three weeks prior to placement.
- E. Construction fencing will be supported by metal posts inserted into ground in accordance with OSHA standards. Where moveable fencing used, this will be secured by sandbagged stands. Sandbags will be maintained intact without tears or holes and positioned on the interior side of construction fence.

- F. Where dumpsters are free standing and not within a construction site they will be surrounded by screened temporary construction fencing 72" high, meeting all of the requirements listed in this document.
- G. Each side of fenced area to be signed "Authorized Personnel Only". Signage to be in keeping with OSHA standards. For long runs of fencing, multiple signs may be installed at not less than 24' on centers.
- H. Tree Protection.
 - a. Tree protection can be as under Temporary Fence Panels or wood studs 6"x2"x6' high wired together with no protruding wire twists and removed at the end of activity and landscape repaired.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. The Contractor is to apply for any relevant permit required for the placement of any protective fencing and ensure that J.U.L.I.E. locates are called for.
- B. The Contractor is responsible for the removal and site cleanup or repair from any protective fencing once the need has ceased.
- C. The Contractor is responsible for hiring a suitably qualified Sub Contractor experienced in the installation of construction fencing and related materials and aware of the field conditions for each installation.
- D. The Contractor is to ensure that all construction fencing and screening is correctly anchored in place, with a special review procedure in place when excessive/high winds are anticipated. Any corrective measures are to be made at the Contractors expense. The contractor is to inform Facilities Management in a timely manner that this action has taken place.
- E. The University, at its discretion, may place informative signage on a construction fence. This will be coordinated through Facilities Management. If a Contractor wishes to place signage on the construction fencing, it has to be reviewed by Facilities Management. The University will not willfully withhold its permission.

END OF SECTION 01 5050

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SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
 - 1. Section 012100 "Allowances" for products selected under an allowance.
 - 2. Section 012300 "Alternates" for products selected under an alternate.
 - 3. Section 012500 "Substitution Procedures" for requests for substitutions.
 - 4. Section 014200 "References" for applicable industry standards for products specified.

1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.4 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor[**through Construction Manager**] of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Section 013300 "Submittal Procedures."
 - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 013300 "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
1. Each contractor shall be responsible for ensuring that all products are compatible with each other.
 2. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 3. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

C. Storage:

1. Store products to allow for inspection and measurement of quantity or counting of units.
2. Store materials in a manner that will not endanger Project structure.
3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.
7. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.7 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. **Manufacturer's Warranty:** Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. **Special Warranty:** Written warranty required by the Contract Documents to provide specific rights for Owner.

B. **Special Warranties:** Prepare a written document that contains appropriate terms and identification, ready for execution.

1. **Manufacturer's Standard Form:** Modified to include Project-specific information and properly executed.
2. **Specified Form:** When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

C. **Submittal Time:** Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

A. **General Product Requirements:** Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. **Standard Products:** If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.

3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
 6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
- B. Product Selection Procedures:
1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 3. Products:
 - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - b. Nonrestricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.
 4. Manufacturers:
 - a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.
 5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.
- C. Visual Matching Specification: Where Specifications require "match Architect's sample", provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.

1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.

- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:

1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 6000

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SECTION 01 7300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. Installation of the Work.
4. Cutting and patching.
5. Coordination of Owner-installed products.
6. Progress cleaning.
7. Starting and adjusting.
8. Protection of installed construction.

- B. Related Requirements:

1. Section 011000 "Summary" for limits on use of Project site.
2. Section 013300 "Submittal Procedures" for submitting surveys.
3. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.
4. Section 024119 "Selective Demolition" for demolition and removal of selected portions of the building.
5. Section 078413 "Penetration Firestopping" for patching penetrations in fire-rated construction.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For **[land surveyor]** **[professional engineer]**.

- B. Certificates: Submit certificate signed by **[land surveyor]** **[professional engineer]** certifying that location and elevation of improvements comply with requirements.
- C. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:
 - 1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
 - 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
 - 3. Products: List products to be used for patching and firms or entities that will perform patching work.
 - 4. Dates: Indicate when cutting and patching will be performed.
 - 5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.
 - a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.
- D. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.
- E. Certified Surveys: Submit two copies signed by land surveyor.
- F. Final Property Survey: Submit 10 copies showing the Work performed and record survey data.

1.5 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
- B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 - 1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection
 - a. **<Insert list of structural elements>**.
 - 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. **[Operational elements include the following:]**
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.
 - c. Air or smoke barriers.

- d. Fire-suppression systems.
 - e. Mechanical systems piping and ducts.
 - f. Control systems.
 - g. Communication systems.
 - h. Fire-detection and -alarm systems.
 - i. Conveying systems.
 - j. Electrical wiring systems.
 - k. Operating systems of special construction.
 - l. <Insert operating system>.
3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. [**Other construction elements include but are not limited to the following:**]
- a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Exterior curtain-wall construction.
 - d. Sprayed fire-resistive material.
 - e. Equipment supports.
 - f. Piping, ductwork, vessels, and equipment.
 - g. Noise- and vibration-control elements and systems.
 - h. <Insert miscellaneous element>.
4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with requirements in Section 018113.13 "Sustainable Design Requirements - LEED for New Construction and Major Renovations,"
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
- 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
1. Description of the Work.
 2. List of detrimental conditions, including substrates.
 3. List of unacceptable installation tolerances.
 4. Recommended corrections.
- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to **[local utility]** **[Owner]** that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 013100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect[**and Construction Manager**] promptly.
- B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.
1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 2. Establish limits on use of Project site.
 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 4. Inform installers of lines and levels to which they must comply.
 5. Check the location, level and plumb, of every major element as the Work progresses.
 6. Notify Architect[**and Construction Manager**] when deviations from required lines and levels exceed allowable tolerances.
 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect[**and Construction Manager**].

3.4 FIELD ENGINEERING

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect[**or Construction Manager**]. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect[**and Construction Manager**] before proceeding.
 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.

- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
- D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.
- E. Final Property Survey: Engage a land surveyor to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.
 2. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

3.5 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
1. Make vertical work plumb and make horizontal work level.
 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
 4. Maintain minimum headroom clearance of 96 inches (2440 mm) in occupied spaces and 90 inches (2300 mm) in unoccupied spaces.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 - 2. Allow for building movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.6 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or

adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 OWNER-INSTALLED PRODUCTS

A. Site Access: Provide access to Project site for Owner's construction personnel.

- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel.
 - 1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 - 2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.8 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.9 STARTING AND ADJUSTING

- A. Coordinate startup and adjusting of equipment and operating components with requirements in Section 019113 "General Commissioning Requirements."
- B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- E. Manufacturer's Field Service: Comply with qualification requirements in Section 014000 "Quality Requirements."

3.10 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 01 7300

SECTION 01 7419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:

1. Salvaging nonhazardous demolition and construction waste.
2. Recycling nonhazardous demolition and construction waste.
3. Disposing of nonhazardous demolition and construction waste.

- B. Related Requirements:

1. Section 011200 "Multiple Contract Summary" for coordination of responsibilities for waste management.
2. Section 024116 "Structure Demolition" for disposition of waste resulting from demolition of buildings, structures, and site improvements, and for disposition of hazardous waste.
3. Section 024119 "Selective Demolition" for disposition of waste resulting from partial demolition of buildings, structures, and site improvements, and for disposition of hazardous waste.
4. Section 042000 "Unit Masonry" for disposal requirements for masonry waste.
5. Section 044313.13 "Anchored Stone Masonry Veneer" for disposal requirements for excess stone and stone waste.
6. Section 044313.16 "Adhered Stone Masonry Veneer" for disposal requirements for excess stone and stone waste.
7. Section 311000 "Site Clearing" for disposition of waste resulting from site clearing and removal of above- and below-grade improvements.

1.3 DEFINITIONS

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.
- D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.

- E. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.
- F. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

1.4 PERFORMANCE REQUIREMENTS

- A. General: Achieve end-of-Project rates for salvage/recycling of [50] [75] percent by weight of total non-hazardous solid waste generated by the Work. Practice efficient waste management in the use of materials in the course of the Work. Use all reasonable means to divert construction and demolition waste from landfills and incinerators. Facilitate recycling and salvage of materials, including the following:

1. Demolition Waste:

- a. Asphalt paving.
- b. Concrete.
- c. Concrete reinforcing steel.
- d. Brick.
- e. Concrete masonry units.
- f. Wood studs.
- g. Wood joists.
- h. Plywood and oriented strand board.
- i. Wood paneling.
- j. Wood trim.
- k. Structural and miscellaneous steel.
- l. Rough hardware.
- m. Roofing.
- n. Insulation.
- o. Doors and frames.
- p. Door hardware.
- q. Windows.
- r. Glazing.
- s. Metal studs.
- t. Gypsum board.
- u. Acoustical tile and panels.
- v. Carpet.
- w. Carpet pad.
- x. Demountable partitions.
- y. Equipment.
- z. Cabinets.
- aa. Plumbing fixtures.
- bb. Piping.
- cc. Supports and hangers.
- dd. Valves.
- ee. Sprinklers.
- ff. Mechanical equipment.
- gg. Refrigerants.
- hh. Electrical conduit.
- ii. Copper wiring.
- jj. Lighting fixtures.
- kk. Lamps.
- ll. Ballasts.

- mm. Electrical devices.
- nn. Switchgear and panelboards.
- oo. Transformers.
- pp. **<Insert materials required>**.

2. Construction Waste:

- a. Masonry and CMU.
- b. Lumber.
- c. Wood sheet materials.
- d. Wood trim.
- e. Metals.
- f. Roofing.
- g. Insulation.
- h. Carpet and pad.
- i. Gypsum board.
- j. Piping.
- k. Electrical conduit.
- l. Packaging: Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following uncontaminated packaging materials:
 - 1) Paper.
 - 2) Cardboard.
 - 3) Boxes.
 - 4) Plastic sheet and film.
 - 5) Polystyrene packaging.
 - 6) Wood crates.
 - 7) Plastic pails.
- m. **<Insert materials required>**.

1.5 ACTION SUBMITTALS

- A. Waste Management Plan: Submit plan within 7 days of date established for the Notice to Proceed.

1.6 INFORMATIONAL SUBMITTALS

- A. Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit report. Include the following information:
 - 1. Material category.
 - 2. Generation point of waste.
 - 3. Total quantity of waste in tons (tonnes).
 - 4. Quantity of waste salvaged, both estimated and actual in tons (tonnes).
 - 5. Quantity of waste recycled, both estimated and actual in tons (tonnes).
 - 6. Total quantity of waste recovered (salvaged plus recycled) in tons (tonnes).
 - 7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.

- B. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.
- C. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
- D. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.
- E. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- F. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- G. LEED Submittal: LEED letter template for Credit MR 2, signed by Contractor, tabulating total waste material, quantities diverted and means by which it is diverted, and statement that requirements for the credit have been met.
- H. Qualification Data: For waste management coordinator and refrigerant recovery technician.
- I. Statement of Refrigerant Recovery: Signed by refrigerant recovery technician responsible for recovering refrigerant, stating that all refrigerant that was present was recovered and that recovery was performed according to EPA regulations. Include name and address of technician and date refrigerant was recovered.

1.7 QUALITY ASSURANCE

- A. Waste Management Coordinator Qualifications: Experienced firm, with a record of successful waste management coordination of projects with similar requirements, that employs a LEED-Accredited Professional, certified by the USGBC, as waste management coordinator. [**Waste management coordinator may also serve as LEED coordinator.**]
- B. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.
- C. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.
- D. Waste Management Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to waste management including, but not limited to, the following:
 - 1. Review and discuss waste management plan including responsibilities of waste management coordinator.
 - 2. Review requirements for documenting quantities of each type of waste and its disposition.
 - 3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.

4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
5. Review waste management requirements for each trade.

1.8 WASTE MANAGEMENT PLAN

- A. General: Develop a waste management plan according to ASTM E 1609 and requirements in this Section. Plan shall consist of waste identification, waste reduction work plan, and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.
- B. Waste Identification: Indicate anticipated types and quantities of **[demolition]** **[site-clearing]** **[and]** **[construction]** waste generated by the Work. Include estimated quantities and assumptions for estimates.
- C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.
 1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
 2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
 3. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
 4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
 5. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
 6. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location where materials separation will be performed.
- D. Cost/Revenue Analysis: Indicate total cost of waste disposal as if there was no waste management plan and net additional cost or net savings resulting from implementing waste management plan. Include the following:
 1. Total quantity of waste.
 2. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
 3. Total cost of disposal (with no waste management).
 4. Revenue from salvaged materials.
 5. Revenue from recycled materials.
 6. Savings in hauling and tipping fees by donating materials.
 7. Savings in hauling and tipping fees that are avoided.
 8. Handling and transportation costs. Include cost of collection containers for each type of waste.
 9. Net additional cost or net savings from waste management plan.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
 - 1. Comply with operation, termination, and removal requirements in Section 015000 "Temporary Facilities and Controls."
- B. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan. [**Coordinator shall be present at Project site full time for duration of Project.**]
- C. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work.
 - 1. Distribute waste management plan to everyone concerned within three days of submittal return.
 - 2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.
- D. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
 - 1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
 - 2. Comply with Section 015000 "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

3.2 SALVAGING DEMOLITION WASTE

- A. Salvaged Items for Reuse in the Work: Salvage items for reuse and handle as follows:
 - 1. Clean salvaged items.
 - 2. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
 - 3. Store items in a secure area until installation.
 - 4. Protect items from damage during transport and storage.
 - 5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.
- B. Salvaged Items for Sale and Donation: Not permitted on Project site.
- C. Salvaged Items for Owner's Use: Salvage items for Owner's use and handle as follows:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
3. Store items in a secure area until delivery to Owner.
4. Transport items to Owner's storage area designated by Owner.
5. Protect items from damage during transport and storage.

D. Doors and Hardware: Brace open end of door frames. Except for removing door closers, leave door hardware attached to doors.

E. Equipment: Drain tanks, piping, and fixtures. Seal openings with caps or plugs. Protect equipment from exposure to weather.

F. Plumbing Fixtures: Separate by type and size.

G. Lighting Fixtures: Separate lamps by type and protect from breakage.

H. Electrical Devices: Separate switches, receptacles, switchgear, transformers, meters, panelboards, circuit breakers, and other devices by type.

3.3 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

A. General: Recycle paper and beverage containers used by on-site workers.

B. Recycling Receivers and Processors: List below is provided for information only; available recycling receivers and processors include, but are not limited to, the following:

1. **<Insert names and telephone numbers of local recycling receivers and processors of recyclable materials>.**

C. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.

D. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.

E. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.

1. Provide appropriately marked containers or bins for controlling recyclable waste until removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
 - a. Inspect containers and bins for contamination and remove contaminated materials if found.
2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
4. Store components off the ground and protect from the weather.

5. Remove recyclable waste from Owner's property and transport to recycling receiver or processor.

3.4 RECYCLING DEMOLITION WASTE

- A. Asphalt Paving: Break up and transport paving to asphalt-recycling facility.
- B. Concrete: Remove reinforcement and other metals from concrete and sort with other metals.
- C. Masonry: Remove metal reinforcement, anchors, and ties from masonry and sort with other metals.
 1. Clean and stack undamaged, whole masonry units on wood pallets.
- D. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.
- E. Metals: Separate metals by type.
 1. Structural Steel: Stack members according to size, type of member, and length.
 2. Remove and dispose of bolts, nuts, washers, and other rough hardware.
- F. Asphalt Shingle Roofing: Separate organic and glass-fiber asphalt shingles and felts. Remove and dispose of nails, staples, and accessories.
- G. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.
- H. Acoustical Ceiling Panels and Tile: Stack large clean pieces on wood pallets and store in a dry location.
- I. Metal Suspension System: Separate metal members including trim, and other metals from acoustical panels and tile and sort with other metals.
- J. Carpet and Pad: Roll large pieces tightly after removing debris, trash, adhesive, and tack strips.
 1. Store clean, dry carpet and pad in a closed container or trailer provided by Carpet Reclamation Agency or carpet recycler.
- K. Carpet Tile: Remove debris, trash, and adhesive.
 1. Stack tile on pallet and store clean, dry carpet in a closed container or trailer provided by Carpet Reclamation Agency or carpet recycler.
- L. Piping: Reduce piping to straight lengths and store by type and size. Separate supports, hangers, valves, sprinklers, and other components by type and size.
- M. Conduit: Reduce conduit to straight lengths and store by type and size.

3.5 RECYCLING CONSTRUCTION WASTE

- A. Packaging:

1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
2. Polystyrene Packaging: Separate and bag materials.
3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

B. Wood Materials:

1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
2. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.

C. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location.

3.6 DISPOSAL OF WASTE

A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

B. Burning: Do not burn waste materials.

C. Disposal: Remove waste materials from Owner's property and legally dispose of them.

3.7 ATTACHMENTS

- A. Form CWM-1 for construction waste identification.
- B. Form CWM-2 for demolition waste identification.
- C. Form CWM-3 for construction waste reduction work plan.
- D. Form CWM-4 for demolition waste reduction work plan.
- E. Form CWM-5 cost/revenue analysis of construction waste reduction work plan.
- F. Form CWM-6 cost/revenue analysis of demolition waste reduction work plan.
- G. Form CWM-7 for construction waste
- H. Form CWM-8 for demolition waste.

