

SECTION 011000

SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work under separate contracts.
4. Access to site.
5. Coordination with occupants.
6. Work restrictions.
7. Specification and Drawing conventions.

B. Related Requirements:

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

1.2 PROJECT INFORMATION

A. Project Identification: The Free Library of Philadelphia McPherson Square Branch

1. Project Location: 601 E Indiana Ave, Philadelphia, PA 19134

B. Owner: The City of Philadelphia

1. Owner's Representative: Cassie O'Connell, Senior Project Manager, Rebuild, 1515 Arch Street, Mezzanine Level, Philadelphia, PA 19102

C. Architect: SMP Architects, 1600 Walnut Street, 2nd Floor, Philadelphia, PA 19103

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. The Building Stabilization project at the McPherson Square Library property belonging to the City of Philadelphia, involves restoration of the roof and limited scope of exterior drainage elements of the site. The roof restoration is intended to make the roof watertight at the cross-gabled roof, the copper-clad dome with glass oculus, and the original terra cotta cornice and pediment that completes the roof assembly at the eave and rakes. A limited scope of rehabilitation will be required for Structural Engineering associated with damaged roof framing members. The gutter, downspouts, and underground drainage system are included in a Civil Engineering scope of stormwater management rehabilitation originating from the roof. The library, built in 1917, with funding from the

Carnegie Corporation, is regulated by historic district guidelines. SMP Architects consulted with the Philadelphia Historical Commission as part of the process of developing the design documents.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

1.4 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. Concurrent Work: Owner may award separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.
1. Abatement (if required)
 2. Stormwater Drain scopes

1.5 ACCESS TO SITE

- A. 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.
- B. Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
1. Driveways, Walkways, and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Building Occupants, including patrons and employees of the library, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
- C. 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.

1.6 COORDINATION WITH OCCUPANTS

- A. Building Occupancy: Work is to be performed with the intention of keeping the library in operation throughout the entire construction period. Work areas required for staging and construction are to be cordoned off, maintaining clear pathways required for public access to the library during open hours. All pathways are to be clearly marked and protected from construction activity. Cooperate with the Building Occupants during construction operations to minimize conflicts. Maintain existing exits unless otherwise indicated. The contractor is responsible for providing any and all required protection over the existing circulation desk to allow for continued operation during construction activities. This may include, but may not be limited to, scaffolding, protective netting, protective enclosures, and other required components. The design for this protection shall be submitted for review prior to construction.

1.7 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 the building, Monday through Friday, unless otherwise indicated.
- C. 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 seven days in advance of proposed utility interruptions.
 - 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.
- E. Restricted Substances: Use of tobacco products and other controlled substances within the existing building is not permitted.

1.8 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.
 - 3. The term "Owner" shall refer to the City of Philadelphia.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012200

UNIT PRICES

*Unit Prices submitted with this bid will be utilized by the City for **additional work (change orders)** not otherwise specified in this bid due to unforeseen conditions unknown at the time of contract award. The City reserves the right to negotiate or otherwise bid additional work items in the event the Unit Prices submitted with this bid are not competitive. Unit Prices shall include all associated costs such as material, delivery, installation, applicable permit fees, taxes, bonds, overhead and/or profit, etc.*

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section identifies Unit Prices and describes the method of pricing the change in quantity of the item of work for which the price is stated. Unit prices may be used to price additions and subtractions to the contract amount.

1.2 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- C. Referenced Section of Specifications stipulate pertinent requirements for products and methods to achieve the work required for each Unit Price.

1.3 SUBMITTALS

- A. Submit completed Schedule of Unit Prices not later than 15 days after the Notice to Proceed.

1.4 SCHEDULE OF UNIT PRICES

- A. Payment for additional work and credit for deductions in work caused by modifications to the Contract, shall be computed in accordance with the following Schedule of Unit Prices, which schedule shall remain in effect until all Work of the Contract has been completed and accepted.
- B. The Unit Prices shall be firm lump sums all-inclusive cost of the materials, work, layout, drafting, balancing, testing, tools, sundries, scaffolding, trucking, transportation, cleaning, supervision, overhead, profit, and any and all other costs for each of the items listed.
- C. The calculations for determining the number of units of work shall be of actual surface, volume, length, hours or number of individual items listed for the class of work, complete in place and accepted or omitted. No allowance for waste, loss, breakage, damage, or difficulties shall be made.
- D. Number of units of work for all other work will be determined by Contractor. The City reserves the right to independently verify units of Work.

1.4 UNIT PRICE SCHEDULE

	PRODUCT / WORK	UNIT OF MEASURE	UNIT PRICE
1.	UNIT PRICE 1: UNIT A FABRICATE NEW TERRA COTTA CORNICE UNIT AND INSTALL	LABOR AND MATERIAL COST FOR (1) NEW TERRA COTTA UNIT.	\$
2.	UNIT PRICE 2: UNIT B FABRICATE NEW TERRA COTTA CORNICE UNIT AND INSTALL	LABOR AND MATERIAL COST FOR NEW TERRA COTTA UNIT.	\$
3.	UNIT PRICE 3: UNIT C FABRICATE NEW TERRA COTTA CORNICE UNIT AND INSTALL	LABOR AND MATERIAL COST FOR NEW TERRA COTTA UNIT.	\$
4.	UNIT PRICE 4: REPLACEMENT PLYWOOD SHEATHING AT CROSS-GABLE ROOF	ONE SQUARE FOOT OF PLYWOOD SHEATHING	\$
5.	UNIT PRICE 5: REPLACEMENT ROOF JOISTS AT CROSS-GABLE ROOF	ONE LINEAL FOOT OF ROOF JOIST	\$

-END-

SECTION 012300

ALTERNATES

PART 1 - GENERAL

1.1 SUMMARY

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

1.2 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 the 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 alternates into the Work. No other adjustments are made to the Contract Sum.

1.3 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. Execute accepted alternates under the same conditions as other work of the Contract.
- C. 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. 1 (Add): RESTORE SURFACE AT DOME INTERIOR

1. BASE BID: INTERIOR RESTORATION NOT IN SCOPE
2. ALTERNATE (ADD): REPAIR AND RESTORE EXISTING PLASTER AND LATH CEILING (ASSUMED) AT DOME INTERIOR. REPAINT INTERIOR DOME SURFACE. INTERIOR WORK IS CONFINED TO THE DOME AREA LOCATED IN THE CENTER OF THE BUILDING.

B. Alternate No. 2 (Substitution): CONTRACTOR MAY CONSIDER ALTERNATIVE MATERIALS, SUCH AS GLASS FIBER REINFORCED CONCRETE (GFRC), AS AN ALTERNATE TO TERRA COTTA

1. BASE BID: INSTALL REPLACEMENT UNITS OF TERRA COTTA
2. ALTERNATE: CONTRACTOR MAY CONSIDER ALTERNATIVE MATERIALS, SUCH AS GLASS FIBER REINFORCED CONCRETE (GFRC) AS AN ALTERNATE FOR CONSIDERATION BY OWNER. PROVIDE PRODUCT DATA FOR ALTERNATIVE PRODUCT FOR REVIEW, IN ADDITION TO PROPOSED DEDUCT ALTERNATE COST. IDENTIFY AND QUANTIFY SCHEDULE IMPROVEMENTS AVAILABLE TO THE PROJECT IF THIS ALTERNATE IS SELECTED BY THE OWNER.

END OF SECTION 012300

SECTION 012500

SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.2 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.

1.3 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.
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of 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 substitutions 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 as well as 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, from Authority Having Jurisdiction.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions 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.
2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 14 days of receipt of request, or 7 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.

1.4 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.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 14 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. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. 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 unless otherwise indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 012600

CONTRACT MODIFICATION PROCEDURES

PART 1 GENERAL

1.1 CHANGE ORDER PROCEDURE

- A. If a change in the design of any portion of the work or the requirements of the Project Manual is deemed necessary by the City/PRA, they may order an alteration to, or a change in, the work covered by the Contract Documents, and the contractor shall comply with such orders. If such changes increase the cost of the work to the Contractor, the City/PRA will allow additional compensation. If such changes diminish the cost of the work to the Contractor the City/PRA may deduct the amount of the diminution. No consequential loss or profit due to reduction in the scope of work will be allowed the Contractor, but the Contractor may be entitled to an extension of time in these instances. No changes shall be made except upon a standard Change Order Form, signed and executed by the Contractor and the City/PRA authorizing the change and fixing the method of compensation or deduction. This Section specifies administrative and procedural requirements for handling and processing Change Orders.
- B. The execution of a change order (increase or decrease) will require a proposal from the Contractor on company letterhead. Such proposal will include a complete description of the change and schedule impact and a complete cost breakdown including such items as Labor, Materials, Equipment, Crew Composition, Sub-Contractor costs, and associated Insurance and Bonding costs (if applicable). The contractor is entitled to percentage mark-ups on some of these items as stated in the Standard Contract Requirements. The proposal is to be submitted to the City/PRA. Upon review and approval by the City/PRA Project Team, a signed standard Change Order Form will be forwarded to the Contractor for final execution.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements and other Division 1 sections of the Standard Contract Requirements (007200).

1.3 CONTRACTOR'S RESPONSIBILITY TO INFORM

- A. Communication, either verbal or written, between the City/PRA or Design Professional and the Contractor, Subcontractors, or other parties involved, during the normal course of administration of the Contract, does not in any way constitute acceptance of a Change Order or direction to modify the Contract unless said communication is in the form of a written Change Order or Construction Change Directive as specified herein.
- B. Communication from the City/PRA or Design Professional including, but not limited to the following, does not constitute approval of a Change Order:
 - 1. Submittal review including submittals returned with notations and corrections;
 - 2. Site observation, conversation and reports;
 - 3. Participation in pre-construction, pre-installation, progress or other meetings;
 - 4. Clarification sketches or drawings.
- C. It is the responsibility of the Contractor to inform the City/PRA that any communication has, in the Contractor's opinion, caused reason to modify the

Contract. The Contractor shall not undertake work which, in his opinion, requires a Change Order without completing procedures outlined herein.

- D. Work done without completing Change Order procedures is entirely at the Contractor's own risk, even if the Contractor believes that communications from the City/PRA or Design Professional contain instructions to do work outside of the Contract scope.
- E. The City/PRA and Design Professional will not willfully instruct work to be done that differs from the contract except through the Change Order procedures contained herein.

1.4 MINOR CHANGES IN THE WORK

- A. Supplemental instructions, not involving an adjustment to the Contract Sum or Contract Time, may be issued in writing by the PRA.

1.5 CHANGE ORDER PROPOSALS

- A. City/PRA-Initiated Change Order Proposal - Proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time will be issued by the City/PRA, with a detailed description of the proposed change and supplemental or revised Drawings and Specifications, if necessary.
 - 1. Change Order Proposal requests issued by the City/PRA are for information only. Do not consider them as instruction either to stop work in progress, accelerate the work or to execute the proposed change.
 - 2. Unless otherwise indicated in the Change Order Proposal request, within 20 days of receipt of the Change Order Proposal request, submit to the City/PRA for review, an estimate of cost necessary to execute the proposed change.
 - a. Include a list of quantities of products to be purchased and unit costs, along with the total amount of purchases to be made. Separate labor and material charges. Where requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time or any special efforts of the Contractor that will be employed to reduce the delay.
 - d. Indicate that the Change Order Proposal is in response to a City/PRA request and submit it to the City/PRA as stated in 1.1 (B) of this section.
- B. Contractor-Initiated Change Order Proposal – When Contractor claims latent or other unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a Change Order Proposal.
 - 1. Include a statement outlining the 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 Contract Time.
 - 2. Include a list of quantities of products to be purchased and unit costs along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change in the Work requires the substitution of one product or system for a product or system specified.
5. Submit the proposal to the City/PRA as stated in 1.1 (B) of this section.

1.6 ALLOWABLE MARKUPS

A. For change orders, overhead and profit shall be the aggregate total amount allowed to the Contractor and shall include the costs of the Project Manager, office personnel, small tools, among other things. The markup for overhead and profit shall be calculated as follows:

- i. Cost between \$0.00 and \$25,000.00 - **12%**
- ii. Cost between \$25,001.00 and \$50,000.00 - **10%**
- iii. Cost over \$50,000.00 - **8%**
- iv. Contractor markup for Subcontractor, and lower tier contractors shall not exceed **8%**

B. Under no circumstances shall the total combined markup for overhead and profit by the Contractor exceed the percentages for markup for overhead and profit indicated in Subparagraphs (1), (2), (3) and (4) above. The Rebuild Office shall make the final determination as to net cost of labor and materials. All Change Orders relating to price and/or time are subject to prior acceptance or approval by the Rebuild Office, or express ratification of Change Order work already for the Rebuild Office.

1.7 ALLOWANCES

A. Refer to Section 012100, Allowances.

1.8 CONSTRUCTION CHANGE DIRECTIVE (Force Account)

- A. When the City/PRA and Contractor are not in total agreement on the terms of a Change Order Proposal, the City/PRA may issue a Construction Change Directive instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. The Construction Change Directive will contain a complete description of the change in the Work.
- C. Documentation - Maintain detailed records on a time and material basis of work required by the Construction Change Directive. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
 1. Contractor's documentation will not, by itself, establish the final cost.
 2. The City/PRA reserves the right to determine the value of the change in Work per the requirements of this Section.

1.9 DETERMINATION OF COST

A. City/PRA reserves the right to use established estimating methods (including but not limited to industry standards and unit prices listed in this manual) to determine a fair and reasonable cost for changes in the Work.

PART 2 PRODUCTS Not used.

PART 3 EXECUTION

3.1 Sample Change Order Form, contact Project Coordinator for actual document.

-END-

SECTION 012900
PAYMENT PROCEDURES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies administrative and procedural requirements governing each Prime Contractor's submission of invoices for Payment. These may also be referred to as "Current Estimates" in the Standard Contract Requirements (007200).
- B. Coordinate the Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule with the Standard Cost Breakdown.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements and other Division 1 of the Standard Contract Requirements (007200).

1.3 GENERAL REQUIREMENTS

- A. Each invoice for payment shall be consistent with previous applications and payments.
- B. The initial submission of the Standard Cost Breakdown at time of Substantial Completion, and the final Standard Cost Breakdown involve additional requirements.
- C. Withholding Payment - Any payment may be withheld in accordance with the Contract Documents
 - 1. Any payment may be withheld if the procedural requirements including submittal of current administrative items listed including Certificates of Insurance are incomplete or outdated.
 - 2. Portions of payment requested for Work installed without approved submittals may be withheld.
- D. Standard Cost Breakdown Preparation - Complete every entry on the Standard Cost Breakdown:
 - 1. Contractor (name and address)
 - 2. Contract number (from Notice to Proceed);
 - 3. Requisition No. (sequential number);
 - 4. Date Prepared;
 - 5. Project (title of project);
 - 6. STANDARD COST BREAKDOWN
 - a. No. (sequentially numbering);
 - b. Item (phases of scope of work);
 - c. Unit (each, sq. ft., etc.);
 - d. Material;

- e. Labor;
- f. Unit Cost;
- g. Total (total of Material and Labor).

7. PAYMENT APPLICATION

- a. Previous Billing (as billed previous application);
- b. Percent Complete (completed to date);
- c. Total Completed (Total column under COST BREAKDOWN multiplied by Percent Complete column under PAYMENT APPLICATION.)

Incomplete Standard Cost Breakdowns will be returned without action.

- E. Entries shall match data on the Contractor's Construction Schedule. Use updated schedules if revisions have been made.
- F. Include amounts of Change Orders issued prior to the last day of the construction period covered by the Standard Cost Breakdown.
- G. Submit original plus 2 copies of each Standard Cost Breakdown to the Robert LaBrum, Director, Design & Construction, PRA, 1234 Market Street, 16th Floor, Philadelphia, PA 19107

1.4 INITIAL STANDARD COST BREAKDOWN

- A. Actions and submittals that shall precede or coincide with submittal of the first Standard Cost Breakdown include the following:
 - 1. List of subcontractors.
 - 2. List of principal suppliers and fabricators.
 - 3. Schedule of Values.
 - 4. Contractor's Construction Schedule (preliminary if not final).
 - 5. Schedule of unit prices.
 - 6. Submittal Schedule (preliminary if not final).
 - 7. List of Contractor's staff assignments.
 - 8. List of Contractor's principal consultants.
 - 9. Copies of building permits.
 - 10. Copies of authorizations and licenses from governing authorities for performance of the Work.
 - 11. Report of pre-construction meeting.
 - 12. Certificates of insurance.
 - 13. Performance and payment bonds.
 - 14. Complete Submittals for each product or system included in the Application.
 - 15. Initial settlement survey and damage report.
 - 16. Reference Point Survey.
 - 17. Current Daily and Monthly Reports.

18. Initial Construction Photographs and/or videos.

1.5 STANDARD COST BREAKDOWN AT SUBSTANTIAL COMPLETION

- A. This Standard Cost Breakdown shall reflect any Certificates of Partial Substantial Completion issued previously for City occupancy of designated portions of the Work.
- B. Actions and submittals which shall proceed or coincide with this Standard Cost Breakdown include:
 - 1. Occupancy permits and similar approvals.
 - 2. Warranties (guarantees) and maintenance agreements.
 - 3. Test/adjust/balance records.
 - 4. Maintenance instructions.
 - 5. Utility meter readings.
 - 6. Start-up performance reports.
 - 7. Certified improvement survey.
 - 8. Change-over information related to City's occupancy, use, operation and maintenance.
 - 9. Final cleaning.
 - 10. Final progress photographs.
 - 11. List of incomplete Work (punch list), recognized as exceptions to Certificate of Substantial Completion.
 - 12. Record Documents.

1.6 FINAL STANDARD COST BREAKDOWN

- A. Actions and submittals which shall precede or coincide with submittal of the final Standard Cost Breakdown include the following:
 - 1. Project Closeout Form fully executed (signed).
 - 2. Completion of items specified for completion after Substantial Completion (punch list).
 - 3. Assurance that unsettled claims will be settled.
 - 4. Assurance that Work not complete and accepted will be completed without undue delay.
 - 5. Transmittal of required Project construction records to City/PRA.
 - 6. Proof that taxes, fees and similar obligations have been paid.
 - 7. Removal of temporary facilities and services.
 - 8. Removal of surplus materials, rubbish and similar elements.
 - 9. Change of door locks to City's access.

- END -

SECTION 012973
SCHEDULE OF VALUES (CURRENT ESTIMATE)

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes administrative requirements for each Prime Contractor's Schedule of Values, referred to as "Current Estimate" in the Standard Contract requirements.

1.2 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 COORDINATION

- A. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - 1. Contractor's Construction Schedule.
 - 2. Standard Cost Breakdown
 - 3. List of subcontractors.
 - 4. Schedule of allowances.
 - 5. Schedule of alternates.
 - 6. Schedule of submittals.
- B. Submit the Schedule of Values to the City no later than ten (10) days after receipt of the Notice to Proceed. Submit six (6) copies.

1.4 FORMAT AND CONTENT

- A. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
 - 1. Generic name.
 - 2. Related Specification Section.
 - 3. Name of subcontractor.
 - 4. Name of manufacturer or fabricator.
 - 5. Name of supplier.
 - 6. Change Orders (numbers) that have affected value.
 - 7. Dollar value.
 - 8. Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent.
 - 9. Margins of Cost - Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Standard Cost Breakdown. Each item in the Schedule of Values and Standard Cost Breakdown shall be complete including its total cost and

proportionate share of general overhead and profit margin unless otherwise indicated.