END OF SECTION 01 7419

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FORM CWM-1: CONSTRUCTION WASTE IDENTIFICATION							
MATERIAL CATEGORY	GENERATION POINT	EST. QUANTITY OF MATERIALS RECEIVED* (A)	EST. WASTE - % (B)	TOTAL EST. QUANTITY OF WASTE* (C = A X B)	EST. VOLUME CY (CM)	EST. WEIGHT TONS (TONNES)	REMARKS AND ASSUMPTIONS
Packaging: Cardboard							
Packaging: Boxes							
Packaging: Plastic Sheet or Film							
Packaging: Polystyrene							
Packaging: Pallets or Skids							
Packaging: Crates							
Packaging: Paint Cans							
Packaging: Plastic Pails							
Site-Clearing Waste							
Masonry or CMU							
Lumber: Cut-Offs							
Lumber: Warped Pieces							
Plywood or OSB (scraps)							
Wood Forms							
Wood Waste Chutes							
Wood Trim (cut-offs)							
Metals							
Insulation							
Roofing							
Joint Sealant Tubes							
Gypsum Board (scraps)							
Carpet and Pad (scraps)							
Piping							
Electrical Conduit							
Other:							

* Insert units of measure.

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FORM CWM-2: DEMOLITION WASTE IDENTIFICATION				
MATERIAL DESCRIPTION	EST. QUANTITY	EST. VOLUME CY (CM)	EST. WEIGHT TONS (TONNES)	REMARKS AND ASSUMPTIONS
Asphaltic Concrete Paving				
Concrete				
Brick				
CMU				
Lumber				
Plywood and OSB				
Wood Paneling				
Wood Trim				
Miscellaneous Metals				
Structural Steel				
Rough Hardware				
Insulation				
Roofing				
Doors and Frames				
Door Hardware				
Windows				
Glazing				
Acoustical Tile				
Carpet				
Carpet Pad				
Demountable Partitions				
Equipment				
Cabinets				
Plumbing Fixtures				
Piping				
Piping Supports and Hangers				
Valves				
Sprinklers				
Mechanical Equipment				
Electrical Conduit				
Copper Wiring				
Light Fixtures				
Lamps				
Lighting Ballasts				
Electrical Devices				
Switchgear and Panelboards				
Transformers				
Other:				

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FORM CWM-3: CONSTRUCTION WASTE REDUCTION WORK PLAN

MATERIAL CATEGORY	GENERATION POINT	TOTAL EST. QUANTITY OF WASTE TONS (TONNES)	DISPOSAL METHOD AND QUANTITY			HANDLING AND TRANSPORTION PROCEDURES
			EST. AMOUNT SALVAGED TONS (TONNES)	EST. AMOUNT RECYCLED TONS (TONNES)	EST. AMOUNT DISPOSED TO LANDFILL TONS (TONNES)	
Packaging: Cardboard						
Packaging: Boxes						
Packaging: Plastic Sheet or Film						
Packaging: Polystyrene						
Packaging: Pallets or Skids						
Packaging: Crates						
Packaging: Paint Cans						
Packaging: Plastic Pails						
Site-Clearing Waste						
Masonry or CMU						
Lumber: Cut-Offs						
Lumber: Warped Pieces						
Plywood or OSB (scraps)						
Wood Forms						
Wood Waste Chutes						
Wood Trim (cut-offs)						
Metals						
Insulation						
Roofing						
Joint Sealant Tubes						
Gypsum Board (scraps)						
Carpet and Pad (scraps)						
Piping						
Electrical Conduit						
Other:						

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FORM CWM-4: DEMOLITION WASTE REDUCTION WORK PLAN

MATERIAL CATEGORY	GENERATION POINT	TOTAL EST. QUANTITY OF WASTE TONS (TONNES)	DISPOSAL METHOD AND QUANTITY			HANDLING AND TRANSPORTION PROCEDURES
			EST. AMOUNT SALVAGED TONS (TONNES)	EST. AMOUNT RECYCLED TONS (TONNES)	EST. AMOUNT DISPOSED TO LANDFILL TONS (TONNES)	
Asphaltic Concrete Paving						
Concrete						
Brick						
CMU						
Lumber						
Plywood and OSB						
Wood Paneling						
Wood Trim						
Miscellaneous Metals						
Structural Steel						
Rough Hardware						
Insulation						
Roofing						
Doors and Frames						
Door Hardware						
Windows						
Glazing						
Acoustical Tile						
Carpet						
Carpet Pad						
Demountable Partitions						
Equipment						
Cabinets						
Plumbing Fixtures						
Piping						
Supports and Hangers						
Valves						
Sprinklers						
Mechanical Equipment						
Electrical Conduit						
Copper Wiring						
Light Fixtures						
Lamps						
Lighting Ballasts						
Electrical Devices						
Switchgear and Panelboards						
Transformers						
Other:						

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FORM CWM-5: COST/REVENUE ANALYSIS OF CONSTRUCTION WASTE REDUCTION WORK PLAN								
MATERIALS	TOTAL QUANTITY OF MATERIALS (VOL. OR WEIGHT) (A)	EST. COST OF DISPOSAL (B)	TOTAL EST. COST OF DISPOSAL (C = A x B)	REVENUE FROM SALVAGED MATERIALS (D)	REVENUE FROM RECYCLED MATERIALS (E)	LANDFILL TIPPING FEES AVOIDED (F)	HANDLING AND TRANSPORTATION COSTS AVOIDED (G)	NET COST SAVINGS OF WORK PLAN (H = D+E+F+G)
Packaging: Cardboard								
Packaging: Boxes								
Packaging: Plastic Sheet or Film								
Packaging: Polystyrene								
Packaging: Pallets or Skids								
Packaging: Crates								
Packaging: Paint Cans								
Packaging: Plastic Pails								
Site-Clearing Waste								
Masonry or CMU								
Lumber: Cut-Offs								
Lumber: Warped Pieces								
Plywood or OSB (scraps)								
Wood Forms								
Wood Waste Chutes								
Wood Trim (cut-offs)								
Metals								
Insulation								
Roofing								
Joint Sealant Tubes								
Gypsum Board (scraps)								
Carpet and Pad (scraps)								
Piping								
Electrical Conduit								
Other:								

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FORM CWM-6: COST/REVENUE ANALYSIS OF DEMOLITION WASTE REDUCTION WORK PLAN								
MATERIALS	TOTAL QUANTITY OF MATERIALS (VOL. OR WEIGHT) (A)	EST. COST OF DISPOSAL (B)	TOTAL EST. COST OF DISPOSAL (C = A x B)	REVENUE FROM SALVAGED MATERIALS (D)	REVENUE FROM RECYCLED MATERIALS (E)	LANDFILL TIPPING FEES AVOIDED (F)	HANDLING AND TRANSPORTATION COSTS AVOIDED (G)	NET COST SAVINGS OF WORK PLAN (H = D+E+F+G)
Asphaltic Concrete Paving								
Concrete								
Brick								
CMU								
Lumber								
Plywood and OSB								
Wood Paneling								
Wood Trim								
Miscellaneous Metals								
Structural Steel								
Rough Hardware								
Insulation								
Roofing								
Doors and Frames								
Door Hardware								
Windows								
Glazing								
Acoustical Tile								
Carpet								
Carpet Pad								
Demountable Partitions								
Equipment								
Cabinets								
Plumbing Fixtures								
Piping								
Supports and Hangers								
Valves								
Sprinklers								
Mech. Equipment								
Electrical Conduit								
Copper Wiring								
Light Fixtures								
Lamps								
Lighting Ballasts								
Electrical Devices								
Switchgear and Panelboards								
Transformers								
Other:								

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FORM CWM-7: CONSTRUCTION WASTE REDUCTION PROGRESS REPORT								
MATERIAL CATEGORY	GENERATION POINT	TOTAL QUANTITY OF WASTE TONS (TONNES) (A)	QUANTITY OF WASTE SALVAGED		QUANTITY OF WASTE RECYCLED		TOTAL QUANTITY OF WASTE RECOVERED TONS (TONNES) (D = B + C)	TOTAL QUANTITY OF WASTE RECOVERED % (D / A x 100)
			ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (B)	ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (C)		
Packaging: Cardboard								
Packaging: Boxes								
Packaging: Plastic Sheet or Film								
Packaging: Polystyrene								
Packaging: Pallets or Skids								
Packaging: Crates								
Packaging: Paint Cans								
Packaging: Plastic Pails								
Site-Clearing Waste								
Masonry or CMU								
Lumber: Cut-Offs								
Lumber: Warped Pieces								
Plywood or OSB (scraps)								
Wood Forms								
Wood Waste Chutes								
Wood Trim (cut-offs)								
Metals								
Insulation								
Roofing								
Joint Sealant Tubes								
Gypsum Board (scraps)								
Carpet and Pad (scraps)								
Piping								
Electrical Conduit								
Other:								

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 JOB # _____

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FORM CWM-8: DEMOLITION WASTE REDUCTION PROGRESS REPORT								
MATERIAL CATEGORY	GENERATION POINT	TOTAL QUANTITY OF WASTE TONS (TONNES) (A)	QUANTITY OF WASTE SALVAGED		QUANTITY OF WASTE RECYCLED		TOTAL QUANTITY OF WASTE RECOVERED TONS (TONNES) (D = B + C)	TOTAL QUANTITY OF WASTE RECOVERED % (D / A x 100)
			ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (B)	ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (C)		
Asphaltic Concrete Paving								
Concrete								
Brick								
CMU								
Lumber								
Plywood and OSB								
Wood Paneling								
Wood Trim								
Miscellaneous Metals								
Structural Steel								
Rough Hardware								
Insulation								
Roofing								
Doors and Frames								
Door Hardware								
Windows								
Glazing								
Acoustical Tile								
Carpet								
Carpet Pad								
Demountable Partitions								
Equipment								
Cabinets								
Plumbing Fixtures								
Piping								
Supports and Hangers								
Valves								
Sprinklers								
Mechanical Equipment								
Electrical Conduit								
Copper Wiring								
Light Fixtures								
Lamps								
Lighting Ballasts								
Electrical Devices								
Switchgear and Panelboards								
Transformers								
Other:								

SECTION 01 7700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.
- B. Related Requirements:
 - 1. Section 013233 "Photographic Documentation" for submitting final completion construction photographic documentation.
 - 2. Section 017300 "Execution" for progress cleaning of Project site.
 - 3. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 4. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 - 5. Section 017900 "Demonstration and Training" for requirements for instructing Owner's personnel.

1.3 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest control inspection.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by **[Architect]** **[Construction Manager]**. Label with manufacturer's name and model number where applicable.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain **[Architect's]** **[Construction Manager's]** signature for receipt of submittals.
5. Submit test/adjust/balance records.
6. Submit sustainable design submittals required in Section 018113.13 "Sustainable Design Requirements - LEED for New Construction and Major Renovations,".
7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Advise Owner of pending insurance changeover requirements.
2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
3. Complete startup and testing of systems and equipment.
4. Perform preventive maintenance on equipment used prior to Substantial Completion.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."

6. Advise Owner of changeover in heat and other utilities.
7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
9. Complete final cleaning requirements, including touchup painting.
10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect[**and Construction Manager**] will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for final completion.

1.7 FINAL COMPLETION PROCEDURES

A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect[**and Construction Manager**] will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect[**and Construction Manager**].
 - d. Name of Contractor.
 - e. Page number.
4. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Architect[, **through Construction Manager**,] will return annotated file.
 - b. PDF electronic file. Architect[, **through Construction Manager**,] will return annotated file.

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.

- I. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.
 - p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - q. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with pest control requirements in Section 015000 "Temporary Facilities and Controls." Prepare written report.
- D. Construction Waste Disposal: Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
 - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
 - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
 - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
 - 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

END OF SECTION 01 7700

SECTION 01 7823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

1. Operation and maintenance documentation directory.
2. Emergency manuals.
3. Operation manuals for systems, subsystems, and equipment.
4. Product maintenance manuals.
5. Systems and equipment maintenance manuals.

- B. Related Requirements:

1. Section 011200 "Multiple Contract Summary" for coordinating operation and maintenance manuals covering the Work of multiple contracts.
2. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
3. Section 019113 "General Commissioning Requirements" for verification and compilation of data into operation and maintenance manuals.

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

- A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.

1. Architect[**and Commissioning Authority**] will comment on whether content of operations and maintenance submittals are acceptable.
2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

- B. Format: Submit operations and maintenance manuals in the following format:
1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.
 - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
 - b. Enable inserted reviewer comments on draft submittals.
 2. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect[, **through Construction Manager,**] will return two copies.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect[**and Commissioning Authority**] will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect[**and Commissioning Authority**] will return copy with comments.
1. Correct or revise each manual to comply with Architect's[**and Commissioning Authority's**] comments. Submit copies of each corrected manual within 15 days of receipt of Architect's[**and Commissioning Authority's**] comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following:
1. List of documents.
 2. List of systems.
 3. List of equipment.
 4. Table of contents.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
- D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to

ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
1. Title page.
 2. Table of contents.
 3. Manual contents.
- B. Title Page: Include the following information:
1. Subject matter included in manual.
 2. Name and address of Project.
 3. Name and address of Owner.
 4. Date of submittal.
 5. Name and contact information for Contractor.
 6. Name and contact information for Construction Manager.
 7. Name and contact information for Architect.
 8. Name and contact information for Commissioning Authority.
 9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 10. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.

1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (215-by-280-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
4. Supplementary Text: Prepared on 8-1/2-by-11-inch (215-by-280-mm) white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.3 EMERGENCY MANUALS

A. Content: Organize manual into a separate section for each of the following:

1. Type of emergency.
2. Emergency instructions.
3. Emergency procedures.

B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:

1. Fire.
2. Flood.
3. Gas leak.
4. Water leak.
5. Power failure.
6. Water outage.
7. System, subsystem, or equipment failure.
8. Chemical release or spill.

- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include the following, as applicable:
 - 1. Instructions on stopping.
 - 2. Shutdown instructions for each type of emergency.
 - 3. Operating instructions for conditions outside normal operating limits.
 - 4. Required sequences for electric or electronic systems.
 - 5. Special operating instructions and procedures.

2.4 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
 - 1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 - 2. Performance and design criteria if Contractor has delegated design responsibility.
 - 3. Operating standards.
 - 4. Operating procedures.
 - 5. Operating logs.
 - 6. Wiring diagrams.
 - 7. Control diagrams.
 - 8. Piped system diagrams.
 - 9. Precautions against improper use.
 - 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
 - 1. Product name and model number. Use designations for products indicated on Contract Documents.
 - 2. Manufacturer's name.
 - 3. Equipment identification with serial number of each component.
 - 4. Equipment function.
 - 5. Operating characteristics.
 - 6. Limiting conditions.
 - 7. Performance curves.
 - 8. Engineering data and tests.
 - 9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include the following, as applicable:
 - 1. Startup procedures.
 - 2. Equipment or system break-in procedures.
 - 3. Routine and normal operating instructions.
 - 4. Regulation and control procedures.
 - 5. Instructions on stopping.
 - 6. Normal shutdown instructions.
 - 7. Seasonal and weekend operating instructions.
 - 8. Required sequences for electric or electronic systems.
 - 9. Special operating instructions and procedures.

- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.5 PRODUCT MAINTENANCE MANUALS

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Product Information: Include the following, as applicable:
 - 1. Product name and model number.
 - 2. Manufacturer's name.
 - 3. Color, pattern, and texture.
 - 4. Material and chemical composition.
 - 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 - 1. Inspection procedures.
 - 2. Types of cleaning agents to be used and methods of cleaning.
 - 3. List of cleaning agents and methods of cleaning detrimental to product.
 - 4. Schedule for routine cleaning and maintenance.
 - 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service

agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
1. Standard maintenance instructions and bulletins.
 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 3. Identification and nomenclature of parts and components.
 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
 2. Troubleshooting guide.
 3. Precautions against improper maintenance.
 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.

- B. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- E. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- F. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
 - 1. Do not use original project record documents as part of operation and maintenance manuals.
 - 2. Comply with requirements of newly prepared record Drawings in Section 017839 "Project Record Documents."
- G. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01 7823

SECTION 01 7839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
1. Record Drawings.
 2. Record Specifications.
 3. Record Product Data.
 4. Miscellaneous record submittals.
- B. Related Requirements:
1. Section 011200 "Multiple Contract Summary" for coordinating project record documents covering the Work of multiple contracts.
 2. Section 017300 "Execution" for final property survey.
 3. Section 017700 "Closeout Procedures" for general closeout procedures.
 4. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
1. Number of Copies: Submit copies of record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit record digital data files and one set(s) of plots.
 - 2) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit one paper-copy set(s) of marked-up record prints.
 - 2) Submit record digital data files and one set(s) of record digital data file plots.
 - 3) Plot each drawing file, whether or not changes and additional information were recorded.

- B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
 - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.
- E. Reports: Submit written report indicating items incorporated into project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding archive photographic documentation.
 - 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations below first floor.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.