10. At the Contractor's option, temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values or distributed as general overhead expense.
11. Itemize separate line item cost for the following items under Division 1:
 - a. Field Engineering.
 - b. Construction Photographs.
 - c. Mock-up.
12. Itemize separate line item cost for each of the construction cost items under all applicable specification sections.
13. Itemize separate line item cost for each service contract.
14. Breakdown costs into:
 - a. Delivered cost of material, with taxes paid, with overhead and profit.
 - b. Installation cost, with overhead and profit.
 - c. If requested, break down high value line items to list major materials or operations.
 - d. Round off figures to nearest ten dollars.
 - e. Make sum total costs of all items listed in Schedule equal to Contract Limit.

1.5 UPDATING

- A. After review by the City, revise and resubmit schedules as required.
- B. Update and resubmit the Schedule of Values when change orders or construction change directions result in a change in the Contract Limit.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 013100

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. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.

1.3 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Contractor seeking information required by or clarifications of the Contract Documents.

1.4 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.
 - 4. Coordinate closely with other contractors and third-party providers engaged by the city.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and scheduled 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.

1.5 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated 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. Indicate functional and spatial relationships of components of architectural, structural, civil systems.
 - b. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative 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. Interior Protection at Circulation Desk: Indicate extent of temporary and protective measures to be constructed under the interior dome, above the circulation desk, to allow for continued operations underneath.
 2. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
 3. Roof Plan indicating Size and Location of each of four areas, one per quadrant of cross-gabled roof, intended to serve as access points for removal of existing and installation of new insulation.
 4. Review: Architect will review coordination drawings to confirm that in general the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility.

1.6 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 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.
 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.
- C. RFI Forms: Contractor's standard form submitted in electronic mail format, if acceptable to Owner and Architect. Provide electronic mail copy to Architect and Owner's project manager.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 4:00 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 by Architect 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 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.

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 response was received.

- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.

1.7 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's BIM model and/or CAD drawings will be provided by Architect for Contractor's use during construction.

1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
3. Contractor shall execute a data licensing agreement on Architect's and/or their consultants' standard forms.

- B. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare 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.
3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.8 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.

- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect.

1. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Critical work sequencing and long lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Use of web-based Project software.
 - g. Procedures for processing field decisions and Change Orders.
 - h. Procedures for RFIs.
 - i. Procedures for testing and inspecting.
 - j. Procedures for processing Applications for Payment.
 - k. Distribution of the Contract Documents.
 - l. Submittal procedures.
 - 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.
2. Minutes: Contractor shall record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for 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 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. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility requirements.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. 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.

D. Progress Meetings: Conduct progress meetings at weekly or biweekly intervals.

1. Coordinate dates of meetings with preparation of payment requests.
2. 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) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site use.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of Proposal Requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
3. Minutes: Contractor 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013119
PROJECT MEETINGS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's administrative and procedural requirements for project meetings. Requirements contained herein in no way limit each Prime Contractor's responsibility to effectively communicate with parties involved in order to meet the requirements of the Contract.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Project Coordination: Division 1.
- C. Construction Scheduling: Division 1.

1.3 ADMINISTRATION

- A. The Philadelphia Redevelopment Authority ("PRA") will schedule and administer the pre-construction meetings, periodic project meetings, pre-installation, coordination and other specially called meetings throughout the progress of the work. They will also:
 - 1. Prepare agenda for meetings.
 - 2. Distribute written notice of each meeting four (4) days in advance of meeting date.
 - 3. Make physical arrangements for meetings.
 - 4. Preside at meetings.
- B. During the course of the pre-construction meetings, periodic project meetings, pre-installation, coordination and other specially called meetings throughout the progress of the work, the Design Professional will:
 - 1. Record the minutes, including all significant proceedings and decisions.
 - 2. Reproduce and distribute copies of minutes within three (3) days after each meeting to: all participants in the meeting; and all parties affected by decisions made at the meeting.
- C. Representatives of Contractors, subcontractors and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.

1.4 PRE-CONSTRUCTION MEETING

- A. Attendance
 - 1. Project Coordinator.
 - 2. Design Professional's Representative.
 - 3. Prime Contractor's Representatives.
 - 4. Major subcontractors.

- B. Suggested Agenda
 - 1. Discussion of coordination of Prime Contracts.
 - 2. Discussion on major subcontracts and suppliers and projected construction schedules.
 - 3. Critical work sequencing.
 - 4. Major equipment deliveries and priorities.
 - 5. Project Coordination and designation of responsible personnel.
 - 6. Procedures and processing of field decisions, proposal requests, submittals, change orders and applications for payment.
 - 7. Procedures for maintaining Record Documents.
 - 8. Use of premises, office, work and storage areas, and City's requirements.
 - 9. Construction facilities.
 - 10. Temporary utilities.
 - 11. Housekeeping procedures.
 - 12. Dispute resolution.

1.5 PROGRESS, PRE-INSTALLATION AND COORDINATION MEETINGS

- A. Schedule regular and special meetings, as required by progress of the Work.
- B. Location of the Meetings - The Project field office of the Contractor [or as otherwise directed].
- C. Attendance
 - 1. Project Coordinator.
 - 2. Design Professional's Representative.
 - 3. Contractor's Representatives.
 - 4. Subcontractors as appropriate to the agenda.
 - 5. Suppliers as appropriate to the agenda.
 - 6. Others as appropriate.
- D. Suggested Agenda
 - 1. Review and approval of minutes of previous meeting.
 - 2. Review of work progress since previous meeting.
 - 3. Field observations, problems, and conflicts.
 - 4. Problems which impede Construction Schedule.
 - 5. Coordination issues between Prime Contractors.
 - 6. Review of off-site fabrication, delivery schedules.
 - 7. Corrective measures and procedures to regain projected schedule.
 - 8. Revisions to Construction Schedule.
 - 9. Plan progress, schedule, during succeeding work period.
 - 10. Coordination of schedules.

11. Review submittal schedules; expedite as required.
12. Maintenance of quality standards.
13. Review proposed changes for:
 - a. Effect on Construction Schedule and on completion date.
 - b. Effect on other contracts of the Project.
14. Review record drawings.
15. Other business.

PART 2 PRODUCTS Not Used

PART 3 - EXECUTION Not Used

- END -

SECTION 013216
CONSTRUCTION SCHEDULING

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies administrative and procedural requirements for schedules prepared by each Prime Contractor.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 CONSTRUCTION SCHEDULE

- A. Each Prime Contractor shall prepare a Contractor's Construction Schedule including all phases of work as follows:
1. Initial Construction Schedule - Within 10 (ten) calendar days after Notice to Proceed, submit an initial construction schedule. Break down at least by 16 Division Specification format for General Construction and into at least 12 operations for Electrical, Plumbing, or Mechanical Construction. This schedule must be in agreement with the time frame stated in the Bid Proposal. Coordinate schedule with the following:
 - a. Prepurchase products.
 - b. Allowances.
 - c. Application for Payments.
 - d. Mock-ups.
 - e. Schedule of Submittals.
 - f. Schedule of Values.
 2. Final Construction Schedule - Within 20 (twenty) calendar days after Notice to Proceed, submit a complete detailed construction schedule showing each activity having impact upon the timely completion of the Project. Activities shall be broken down generally similar to the individual specification sections but not less than 20 separate operations. The schedule shall include, but not be limited to the following:
 - a. Schedule each activity with a time limit per activity not to exceed ten (10) working days.
 - b. Time frames for testing of materials.
 - c. Time frames for shop fabrication and delivery of all parts of the work. Identify by specification section number and title. Coordinate with Schedule of Submittals. Allow time for reviews, resubmissions and approval.
 - d. Decision dates for selection of finishes and colors.
 - e. Decision dates for selection of products specified by allowances.
 - f. Deadlines for submissions of substitutions.

- g. Identification for work of mock-ups, separate phases or other logically grouped activities.
- h. Separate network for each trade or operation.

1.4 FORMAT

- A. Initial Construction Schedule - Horizontal bar chart form divided vertically by weeks.
- B. Final Construction Schedule - Horizontal bar chart form showing each trade or operation.

1.5 SCHEDULE OF SUBMITTALS

- A. Submit a preliminary Schedule of Submittals within 30 days after the Notice to Proceed. Submit the final schedule with the final Contractor's Construction Schedule.
- B. Coordinate submittal schedule with the list of subcontracts, schedule of values, submittal register and the Contractor's construction schedule.
- C. Coordinate scheduling of interrelated submissions to allow for review of required data and to avoid delays in reviewing submittals caused by lack of coordinated submission.
- D. Coordinate scheduling of submission to allow for approval of products prior to construction of mock-up.
- E. Contractor shall estimate number of resubmissions required for each submittal based on complexity. However, the submittal schedule in no way binds the City to approve a submittal to meet the submittal schedule or construction schedule. It is the contractor's sole responsibility to prepare acceptable submissions in a timely fashion in order to maintain schedule.
- F. Allow for City's and Design Professional's review of each submission and resubmission.
- G. Prepare the schedule in chronological order. Provide the following information:
 - 1. Related Section number.
 - 2. Submittal category.
 - 3. Name of subcontractor.
 - 4. Description of the part of the Work covered.
 - 5. Scheduled date for the first submittal.
 - 6. Scheduled date for resubmittal or resubmittals.
 - 7. Scheduled date the City's final release or approval.
- H. Distribution - Following response to initial submittal, print and distribute copies to the City, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the Project meeting room and field office.
- I. When revisions are made, distribute 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 construction activities.

1.6 COORDINATION

- A. All Prime Contractors shall submit their schedules to the General Contractor.
- B. The General Contractor shall prepare an overall schedule including all trades and contracts.
- C. The City will resolve conflicts among schedules of various Prime Contractors.
- D. The General Contractor shall distribute copies of the approved final Construction Schedule to other Prime Contractors involved.