3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect[**and Construction Manager**]. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Same digital data software program, version, and operating system as the original Contract Drawings.
 2. Format: DWG, Version , [Microsoft Windows] [Apple Macintosh] operating system.
 3. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 4. Refer instances of uncertainty to Architect[**through Construction Manager**] for resolution.
 5. Architect will furnish Contractor one set of digital data files of the Contract Drawings for use in recording information.
 - a. See Section 013300 "Submittal Procedures" for requirements related to use of Architect's digital data files.
 - b. Architect will provide data file layer information. Record markups in separate layers.
- C. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
 2. Consult Architect[**and Construction Manager**] for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared record Drawings into record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- D. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 2. Format: Annotated PDF electronic file[**with comment function enabled**].
 3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
 4. Identification: As follows:
 - a. Project name.
 - b. Date.

- c. Designation "PROJECT RECORD DRAWINGS."
- d. Name of Architect[**and Construction Manager**].
- e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 - 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 - 4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
 - 5. Note related Change Orders, record Product Data, and record Drawings where applicable.
- B. Format: Submit record Specifications as annotated PDF electronic file.

2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 - 3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as annotated PDF electronic file.
 - 1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals as PDF electronic file.
 - 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

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ISSUED: 03/29/2017

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's[**and Construction Manager's**] reference during normal working hours.

END OF SECTION 01 7839

NORTHWESTERN UNIVERSITY
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JOB # _____

FOR: _____
ISSUED: 03/29/2017

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SECTION 01 7900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Demonstration of operation of systems, subsystems, and equipment.
 - 2. Training in operation and maintenance of systems, subsystems, and equipment.
 - 3. Demonstration and training video recordings.

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Qualification Data: For instructor.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.
- D. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

1.4 CLOSEOUT SUBMITTALS

- A. Demonstration and Training Video Recordings: Submit two copies within seven days of end of each training module.
 - 1. Identification: On each copy, provide an applied label with the following information:
 - a. Name of Project.
 - b. Name and address of videographer.
 - c. Name of Architect.

- d. Name of Construction Manager.
 - e. Name of Contractor.
 - f. Date of video recording.
- 2. Transcript: Prepared in PDF electronic format. Include a cover sheet with same label information as the corresponding video recording and a table of contents with links to corresponding training components. Include name of Project and date of video recording on each page.
 - 3. At completion of training, submit complete training manual(s) for Owner's use in PDF electronic file format on compact disc.

1.5 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 014000 "Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events similar to those required.
- D. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
 - 1. Inspect and discuss locations and other facilities required for instruction.
 - 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
 - 3. Review required content of instruction.
 - 4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.6 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 - 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
 - 2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project record documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
 - 3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
 - 4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.

- i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
- a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
- a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
- a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
- a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 017823 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
 - 2. Owner will furnish an instructor to describe Owner's operational philosophy.
 - 3. Owner will furnish Contractor with names and positions of participants.
- C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner[, **through Architect**,][, **through Construction Manager**,] with at least seven days' advance notice.
- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of [**an oral**] [**a written**] [**a demonstration**] performance-based test.
- F. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

3.3 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
 - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Video: Provide minimum 640 x 480 video resolution converted to format file type acceptable to Owner, on electronic media.
 - 1. Electronic Media: Read-only format compact disc acceptable to Owner, with commercial-grade graphic label.
 - 2. File Hierarchy: Organize folder structure and file locations according to project manual table of contents. Provide complete screen-based menu.
 - 3. File Names: Utilize file names based upon name of equipment generally described in video segment, as identified in Project specifications.
 - 4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the Equipment Demonstration and Training DVD that describes the following for each Contractor involved on the Project, arranged according to Project table of contents:

- a. Name of Contractor/Installer.
 - b. Business address.
 - c. Business phone number.
 - d. Point of contact.
 - e. E-mail address.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
1. Film training session(s) in segments not to exceed 15 minutes.
 - a. Produce segments to present a single significant piece of equipment per segment.
 - b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
 - c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.
1. Furnish additional portable lighting as required.
- E. Narration: Describe scenes on video recording by dubbing audio narration off-site after video recording is recorded. Include description of items being viewed.
- F. Transcript: Provide a transcript of the narration. Display images and running time captured from videotape opposite the corresponding narration segment.
- G. Preproduced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

END OF SECTION 01 7900

SECTION 01 8113.13 - SUSTAINABLE DESIGN REQUIREMENTS - LEED FOR NEW CONSTRUCTION AND MAJOR RENOVATIONS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes general requirements and procedures for compliance with certain USGBC LEED prerequisites and credits needed for Project to obtain LEED[-Certified] [**Silver**] [**Gold**] [**Platinum**] certification based on USGBC's [**LEED v4**] [or] [**Current Version**] for [**Building Design and Construction (BD+C)**] [**Interior Design and Construction (ID+C)**] [**Building Operations and Maintenance (O+M)**].
 - 1. Other LEED prerequisites and credits needed to obtain LEED certification depend on product selections and may not be specifically identified as LEED requirements. Compliance with requirements needed to obtain LEED prerequisites and credits may be used as one criterion to evaluate substitution requests and comparable product requests.
 - 2. Additional LEED prerequisites and credits needed to obtain the indicated LEED certification depend on Architect's design and other aspects of Project that are not part of the Work of the Contract.
 - 3. A copy of the LEED Project checklist is attached at the end of this Section for information only.
 - 4. Specific requirements for LEED are included in greater detail in other Sections.

1.3 DEFINITIONS

- A. Chain-of-Custody Certificates: Certificates signed by manufacturers certifying that wood used to make products was obtained from forests certified by an FSC-accredited certification body to comply with FSC STD-01-001, "FSC Principles and Criteria for Forest Stewardship." Certificates shall include evidence that manufacturer is certified for chain of custody by an FSC-accredited certification body.
- B. Regional Materials: Materials that have been extracted, harvested, or recovered, as well as manufactured, within 500 miles (800 km) of Project site. If only a fraction of a product or material is extracted/harvested/recovered and manufactured locally, then only that percentage (by weight) shall contribute to the regional value.
- C. Recycled Content: The recycled content value of a material assembly shall be determined by weight. The recycled fraction of the assembly is then multiplied by the cost of assembly to determine the recycled content value.

1. "Post-consumer" material is defined as waste material generated by households or by commercial, industrial, and institutional facilities in their role as end users of the product, which can no longer be used for its intended purpose.
2. "Pre-consumer" material is defined as material diverted from the waste stream during the manufacturing process. Excluded is reutilization of materials such as rework, regrind, or scrap generated in a process and capable of being reclaimed within the same process that generated it.

1.4 ADMINISTRATIVE REQUIREMENTS

- A. Respond to questions and requests from Architect and the USGBC regarding LEED credits that are the responsibility of the Contractor, that depend on product selection or product qualities, or that depend on Contractor's procedures until the USGBC has made its determination on the project's LEED certification application. Document responses as informational submittals.

1.5 ACTION SUBMITTALS

- A. General: Submit additional LEED submittals required by other Specification Sections.
- B. LEED submittals are in addition to other submittals. If submitted item is identical to that submitted to comply with other requirements, submit duplicate copies as a separate submittal to verify compliance with indicated LEED requirements.
- C. LEED Documentation Submittals:
 1. Credit EA 5: Product data and wiring diagrams for sensors and data collection system used to provide continuous metering of building energy-consumption performance over **[time] [a period of time of not less than one year of postconstruction occupancy]**.
 2. Credit MR 2: Comply with Section 017419 "Construction Waste Management and Disposal."
 3. Credit MR 3: Receipts for salvaged and refurbished materials used for Project, indicating sources and costs for salvaged and refurbished materials.
 4. Credit MR 4: Product data and certification letter from product manufacturers indicating percentages by weight of post-consumer and pre-consumer recycled content for products having recycled content. Include statement indicating material cost for each product having recycled content.
 5. Credit MR 5: Product data for regional materials indicating location and distance from Project of material manufacturer and point of extraction, harvest, or recovery for each raw material. Include statement indicating cost for each regional material and the fraction by weight that is considered regional.
 6. Credit MR 7: Product data and chain-of-custody certificates for products containing certified wood. Include statement indicating cost for each certified wood product.
 7. Credit IEQ 3.1:
 - a. Construction indoor-air-quality management plan.
 - b. Product data for temporary filtration media.
 - c. Product data for filtration media used during occupancy.
 - d. Construction Documentation: Six photographs at three different times during the construction period, along with a brief description of the SMACNA approach employed, documenting implementation of the indoor-air-quality management measures, such as protection of ducts and on-site stored or installed absorptive materials.

8. Credit IEQ 3.2:
 - a. Signed statement describing the building air flush-out procedures including the dates when flush-out was begun and completed and statement that filtration media was replaced after flush-out.
 - b. Product data for filtration media used during flush-out and during occupancy.
 - c. Report from testing and inspecting agency indicating results of indoor-air-quality testing and documentation showing compliance with indoor-air-quality testing procedures and requirements.
9. Credit IEQ 4.1: Product data for adhesives and sealants used inside the weatherproofing system indicating VOC content of each product used.
10. Credit IEQ 4.2: Product data for paints and coatings used inside the weatherproofing system indicating VOC content of each product used.
11. Credit IEQ 4.4: Product data for products containing composite wood or agrifiber products or wood glues indicating that they do not contain urea-formaldehyde resin.

1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For LEED coordinator.
- B. Project Materials Cost Data: Provide statement indicating total cost for materials used for Project. Costs exclude labor, overhead, and profit. Include breakout of costs for the following categories of items:
 1. Furniture.
 2. Plumbing.
 3. Mechanical.
 4. Electrical.
 5. Specialty items such as elevators and equipment.
 6. Wood-based construction materials.
- C. LEED Action Plans: Provide preliminary submittals within 30 days of date established for the Notice to Proceed indicating how the following requirements will be met:
 1. Credit MR 2: Waste management plan complying with Section 017419 "Construction Waste Management and Disposal."
 2. Credit MR 3: List of proposed salvaged, refurbished, and reused materials. Identify each material that will be salvaged, refurbished, or reused, including its source, cost, and replacement cost if the item was to be purchased new.
 3. Credit MR 4: List of proposed materials with recycled content. Indicate cost, post-consumer recycled content, and pre-consumer recycled content for each product having recycled content.
 4. Credit MR 5: List of proposed regional materials. Identify each regional material, including its source, cost, and the fraction by weight that is considered regional.
 5. Credit MR 7: List of proposed certified wood products. Indicate each product containing certified wood, including its source and cost of certified wood products.
 6. Credit IEQ 3.1: Construction indoor-air-quality management plan.
- D. LEED Progress Reports: Concurrent with each Application for Payment, submit reports comparing actual construction and purchasing activities with LEED action plans for the following:

1. Credit MR 2: Waste reduction progress reports complying with Section 017419 "Construction Waste Management and Disposal."
2. Credit MR 3: Salvaged, refurbished, and reused materials.
3. Credit MR 4: Recycled content.
4. Credit MR 5: Regional materials.
5. Credit MR 7: Certified wood products.

1.7 QUALITY ASSURANCE

- A. LEED Coordinator: Engage an experienced LEED-Accredited Professional to coordinate LEED requirements. LEED coordinator may also serve as waste management coordinator.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

- A. Provide products and procedures necessary to obtain LEED credits required in this Section. Although other Sections may specify some requirements that contribute to LEED credits, the Contractor shall determine additional materials and procedures necessary to obtain LEED credits indicated.

2.2 SALVAGED, REFURBISHED, OR REUSED MATERIALS

- A. Credit MR 3: Not less than [5] [10] percent of building materials (by cost) shall be salvaged, refurbished, or reused materials. The following materials may be salvaged, refurbished, or reused materials:

1. <Insert list of materials>.

2.3 RECYCLED CONTENT OF MATERIALS

- A. Credit MR 4: Building materials shall have recycled content such that post-consumer recycled content plus one-half of pre-consumer recycled content for Project constitutes a minimum of [10] [20] percent of cost of materials used for Project.

1. Cost of post-consumer recycled content plus one-half of pre-consumer recycled content of an item shall be determined by dividing weight of post-consumer recycled content plus one-half of pre-consumer recycled content in the item by total weight of the item and multiplying by cost of the item.
2. Do not include [furniture,]plumbing, mechanical and electrical components, and specialty items such as elevators and equipment in the calculation.

2.4 REGIONAL MATERIALS

- A. Credit MR 5: Not less than [10] [20] percent of building materials (by cost) shall be regional materials.

2.5 CERTIFIED WOOD

- A. Credit MR 7: Not less than 50 percent (by cost) of wood-based materials shall be produced from wood obtained from forests certified by an FSC-accredited certification body to comply with FSC STD-01-001, "FSC Principles and Criteria for Forest Stewardship."
1. Wood-based materials include, but are not limited to, the following materials when made from wood, engineered wood products, or wood-based panel products:
 - a. Rough carpentry.
 - b. Miscellaneous carpentry.
 - c. Heavy timber construction.
 - d. Wood decking.
 - e. Metal-plate-connected wood trusses.
 - f. Structural glued-laminated timber.
 - g. Finish carpentry.
 - h. Architectural woodwork.
 - i. Wood paneling.
 - j. Wood veneer wall covering.
 - k. Wood flooring.
 - l. Wood lockers.
 - m. Wood cabinets.
 - n. Furniture.

2.6 LOW-EMITTING MATERIALS

- A. Credit IEQ 4.1: For field applications that are inside the weatherproofing system, adhesives and sealants shall comply with the following VOC content limits when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
1. Wood Glues: 30 g/L.
 2. Metal-to-Metal Adhesives: 30 g/L.
 3. Adhesives for Porous Materials (Except Wood): 50 g/L.
 4. Subfloor Adhesives: 50 g/L.
 5. Plastic Foam Adhesives: 50 g/L.
 6. Carpet Adhesives: 50 g/L.
 7. Carpet Pad Adhesives: 50 g/L.
 8. VCT and Asphalt Tile Adhesives: 50 g/L.
 9. Cove Base Adhesives: 50 g/L.
 10. Gypsum Board and Panel Adhesives: 50 g/L.
 11. Rubber Floor Adhesives: 60 g/L.
 12. Ceramic Tile Adhesives: 65 g/L.
 13. Multipurpose Construction Adhesives: 70 g/L.
 14. Fiberglass Adhesives: 80 g/L.
 15. Contact Adhesive: 80 g/L.
 16. Structural Glazing Adhesives: 100 g/L.
 17. Wood Flooring Adhesive: 100 g/L.
 18. Structural Wood Member Adhesive: 140 g/L.
 19. Single-Ply Roof Membrane Adhesive: 250 g/L.
 20. Special-Purpose Contact Adhesive (contact adhesive that is used to bond melamine-covered board, metal, unsupported vinyl, rubber, or wood veneer 1/16 inch or less in thickness to any surface): 250 g/L.
 21. Top and Trim Adhesive: 250 g/L.
 22. Plastic Cement Welding Compounds: 250 g/L.

23. ABS Welding Compounds: 325 g/L.
24. CPVC Welding Compounds: 490 g/L.
25. PVC Welding Compounds: 510 g/L.
26. Adhesive Primer for Plastic: 550 g/L.
27. Sheet-Applied Rubber Lining Adhesive: 850 g/L.
28. Aerosol Adhesive, General-Purpose Mist Spray: 65 percent by weight.
29. Aerosol Adhesive, General-Purpose Web Spray: 55 percent by weight.
30. Special-Purpose Aerosol Adhesive (All Types): 70 percent by weight.
31. Other Adhesives: 250 g/L.
32. Architectural Sealants: 250 g/L.
33. Nonmembrane Roof Sealants: 300 g/L.
34. Single-Ply Roof Membrane Sealants: 450 g/L.
35. Other Sealants: 420 g/L.
36. Sealant Primers for Nonporous Substrates: 250 g/L.
37. Sealant Primers for Porous Substrates: 775 g/L.
38. Modified Bituminous Sealant Primers: 500 g/L.
39. Other Sealant Primers: 750 g/L.

- B. Credit IEQ 4.2: For field applications that are inside the weatherproofing system, paints and coatings shall comply with the following VOC content limits when calculated according to 40 CFR 59, Subpart D (EPA Method 24):

1. Flat Paints and Coatings: VOC not more than 50 g/L.
2. Nonflat Paints and Coatings: VOC not more than 150 g/L.
3. Dry-Fog Coatings: VOC not more than 400 g/L.
4. Primers, Sealers, and Undercoaters: VOC not more than 200 g/L.
5. Anticorrosive and Antirust Paints Applied to Ferrous Metals: VOC not more than 250 g/L.
6. Zinc-Rich Industrial Maintenance Primers: VOC not more than 340 g/L.
7. Pretreatment Wash Primers: VOC not more than 420 g/L.
8. Clear Wood Finishes, Varnishes: VOC not more than 350 g/L.
9. Clear Wood Finishes, Lacquers: VOC not more than 550 g/L.
10. Floor Coatings: VOC not more than 100 g/L.
11. Shellacs, Clear: VOC not more than 730 g/L.
12. Shellacs, Pigmented: VOC not more than 550 g/L.
13. Stains: VOC not more than 250 g/L.

- C. Credit IEQ 4.4: Composite wood, agrifiber products, and adhesives shall not contain urea-formaldehyde resin.