1.7 UPDATING

- A. Updating of the final Construction Schedule and Schedule of Submittals shall be required on a monthly basis.
- B. Show all changes occurring since previous submission of updated schedules.
- C. Indicate progress of each activity, show completion dates.
- D. Include major changes in scope, activities modified since previous updating, revised projections due to changes and other identifiable changes.

1.8 DISTRIBUTION

- A. Distribute copies of revised schedules to:
 - 1. Project Coordinator.
 - 2. Design Professional.
 - 3. Other Prime Contractors.
 - 4. Subcontractors.
 - 5. Other Concerned Parties (surety, insurance, etc.).
 - 6. Instruct recipients to report any inability to comply, and provide detailed explanation, with suggested remedies.

PART 2 PRODUCTS Not Used
 PART 3 EXECUTION Not Used

- END -

SECTION 013233
PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Concealed Work photographs.
 - 3. Periodic construction photographs.
 - 4. Final completion construction photographs.

- B. Related Requirements:
 - 1. Section 017700 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.
 - 2. Section 024119 "Selective Demolition" for photographic documentation before selective demolition operations commence.

1.2 INFORMATIONAL SUBMITTALS

- A. Digital Photographs: Submit image files within [three] days of taking photographs.
 - 1. Submit photos [by uploading to web-based Project management software site].
 - 2. Identification: Provide the following information with each upload:
 - 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 location, vantage point, and direction.

1.3 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.

- B. General: Take photographs with maximum depth of field and in focus.
 - 1. Maintain key plan with each set of construction photographs that identifies each photographic location or identify in writing the directional viewpoint as relates to the scope of work in progress.

- C. Preconstruction Photographs: Before commencement of the Work, 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 photographs to show existing conditions adjacent to property before starting the Work.
 3. Take 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.
- D. Concealed Work Photographs: Before proceeding with installing work that will conceal other work, take photographs sufficient in number, with annotated descriptions, to record nature and location of concealed Work, including, but not limited to, the following:
1. Underground utilities.
 2. Underslab services.
 3. Piping.
 4. Electrical conduit.
 5. Waterproofing and weather-resistant barriers.
- E. Periodic Construction Photographs: Take photographs biweekly during course of construction. Select vantage points to show status of construction and progress since last photographs were taken.
- F. Final Completion Construction Photographs: take photographs after date of Substantial Completion for submission as Project Record Documents. [Architect] [Construction Manager] will inform photographer of desired vantage points.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013233

SECTION 013300
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Submittal schedule requirements.
 2. Administrative and procedural requirements for submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect'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 responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list 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 additional time for handling and reviewing submittals required by those corrections.

1.4 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
1. Project name.
 2. Date.
 3. Name of Architect.
 4. Name of Contractor.
 5. Name of firm or entity that prepared submittal.
 6. Names of subcontractor, manufacturer, and supplier.
 7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
 8. Category and type of submittal.
 9. Submittal purpose and description.
 10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 11. Drawing number and detail references, as appropriate.

12. Indication of full or partial submittal.
13. Location(s) where product is to be installed, as appropriate.
14. Other necessary identification.
15. Remarks.
16. Signature of transmitter.

- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. PDF Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Email: Prepare submittals as PDF package, and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 2. Web-Based Project Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
- 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.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect'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 14 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Resubmittal Review: Allow 14 days for review of each resubmittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- E. 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.

- F. 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 action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. 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 unsuitable 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 that show 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 Shop Drawings, and before or concurrent with Samples.
- B. 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.
 - 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. Paper 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).
- C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics, and identification information for record.
4. Web-Based Project Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
5. 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.
6. 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 will return submittal with options selected.
7. 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 two sets of Samples. Architect will retain one Sample set; remainder will be returned.
 - 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.

- D. 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:
- E. 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.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 2. 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.
 3. 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.
 4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 6. 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.
- H. Test and Research Reports:
1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.

6. 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:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 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 insufficient 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 file, 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.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals 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.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include 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.
 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return it.
 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.

- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect 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.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

**SECTION 013510
SPECIAL PROJECT PROCEDURES**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general protection and treatment procedures for designated historic spaces, areas, rooms, and surfaces in the Project, including:
1. Preserve and protect the historic fabric of the site, structure, and exterior finishes;
 2. Provide qualified site supervision, craftspersons and subcontractor personnel;
 3. Coordinate construction activities with Architect and Owner;
 4. Verify that the Work, including work by subcontractors, is complete and complies with the Contract Documents.
- B. Related Sections:
1. Section 06 10 00 – ROUGH CARPENTRY
 2. Section 07 61 00 – SHEET METAL ROOFING
 3. Section 07 62 00 – SHEET METAL FLASHING AND TRIM.
 4. Section 04 03 26 – HISTORIC TERRA COTTA UNIT MASONRY REPAIR
 5. Section 04 03 26 – HISTORIC BRICK UNIT MASONRY REPOINTING

1.2 QUALITY ASSURANCE

- A. The McPherson Square Library is part of the Carnegie Library Thematic Historic District designation on the Philadelphia Register of Historic Places:
1. Work must be completed in compliance with the United States Secretary of the Interior's *Standards for the Treatment of Historic Properties*.
 2. Strict compliance with the Construction Documents is required to assure compliance of the Work with the Secretary of the Interior's *Standards*.
 3. Failure to comply with the Construction Documents could jeopardize project funding and may result in rejection of the Work.
- B. Exercise extreme care in all aspects of the Work to conserve, preserve and protect the existing site and structure:
1. Do not use methods which will result in loss of detail or material in existing surfaces;
 2. develop new methods and techniques where necessary to accomplish the objectives or preservation and conservation;
 3. If in doubt, contact Architect for assistance.
- C. Assure that site supervision, craftspersons and subcontractors are knowledgeable and experienced in their portion of the Work and know and understand the specified requirements and methods for performance of the Work.
- D. Comply with qualification requirements of individual sections.

1.3 DEFINITIONS

- A. Dismantle: To disassemble and detach items by hand from existing construction to the limits indicated, using small hand tools and small one-hand power tools, so as to protect nearby historic surfaces; and legally dispose of dismantled items off-site, unless indicated to be salvaged or reinstalled.
- B. Existing to Remain: Existing items that are not to be removed or dismantled.
- C. Historic: Spaces, areas, surfaces, materials, finishes, and overall appearance which are important to the successful preservation as determined by the Architect. Designated historic spaces and surfaces are generally described below.
 - 1. All existing terra cotta detailing
 - 2. All original windows, window grilles, and doors (not in scope)
 - 3. Copper-clad dome, glass oculus, and associated flashings
- D. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by the Architect.
- E. Reconstruct: To remove existing item, replicate damaged or missing components, and reinstall in original position.
- F. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- G. Reinstall: To protect removed or dismantled item, repair and clean it as indicated for reuse, and reinstall it in original position, or where indicated.
- H. Remove: Specifically for historic spaces, areas, and surfaces, the term means to detach an item from existing construction to the limits indicated, using hand tools and hand-operated power equipment, and legally dispose of it off-site, unless indicated to be salvaged or reinstalled.
- I. Repair: To correct damage and defects, retaining existing materials, features, and finishes while employing as little new material as possible. Includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- J. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.
- K. Replicate: To reproduce in exact detail, materials, and finish, unless otherwise indicated.
- L. Reproduce: To fabricate a new item, accurate in detail to the original, and in either the same or a similar material as the original, unless otherwise indicated.
- M. Restore: To consolidate, replicate, reproduce, repair, and refinish as required to achieve the indicated results.
- N. Retain: To keep existing items that are not to be removed or dismantled.
- O. Reversible: New construction work, treatments, or processes that can be removed or undone in the future without damaging historic materials, unless otherwise indicated.

- P. Salvage: To protect removed or dismantled items and deliver them to Owner.
- Q. Stabilize: To provide structural reinforcement of unsafe or deteriorated items while maintaining the essential form as it exists at present; also, to reestablish a weather-resistant enclosure.
- R. Strip: To remove existing finish down to base material, unless otherwise indicated.

1.4 MATERIAL OWNERSHIP

- A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, markers, antiques, and other items of interest or value to Owner that may be encountered during removal and dismantling work remain Owner's property. Carefully dismantle and salvage each item or object, including:
- B. Coordinate with Architect to establish special procedures for dismantling and salvage.

1.5 SUBMITTALS

- A. Comply with Section 01330 – Submittal Procedures
- B. Field Measurement Record Drawings:
 - 1. Prior to disassembly, note exact locations and arrangements of items to be disassembled to permit exact reinstallation.
 - 2. Submit:
 - a. Reproducible "as-found" record drawings showing field measurements;
 - b. Log of "as-found" record drawings.
- C. Prior to construction activities submitted detailed narrative and shop drawings, including attachment methods, for:
 - 1. Temporary protection to be installed at dome and gabled roof areas.
- D. Comply with individual Section submittal requirements, including:
 - 1. Division 07 Section SHEET METALS
 - 2. Division 04 Section MASONRY

1.6 STORAGE AND PROTECTION OF HISTORIC MATERIALS

- A. Salvaged Historic Materials:
 - 1. Clean only loose debris from salvaged historic items unless more extensive cleaning is indicated.
 - 2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.
 - 3. Store items in a secure area until delivery to Owner.
 - 4. Transport items to Owner's storage area on-site.
 - 5. Protect items from damage during transport and storage.
- B. Historic Materials for Reinstallation:
 - 1. Repair and clean historic items as indicated and to functional condition for reuse.

2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label contents of containers.
 3. Protect items from damage during transport and storage.
 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make item functional for use indicated.
- C. Existing Historic Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after historic treatment and construction work in the vicinity is complete.
- D. Storage and Protection: When taken from their existing locations, catalog and store historic items within a weathertight enclosure where they are protected from wetting by rain, snow, condensation, or ground water, and from freezing temperatures.
1. Identify each item with a nonpermanent mark to document its original location. Indicate original locations on plans elevations, sections, or photographs by annotating the identifying marks.
 2. Secure stored materials to protect from theft.