PART 3 - EXECUTION

3.1 REFRIGERANT AND CLEAN-AGENT FIRE-EXTINGUISHING-AGENT REMOVAL

- A. Prerequisite EA 3: Remove CFC-based refrigerants from existing HVAC&R equipment indicated to remain and replace with refrigerants that are not CFC based. Replace or adjust existing equipment to accommodate new refrigerant as described in HVAC Sections.
- B. Credit EA 4: Remove clean-agent fire-extinguishing agents that contain HCFCs or halons and replace with agent that does not contain HCFCs or halons. See Section 212200 "Clean-Agent Fire-Extinguishing Systems" for additional requirements.

3.2 MEASUREMENT AND VERIFICATION

- A. Credit EA 5: Implement measurement and verification plan consistent with [**Option B: Energy Conservation Measure Isolation**] [**Option D: Calibrated Simulation, Savings Estimation Method 2**] in the EVO's "International Performance Measurement and Verification Protocol (IPMVP), Volume III: Concepts and Options for Determining Energy Savings in New Construction," and as further defined by the following:

1. <Insert measurement and verification plan design team submitted for credit>.

- B. If not already in place, install metering equipment to measure energy usage. Monitor, record, and trend log measurements.
- C. Evaluate energy performance and efficiency by comparing actual to predicted performance.
- D. Measurement and verification period shall cover at least one year of postconstruction occupancy.

3.3 CONSTRUCTION WASTE MANAGEMENT

- A. Credit MR 2: Comply with Section 017419 "Construction Waste Management and Disposal."

3.4 CONSTRUCTION INDOOR-AIR-QUALITY MANAGEMENT

- A. Credit IEQ 3.1: Comply with SMACNA's "SMACNA IAQ Guideline for Occupied Buildings under Construction."

1. If Owner authorizes use of permanent heating, cooling, and ventilating systems during construction period as specified in Section 015000 "Temporary Facilities and Controls," install filter media having a MERV 8 according to ASHRAE 52.2 at each return-air inlet for the air-handling system used during construction.
2. Replace all air filters immediately prior to occupancy.

- B. Credit IEQ 3.2: Comply with one of the following requirements:

1. After construction ends, prior to occupancy and with all interior finishes installed, perform a building flush-out by supplying a total volume of 14000 cu. ft. (4 300 000 L) of outdoor air per sq. ft. (sq. m) of floor area while maintaining an internal temperature of at least 60 deg F (16 deg C) and a relative humidity no higher than 60 percent.

a. <Insert operating requirements>.

2. If occupancy is desired prior to flush-out completion, the space may be occupied following delivery of a minimum of 3500 cu. ft. (1 070 000 L) of outdoor air per sq. ft. (sq. m) of floor area to the space. Once a space is occupied, it shall be ventilated at a minimum rate of 0.30 cfm per sq. ft. (1.52 L/s per sq. m) of outside air or the design minimum outside air rate determined in Prerequisite IEQ 1, whichever is greater. During each day of the flush-out period, ventilation shall begin a minimum of three hours prior to occupancy and continue during occupancy. These conditions shall be maintained until a total of 14000 cu. ft./sq. ft. (4 300 000 L/sq. m) of outside air has been delivered to the space.

a. <Insert operating requirements>.

3. Air-Quality Testing:

- a. Conduct baseline indoor-air-quality testing, after construction ends and prior to occupancy, using testing protocols consistent with the EPA's "Compendium of Methods for the Determination of Air Pollutants in Indoor Air," and as additionally detailed in the USGBC's "Green Building Design and Construction Reference Guide."
- b. Demonstrate that the contaminant maximum concentrations listed below are not exceeded:
 - 1) Formaldehyde: 27 ppb.
 - 2) Particulates (PM10): 50 micrograms/cu. m.
 - 3) Total Volatile Organic Compounds (TVOC): 500 micrograms/cu. m.
 - 4) 4-Phenylcyclohexene (4-PH): 6.5 micrograms/cu. m.
 - 5) Carbon Monoxide: 9 ppm and no greater than 2 ppm above outdoor levels.
- c. For each sampling point where the maximum concentration limits are exceeded, conduct additional flush-out with outside air and retest the specific parameter(s) exceeded to indicate the requirements are achieved. Repeat procedure until all requirements have been met. When retesting noncomplying building areas, take samples from same locations as in the first test.
- d. Air-sample testing shall be conducted as follows:
 - 1) All measurements shall be conducted prior to occupancy but during normal occupied hours, and with building ventilation system starting at the normal daily start time and operated at the minimum outside air flow rate for the occupied mode throughout the duration of the air testing.
 - 2) Building shall have all interior finishes installed including, but not limited to, millwork, doors, paint, carpet, and acoustic tiles. Nonfixed furnishings such as workstations and partitions are encouraged, but not required, to be in place for the testing.
 - 3) Number of sampling locations varies depending on the size of building and number of ventilation systems. For each portion of building served by a separate ventilation system, the number of sampling points shall not be less than one per 25,000 sq. ft. (2300 sq. m) or for each contiguous floor area, whichever is larger, and shall include areas with the least ventilation and greatest presumed source strength.
 - 4) Air samples shall be collected between 3 and 6 feet (0.9 and 1.8 m) from the floor to represent the breathing zone of occupants, and over a minimum four-hour period.

END OF SECTION 01 8113.13

SECTION 01 8113.53 - SUSTAINABLE DESIGN REQUIREMENTS - GREEN GLOBES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes general requirements and procedures for compliance with the Green Building Initiative's (GBI) "Green Globes for New Construction, Version 1.1," (hereafter, "Green Globes").
 - 1. Some Green Globes requirements depend on product selections and may not be specifically identified as Green Globes requirements. Compliance with Green Globes requirements may be used as one criterion to evaluate substitution requests and comparable product requests.
 - 2. A copy of Green Globes Project checklist is attached at the end of this Section for information only.
 - a. Some Green Globes requirements depend on Architect's design and other aspects of Project that are not part of the Work of the Contract.

1.3 DEFINITIONS

- A. Definitions that are a part of Green Globes apply to this Section.
- B. REL: Recommended exposure limit.

1.4 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at [Project site] <Insert location>. Review Green Globes requirements and action plans for compliance with requirements.

1.5 ADMINISTRATIVE REQUIREMENTS

- A. Respond to questions and requests from Architect about Green Globes requirements that are the responsibility of Contractor, that depend on product selection or product qualities, or that depend on Contractor's procedures. Document responses as informational submittals.
- B. Submit documentation to GBI-authorized Assessor and respond to questions and requests from GBI-authorized Assessor about Green Globes credits that are the responsibility of Contractor, that depend on product selection or product qualities, or that depend on Contractor's procedures until GBI-authorized Assessor has made its determination on Project's Green Globes certification application.

1. Document correspondence with GBI-authorized Assessor as informational submittals.

C. Environmental Management System: Document the following:

1. General Contractor's environmental policy.
2. Regulatory compliance and training.
3. Environmental risk assessment that shows sensitive environmental areas and ranks potential risks that may arise from the construction.
4. Environmental risk management strategies.
5. Environmental management roles, responsibilities, and reporting structure for the construction phase.
6. Site and work instructions for site personnel outlining environmental procedures during construction.
7. Environmental inspection checklists.
8. Records of compliance.

1.6 ACTION SUBMITTALS

A. General: Submit additional sustainable design submittals required by other Specification Sections.

B. Sustainable design submittals are in addition to other submittals.

1. If submitted item is identical to that submitted to comply with other requirements, include an additional copy with other submittal as a record copy of compliance with indicated Green Globes requirements instead of separate sustainable design submittal. Mark additional copy "Sustainable design submittal."

C. Sustainable Design Documentation Submittals:

1. Environmental management system documents.
2. Environmental product declarations.
3. Third-party certifications based on multiple attribute standards.
4. Third-party-certified life-cycle product assessments.
5. Documentation complying with Section 017419 "Construction Waste Management and Disposal."
6. Product Data and laboratory test reports for adhesives and sealants indicating VOC content and compliance with requirements for low-emitting materials.
7. Certificates for carpet and undercarpet adhesives indicating compliance with CRI's Green Label Plus testing program.
8. Product Data and laboratory test reports for paints indicating VOC content and compliance with requirements for low-emitting materials.
9. Laboratory test reports for flooring, insulation, acoustical ceilings, and wall coverings, indicating compliance with requirements for low-emitting materials.
10. Construction indoor-air-quality (IAQ) management plan including the following:
 - a. Product Data for temporary filtration media.
 - b. Product Data for filtration media used during occupancy.
 - c. Construction Documentation: Six photographs at each of three different times during the construction period, along with a brief description of the SMACNA approach employed, documenting implementation of IAQ management measures, such as protection of ducts and on-site stored or installed absorptive materials.

11. Building Air Flush-Out: Signed statement describing the building air flush-out procedures including the dates when flush-out was begun and completed and statement that filtration media was replaced after flush-out. Include Product Data for filtration media used during flush-out and during occupancy.
12. IAQ testing report from testing and inspecting agency indicating results of IAQ testing and documentation that show compliance with IAQ testing procedures and requirements.

1.7 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Green Globes coordinator.
- B. Project Materials Cost Data: Provide statement indicating total cost for materials used for Project. Costs exclude labor, overhead, and profit. Include breakout of costs for the following categories of items:
 1. Plumbing.
 2. Mechanical.
 3. Electrical.
 4. Specialty items such as elevators and equipment.
 5. Wood-based construction materials.
- C. Sustainable Design Action Plans: Provide preliminary submittals within [seven] [14] [30] [60] <Insert number> days of date established for [commencement of the Work] [the Notice to Proceed] [the Notice of Award] indicating how the following requirements will be met:
 1. List of proposed products with environmental product declarations.
 2. List of proposed products complying with requirements for multiple attribute standards.
 3. List of proposed products complying with requirements for life-cycle product assessments.
 4. General Contractor's environmental policy.
 5. Waste management plan complying with Section 017419 "Construction Waste Management and Disposal."
 6. Construction IAQ management plan.
- D. Sustainable Design Progress Reports: Concurrent with each Application for Payment, submit reports comparing actual construction and purchasing activities with sustainable design action plans.

1.8 QUALITY ASSURANCE

- A. Green Globes Coordinator: Engage an experienced coordinator to coordinate Green Globes requirements. Green Globes coordinator may also serve as waste management coordinator.
 1. Green Globes coordinator shall have previously coordinated at least **[one] [two]** <Insert number> Green Globes projects.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle building materials made of organic material or those that could absorb moisture to prevent deterioration or damage due to moisture, temperature changes,

contaminants, or corrosion, and to prevent collecting organic matter such as leaves, soil, or insects.

- B. Do not deliver or install materials made of organic material or those that could absorb moisture until painting and similar operations that could damage them have been completed in installation areas.
- C. Do not install interior walls, wood floors, ceilings, or HVAC systems until the building envelope is weathertight and has been permitted to dry.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Provide products and procedures necessary to comply with Green Globes requirements referenced in this Section. Although other Sections may specify some requirements that contribute to referenced Green Globes requirements, Contractor shall determine additional materials and procedures necessary to comply with Green Globes requirements indicated.
- B. At least [10] [25] [40] percent of products shall have environmental product declarations that comply with Green Globes requirements.
- C. At least [10] [25] [40] percent of products shall have third-party certifications that are based on multiple attribute standard(s) that comply with Green Globes requirements.
- D. At least [10] [25] [40] percent of products shall have third-party life-cycle product assessments that comply with Green Globes requirements.
- E. At least [10] [25] [40] percent of products shall comply with one of the following:
 - 1. Products shall have environmental product declarations that comply with Green Globes requirements.
 - 2. Products shall have third-party certifications that are based on multiple attribute standard(s) that comply with Green Globes requirements.
 - 3. Products shall have third-party life-cycle product assessments that comply with Green Globes requirements.

2.2 LOW-EMITTING MATERIALS

- A. Adhesives and Sealants: For field applications inside the building, adhesives and sealants shall comply with the following VOC content limits:
 - 1. Wood Glues: 30 g/L.
 - 2. Metal-to-Metal Adhesives: 30 g/L.
 - 3. Adhesives for Porous Materials (except Wood): 50 g/L.
 - 4. Subfloor Adhesives: 50 g/L.
 - 5. Plastic Foam Adhesives: 50 g/L.
 - 6. Carpet Adhesives: 50 g/L.
 - 7. Carpet Pad Adhesives: 50 g/L.
 - 8. VCT and Asphalt Tile Adhesives: 50 g/L.
 - 9. Cove Base Adhesives: 50 g/L.

10. Gypsum Board and Panel Adhesives: 50 g/L.
 11. Rubber Floor Adhesives: 60 g/L.
 12. Ceramic Tile Adhesives: 65 g/L.
 13. Multipurpose Construction Adhesives: 70 g/L.
 14. Fiberglass Adhesives: 80 g/L.
 15. Contact Adhesive: 80 g/L.
 16. Structural Glazing Adhesives: 100 g/L.
 17. Wood Flooring Adhesive: 100 g/L.
 18. Single-Ply Roof Membrane Adhesive: 250 g/L.
 19. Special-Purpose Contact Adhesive (Contact Adhesive That Is Used to Bond Melamine Covered Board, Metal, Unsupported Vinyl, Rubber, or Wood Veneer 1/16 Inch or Less in Thickness to Any Surface): 250 g/L.
 20. Plastic Cement Welding Compounds: 250 g/L.
 21. ABS Welding Compounds: 325 g/L.
 22. CPVC Welding Compounds: 490 g/L.
 23. PVC Welding Compounds: 510 g/L.
 24. Adhesive Primer for Plastic: 550 g/L.
 25. Architectural Sealants: 250 g/L.
 26. Nonmembrane Roof Sealants: 300 g/L.
 27. Single-Ply Roof Membrane Sealants: 450 g/L.
 28. Other Sealants: 420 g/L.
- B. Adhesives and Sealants: For field applications inside the building, adhesives and sealants shall contain no more than half of the chronic REL of VOCs when tested according to the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers." The building concentration of formaldehyde shall not exceed half of the indoor REL or 16.5 mcg/cu. m and that of acetaldehyde shall not exceed 9 mcg/cu. m.
- C. Carpet and undercarpet adhesives shall comply with CRI's Green Label Plus testing program.
- D. Paints: For field applications inside the building, wall paints shall comply with the following VOC content limits:
1. Latex Flat Paints: 50 g/L.
 2. Latex Nonflat Paints: 150 g/L.
- E. Paints: For field applications inside the building, wall paints shall contain no more than half of the chronic REL of VOCs when tested according to the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers." The building concentration of formaldehyde shall not exceed half of the indoor REL or 33 mcg/cu. m and that of acetaldehyde shall not exceed 9 mcg/cu. m.
- F. Flooring and Other Interior Products: Flooring, floor coverings, insulation, acoustical ceilings, and wall coverings shall contain no more than half of the chronic REL of VOCs when tested according to the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers." The building concentration of formaldehyde shall not exceed half of the indoor REL or 33 mcg/cu. m and that of acetaldehyde shall not exceed 9 mcg/cu. m.

PART 3 - EXECUTION

3.1 NONSMOKING BUILDING

- A. Smoking is not permitted within the building or within 25 feet (8 m) of entrances, operable windows, or outdoor-air intakes.

3.2 CLEAN DIESEL PRACTICES

- A. Comply with Green Globes requirements for clean diesel practices.

3.3 CONSTRUCTION WASTE MANAGEMENT

- A. Comply with Section 017419 "Construction Waste Management and Disposal."

3.4 CONSTRUCTION INDOOR-AIR-QUALITY MANAGEMENT

- A. Comply with SMACNA's "SMACNA IAQ Guideline for Occupied Buildings under Construction."
 - 1. If Owner authorizes use of permanent heating, cooling, and ventilating systems during construction period as specified in Section 015000 "Temporary Facilities and Controls," replace filter media for the air-handling system at regular intervals during construction, before building flush-out or IAQ testing, and before occupancy.
 - 2. If parts of the building are occupied during construction, replace filter media for the air-handling system at regular intervals during construction, before building flush-out or IAQ testing, and before final occupancy.

3.5 INDOOR-AIR-QUALITY ASSESSMENT

- A. Flush-Out:
 - 1. After construction ends, prior to occupancy and with all interior finishes installed, perform a building flush-out by supplying a total volume of 14,000 cu. ft. (4 300 000 L) of outdoor air per sq. ft. (sq. m) of floor area while maintaining an internal temperature of at least 60 deg F (16 deg C) and a relative humidity no higher than 60 percent.
 - a. <Insert operating requirements>.
 - 2. If occupancy is desired prior to flush-out completion, the space may be occupied following delivery of a minimum of 3500 cu. ft. (1 070 000 L) of outdoor air per sq. ft. (sq. m) of floor area to the space. Once a space is occupied, it shall be ventilated at a minimum rate of 0.30 cfm per sq. ft. (1.52 L/s per sq. m) of outside air or the design minimum outside air rate, whichever is greater. During each day of the flush-out period, ventilation shall begin a minimum of three hours prior to occupancy and continue during occupancy. These conditions shall be maintained until a total of 14,000 cu. ft./sq. ft. (4 300 000 L/sq. m) of outside air has been delivered to the space.
 - a. <Insert operating requirements>.
- B. Air-Quality Testing:

1. Conduct baseline IAQ testing, after construction ends and prior to occupancy, according to the EPA's "Testing for Indoor Air Quality - Section 01 81 09."
2. Complete HVAC testing, adjusting, and balancing before beginning IAQ testing.
3. Indoor air shall comply with standards and limits in the EPA's "Testing for Indoor Air Quality - Section 01 81 09."
4. For each sampling point where the maximum concentration limits are exceeded, take corrective action until requirements have been met.
5. For each sampling point where the airborne mold and mildew indoor species distribution varies by more than 10 percent from exterior sampling specification, identify the source of mold and/or mildew and remediate with corrective action, then retest until compliant results are attained.
6. If any noncompliant test results occur, provide a written report describing the source(s) of the noncompliant condition(s) and the corrective action(s) implemented.