1.7 PROJECT CONDITIONS

- A. General Size Limitations: Materials, products, and equipment used for performing the Work and for transporting debris, materials, and products shall be of sizes that clear surfaces within historic spaces, areas, rooms, and openings, including temporary protection, by 12 inches or more.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with removal and dismantling work.
- D. Storage or sale of removed or dismantled items on-site is not permitted unless otherwise indicated.

PART 2 - PRODUCTS – (Not Used)

PART 3 - EXECUTION

3.1 LAYOUT AND VERIFICATION OF MEASUREMENTS

- A. Verify all measurements at the Site. Data indicated on the Drawings and in these Specifications are as exact as could be secured, but absolute accuracy is not warranted. The exact locations, distances, levels, and other conditions, including utilities and underground features, will be governed by existing conditions.
- B. Identify, locate and mark above-grade and below-grade features affected by the Work, including but not limited to:

1. Location and protection of adjacent structures and foundations;
2. Active or abandoned utilities;
3. Active or abandoned drainage structures;
4. Foundations.

C. Notify the Architect immediately of any discrepancy between existing conditions and the Drawings or Specifications.

3.2 ESTABLISH OBSERVATION POINTS

A. Architect Observation Points:

1. Confirm with the ARCHITECT those activities for which ARCHITECT observation of construction activities is required;
2. Provide 72 hour advance notice to the ARCHITECT of those activities.

3.3 PHOTOGRAPHIC SURVEY OF EXISTING CONDITIONS

- A. Record existing conditions by use of preconstruction photographs and preconstruction videotapes.
- B. Comply with requirements specified in Division 01 Section 013233 "Photographic Documentation."

3.4 EXAMINATION

- A. Do not load or permit any part of the structure to be loaded without Contractor's professional engineer's certification that the structure can support the imposed loadings without damage. Loadings include but are not limited to:
1. Construction materials
 2. Equipment (certification to include gross loaded weight, axle-load distribution, and wheel-base dimension data for mobile and heavy equipment proposed for use)
 3. Staging and scaffolding.
 4. Hoisting facilities
 5. Waste disposal facilities.
 6. Field offices.
 7. Storage and fabrication sheds.
 8. Temporary enclosures.
 9. Construction aids and miscellaneous facilities

3.5 PROTECTION, GENERAL

- A. Ensure that supervisory personnel are on-site and on duty when historic treatment work begins and during its progress.
- B. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from historic treatment procedures.

1. Use only proven protection methods, appropriate to each area and surface being protected.
2. Provide barricades, barriers, and temporary directional signage to exclude public from areas where historic treatment work is being performed.
3. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during course of historic treatment work.
4. Contain dust and debris generated by removal and dismantling work and prevent it from reaching the public or adjacent surfaces.
5. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
6. Protect floors and other surfaces along haul routes from damage, wear, and staining.
7. Provide supplemental sound-control treatment to isolate removal and dismantling work from other areas of the building.

C. Temporary Protection of Historic Materials:

1. Protect existing historic materials with temporary protections and construction. Do not deface or remove existing materials.
2. Do not attach temporary protection to historic surfaces except as indicated as part of the historic treatment program and approved by Architect.

3.6 PROTECTION FACILITIES INSTALLATION

A. Temporary Exterior 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 and insulated enclosure for building exterior.

1. Do not anchor temporary enclosures to existing masonry units. Install anchors in mortar joints in a manner that allows removal without damaging masonry.
2. After removing temporary enclosures repair masonry.

3.7 GENERAL HISTORIC TREATMENT

A. Ensure that supervisory personnel are present when historic treatment work begins and during its progress.

B. Halt the process of deterioration and stabilize conditions, unless otherwise indicated. Perform work as indicated on Drawings. Follow the procedures in subparagraphs below and procedures approved in historic treatment program.

1. Retain as much existing material as possible; repair and consolidate rather than replace.
2. Use additional material or structure to reinforce, strengthen, prop, tie, and support existing material or structure.
3. Use reversible processes wherever possible.
4. Use historically accurate repair and replacement materials and techniques unless otherwise indicated.
5. Record existing work before each procedure (preconstruction) and progress during the work with digital preconstruction documentation photographs or videos. Comply with requirements in Division 01 Section 01321 "Construction Photographs."

- C. Notify Architect of visible changes in the integrity of material or components whether due to environmental causes including biological attack, UV degradation, freezing, or thawing; or due to structural defects including cracks, movement, or distortion.
 - 1. Do not proceed with the work in question until directed by Architect.
- D. Where missing features are indicated to be repaired or replaced, provide features whose designs are based on accurate duplications rather than on conjectural designs, subject to the approval of Architect.
- E. Where Work requires existing features to be removed or dismantled and reinstalled, perform these operations without damage to the material itself, to adjacent materials, or to the substrate.
- F. Identify new and replacement materials and features with permanent marks hidden in the completed work to distinguish them from original materials. Record a legend of identification marks and the locations of the items on Record Drawings.

3.8 HISTORIC REMOVAL AND DISMANTLING

- A. General: Have removal and dismantling work performed by a qualified historic removal and dismantling specialist. Ensure that historic removal and dismantling specialist's field supervisors are present when removal and dismantling work begins and during its progress.
- B. Perform work in accordance with the restoration program.
 - 1. Provide supports or reinforcement for existing construction that becomes temporarily weakened by the work, until the work is completed.
 - 2. Perform cutting by hand or with small power tools wherever possible. Cut holes and slots neatly to size required, with minimum disturbance of adjacent work.
 - 3. Do not operate air compressors inside building, unless approved by Architect in each case.
 - 4. Do not drill or cut columns, beams, joints, girders, structural slabs, or other structural supporting elements, without having Contractor's professional engineer's written approval for each location before such work is begun.
 - 5. Do not use explosives.
- C. Water-Mist Sprinkling: Use water-mist sprinkling and other wet methods to control dust only with adequate, approved procedures and equipment that ensure that such water will not create a hazard or adversely affect other building areas or materials.
- D. Unacceptable Equipment: Keep equipment that is not permitted for historic removal or dismantling work away from the vicinity where such work is being performed.
- E. Roof (Wood) Sheathing:
 - 1. Remove existing sheathing for inspection.
 - 2. Review condition of existing sheathing – in areas where sheathing is in poor condition and should be considered for replacement Architect/Engineer shall be notified prior to removal to review condition.
 - 3. Review condition of existing sheathing – in areas where sheathing is noted to be replaced but is in fair to good condition and should be considered for retention Architect/Engineer shall be notified to review condition.

4. No more wood sheathing shall be exposed than can be protected from exposure to adverse weather conditions (rain/snow/heavy winds) over the course of that night.
5. One area of wood sheathing is to be removed at each of four quadrants of the cross-gabled roof, for a total of four areas. Removal of the wood at these locations, to be determined by contractor, is for purposes of removing existing attic insulation and installing new batt insulation.
 - a. Contractor to provide a sketch on roof plan indicating size and location of each opening.

END OF SECTION 013510

SECTION 013516

ALTERATION PROJECT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes special procedures for alteration work.

1.2 DEFINITIONS

- A. Alteration Work: This term includes remodeling, renovation, repair, and maintenance work performed within existing spaces or on existing surfaces as part of the Project.
- B. Consolidate: To strengthen loose or deteriorated materials in place.
- C. Design Reference Sample: A sample that represents the Architect's prebid selection of work to be matched; it may be existing work or work specially produced for the Project.
- D. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- E. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by Architect.
- F. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- G. Repair: To correct damage and defects, retaining existing materials, features, and finishes. This includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- H. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.
- I. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.
- J. Reproduce: To fabricate a new item, accurate in detail to the original, and from either the same or a similar material as the original, unless otherwise indicated.
- K. Retain: To keep existing items that are not to be removed or dismantled.
- L. Strip: To remove existing finish down to base material unless otherwise indicated.

1.3 MATERIALS OWNERSHIP

- A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered or uncovered during the Work, regardless of whether they were previously documented, remain Owner's property.

1.4 QUALITY ASSURANCE

- A. Title X Requirement: Each firm conducting activities that disturb painted surfaces shall be a "Lead-Safe Certified Firm" according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe work practices.
- B. Fire-Prevention Plan: Prepare a written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire-control devices during each phase or process. Coordinate plan with Owner's fire-protection equipment and requirements. Include fire-watch personnel's training, duties, and authority to enforce fire safety.
- C. Safety and Health Standard: Comply with ANSI/ASSE A10.6.

1.5 STORAGE AND HANDLING OF SALVAGED MATERIALS

- A. Salvaged Materials:
 - 1. Clean loose dirt and debris from salvaged items unless more extensive cleaning is indicated.
 - 2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.
 - 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.
- B. Salvaged Materials for Reinstallation:
 - 1. Repair and clean items for reuse as indicated.
 - 2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label contents of containers.
 - 3. Protect items from damage during transport and storage.
 - 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make items functional for use indicated.
- C. Existing Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after alteration and other construction work in the vicinity is complete.
- D. Storage: Catalog and store items within a weathertight enclosure where they are protected from moisture, weather, condensation, and freezing temperatures.
 - 1. Identify each item for reinstallation with a nonpermanent mark to document its original location. Indicate original locations on plans, elevations, sections, or photographs by annotating the identifying marks.

2. Secure stored materials to protect from theft.
3. Control humidity so that it does not exceed 85 percent. Maintain temperatures 5 deg F (3 deg C) or more above the dew point.