3.6 CLOSEOUT ACTIVITIES

- A. Walk-through: Arrange for a walk-through by GBI-authorized Assessor to verify compliance with requirements. Cooperate with GBI-authorized Assessor and provide reasonable auxiliary services as requested. Notify GBI-authorized Assessor sufficiently in advance of operations to permit assignment of personnel. Provide access to the Work and incidental labor and facilities necessary to facilitate inspections.

END OF SECTION 01 8113.53

NORTHWESTERN UNIVERSITY
PROJECT NAME _____
JOB # _____

FOR: _____
ISSUED: 03/29/2017

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SECTION 01 9113 - GENERAL COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. The Owner has retained an independent Commissioning Authority (CxA) to coordinate commissioning activities for this project. The objective of the commissioning process is to verify and document that the performance of facilities, systems, and assemblies installed as part of this project meet defined objectives and criteria.
- B. This section outlines the general roles and responsibilities of the CxA, Owner, and General Contractor. Division 21, 22, 23, 25 and 26 sections define roles and responsibilities which are applicable to Division 21, 22, 23, 25 and 26 work.
- C. The CxA is an independent contractor retained directly by the Owner.
- D. Commissioning requires support from the contractors. The Commissioning Process does not relieve any contractors from their obligations to complete all portions of work in a satisfactory manner.
- E. The General Contractor is responsible for coordinating all commissioning activities. In the absence of a General Contractor, the Prime Contractor shall take on this role.

1.2 Related sections

- A. Division 21 Section 21 0800 - Commissioning of Fire Suppression
- B. Division 22 Section 22 0800 - Commissioning of Plumbing Systems
- C. Division 23 Section 23 0800 - Commissioning of HVAC Systems
- D. Division 25 Section 25 0800 - Commissioning of Integrated Automation
- E. Division 26 Section 26 0800 - Commissioning of Electrical Systems
- F. Individual Division 21, 22, 23, 25 and 26 sections contain requirements related to the commissioning process.

1.3 DEFINITIONS

- A. *Acceptance*: A formal action, taken by a person with appropriate authority (which may or may not be contractually defined) to declare that some aspect of the project meets defined requirements, thus permitting subsequent activities to proceed.
- B. *Basis of Design (BOD)*: A document that records the concepts, calculations, decisions, and product selections used to meet the Owner's Project Requirements and to satisfy applicable regulatory requirements, standards, and guidelines. The document includes both narrative

descriptions and lists of individual items that support the design process. The BOD typically incorporates the schematic design documents produced early in the design process.

- C. *Checklists*: Project and element-specific checklists that are developed and used during all phases of the Commissioning Process to verify that the Owner's Project Requirements are being achieved. Checklists are used for general Evaluation, testing, training, and other design and construction requirements.
- D. *Commissioning Process or Commissioning (Cx)*: A quality focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated, and maintained to meet the Owner's Project Requirements.
- E. *Commissioning Process Activity*: A component of the Commissioning Process.
- F. *Commissioning Authority (CxA)*: An entity identified by the Owner who plans, schedules, and coordinates the commissioning team to implement the Commissioning Process.
- G. *Commissioning Field Report*: A written document that identifies the commissioning activities completed during a visit to the project site. The report identifies significant findings, results, comments and questions that resulted from the visit. This is typically produced by the CxA per site visit.
- H. *Commissioning Photo Log*: A log of photographs that support the items identified in the Contractor Commissioning Issues Log. The photo log numbering corresponds to the issue numbers listed in the contractor Cx issues log.
- I. *Commissioning Plan*: A document that outlines the organization, schedule, allocation of resources, and documentation requirements of the Commissioning Process.
- J. *Commissioning Process Activities (Cx Process Activities)*: Components of the Commissioning Process
- K. *Commissioning Progress Report (Cx Progress Report)*: A written document that details activities completed as part of the Commissioning Process and significant findings from those activities, and is continuously updated during the course of a project.
- L. *Commissioning Request for Information (RFI)*: Form used by the Commissioning Authority to request information from the design or construction team.
- M. *Commissioning Team (Cx Team)*: The individuals and agencies who, through coordinated actions, are responsible for implementing the Commissioning Process.
- N. *Commissioning Testing (Cx Testing)*: The Evaluation and documentation of the equipment and assemblies delivery and condition, installation, proper function according to the manufacturer's specifications, and project documentation to meet the criteria in the Owner's Project Requirements.
- O. *Construction Team*: The General Contractor, related sub-contractors, and other contractors working for the Owner during the Construction Phase.
- P. *Construction Documents*: This includes a wide range of documents, which will vary from project to project, and with the owner's needs and regulations, laws, and jurisdictional requirements.

Construction documents usually include the project manual (specifications), plans (drawings), and general terms and conditions of the contract.

- Q. *Contract Documents*: This includes a wide range of documents, which will vary from project to project and with the owner's needs, regulations, laws, and jurisdictional requirements. Contract documents frequently include price agreements; construction management process; subcontractor agreements or requirements; requirements and procedures for submittals, changes, and other construction requirements; timeline for completion; and the construction documents.
- R. *Contractor Commissioning Issues Log*: A formal document and ongoing record of problems or concerns identified through the construction phase which deviate from the project's construction documents, applicable codes and/or normal construction industry practices and their resolution. Items on this issues log should be reviewed by the GC and corrected in a timely manner by the applicable trades and contractors.
- S. *Coordination Drawings*: Drawings showing the work of all trades to illustrate that equipment can be installed in the space allocated without compromising equipment function or access for maintenance and replacement. These drawings graphically illustrate and dimension manufacturers' recommended maintenance clearances.
- T. *Current Facility Requirements (CFR)*: A written document that details the current functional requirements of an existing facility and the expectations of how it should be used and operated. This includes goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information to meet the requirements of occupants, users, and owners of the facility.
- U. *Design Checklist*: A form developed by the Commissioning Team to verify that elements of the design are in compliance with the Owner's Project Requirements. Also see checklists.
- V. *Design Review (Peer)*: An independent and objective technical review of the design of the project or a part thereof, conducted at specified stages of design completion by one or more qualified professionals, for the purpose of enhancing the quality of the design.
- W. *Design Review (Constructability)*: The review of effective and timely integration of construction knowledge into the conceptual planning, design, construction, and field operation of a project to achieve project objectives efficiently and accurately at the most cost-effective levels to reduce or prevent errors, delays, and cost overruns
- X. *Design Review (Code or Regulatory)*: A review of a document conducted by staff or designated entity of an authority having jurisdiction to determine whether the content of the document complies with regulations, codes, or other standards administered by the jurisdiction.
- Y. *Design Review (Commissioning)*: A review of the design documents to determine compliance with the Owner's Project Requirements, including coordination between systems and assemblies being commissioned, features and access for testing, commissioning and maintenance, and other reviews required by the OPR and Commissioning Plan.
- Z. *Design Team Commissioning Issues Log*: A formal and ongoing record of issues pertaining to the project construction documents, from the design phase and through the construction phase of the project, which identifies areas of concern with the design regarding to coordination between divisions, constructability, maintenance clearances, operability or other commissioning concerns, and the issue resolution.

- AA. *Evaluation*: The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems and their performance are confirmed with respect to the criteria required in the Owner's Project Requirements.
- BB. *Existing Building Commissioning Process*: A quality focused process for attaining the Current Facility Requirements of an existing facility and its systems and assemblies being commissioned. The process focuses on planning, investigating, implementing, verifying, and documenting that the facility and/or its systems and assemblies are operated and maintained to meet the Current Facility Requirements, with a program to maintain the enhancements for the remaining life of the facility.
- CC. *Facility Guide*: A basic building systems description and operating plan with general procedures and confirmed facility operating conditions, setpoints, schedules, and operating procedures for use by facility operations to properly operate the facility.
- DD. *Final Commissioning Report (Final Cx Report)*: A document that records the activities and results of the Commissioning Process and is developed from the final Commissioning Plan with all of its attached appendices.
- EE. *Functional Performance Test (FPT)*: A written protocol that defines methods, personnel, and expectations, for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.
- FF. *Issues and Resolution Log*: a formal and ongoing record of problems or concerns and their resolutions that have been compiled by members of the Commissioning Team during the course of the Commissioning Process.
- GG. *Ongoing Commissioning Process (Ocx)*: A continuation of the Commissioning Process well into occupancy/operations to continually improve the operation and performance of a facility to meet current and evolving CFR or Owner's Project Requirements. Ongoing Commissioning Process Activities occur throughout the life of the facility; some of these will be close to continuous in implementation, and others will be either scheduled or unscheduled as needed.
- HH. *Owner's Project Requirements (OPR)*: A written document that details the functional requirements of a project and the expectations of how it will be used and operated. This includes project and design goals, measurable performance criteria, budgets, schedules, success criteria, and supporting information. This document also identifies end user requirements and expectations for the operation of critical areas, spaces and systems.
- II. *Performance Test (PT)*: Performance testing is the process of verifying that a material, product, assembly, or system meets defined performance criteria. The methods and conditions under which performance is verified are described in one or more test protocols.
- JJ. *Pre-Functional Checklist (PFC)*: A form used by the contractor to verify that appropriate components are on-site, ready for installation, correctly installed, started up, tested and balanced, in compliance with the owner's project requirements, and is ready for functional performance testing. This documentation is available on the WCxS.
- KK. *Re-commissioning*: An application of the Commissioning Process requirements to a project that has been delivered using the Commissioning Process. (See existing building Commissioning Process.)
- LL. *Retrocommissioning*: The Commissioning Process applied to an existing facility that was not previously commissioned. (See existing building Commissioning Process.)

- MM. *Submittal Review*: A commissioning review of the equipment submittal for relevant mechanical, electrical, plumbing and energy consuming equipment and systems.
- NN. *Systems Manual*: A system-focused composite document that includes the OPR, BOD, design and construction documentation, facility guide and operation manual, maintenance information, approved submittals, training information and materials, Commissioning Process records, and additional information of use to the Owner during the Occupancy and Operation Phase. This is produced for selected projects as additional scope beyond the standard commissioning report.
- OO. *Test Procedure*: A written protocol that defines methods, personnel, and expectations for tests conducted on components, equipment, assemblies, systems, and interfaces among systems to verify compliance with the Owner's Project Requirements.
- PP. *Training Plan*: A written document that details the expectations, schedule, duration and deliverables of Commissioning Process Activities related to training of project operating and maintenance personnel, users, and occupants.
- QQ. *Verification*: The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems are confirmed to comply with the criteria described in the Owner's Project Requirements.
- RR. *Web-based Commissioning Software (WCxS)*: The web-based software used to manage the commissioning process including design review, construction review, field observations, checklists and tests.

1.4 ROLES AND RESPONSIBILITIES

A. Commissioning Authority (CxA)

1. Develop a Commissioning Plan outlining the organization, schedule, and documentation requirements of the Commissioning Process.
2. Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications with the Cx team, and frequently update timelines and schedules for Cx activities.
3. The CxA is not responsible for the design concept, design criteria, compliance with codes, site safety, construction means and methods, review or approval of change orders, design or general construction scheduling, cost estimating, or construction management.
4. Review contract documents for completeness and quality. Document issues in the Design Team Commissioning Issues Log.
5. The CxA may assist with problem solving, non-conformance or deficiencies, but ultimately that responsibility resides with the General Contractor (GC) and the Architect/Engineer (A/E). The primary role of the CxA is to oversee the commissioning process. This includes site observations of installation of commissioned systems and equipment, development and coordination of the execution of a PFC and FPT testing plan and observation and documentation of performance that systems are functioning in accordance with the documented OPR, design intent and in accordance with the Contract Documents. The Contractors will provide all tools and personnel to start and check-out and test equipment and systems, except as noted in this section.
6. Coordinate the commissioning work and work with the GC to incorporate commissioning activities into the master project schedule maintained by the GC.
7. Update and revise the Commissioning Plan as required.

8. Plan and conduct a commissioning scoping meeting and other commissioning meetings with the Cx team. The CxA will record meeting minutes for Cx meetings facilitated by the CxA.
9. Request and review additional information required to perform commissioning tasks, including installation, operations and maintenance (IOM) manuals and materials, contractor start-up and checkout procedures. Document results and incorporate into the commissioning plan.
10. Review Contractor submittals applicable to systems being commissioned, for compliance with the Owner's Project Requirements and for coordination with the Commissioning Process. The CxA review provides information to the Design Team but is not a review for acceptance or rejection of the submitted equipment or system; acceptance or rejection of any submittal remains the responsibility of the Design Team.
11. Conduct periodic construction observations to verify that systems and equipment are installed consistently with Owner's Project Requirements. Document deficiencies on the Web Based Commissioning Software and share it with the Commissioning Team (Note: the Commissioning Authority is responsible for identifying deficiencies but is not responsible for ensuring that deficiencies are corrected).
12. Attend selected planning and job-site meetings to obtain information on construction progress.
13. With necessary assistance and review from installing contractors, write and distribute the pre-functional checklists and functional performance test procedures for systems and equipment.
14. Approve Pre-Functional Checklists completed by GC by reviewing Web Based Commissioning checklist reports and by selected site observation and spot checking to confirm that systems and equipment are ready for Functional Performance Tests.
15. Review start-up and TAB reports to confirm included systems are ready for functional performance testing.
16. Coordinate, witness and document functional performance testing by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved per design specifications. See 3.10 for extent of retesting included in the commissioning scope.
17. Coordinate, witness and document required seasonal or deferred functional performance testing and any deficiency corrections required.
18. Review equipment warranties and confirm that they are project specific and clearly define the Owner's responsibilities if any.
19. Oversee and review the training of the Owner's operating personnel.
20. Review O&M manuals submitted by the GC.
21. Provide a final commissioning report for review and acceptance by Owner.
22. The CxA is not responsible for construction means and methods or for site safety and security.
23. The CxA will not authorize or approve construction cost amendments, changes to the construction schedule, or changes to the contract documents.

B. General Contractor (GC) and Sub-Contractors

1. Include the cost of commissioning in the total contract price.
2. The GC is responsible for coordinating all commissioning activities of the sub-contractors. Commissioning activities may be completed by the Mechanical Contractor (MC), Electrical Contractor (EC), Controls Contractor (CC), or Test and Balance (TAB) contractor, but the GC is ultimately responsible for completion of all of these tasks.
3. Facilitate the coordination of the commissioning work by the CxA and incorporate commissioning activities into the master schedule.
4. Furnish a copy of all construction documents, addenda, change orders, Requests for Information (RFIs), approved submittals, shop drawings, and IOMs, related to commissioned systems and equipment to the CxA.

5. In each purchase order or subcontract written, include requirements for commissioning.
6. Ensure that all sub-contractor's execute their commissioning responsibilities according to the Contract Documents and schedule.
7. The GC shall designate a staff member who will be knowledgeable and responsible for the construction of the commissioned systems (typically the MEP superintendent) to be their active representative on the commissioning team. This person shall attend the commissioning scoping meeting and other necessary meetings scheduled by the CxA to facilitate the commissioning process.
8. The sub-contractors shall designate a staff member who will be knowledgeable and responsible for the construction of the commissioned systems (typically the trade superintendent) to be their active representative on the commissioning team. This person shall attend the commissioning scoping meeting and other necessary meetings scheduled by the CxA to facilitate the commissioning process.
9. Coordinate and share the issues identified on the WCxS Cx Issues Log with the appropriate trade sub-contractors. Respond on the Web Based Commissioning Software in writing to the CxA with the contractor's response, appropriate trade responsible for the corrective action and anticipated completion date for the corrective action.
10. Follow up with the subcontractors as to the status of the corrective actions to the items on the Web Based Commissioning Software Issues Log, and update the CxA.
11. The GC's designated Cx team staff member shall personally examine, witness and verify that all issues are corrected and complete when the sub-contractor states they have "corrected" an item on the Web Based Commissioning Software Issues Log.
12. After the GC has verified issues are resolved, they shall indicate so on the Web Based Commissioning Software the CxA accordingly.
13. Notify the CxA one week in advance of all equipment start-ups and tests required by the Contract Documents.
14. Submit test results for tests required by the Contract Documents, including (but not limited to) duct leakage tests, hydronic system pressure tests, plumbing system disinfection certification, generator tests, smoke evacuation system tests, fire pump tests, fire alarm tests, etc. as applicable to the commissioning scope.
15. Receive the Pre-Functional Checklists from the CxA. Create a "master" pre-functional document binder containing all checklists for the project.
16. Coordinate and distribute "copies" of the Pre-Functional Checklists to all relevant subcontractors.
17. Oversee the sub-contractors performance of pre-functional checks, followed by initialing and signing the "master" checklists maintained by the GC.
18. Notify the CxA when Pre-Functional Checklists are completed.
19. Remedy any deficiencies identified in the Pre-Functional Checklists and notify the Commissioning Authority (in writing) that deficiencies have been addressed.
20. Notify the CxA when TAB activities will be taking place and have been completed. Provide CxA with TAB report(s).
21. Participate in TAB verification, which may include repeating selected measurements contained in the TAB report(s).
22. Coordinate with subcontractors to ensure qualified technicians are available for performing the functional performance test procedures under direction of the CxA.
23. Coordinate the training of Owner personnel.
24. Verify that subcontractors prepare and submit O&M manuals, according to the Contract Documents, including clarifying and updating the original sequences of operation to as-built conditions.
25. Ensure that subcontractors execute seasonal or deferred functional performance testing, witnessed by the CxA, according to the specifications.