PART 2 - PRODUCTS - (Not Used)

PART 3 - EXECUTION

3.1 PROTECTION

- A. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from alteration work.
 1. Use only proven protection methods, appropriate to each area and surface being protected.
 2. Provide temporary barricades, barriers, and directional signage to exclude the public from areas where alteration work is being performed.
 3. Erect temporary barriers to form and maintain fire-egress routes.
 4. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during alteration work.
 5. Contain dust and debris generated by alteration work, and prevent it from reaching the public or adjacent surfaces.
 6. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
 7. Protect floors and other surfaces along hauling routes from damage, wear, and staining.
 8. Provide supplemental sound-control treatment to isolate demolition work from other areas of the building.
- B. Temporary Protection of Materials to Remain:
 1. Protect existing materials with temporary protections and construction. Do not remove existing materials unless otherwise indicated.
 2. Do not attach temporary protection to existing surfaces except as indicated as part of the alteration work program.
- C. Comply with each product manufacturer's written instructions for protections and precautions. Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.
- D. Utility and Communications Services:
 1. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by alteration work before commencing operations.
 2. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for alteration work.
 3. Maintain existing services unless otherwise indicated; keep in service, and protect against damage during operations. Provide temporary services during interruptions to existing utilities.

- E. Existing Drains: Prior to the start of work in an area, test drainage system to ensure that it is functioning properly. Notify Architect immediately of inadequate drainage or blockage. Do not begin work in an area until the drainage system is functioning properly.
 - 1. Prevent solids such as adhesive or mortar residue or other debris from entering the drainage system. Clean out drains and drain lines that become sluggish or blocked by sand or other materials resulting from alteration work.
 - 2. Protect drains from pollutants. Block drains or filter out sediments, allowing only clean water to pass.

3.2 PROTECTION FROM FIRE

- A. General: Follow fire-prevention plan and the following:
 - 1. Comply with NFPA 241 requirements unless otherwise indicated. Perform duties titled "Owner's Responsibility for Fire Protection."
 - 2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate work.
 - a. If combustible material cannot be removed, provide fire blankets to cover such materials.
- B. Heat-Generating Equipment and Combustible Materials: Comply with the following procedures while performing work with heat-generating equipment or combustible materials, including welding, torch-cutting, soldering, brazing, removing paint with heat, or other operations where open flames or implements using high heat or combustible solvents and chemicals are anticipated:
 - 1. Obtain Owner's approval for operations involving use of welding or other high-heat equipment. Notify Owner before each occurrence, indicating location of such work.
 - 2. As far as practicable, restrict heat-generating equipment to shop areas or outside the building.
 - 3. Do not perform work with heat-generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
 - 4. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
 - 5. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
 - 6. Fire Watch: Before working with heat-generating equipment or combustible materials, station personnel to serve as a fire watch at each location where such work is performed. Fire-watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows:
 - a. Train each fire watch in the proper operation of fire-control equipment and alarms.
 - b. Prohibit fire-watch personnel from other work that would be a distraction from fire-watch duties.
 - c. Cease work with heat-generating equipment whenever fire-watch personnel are not present.
 - d. Have fire-watch personnel perform final fire-safety inspection each day beginning no sooner than 30 minutes after conclusion of work to detect hidden or smoldering fires and to ensure that proper fire prevention is maintained.

- C. Fire-Control Devices: Provide and maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire-watch personnel are trained in fire-extinguisher and blanket use.
- D. Sprinklers: Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards.
 - 1. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is complete.

3.3 GENERAL ALTERATION WORK

- A. Perform surveys of Project site as the Work progresses to detect hazards resulting from alterations.
- B. Notify Architect of visible changes in the integrity of material or components whether from environmental causes including biological attack, UV degradation, freezing, or thawing or from structural defects including cracks, movement, or distortion.
 - 1. Do not proceed with the work in question until directed by Architect.

END OF SECTION 013516

SECTION 014000

QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection 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. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 2. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

1.2 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced" unless otherwise further described 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.
- B. Field Quality-Control Tests: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. 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, assembly, 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).
- 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 Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by 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 Tests: Tests and inspections that are performed at the source; for example, plant, mill, factory, or shop.
- G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- H. 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.
- I. 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. Contractor's quality-control services do not include contract administration activities performed by Architect.

1.3 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.
- B. Delegated-Design Services Statement: Submit a statement, 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, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.4 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements are specified and the standards or requirements 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 direction 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 INFORMATIONAL SUBMITTALS

- A. 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.
- B. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee

payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

1.6 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, telephone number, and email address 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 inspection.
 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. Statement on condition of substrates and their acceptability for installation of product.
 2. Statement that products at Project site comply with requirements.
 3. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 4. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 5. 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. Statement that equipment complies with requirements.
 2. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 3. Other required items indicated in individual Specification Sections.

1.7 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. As applicable, procure products from

manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.

- 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, applying, 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 inspection 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.
- 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. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
 - d. When testing is complete, remove test specimens and test assemblies, 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 Owner, 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.

1.8 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 inspection they are engaged to perform.
 2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract 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, whether specified or not, to verify and document that the Work complies with requirements.
1. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 2. Notify testing agencies as required when Work that requires testing or inspection will be performed.
 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 4. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. 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.
- D. Testing Agency Responsibilities: Cooperate with Architect, Owner, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect, Owner, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations 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 duties of Contractor.
- E. 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."

- F. 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.
- G. Associated Contractor Services: Cooperate with agencies and representatives 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 inspection. Assist agency in obtaining samples.
 - 4. Facilities for storage and field curing of test samples.
 - 5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 - 6. Security and protection for samples and for testing and inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
 - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.

1.9 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency or special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

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

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, 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 014000

SECTION 014100
CODES, REGULATIONS AND STANDARDS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's responsibilities regarding codes, regulations and standards included in the Contract Documents by reference.

1.2 RELATED REQUIREMENTS

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. All technical sections.

1.3 APPLICABLE CODES AND REGULATIONS

- A. The following codes and regulations are applicable to the project. The list does not represent all codes, regulations and standards:
 - 1. The Philadelphia Building Construction and Occupancy Code
 - a. The Philadelphia Administrative Code
 - b. The Philadelphia Building Code
 - c. The Philadelphia Electrical Code
 - d. The Philadelphia Fire Prevention Code
 - e. The Philadelphia Mechanical Code
 - f. The Philadelphia Plumbing Code
 - g. The Philadelphia Property Management Code
- B. It is not the intent of the Contract Documents to conflict with any Code, or Regulation. Report any conflicts to Design Professional for clarification.

1.4 REFERENCED STANDARDS

- A. For products or workmanship specified by association, trade, or Federal Standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes or intended use.
- B. The referenced standards shall 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.
- C. Should specified reference standards conflict with Contract Documents, request clarification from Design Professional before proceeding but generally the more stringent requirement shall apply.
- D. In the absence of specific instructions in the specifications, materials, products, equipment, and their installation shall conform to the applicable codes, regulations and standards specified herein.

- E. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any referenced document.
- F. Dates of codes, regulations and standards specified shall be the latest date prior to the date of issue of this Project Manual, except where, prior to the date of issue of this Project Manual, modified or otherwise directed by the applicable codes and their supplements and amendments adopted by the code authorities having jurisdiction.
- G. Each entity engaged in construction of the Project shall be familiar with industry standards applicable to its construction activity. If unfamiliar, obtain copies and review with all workers. Obtain copies of standards when required by individual specification sections. Maintain copy at job site until Substantial Completion.

1.5 ASSOCIATIONS, INSTITUTIONS AND SOCIETIES

- A. Associations, Institutions, and Societies and their abbreviations if any, appearing in the Project Manual or elsewhere in the Contract Documents, shall be as generally recognized in the industry. Refer to the “Encyclopedia of Associations” published by Gale Research Company for abbreviations, addresses and phone numbers.

PART 2 PRODUCTS Not Used

PART 3 PRODUCTS Not Used

- END -

SECTION 015000

TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 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.

1.2 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 engaged in the Project 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. 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.
- C. 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.

1.3 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- 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- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold. Describe delivery, handling, storage, installation, and protection provisions for materials subject to water absorption or water damage.

1. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and requirements for replacing water-damaged Work.
 2. 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.
 3. Indicate methods to be used to avoid trapping water in finished work.
- 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. 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.

1.4 ACTION SUBMITTALS

- A. Circulation Desk Protection Plan: Show all means of protecting the circulation desk area and allowing for construction activities above. This item shall be considered a Delegated Design item and all design and responsibility for such protection is the responsibility of the contractor.

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 United States Access 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 TEMPORARY FACILITIES

- A. Field Offices, General: Coordinate location of interior field office with Owner. Field office, if needed, shall be located within the work area.

2.2 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. 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 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities 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.

3.2 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.
- 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.

3.3 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. Sanitary Facilities: Use of owner's existing toilet facilities will be permitted, subject to coordination with any restrictions imposed by the University.
- C. Temporary 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.
 - 1. Provide temporary dehumidification systems when required to reduce ambient and substrate moisture levels to level required to allow installation or application of finishes and their proper curing or drying.
- D. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.

- E. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
- F. 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.

3.4 SUPPORT FACILITIES INSTALLATION

- A. Parking: On-site parking areas for construction personnel is not available.
- B. Storage and Staging: Use designated areas of Project site for storage and staging needs
- C. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
 - 1. Identification Signs: Provide Project identification signs as indicated on Drawings or as requested by University.
 - 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 touch up signs so they are legible at all times.
- D. Waste Disposal Facilities: Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."
- E. 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."
- F. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
- G. Existing Elevator Use: Coordinate with Owner for use of existing elevators.
- H. Existing Stair Usage: Coordinate with Owner for use of existing stairs.

3.5 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.
 - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- 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.

- C. 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 materials approved by authorities having jurisdiction.
- D. 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 workday.
- E. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- F. Temporary Egress: Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.
- G. Temporary Partitions: Provide floor-to-ceiling dustproof partitions as necessary to limit dust and dirt migration and to separate areas occupied by Owner 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.
 - 2. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
 - 3. Provide walk-off mats at each entrance through temporary partition.
- H. 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. Comply with additional limits on smoking specified in other Sections.
 - 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.