26. Ensure that subcontractors correct deficiencies and make necessary adjustments to O&M manuals and as-built drawings for applicable issues identified in any seasonal testing.
27. Gather and submit all project closeout documentation, including submittals, O&M manuals, as-built drawings, warranties, etc. to CxA for approval.

C. Owner

1. Manage the contract of the A/E and of the GC.
2. Arrange for facility operating and maintenance personnel to attend various field commissioning activities and field training sessions according to the Commissioning (Cx) Plan.
3. Provide final approval for the completion of the commissioning work.
4. Coordinate site visits and meetings with the Commissioning Authority (CxA).
5. Review and comment on commissioning documentation such as the Cx plan, field reports, and issue logs.
6. Provide interpretations and clarifications of the Owner's Project Requirements.
7. Provide input and direction on commissioning-related recommendations that arise from the commissioning process which may enhance the operation of the building but are not included in the project documents and may be an additional project cost. If the Owner is in agreement with commissioning recommendations, they are to direct the Design Team to review and issue the appropriate directive to add that scope and maintain the Design Team's responsibility for all construction documents.

D. Design Team (Architect/Engineer)

1. Perform normal submittal review, construction observation, as-built drawing preparation, O&M manual preparation, etc., as contracted with Owner.
2. Fulfill all obligations specified in the contract documents, including reviewing and approving submittals, conducting construction observation, issuing addenda and clarifications, responding to RFIs, issuing punchlists, and conducting substantial and final completion walkthroughs. Review and provide comments on all recommendations.
3. Provide any design narrative documentation requested by the CxA.
4. Prepare and submit final as-built design intent documentation for inclusion in the Systems Manual.
5. Review and approve the O&M manuals.
6. Coordinate resolution of design non-conformance and design deficiencies identified during the project.
7. Assist (along with the contractors) in clarifying the operation and control of commissioned equipment in areas where the specifications, control drawings or equipment documentation is not sufficient for writing detailed testing procedures.
8. Participate in the resolution of system deficiencies identified during commissioning.
9. Notify the CxA of substantive changes to the Contract Documents.
10. Provide clarifications to Contract Documents as required.
11. Review the Design Team Commissioning Issues Log and respond to all items in a timely manner. Update contract documents as required to address commissioning items identified.
12. Review commissioning suggestions identified on the Design Team Commissioning Issues Log for impact to the design intent. If the design team is in agreement with the suggestion, they are to assist in reviewing the suggestion with the owner for their review and decision if it should be added to the project.
13. The design team shall review all shop drawing and submittal comments from the CxA

1.5 SCOPE OF WORK

- A. Refer to Section 21 0800 for listing of fire suppression systems to be commissioned and requirements.
- B. Refer to Section 22 0800 for listing of plumbing systems to be commissioned and requirements.
- C. Refer to Section 23 0800 for listing of HVAC systems to be commissioned and requirements.
- D. Refer to Section 25 0800 for Integrated Automation commissioning requirements.
- E. Refer to Section 26 0800 for listing of Electrical Systems to be commissioned and requirements.

1.6 Commissioning Documentation

A. General

- 1. Timely and accurate documentation of commissioning activities is essential for the commissioning process to be effective. To this end, all commissioning activities conducted by the contractors shall be documented as outlined below and in Part 3 Execution of this specification.
- 2. Contractor commissioning responsibilities on WCxS include the following items:
 - a. Construction Issues
 - b. Pre-Functional Checklists
 - c. Functional Performance Tests
- 3. The Architect, Engineers, GC, subcontractors, and owner will be responsible for responding on the WCxS within five business days of an inquiry being assigned to them.
 - a. The owner(s) or their designated responsible party will be one of the final designated personnel in the approval process that will sign off before an item can be closed out.
 - b. All of the aforementioned entities will be responsible for the same response time in the identified field punch software.
 - c. The punch list and open commissioning items will be tied to identified retention dollars that will not be paid until all open issues are resolved.
 - d. CxAlloy will be the designated software that will be used by all Cx agents and used for MEP items identified by the Cx agent and NU staff.
- 4. The pre-functional checklists shall be completed by each respective trade contractor involved with the installation of any commissioned systems and equipment.
- 5. The functional performance tests will be completed by the CxA as they witness the test conducted by the contractors.
- 6. All Contractor Commissioning Documents prepared by the contractors will be fully completed in a neat and workmanlike manner so as to be fully legible. Documentation which, at the CxA's discretion, is incomplete or less than fully legible shall be deemed unacceptable.
- 7. Commissioning procedures and tests, which are rejected by the CxA due to incomplete, or illegible contractor documentation shall be repeated by the contractor and new Contractor Commissioning Documents shall be prepared to the Commissioning Team's satisfaction at no additional cost to the Owner.

8. Procedures deemed unacceptable by the Commissioning Team after being repeated due to inadequate documentation may be subject to completion by the CxA, at a cost to the contractor as outlined in item Section 3.10 "Cost of Re-Evaluation" below.
9. All Contractor Commissioning Documents shall be completed on the job-site concurrent with the activities being documented. Remedial documentation of commissioning activities either off-site or after the procedures have been completed is unacceptable.
10. All Contractor Commissioning Documents will be submitted to the CxA for review and acceptance upon completion.

B. Contractor Commissioning Process Status Tracking

1. Contractors shall be responsible for monitoring the progress of their commissioning activities. The contractor will update the status of issues, checklists and tests on WCxS.
2. The CxA will assist the contractor in using WCxS.
3. The contractors shall regularly update WCxS and upload drawings or pictures as commissioning activities are completed so as to provide a readily available report to CxA regarding current status of the contractors commissioning activities.
4. Example screenshots from the WCxS are included as Appendix A to this specification. These samples are provided for reference only to assist contractors in preparing their bids for this project. The actual forms used on this project will be similar in scope and format to the sample forms, but the specific content will differ somewhat from the sample forms to specifically reference the requirements of this project.

C. Record Drawings

1. Contractors shall regularly update a 'redlined' set of record drawings showing commissioned systems as work is being installed so that the drawings remain current with the field work, and as required in Division 01, 21, 22, 23, 25 and 26 of the project specifications.
2. Redlining record drawings at the end of construction shall not be acceptable
3. The Contractors up-to-date, in-progress redlines shall be kept on-site in the Contractor's field office and available for review by the Cx Team.

D. Access to Contractor Documentation

1. Contractors shall provide the CxA with access to shop drawings, coordination drawings, equipment cut-sheets, schematics, in-progress record drawings, manufacturers installation-operation-maintenance manuals, startup reports, etc. to assist the CxA in execution of the Cx process.

1.7 COORDINATION

- A. The CxA shall receive a copy of all construction documents, addenda, change orders, and appropriate approved submittals and shop drawings directly from the GC.
- B. The CxA shall disseminate written information and documents to all responsible parties relative to the nature and extent of the Cx communication.
- C. The CxA is primarily responsible to the Owner and, as such, shall regularly apprise the GC and the Owner of progress, pending problems and/or disputes, and shall provide regular status reports on progress with each system. Any potential change in the contractual and/or financial obligations of the owner (credits, change orders, schedule changes, etc.) shall be identified and quantified as soon as possible.

- D. The CxA shall coordinate the schedule of commissioning activities with the construction schedule. It is possible that some procedures will be completed before the entire system is completed.

1.8 SCHEDULE

- A. Commissioning of systems shall proceed per the criteria established in the specific sections that follow, with activities to be performed on a timely basis. The CxA shall be available to respond promptly to avoid construction delays.
- B. Start-up and testing of systems may proceed prior to final completion of systems to expedite progress. However, testing and checkout services that are the primary responsibility of the contractor / vendor will not proceed in advance of their testing and checkout.
- C. Problems observed shall be addressed immediately, responsible parties notified, and actions to correct deficiencies coordinated in a timely manner.
- D. Contractor schedules and scheduling is the responsibility of the GC. The CxA shall provide commissioning scheduling information to the GC for review and planning activities.

1.9 Reference Standards

- A. Industry standards and guidelines are a guide to the commissioning process and are hereby incorporated and will be applied as appropriate. Reference standards and guidelines include, but are not limited, to the following:
- B. References:
 - 1. ASHRAE Standard 202-2013: Commissioning Process for Buildings and Systems
 - 2. ASHRAE Guideline 0-2005: The Commissioning Process
 - 3. ASHRAE Guideline 1.1-2007: HVAC&R Technical Requirements for The Commissioning Process

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

- A. All industry standard test equipment required for performing the specified tests shall be provided by the applicable contractor (as specified) and shall be approved by the CxA. Any proprietary vendor specific test equipment shall be provided by that vendor or manufacturer.
- B. Any portable or hand-held setup / calibration devices required to initialize the control system shall be made available by the control vendor (at no cost) to the CxA.
- C. The instrumentation used in the commissioning process shall meet the following standards:
 - 1. Be of sufficient quality and accuracy to test and/or measure system performance within the tolerances required.
 - 2. Be calibrated at the manufacturer's recommended intervals with calibration tags permanently affixed to the instrument
 - 3. Be maintained in good repair and operating condition throughout the duration of use on this project.

4. Be immediately re-calibrated or repaired if dropped and/or damaged in any way during use on this project.

2.2 BAS Hardware and software

A. Field Panel Software and Hardware

1. The BAS Contractor shall furnish the CxA with three (3) copies of all hardware and software needed to connect to, communicate with and command the BAS field panels and controllers at no additional charge to the CxA. This hardware and software will be used by the CxA for execution of the commissioning process. Software and hardware provided to the CxA for this purpose, does not include any provisions for use by the Test & Balance Contractor.
2. Hardware and software covered under this requirement includes, but is not limited to:
 - a. Latest versions of proprietary software such as Johnson Controls HVAC Pro, Siemens Building Technologies CIS, etc.
 - b. Communication modules, software keys, and similar hardware needed for communication from a laptop computer, PDA or similar device to field panels or controllers
 - c. Proprietary cables required for communication between laptop computers or PDAs to field panels or controllers
 - d. Passwords, access levels and similar software permissions necessary for execution of the Cx Process.
 - e. Software and hardware manuals for all control system hardware and software provided to the CxA.
3. This requirement is not meant to include provision of standard hardware such as laptop computers and PDAs nor provision of standard software such as Windows or MS Explorer.
4. At the conclusion of the Commissioning Process, this hardware and software will be turned over back to the contractor.

B. Front-End Software & Hardware

1. The BAS Contractor shall furnish the CxA with one (1) copy of their front-end software and associated hardware as needed to connect to, communicate with and command the BAS at no additional charge to the CxA.
2. Hardware and software covered under this requirement includes, but is not limited to:
 - a. Proprietary software needed to communicate to field panels or controllers such as Johnson Controls Metasys, Siemens Building Technologies Apogee, etc. Revision levels for all software shall be identical with the revision level being provided to the project for the front-end operator workstation(s).
 - b. Communication modules, software keys, and similar hardware needed for operation of the software or to communicate with the BAS.
 - c. Proprietary cables required for communication between laptop computers and the BAS.
 - d. Passwords, access levels and similar software permissions necessary for execution of the Cx Process.
 - e. Software and hardware manuals for all control system hardware and software provided to the CxA.

3. This requirement is not meant to include provision of standard hardware such as laptop computers nor provision of standard software such as Windows or MS Explorer.

C. Operator Workstation Access

1. The BAS Contractor shall provide the CxA with software and hardware needed for accessing the BAS' front-end operator workstation(s). At a minimum, this shall include appropriate level user identification names and passwords. Access level shall allow the CxA to fully execute all commissioning procedures and will include the ability to:

- a. View system operation
- b. Override setpoints
- c. Command digital and analog output points
- d. View BAS programming source code (read-only)
- e. View and print graphics
- f. Create, view, modify, print and download trend logs, histories and reports

D. Technical Support

1. The BAS Contractor shall also provide technical support to the CxA as reasonably requested by the CxA regarding setting up and operating BAS hardware and software to support successful execution of the Cx Process.

E. Duration of Support

1. The BAS Contractor shall provide the CxA with technical support for the duration of the project and through the post occupancy phase commissioning activities and warranty period of the project to support the Cx process. The duration of this support is typically one year after turn over to the owner, to provide time to complete deferred and seasonal testing and the warranty phase activities.

PART 3 - EXECUTION

3.1 COMMISSIONING PLAN AND SCHEDULE

- A. The CxA shall generate a commissioning plan which identifies Cx tasks, roles and responsibilities for the Cx process. The CxA will submit a Cx schedule for the commissioning process which shall be integrated into the construction schedule by the GC.

3.2 CONSTRUCTION OBSERVATION

- A. This is an additional and separate activity from that provided by the design team. Construction observation is required as part of the commissioning and coordination process to be provided by the CxA. Field Observation reports will be distributed through the WCxS.

3.3 Commissioning Issues Logs

- A. As part of the commissioning process, all issues will be recorded on the WCxS. The WCxS will divide the issues as follows.

1. Design Commissioning Issues

- a. This log is part of the Web-Based Commissioning Software. This log is a formal and ongoing record of issues pertaining to the project construction documents which identifies areas of concern with the design regarding to coordination between divisions, constructability, maintenance clearances, operability or other commissioning concerns. This log specifically separates design issues from contractor issues. The contractor has no responsibility to track or comment on the design team Cx log.

2. Construction Commissioning Issues

- a. This log is also a part of the Web-Based Commissioning Software. It is a formal and ongoing record of problems or concerns pertaining to the installation of the commissioned systems and equipment which identifies where the contractors have deviated from the OPR, contract documents, applicable codes or normal industry construction practices. It is the GC's responsibility to regularly login and retrieve this log from the Web-Based Commissioning Software, follow up and review each item on the list with the appropriate trades, and respond to the CxA with feedback within 5 business days from the issuance of the log from the CxA.
- b. Team members will be given access through the WCxS to comment on issues. This is where the GC should provide feedback which includes the following sections:
 - 1) Response/Action: This is the contractor's response to the issue identified by the CxA.
 - 2) Trade: This identifies the specific contractor responsible for the correction of the issue. The issue will be assigned to that contractor or subcontractor.
 - 3) Expected Completion Date: This is the date which the GC and subcontractor agree the issue will be resolved by. This provides information back to the CxA as to when items should be corrected by for spot checking the correction of issues.
- c. The GC shall provide feedback and updates to the construction Cx issues log to the CxA within 5 business days from its issuance from the CxA.
- d. The CxA will maintain the master cx long on the WCxS.
- e. A sample of the construction Cx issues log is included in Appendix B.

3.4 Pre-functional checklists

- A. The Commissioning Authority shall develop the pre-functional checklists (PFC) and distribute them to the GC.
- B. The contractor shall complete the checklists online using the WCxS.
- C. PFCs consist of a series of field observations and verification checks conducted by the contractors during the installation of commissioned equipment to verify the following:
 - a. Installed equipment matches the specifications and approved submittals
 - b. Equipment is installed per the specifications, drawings and manufacturer's recommendations
 - c. Utility connections to equipment, such as electrical, steam, chilled water, etc. have been successfully completed
 - d. Equipment is ready for start-up per manufacturer's guidelines.

- D. Contractors should expect to complete one (1) PFC for each piece of equipment covered by the commissioning process such as pumps, fans, air handling units, terminal units, control panels, and lighting control panels.
- E. PFCs for mechanical equipment will include verification of the safety devices intended to stop and/or prevent equipment operation unless minimum safety standards or conditions are met. These may include adequate oil pressure, proof-of-flow, non-freezing conditions, maximum static pressure, maximum head pressure, etc. The CxA shall observe the actual performance of safety shutoffs in a real or closely simulated condition of failure.
- F. Systems may include safety devices and components that control a variety of equipment operating as a system. Interlocks may be hard-wired or operate from software. Operation of these interlocks shall be verified by the CxA.
- G. Additional checklists will be required to verify installation of distribution systems such as piping, ductwork, electrical wire and conduit, etc. The number of required PFCs will vary from system to system, but will typically be limited to one form per system per floor or zone.
- H. A sample PFC is included in Appendix C. This sample form is provided for reference only to assist contractors in preparing their bids for this project. The actual forms used on this project will be similar in scope and format to the sample form, but the specific content will differ from the sample form to specifically reference the equipment and requirements of this project.
- I. The PFC used for this project will be finalized by the CxA after receipt of equipment Installation, Operation & Maintenance (IOM) Manuals from the Contractors.
- J. PFCs shall be completed by the contractor and maintained on-site per the requirements of this specification, Section 1.6 "Commissioning Documentation".