3.6 MOISTURE AND MOLD CONTROL

- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.
- B. Controlled Construction Period: 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 temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
 - 3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.

3.7 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. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. 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. 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 015000

SECTION 015719
ENVIRONMENTAL CONTROLS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractors requirement for protection of the atmosphere, waterways, groundwater, plants, animal habitats, soils, etc., both on and off site.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Earthwork in Division 2.

1.3 REGULATORY AGENCIES AND CODES

- A. Comply with the following in accordance with Division 1:
 - 1. United States Department of Agriculture (USDA)
 - 2. Urban Hydrology for Small Watersheds, Technical Release No. 55, Engineering Division, Soil Conservation Service.
 - 3. National Engineering Handbooks, Section 4 (Hydrology); Section 5 (Hydraulics); Section 16 (Drainage), Soil Conservation Service.
 - 4. City of Philadelphia

1.4 DEFINITIONS

- A. Sediment - Soil that has been eroded and transported by runoff water.
- B. Degradable Debris - Debris which can undergo biodegradation or combustion, or which can be dissolved in or suspended by water.
- C. Nondegradable Debris - Inorganic debris which will not disintegrate nor dissolve when exposed to moisture or water.
- D. Chemicals - Petroleum or cementitious products, bituminous materials, salts, acids, alkalis, herbicides and pesticides.
- E. Waste - Sewage, including domestic sanitary sewage, garbage, and trash.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Compost Sock: 5mil photo-degradable HDPE fabric, in-filled with weed-free, well-decomposed organic compost. Fabric sock "Siltsoxx" as manufactured by MCS Inc. (www.mcsnjinc.ocm) or approved equal.
- B. Silt Fences: Three (3) foot wide fabric designed to filter sediment, as manufactured by Mirafi, Inc. Amoco, or Exxon.

- C. Earth Stabilizer: Rye grass seed, hay, straw mulch, chemical stabilizer, or other devices approved by the environmental protection agency having jurisdiction and by the Design Professional.
- D. RipRap: Sizes as shown on drawings.

PART 3 EXECUTION

3.1 GENERAL

- A. Establish and enforce ecological preservation measures which will avoid pollution of the atmosphere, waterways, groundwater, plants, soils, animal habitats, landfills, wetlands, the site, adjacent sites, roadways, etc.
- B. Prevent spilling of chemicals or waste. Provide emergency plans and methods for abatement of accidental spills of toxic substances.

3.2 SEDIMENT CONTROL

- A. Until permanent work establishes sediment control, provide temporary control, using vegetative cover with seeding, mulch, and binder within [ten (10)] days after completion of grading of any given area.
- B. As a temporary measure, provide silt fences, arranged along the toe of surface drainage ways and inlets, in such a manner that water will pass through the silt fences and filter the sediment. Embed silt fence in ground 6 inches deep and anchor to the ground with posts, as shown on the drawings. Replace silt fences when they become clogged and ineffective.
- C. During pipe laying work, prevent silt from entering the piping systems by use of hay bales, silt fence, temporary closures of pipe ends, or other means as best suited to the conditions.

3.3 CONTROLS DURING EARTH MOVING

- A. Perform earth moving in phases to minimize the area and extent of exposed land.
- B. Control the rate of water runoff by diversion ditches, benches, berms, and other earth-formed shaping so that the rate of flow is retarded and silting shall be minimized. Reshape and restore conditions showing evidence of earth erosion.

3.4 DUST CONTROL

- A. Keep dust down at all times, including non-working days, weekends, and holidays. Wet down or treat disturbed soil with dust suppressers as required and approved.
- B. Do not leave areas of disturbed earth unworked for long periods of time. Provide temporary or permanent earth stabilization promptly.
- C. In sandblasting operations, confine the dust.
- D. Use wet-cutting methods for cutting concrete, asphalt, and masonry.
- E. Do not shake out bags containing dust-causing substances.

3.5 NOISE CONTROL

- A. Provide mufflers on internal combustion engine equipment. Maximum noise level shall be 90 dbA at 50 feet.

- B. Where blasting is permitted, special permit and other requirements of the governing authorities regarding blasting shall govern.
- 3.6 C. Limit hours of operation of noisy construction to limits set by City ordinance.

DISPOSAL OF DEBRIS, CHEMICALS AND WASTE

- A. Legally dispose of debris, chemicals, and waste off the site
- B. Collect and contain materials before disposal in orderly fashion and by means which prevent contamination of air, water and soil.
- C. Store chemicals in watertight containers.
- D. Do not burn materials on the site.

3.7 TRUCKS

- A. Dump trucks shall be tarpaulin-covered so that spillage does not occur.
- B. Provide a gravel surfaced truck wheel washing area at entrances. Clean all truck wheels of mud and debris before the trucks leave the site

3.8 MAINTENANCE AND TERMINATION

- A. Maintain in working order environmental protection measures until they are no longer required.
- B. Terminate environmental control measures when there is no longer a threat of pollution. Remove temporary control measures. Complete or, if necessary, restore permanent construction that may have been delayed or damaged because of interference with environmental controls.

- END -

SECTION 015800

PROJECT IDENTIFICATION AND SIGNS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

Requirements include the following which shall be provided by the Contractor for General Construction:

- A. Furnish, install and maintain project identification sign.
- B. Provide temporary on-site information signs to identify Owner's temporary relocation.
- C. Remove signs on completion of construction.
- D. Allow no other signs to be displayed without approval of owner.

1.2 RELATED REQUIREMENTS

- A. Section 011100 – Summary of Work
- B. Section 015000 – Temporary Facilities and Controls
- C. Section 0151719 – Environmental Controls

1.3 PROJECT IDENTIFICATION SIGN

- A. Two (2) digitally printed signs, not less than 4 feet x 8 feet, with graphic content as shown on sample exhibit (1) on the next page of this section.
- B. Erect/Fasten on the site at location shown on drawing or as directed by the owner.

1.4 INFORMATIONAL SIGNS

- A. Provide at all public entrances, stairways and temporary gates digitally printed signs with lettering indicating Owner's relocated address. Each sign to be 3 feet by 3 feet and up to 100 letters, with graphic content as shown on sample exhibit (2) on the next page of this section. Allow for a total of eight [8] signs.
- A. Erect/Install at appropriate locations to provide required information. Coordinate location with owner/owner's representative.

1.5 QUALITY ASSURANCE

- A. Digital Sign Printer: Professional experience in type of work required.
- B. Finishes: Adequate to resist weathering and fading for scheduled construction period.

PART 2 PRODUCTS

2.1 SIGN MATERIALS

- A. Sign surfaces: Dibond material (aluminum sheets with plastic core).
 - 1. Thickness: at least 3 millimeters
- B. Hardware used to secure sign: Galvanized bolts with plastic fasteners.

PART 3 EXECUTION

3.1 PROJECT IDENTIFICATION SIGN

- A. Sign should be printed/manufactured with style, sizes and colors shown on exhibit attached on page 3 of this section.

3.2 INFORMATION SIGNS

- A. Signs should be printed/manufactured in style, sizes and colors as shown in Exhibit 2
- B. Install at a height for optimum visibility, on ground-mounted poles or attached to temporary structural surfaces.

3.3 MAINTENANCE

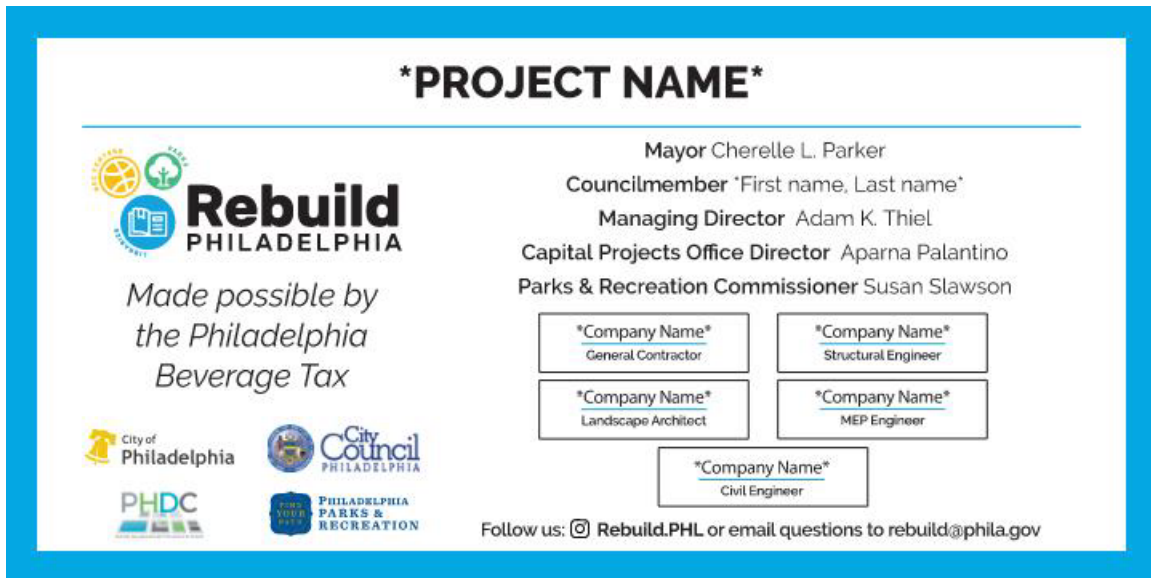
- A. Maintain signs, fasteners, and hardware in a neat, clean condition; repair damaged sign if needed.
- B. Relocate informational signs as required by progress of work.

3.4 REMOVAL

- A. Remove signs, supports, fasteners at completion of project.

END OF SECTION

Sample – Exhibit 1 - PROJECT IDENTIFICATION SIGN



Note for Sample - Exhibit 1 –

City of Philadelphia and City Council logos are on ALL signs.

The following logos are dependent on project delivery and Owner (see below).