3.5 Contractor Startup Testing

- A. The contractors shall conduct all startup testing as required by the specifications, equipment manufacturer, the manufacturer's installation, operations and maintenance manual or as necessary to verify all equipment is properly installed.
- B. Startup testing shall be documented. Appropriate documentation shall be by the contractor and/or the manufacturer's representative or entity specified in the construction documents.
- C. The startup testing shall be documented using the contractors or manufacturer's standard forms and an electronic copy of the form shall be posted to the WCxS under the appropriate PFC.

3.6 Testing and balancing

- A. Testing, Adjusting, and Balance Contractor (TAB) Requirements
 1. Air and water balance shall be accomplished by an independent test and balance firm. The test and balance firm shall come back after the final balancing report is approved to work with the CxA and spot check this work to verify accuracy of results. Refer to Division 23 for acceptance criteria.
 2. Test and balance contractor to provide final balancing report to CxA.
 3. The TAB contractor shall be responsible for successful completion and documentation of all TAB activities specified in the Division 23.

4. Prior to the start of TAB activities, the TAB contractor shall submit a proposed TAB plan, procedures and documentation to the CxA and A/E for review. TAB procedures shall be submitted to allow sufficient time for CxA review and approval prior to the start of TAB activities.
5. After this review, and prior to start of field work, the TAB contractor will attend one or more planning meetings as required with the Commissioning Team to review and discuss outstanding issues relating to TAB procedures and forms, discuss resolution of issues identified during the TAB contractor's plan review and field inspections, and to coordinate field work.
6. Prior to the start of fieldwork, the TAB contractor shall issue a final set of TAB procedures and TAB forms which incorporate any comments received during the Commissioning Team review.
7. The TAB contractor shall have at least one certified field technician on site whenever TAB work is being performed.
8. The TAB contractor is responsible to notify the GC who in turn shall notify the Commissioning Team a minimum of two (2) weeks in advance of the time for start of TAB work to allow the CxA and A/E time to assess system readiness.
9. The TAB contractor will work cooperatively with the CxA.
10. The TAB contractor shall coordinate with the controls contractor to ensure that changes made to the control system during TAB (flow coefficients, duct areas, etc.) are archived and become the default or initial values for these parameters.
11. The TAB contractor shall provide daily lists of issues and/or problems identified during TAB work to the GC, CxA and A/E for follow-up & resolution with the appropriate contractors.
12. Participate in verification of the TAB report, which will consist of repeating any selected measurement contained in the TAB report where required by the CxA for verification or diagnostic purposes.
13. A TAB Final Acceptance Inspection shall be conducted by the A/E and CxA and will include a field verification of up to 5% of the TAB contractor's field readings.
14. The TAB contractor will provide technicians and instrumentation to support the field verification.
15. Instruments used for the field verification shall be the same instruments (by model and serial number) that were used for the original TAB work.
16. Failure of an item during the TAB field verification is defined as:
 - a. For all readings other than sound, a deviation of more than 10 percent.
 - b. For sound pressure readings, a deviation of 3 decibels. (Note: variations in background noise will be considered).
17. A failure of more than 10 percent or 10 (whichever is greater) of the readings tested during the field verification shall result in the rejection of the final TAB report and require re-balancing of the system(s) in question.

3.7 Controls & Instrumentation Testing

- A. Prior to start of control system Functional Performance Procedures, the Building Automation System (BAS) Contractor shall verify and document that all control systems are installed and operating properly including the following:
 1. Control Panels & Hardware Installation shall be fully verified and the appropriate Pre-Functional checklists completed prior to proceeding to subsequent installation/checkout steps.
 2. Point-to-Point Checkout shall be completed and documented per the requirements of Integrated Automation and Controls section of Division 25 and item 3 below.

3. Control Sequence Checkout. Contractor shall verify that operation of control system programming matches the specified sequences of operation. For these checkouts, the Contractor shall, as much as possible, simulate actual operating conditions for the various operating modes being tested (heating, cooling, etc.) by false-loading systems, adjusting setpoints and similar techniques. The CxA will make the control sequence functional performance checklists available to the BAS Contractor for use in these checkouts.
4. Tune all Control Loops to obtain the fastest stable response without unreasonable hunting, offset or overshoot. Record tuning parameters and response test results for each control loop and provide trend reports to document results. Trend logs shall show both steady-state operation and response to setpoint changes.
5. Test All Alarms and Safeties Record all alarm parameters and alarm messages. Document all alarms and safeties have been tested and are functioning properly.

B. The BAS Contractor shall work with the TAB Contractor(s) to make sure that changes to the BAS made during TAB, such as flow coefficients, flow setpoints and duct areas are permanently archived in the BAS and become the initial or default values for their respective controllers. If BAS adjustments made by the TAB Contractor(s) get lost or overwritten prior to archiving, it shall be the BAS Contractor's responsibility to re-enter this data at no additional cost to the Owner.

C. Point-to-Point Checkout Requirements

1. Items described in this section apply to and augment the requirements of the Integrated Automation section of the Division 25 specifications.
 - a. These procedures will verify the following for each physical control point:
 - b. Field device is installed per the manufacturer's recommendations and the project drawings and specifications
 - c. Field verify calibration of all analog inputs and outputs
 - d. Verify labeling of controllers, field devices, and wiring
 - e. Physical points are correctly addressed and communicating properly between its controller and the field device.
2. Detailed written procedures for execution of Point-to-Point Checkouts shall be submitted to the CxA and Engineer by the Contractor for review and approval prior to the start of testing. Include proposed test forms as part of this submittal.
3. The Contractor shall provide all tools and instrumentation necessary for execution of this testing. All instrumentation must be in calibration and meet the requirements of Part 2 of this specification.
4. The CxA reserves the right to field verify up to 5% of the Contractor's Point-to-Point Checkout testing. The Contractor shall provide the technicians and instrumentation used for the original testing to assist the CxA with this field verification.

3.8 FUNCTIONAL PERFORMANCE TEST Procedures

A. Scope

1. Functional Performance Test (FPT) procedures are executed after commissioned equipment and systems have been installed, started-up and balanced. The goal of these procedures is to conclusively verify that commissioned equipment, sub-systems and major systems operate and perform per the design intent, the project specifications and OPR.
2. Equipment-level FPTs will be used to verify operation and capacity of selected equipment such as boilers, chillers cooling towers, pumps, exhaust fans, air handling units, etc.
3. System-level FPTs will verify the following aspects of system operation

- a. System operation under both normal and alternate operating conditions and modes
- b. Interactions between equipment and sub-systems
- c. Operation of safeties and interlocks
- d. Control system operation, response time, stability and tuning
- e. System response to abnormal and/or emergency conditions such as fire, equipment failure and power outages
- f. All control sequence of operation strategies, alarm generation and reporting shall also be reviewed and proper operation verified by the CxA.
- g. The central work station graphics, point assignments, alarm messages, and logging functions shall be verified.

B. Functional Performance Test Forms

1. A sample FPT is included at the end of this specification as Appendix D. These sample forms are provided for reference only to assist contractors in preparing their bids for this project. The actual procedures and forms used for this project will be similar in scope and format to the samples, but the specific content will differ somewhat to specifically address the requirements of this project.
2. The FPTs used for this project will be finalized by the CxA after receipt of approved contractor submittals, including equipment Installation – Operations & Maintenance manuals.

C. Contractor Requirements

1. The Cx team will, in a joint effort, coordinate and schedule FPT activities.
2. Scheduling of FPTs shall be contingent on notification from the affected contractor(s) to the GC and CxA that equipment and systems are ready for checkout.
3. Other prerequisites for execution of FPTs shall include the following:
 - a. All Pre-Functional Checklists, Contractor Startup Procedures have been completed and documented.
 - b. TAB has been completed.
 - c. All Cx issues identified affecting equipment or system performance or operations have been resolved.
4. Prior to claiming readiness for FPT, the controls contractor shall ensure that the following items are completed and documented:
 - a. Point-to-point checkouts
 - b. Verify that network communication between all devices and systems is established
 - c. Sequence of Operation checkouts
 - d. Printed and annotated trend logs and alarm histories establishing acceptable operation including
 - 1) Stable control
 - 2) Recovery from upset/changes (e.g., from setback)
 - 3) Special and/or seasonal modes
 - 4) Emergency and alarm modes including loss/restoration of power
5. Execution of the FPTs will be conducted by the contractors providing and installing the equipment and systems being commissioned and the BAS contractors and witnessed by the CxA.
6. Typical activities during FPT execution will include the following:

- a. Starting/stopping equipment
 - b. Energizing/de-energizing electrical distribution gear
 - c. Opening/closing valves and dampers
 - d. Manipulating BAS inputs, outputs and setpoints
 - e. Setup, collection and downloading of BAS trend data
 - f. Test all modes of operation (normal, failure, backup, emergency, etc.)
 - g. Confirmation of required alarms sent to BAS
7. The Contractor(s) shall maintain full responsibility for the facility, equipment and systems operated during the FPTs, maintain all guarantees and warranties, and shall repair any damage to the facility caused during the FPTs.
 8. Contractors shall conduct seasonal FPTs as necessary. This includes performing FPTs on equipment during the season it is intended to operate (i.e. test cooling equipment during the peak cooling season and test heating equipment during the peak heating season, etc.). All seasonal FPT's shall be witnessed by the CxA.
 9. Tools, test equipment and instrumentation required for completion of the FPTs shall be provided by the contractor except for special-purpose or proprietary tools, test equipment and instrumentation which will be provided by the contractors. All instruments shall meet the requirements of Part 2 of this specification.
 10. FPT acceptance shall confirm the performance of systems to the extent of the design intent. When a system is accepted, the Owner shall be assured that the system is complete, works as intended, is correctly documented, and operator training has been performed.

3.9 Cost of Re-Evaluation

- A. The cost for Contractors to re-evaluate any Commissioning Procedure due to open issues shall be borne by the contractors.
- B. The CxA will be available for two attempts of the Functional Performance Tests (one initial and one re-try) with minimal follow-up where necessary (due to deficiencies, systems not ready, incomplete work, etc.) to try to accomplish each test as part of the contract. When additional work is required because systems are not ready or because they do not successfully pass the FPT after they have been indicated as ready, the contractor will be charged for the CxA's additional retesting costs. Additional fees will be paid to the CxA by the Owner and shall be reimbursed by the Contractor.
- C. Any required re-testing by any contractor shall not be allowed as a justified reason for a claim of delay or for a time extension by the contractor.

3.10 SOFTWARE DOCUMENTATION REVIEW

- A. Review detailed software documentation for all DDC control systems. This includes review of vendor documentation, their programming approach, and the specific software routines applied to this project. Discrepancies in programming approaches and/or sequences shall be reported and coordinated in order to provide the Owner with the most appropriate, simple, and straightforward approach to software routines.

3.11 OPERATING AND MAINTENANCE (O&M) MANUALS

- A. The CxA shall review the draft form of the O&M manuals provided by the Division 21, 22, 23, 25, and 26 contractors. The review process shall verify that O&M instructions meet specifications

and are included for all equipment furnished by the contractor, and that the instructions and wiring diagrams are project specific (edited where necessary) to the actual equipment provided for this project.

Published literature shall be specifically oriented to the provided equipment indicating required operation and maintenance procedures, parts lists, assembly/disassembly diagrams, and related information.

The contractor shall incorporate the standard technical literature into system specific formats for this facility as designed and as actually installed. The resulting O&M information shall be project and system specific, concise, to the point, and tailored specifically to this facility. The Commissioning Authority shall review and edit these documents as necessary for final corrections by the contractor.

- B. The O&M manual review, and coordination efforts MUST be completed prior to Owner training sessions, as these documents are to be utilized in the training sessions.
- C. In addition to the O&M manual requirements within specification Division 21, 22, 23, 25, and 26, O&M manuals shall include at a minimum the following:
 - 1. An equipment data sheet with the equipment name tag, model#, serial # and any other relevant information for the equipment for entry into the Owner's central maintenance management system (CMMS).
 - a. The format of the data entry sheets will be provided by the owner and/or CxA.
 - b. Data entry of the equipment information into the CMMS will be the responsibility of the owner.
 - 2. A copy of the approved submittal, indicating the exact make and model of the equipment installed.
 - 3. A copy of the manufacturer's IOM manual
 - 4. A copy of all warranty's
 - a. If not included on warranty certificate, provide the start/end dates of warranty period, descriptions of what is and isn't covered and contact information for warranty claims.

3.12 TRAINING

A. General

- 1. The Contractor shall train the Owner's personnel in the operation and maintenance of systems and equipment listed in this Section and as mentioned in other sections.
- 2. The required training and demonstration required in the technical sections of the specifications is supplemental or in addition to the training required in this Section (where not a duplication).

B. Scope of Training

- 1. Training must be conducted in two parts and include both classroom and on-the-job (hands-on) instruction by qualified manufacturer's representatives, vendors, installation/service technicians and operation personnel having the necessary knowledge, experience, and teaching skills.

2. The training shall provide comprehensive instruction on the operation and maintenance of building components, equipment, controls, and systems including procedures for startup, shutdown, normal operation, abnormal operation, preventive maintenance, troubleshooting, and corrective maintenance.
3. The classroom portion of each training session, shall be based on the information contained in the approved O&M Manuals and will use copies of these manuals for reference. This shall include the following items as applicable:
 - a. Content and organization of appropriate O&M Manual materials
 - b. Overall equipment / system layout and configuration
 - c. Locations and tag numbers of major components
 - d. Theory of Operation / Design Intent
 - 1) Startup and Shutdown Procedures
 - 2) Normal Operating Procedures
 - 3) Non-normal Operating Procedures (unoccupied, seasonal operation, etc.)
 - 4) Emergency procedures
 - e. Health and Safety issues (both to O&M personnel and building occupants)
 - f. Energy Efficiency Issues
 - g. Occupant Comfort and IAQ Issues
 - h. Control System Sequence of Operation
 - i. Preventive Maintenance Procedures
 - j. Diagnostic & Troubleshooting Procedures
 - k. Corrective Maintenance & Repair Procedures
 - l. Review of the BAS front end operators work station. A temporary work station and/or laptop shall be set up to review and train O&M staff on the actual BAS controls for this project.
4. The field portion of each training session shall at a minimum cover the following items as applicable:
 - a. Walk-down of covered equipment and systems
 - b. Demonstration of startup, shutdown and operating procedures
 - c. Demonstration of diagnostic, service, maintenance and repair procedures
 - d. Emergency shutdown procedures
 - e. Locations of critical isolation valves
5. Follow-up or post-occupancy training, where specified, shall be planned, scheduled and conducted per the requirements of this specification. This training will focus on seasonal issues that could not be addressed during the initial training and on addressing operational and maintenance issues identified by the Owner since turnover.

C. Coordination & Scheduling

1. Training shall not begin until the following items have been completed:
 - a. Building systems and equipment are complete and operational.
 - b. Functional Performance Testing for the equipment and systems being trained on have been successfully completed.
 - c. The Owner has received and approved the final submittal copies of the Operation and Maintenance Manuals
 - d. The contractor's proposed training plan and schedule have been approved by the owner.

- e. The Building Automation System (BAS) has been completed and tested.
2. The contractor shall work closely with the Owner's personnel and the CxA in the development and implementation of the training program. This may include preliminary meetings to map out the direction the training will take and development, with Owner approval, of the written training materials.
3. The minimum specific hours of training time provided for equipment and systems shall be in accordance with the requirements in the individual equipment spec sections.
4. All training shall include two identical training sessions. The first training session shall occur in the morning and shall cover the early morning and day shift staff and the second session shall occur in the late afternoon and cover the evening and night shift staff. Exact training plan and schedule shall be submitted to owner for approval prior to any training session.
5. OWNER retains the option of redistributing training time, subject to the total time specified. This may include repetition of selected training sessions or provision for follow-up training sessions after occupancy.
6. Specific schedules for all training sessions must be coordinated in advance with Owner.

D. Training Program and Materials

1. The contractor will submit a written training program outlining the proposed scope of training, training materials and instruction schedule for review and approval by the Owner approximately 30 days before the scheduled completion of the work for which training is to occur.
2. Copies of training materials furnished by the Contractor as part of their training program shall become the property of the Owner. This includes but is not limited to:
 - a. All lesson plans, teachers' guides or training aids used to instruct the students. One complete set shall be given to the Owner.
 - b. All written materials. e.g. workbooks, manufacturers' instructions, brochures, student tests, charts or other printed or photographed visual aids. Three (3) sets with one complete reproducible master shall be given to the Owner.
 - c. All audio-visual materials e.g. DVD's, CD's, video tapes, film and audio cassettes, overhead projector transparencies, software files of presentations, or other audio visual medium. Three sets shall be given to the Owner.
3. The Contractor shall provide all equipment related to the conveyance of the training program e.g. DVD's, CD's projectors, TV monitors, overhead projector, or other related equipment. Non-permanent mounted white boards, cork board and projector screens. Equipment of this nature provided by the contractors for use during training sessions does NOT become the property of the Owner. Contractors shall promptly remove said equipment at the end of the training session(s).

E. Instructor Qualifications

1. Credentials of training instructors are subject to review and approval by the Owner.
2. Instructors must have knowledge and experience with the equipment on which they are providing training
3. Instructors must be familiar with the organization and content of Operation and Maintenance Manuals for the equipment on which they are providing training.
4. Instructors for controls must be knowledgeable and familiar with the specific controls equipment, project applications, and specific sequences of operation for this project.

F. Classroom Training Facilities

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JOB # _____

FOR: _____
ISSUED: 03/29/2017

1. Locations for classroom training sessions shall be coordinated with the Owner. All training shall be conducted on-site except by prior arrangement and approval by the Owner.

3.13 RECORD DRAWINGS

- A. The Commissioning Authority shall review the as-built contract documents to verify incorporation of both design changes and as-built construction details. Discrepancies noted shall be corrected by the appropriate party.

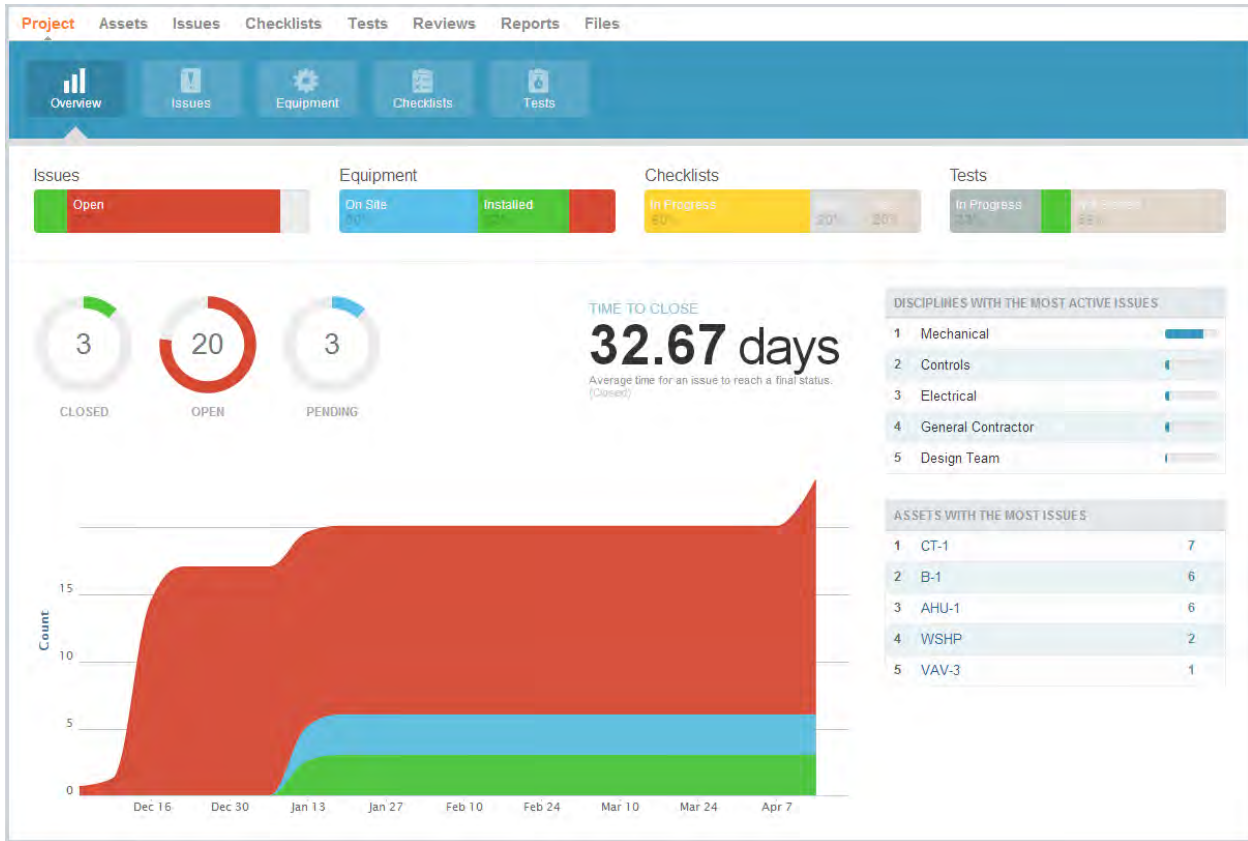
3.14 EXCLUSIONS

- A. Responsibility for construction means and methods: The CxA is not responsible for construction means, methods, job safety, or any construction management functions on the job site.
- B. Hands-on work by the CxA: The contractors shall provide all services requiring tools or the use of tools to start-up, test, adjust, or otherwise bring equipment and systems into a fully operational state. The CxA shall coordinate and observe these procedures (and may make minor adjustments), but shall not perform construction or technician services other than verification of testing, adjusting, balancing, and control functions.

END OF SECTION

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APPENDIX A – EXAMPLE WCxS (CxAlloy) COMMISSIONING STATUS DASHBOARD



APPENDIX B – EXAMPLE CONTRACTOR COMMISSIONING ISSUES LOG

Construction Issues | Grumman/Butkus Associates | 12231

TST-59-4 OPEN Mississippi

temperature offset knob position (+/- 3) not shown on graphics (typ for all) nor does it show the effective room temp setpoint

Assigned To Johnson Controls
Asset VAV-88 (D)
 VAV Box (D)
 ICI/PATIENT ROOM
 ISOLATION 473
Due Date 4/11/2014
Identified On 3/28/2014 1:34 PM



TST-63-2 OPEN Mississippi

S-40 supply duct access panel for FD 5-5 located above Pent 11 doorway is quite leaky under pressure

Assigned To Mechanical, Inc.
Asset S-40
 Air Handling Unit
 Mech. Penthouse 11
Due Date 4/11/2014
Identified On 3/28/2014 1:26 PM

recommend adding cam locks to all sides rather than having them just on two sides.
Kevin Vander Kuy on 03/28/2014 at 01:26 PM





TST-60-4 OPEN MODERATE

HHW system graphics should be changed as follows:
-show hx isolation valves as manual, not automated
-show individual hx entering and leaving temps
-show hws temp setpoint value
-show outdoor temp and humidity

Assigned To Johnson Controls
Asset Heating Hot Water
Due Date 4/11/2014
Identified On 3/28/2014 1:02 PM

TST-93-1 OPEN MODERATE

SUH-5 control valve is open when temp is above setpoint

Assigned To Johnson Controls
Asset SUH-5
Unit Heater
Mech. Penthouse 19
Due Date 4/11/2014
Identified On 3/28/2014 10:52 AM

TST-92-1 OPEN MODERATE

SUH-4 control valve is open when space temp is above setpoint

Assigned To Johnson Controls
Asset SUH-4
Unit Heater
Mech. Penthouse 19
Due Date 4/11/2014
Identified On 3/28/2014 10:35 AM



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FOR: _____
ISSUED: 03/29/2017

NORTHWESTERN UNIVERSITY
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JOB # _____

FOR: _____
ISSUED: 03/29/2017

APPENDIX C - PRE-FUNCTIONAL CHECKLIST

The following is a sample Pre-Functional Checklist. PFC's for other equipment will be similar and follow the same rigor for checkout by all relevant contractors.

Checklist AHU-1 System

Grumman/Burkus Associates |



NOT STARTED

Type Pre-Functional
Asset AHU-1

Sections 3

General NOT STARTED Mechanical Contractor

Status set by Kevin Vander Klay on 3/10/2014.

- 1 All supply and return terminal boxes as well as reheat coils installed and operational
- 2 Adequate maintenance access space allowed for terminal box and controller replacement
- 3 Construction filters have been replaced by clean filters at fan powered boxes
- 4 Piping pressure tests completed and successful
- 5 Duct leakage tests completed and successful

Controls NOT STARTED Controls Contractor

Status set by Kevin Vander Klay on 3/10/2014.

- 1 All DDC I/O points wired, programmed, generated in graphics and integrated at the front end computer
- 2 DDC network communications completed and operational
- 3 All schedules coordinated with the Owner and programmed
- 4 All trends installed and running per design requirements
- 5 Controls sequence of operation implemented and tested
- 6 Point-to-point checks (including graphics) have been completed and documentation record submitted for this system

Installation and Startup NOT STARTED Mechanical Contractor

Status set by Kevin Vander Klay on 3/10/2014.

TEST AND BALANCE

- 2 Test and balance (air and heating hot water) completed including report

INSTALLATION CHECKLISTS

- 4 Permanent labels affixed to all equipment, piping, ductwork, sensors, control dampers, control valves, control panels, switches and safety devices

START-UP PROCEDURES AND CHECKLISTS

- 6 Start-up of room pressurization monitors completed by controller manufacturer's representative
- 7 All dampers stroke fully open, fully closed, and are calibrated
- 8 All zone combination fire / smoke dampers tested and verified point to point with FACP



NORTHWESTERN UNIVERSITY
PROJECT NAME _____
JOB # _____

FOR: _____
ISSUED: 03/29/2017

APPENDIX D - FUNCTIONAL PERFORMANCE TEST

The following is a sample Functional Performance Test. FPT's for other systems and equipment will be similar and follow the same rigor. These tests will be conducted by the contractors and witnessed by the CxA.

Test S-40

Grumman/Butkus Associates |

| 12231



IN PROGRESS

Asset S-40
 Air Handling Unit
 Meet., Penthouse 11

Attempts Most Recent

Attempt No. 1 **IN PROGRESS**

Status set by Fiona Martin on 3/20/2014.

PREREQUISITE ITEMS

- Yes 2 Temperature control is complete. All associated devices are installed and calibrated. Control set points, alarms and schedules have been adjusted.
- Yes 3 TAB is complete. Test and balance report approved indicating that system meets design intent.
- Yes 4 All trades have completed Pre-functional Checklists.

RECORD THE FOLLOWING BAS POINTS DISPLAYED ON THE FRONT END COMPUTER.

- Yes 6 Global OA temp (AI)
added during testing
- Yes 7 Global OA humidity (AI)
- Yes 8 Return air temp (AI)
- Yes 9 Return air humidity (AI)
- Yes 10 Return fan 1 status (DI)
- Yes 11 Return fan 2 status (DI)
- Yes 12 Return fan 3 status (DI)
- Yes 13 Return fan 4 status (DI)
- Yes 14 Return fan 5 status (DI)
- Yes 15 Return fan 6 status (DI)
- Yes 16 Return fan 1-6 VFD Alarm (DI)
- Yes 17 Return fan VFD command (AO)
- Yes 18 Return fan VFD start/stop (DO)
- Yes 19 Return airflow (AI)
- N/A 20 Relief damper position (AI)
- Yes 21 Relief damper command (AO)
- N/A 22 Return air damper position (AI)
- Yes 23 Return air damper command (AO)
- Yes 24 Min OA damper command (DO)
- Yes 25 Max OA damper command (AO)
- N/A 26 Outside air position (AI)

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N/A	27	Min OA airflow (AI)
Yes	28	Mixed air temp (AI)
Yes	29	Pre-filter status (DI)
Yes	30	Preheat coil valve command (AO)
N/A	31	Preheat coil valve position (AI)
Yes	32	Preheat coil pump status (DI)
Yes	33	Preheat coil pump start/stop (DO)
Yes	34	Preheat coil water alarm (DI)
Yes	35	Steam isolation valve open/close (DO)
Yes	36	Humidifier valve command (AO)
Yes	37	Preheat coil air temp (AI)
Yes	38	Cooling coil valve command (AO) <i>Cooling enable point on graphic was not working properly, fixed during testing.</i>
N/A	39	Cooling coil valve position (AI)
N/A	40	Cooling coil water alarm (DI)
Yes	41	Supply fan 1 status (DI)
Yes	42	Supply fan 2 status (DI)
Yes	43	Supply fan 3 status (DI)
Yes	44	Supply fan 4 status (DI)
Yes	45	Supply fan 5 status (DI)
Yes	46	Supply fan 6 status (DI)
Yes	47	Supply fan 7 status (DI)
Yes	48	Supply fan 8 status (DI)
Yes	49	Supply fan 9 status (DI)
Yes	50	Supply fan 1-9 VFD Alarm (DI)
Yes	51	Supply fan VFD command (AO)
Yes	52	Supply fan VFD start/stop (DO)
Yes	53	Supply airflow (AI)
Yes	54	Final filter status (DI)
Yes	55	Discharge static pressure 1 (AI)
Yes	56	Discharge humidity (AI)
Yes	57	Discharge temp (AI)
Yes	58	Discharge duct humidity switch (DI)

CALIBRATION OF SENSORS

Yes	60	MAT (AI) <i>BAS says 60.6F - JCI lowered by 2.5F to match preheat temp.</i>
Yes	61	Preheat temp (AI) <i>Act 58F, BAS 60.1, JCI lowered by 2F</i>



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Yes	62	Discharge air temp (AI) <i>Act 59.8 BAS 58.4</i>
Yes	63	Discharge air humidity (AI) <i>Act 37.5%, BAS 28.9%</i>
Yes	64	Supply fan CFM (AI) <i>28750</i>
Yes	65	Supply fan CFM measured <i>28020</i>
Yes	66	Return fan CFM (AI) <i>30977</i>
Yes	67	Return fan CFM measured <i>31050</i>
Yes	68	Supply to Return CFM offset for final balance <i>5875</i>
Yes	69	OA minimum cfm <i>25% of 26800 = 6500</i>
Yes	70	OA CFM measured, record mixed air damper position <i>8416 cfm</i>
Yes	71	Return air temp (AI) <i>Act 74.3F, BAS 75.2F, -JCI dropped temp 0.5F</i>
Yes	72	Return air humidity (AI) <i>BAS 17.6%, Act 20%</i>

AHU SHUTDOWN

Yes	74	Turn AHU OFF at the BMS or local switch and verify by visual inspection that:
Yes	75	Supply fans are off
Yes	76	Return fans are off
N/A	77	Interlocked exhaust fan is de-energized
Yes	78	Outdoor damper is fully closed
Yes	79	Min outdoor air damper is fully closed
Yes	80	Exhaust air damper is fully closed
Yes	81	Return air damper is open
Yes	82	Pre-heating coil remains under control of its input sensor
Yes	83	Isolation steam valve is closed
N/A	84	All smoke and combination fire/smoke dampers are closed
N/A	85	Cooling coil valves are closed

OCCUPIED MODE

Yes	87	Place AHU in occupied mode at BMS or local switch and verify by visual inspection that:
N/A	88	Smoke and fire/smoke dampers open
Yes	89	The minimum outdoor air damper opens
Yes	90	Supply fans ramp up after 30 second delay
Yes	91	Return fan ramps up after supply fan has started



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- N/A 92 Interlocked exhaust fan energizes
- N/A 93 If in cooling mode, the chilled water coils maintain the design discharge air setpoint [55]°F
- Yes 94 The minimum OA damper maintains minimum outdoor airflow (9,000 cfm)
- Yes 95 Humidifiers maintain [40]% return air relative humidity

HOT WATER PUMP SEQUENCING

- Yes 97 *Recirculation pump is to run continuously when unit is in heating mode. Record what defines heating mode.*
- Yes 98 If unit is in heating mode, override command point to not be in heating mode, otherwise verify by visual inspection that the hot water pump is not indexed to run.
- Yes 99 Place unit in heating mode, verify recirculation pump is indexed to run.
- Yes 100 Command the HW valve to close and verify that the recirculation pump continues running. Make sure there isn't a delay that is keeping the pump running.
- Yes 101 Turn pump OFF at local disconnect, verify alarm at BAS after 2 min. delay.
- Yes 102 Release all overrides

DISCHARGE AIR TEMPERATURE CONTROL

- N/A 104 With the system in operation, in COOLING mode, override the discharge air setpoint to [57]°F and verify:
Too cold, still in economizer
- N/A 105 Chilled water valve modulates to maintain the cooling coil air temp at 53 F.
Controlled to DAT sensor, not cooling coil leaving temp. Response should be quick enough.
- N/A 106 Override the discharge air setpoint to [53]°F and verify:
- N/A 107 Chilled water valve modulates towards open and maintains cooling coil air temp at 49 F.
- N/A 108 Reset the discharge air setpoint back to the design [55]°F (adj.)
- N/A 109 Release all overrides
- N/A 110 Review trends to see that the discharge air temperature tracks closely with the discharge air temperature setpoint.

SUPPLY AIR TEMPERATURE RESET

- Yes 112 Record current discharge air temp (DAT) setpoint
57.4 with DAT at 30.7
- Yes 113 Set up trending of the DAT setpoint to [10] min. increments
- Yes 114 Override the OA temp to less than 0F and verify the supply setpoint is 60 F
- Yes 115 Override the OA temp to above 60 F and verify the supply setpoint is 55 F
- Yes 116 Override the OA temp to 30F and verify the supply setpoint is 57.5 F
- Yes 117 Release all overrides

SUPPLY FAN AIRFLOW CONTROL

- Yes 119 Record the supply static setpoint (___"w.g.)
1.85"
- Yes 120 Override the supply static setpoint to .2" w.g. above design and verify AHU supply fan ramps up to satisfy setpoint without overshooting
- Yes 121 Override the supply static setpoint to .2" w.g. below design and verify AHU supply fan ramps down to satisfy setpoint without overshooting
- Yes 122 Release all overrides

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