- PPR - only when site is a PPR site.
- FLP - only when site is a FLP site.
- PPR/FLP - need to show both when a co-located site exists.
- PHDC - logo used when project is being bid through PRA.
- Project User -logo used when project is bid through a Project User
- Funders – It may be required for funder logos to be included on the project sign. This will be at the direction of Rebuild.

Sample – Exhibit 2 - INFORMATION SIGNS (PPR & FLP)

OUR APOLOGIES
FOR THE INCONVENIENCE

Programs at this site
have temporarily
relocated. To find your
program's location,
please visit:

Rebuild.Phila.gov  

 (Name of Site)

PLEASE EXCUSE OUR APPEARANCE!

While we make physical
improvements to this library, we
have temporarily relocated
library programming. To find your
program's location, please visit:

libwww.freelibrary.org/locations/(LibraryLink)

 (Library Name)

Note for Sample - Exhibit 2

- PPR Info Sign - QR code to direct to the Rebuild.Phila.gov website
- FLP Info Sign – QR code to direct to the freelibrary.org website

SECTION 016000

PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 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.

1.2 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 by Architect 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 single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification.
- C. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by the Contractor.

1.3 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.

1.4 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.

1.5 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.

1.6 ACTION SUBMITTALS

- A. Substitution Request: Submit request for consideration of each comparable product. Identify basis-of-design product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified material or product cannot be provided.
 - b. Coordination information, including a list of changes or modifications 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. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
 - i. 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 lack of availability or delays in delivery.
 - j. Cost information, including a proposal of change, if any, in the Contract Sum.
 - k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
 - l. 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.
 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a comparable product request. Architect will notify Contractor of approval or 14 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.

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 meeting 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.

B. Product Selection Procedures:

1. Sole 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.
 - a. Sole product may be indicated by the phrase: "Subject to compliance with requirements, provide the following: ..."
2. Sole 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.
 - a. Sole manufacturer/source may be indicated by the phrase: "Subject to compliance with requirements, provide products by the following: ..."
3. Limited List of Products: 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 be considered, but are not guaranteed to be approved, unless otherwise indicated.
 - a. Limited list of products may be indicated by the phrase: "Subject to compliance with requirements, provide one of the following: ..."
4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, which complies with requirements.
 - a. Non-limited list of products is indicated by the phrase: "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following: ..."
5. Limited List of Manufacturers: 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 be considered unless otherwise indicated.
 - a. Limited list of manufacturers is indicated by the phrase: "Subject to compliance with requirements, provide products by one of the following: ..."
6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, which complies with requirements.
 - a. Non-limited list of manufacturers is indicated by the phrase: "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following: ..."

7. 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.
 - a. For approval of products by unnamed manufacturers, comply with requirements in Section 012500 "Substitution Procedures" for substitutions for convenience.
- 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.
- 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 of Comparable Products: 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 proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant product qualities include attributes such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 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 016000

SECTION 017123
FIELD ENGINEERING

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. The General Contractor shall engage the services of a Surveyor to establish grades, lines and levels.
- B. Each separate Prime Contractor shall be responsible for layout of his own work, from grades, lines and levels established by the General Contractor.

1.2 RELATED REQUIREMENTS

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 QUALITY ASSURANCE

- A. Surveyor shall be licensed in the Commonwealth of Pennsylvania.

1.4 SUBMITTALS

- A. Submit name, address, and telephone number of Surveyor prior to starting survey work.
- B. On request, submit documentation verifying accuracy of survey work.
- C. Submit reference point survey including field notes for record.
- D. Submit certification, signed and sealed by the Surveyor showing that elevations and locations of all improvements are or are not in conformance with Contract Documents.

1.5 PROJECT RECORD DOCUMENTS

- A. Maintain complete, accurate log of control and survey work as it progresses.
- B. Record on record documents all pertinent information under provisions of Division 1.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION

3.1 INSPECTION

- A. Verify locations of survey control points prior to starting work. Promptly notify Design Professional of any discrepancies discovered.

3.2 SURVEY REFERENCE POINTS

- A. Protect survey control points prior to starting site work; preserve permanent reference points during construction. Make no changes without prior written notice to Design Professional.

- B. Promptly report to Project Coordinator destruction of any reference point or relocation required because of changes in grades or other reasons. Replace dislocated survey control points based on original survey control.

3.3 SURVEY REQUIREMENTS

- A. Use instruments to establish a minimum of two (2) permanent bench marks on the site. Reference benchmarks to data established by survey control points. Record bench mark locations with horizontal and vertical data for Project Record Documents. Reference these benchmarks to finish floor lines. Provide accurate alignment and level of the work, and correct slope and curvatures as required.
- B. Periodically verify layouts by same means. No extra charges will be allowed for differences between dimensions shown and actual measurements. Advise the Project Coordinator of any differences.
- C. Prepare as-built site utility plan showing all utilities including stormwater, sanitary, water, gas and electric lines for permanent record.

- END -

SECTION 017300

EXECUTION

PART 1 - GENERAL

1.1 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 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.
 - 3. Section 024119 "Selective Demolition" for demolition and removal of selected portions of the building.

1.2 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of subsequent work.

- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of subsequent work.

1.3 QUALITY ASSURANCE

- A. 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.
 - 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.

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.
 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.
- B. 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.
- 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.
- C. 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.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of utilities and construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of utilities, mechanical and electrical systems, and other construction affecting the Work.
- 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. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. 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.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. 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. If discrepancies are discovered, notify Architect promptly.
- B. 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.

3.4 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.
- 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: Where possible, select tools or equipment that minimize production of excessive 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 portions of the 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. Remove and replace damaged, defective, or non-conforming Work.

3.5 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. 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.
 5. 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.
 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.
 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.

3.6 COORDINATION OF OWNER'S PORTION OF THE WORK

- A. Site Access: Provide access to Project site for Owner's construction personnel and Owner's separate contractors.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel and Owner's separate contractors.
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.

3.7 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 ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.8 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."

3.9 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. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- C. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300

SECTION 017329
CUTTING, PATCHING, SLEEVES AND INSERTS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's cutting, fitting, patching, sleeves, and inserts required to complete the Work and to:
 - 1. Make the parts come together properly.
 - 2. Uncover or remove portions of the Work to provide for installation of ill-timed work.
 - 3. Remove and replace defective work.
 - 4. Remove samples of installed work for testing as specified.
 - 5. Provide penetrations for installation of piping and electrical conduit.
 - 6. Repair surfaces shown to remain in the finished work, which are damaged in the process of demolition.
 - 7. Coordinate penetrations, sleeves, and inserts that are specified in one specification section and installed by another.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 REGULATORY REQUIREMENTS

- A. All cutting, fitting and patching shall be performed in compliance with governing code regulations relative to firestopping and smoke penetration.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Use materials that exactly match materials being cut or patched. If exact materials are not available, match with new materials with installed performance matching or exceeding cut or patched material. Comply with specifications and standards for each material involved.
- B. Sleeves and Inserts: as specified in the Trade Sections requiring inserts and sleeves for the installation of their work.

PART 3 EXECUTION

3.1 INSPECTION

- A. Inspect existing conditions, including work subject to damage or movement during cutting and patching.
- B. Report unsatisfactory conditions to the City. Do not proceed until directed.

3.2 PREPARATION

- A. Provide temporary support as required to maintain the structural integrity of work.
- B. Provide materials and methods to protect other work from damage, including exposure to the elements.

3.3 PERFORMANCE

- A. Do not cut or alter the work of another Prime Contractor without written consent of the City.
- B. Perform cutting of structural steel, structural concrete or load bearing unit masonry only after approval of the City.
- C. Execute cutting and demolition by methods that will prevent damage to other work, and provide proper surfaces to receive installation of repairs.
- D. Remove excess materials resulting from cutting and patching and dispose of legally off site.
- E. Perform excavating and backfilling by methods that will prevent settlement or damage to other work. Maintain excavations free of water.
- F. Where cutting and patching of materials provided under this Contract is required, employ the original installer or fabricator to perform cutting and patching of:
 - 1. Structural steel and concrete.
 - 2. Weather-exposed elements.
 - 3. Moisture- or corrosion-resistant elements.
 - 4. Sight-exposed finished surfaces.
- G. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes.
- H. Restore work to remain, or be reused, which has been cut or removed. Install new products to provide complete work in accordance with Contract Documents.
- I. Refinish entire surface to provide an even finish to match adjacent surfaces. For continuous surfaces, refinish to nearest intersection. For an assembly, refinish the entire unit.
- J. Furnish sleeves and inserts required under individual specification sections to Contractor installing the Work to be sleeved or to have insert embedded. Be responsible for their correct location and installation.
- K. Penetrations required, but not shown on the Drawings, shall be cut into the work.

- END -

SECTION 017419

CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 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.

1.2 DEFINITIONS

- A. Construction Waste: Building, structure, and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building, structure, and site improvement materials resulting from demolition operations.
- C. Disposal: Removal of demolition or construction waste and subsequent salvage, sale, recycling, or deposit in landfill, incinerator acceptable to authorities having jurisdiction, or designated spoil areas on Owner's property.
- D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.
- E. Salvage: Recovery of demolition or construction waste to be turned over to City.
- F. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

1.3 ACTION SUBMITTALS

- A. Waste Management Plan: Submit plan within 7 days of date established for commencement of the Work.

1.4 QUALITY ASSURANCE

- A. Waste Management Coordinator Qualifications: Experienced firm, or individual employed and assigned by General Contractor, with a record of successful waste management coordination of projects with similar requirements.

1.5 WASTE MANAGEMENT PLAN

- A. General: Develop a waste management plan according to requirements in this Section. Plan shall consist of waste identification, salvage reuse plan, and waste reduction work plan. 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 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 Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
 - 3. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
 - 4. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
 - 5. 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.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. General: Achieve end-of-Project rates for salvage/recycling of 50 percent by weight of total nonhazardous solid waste generated by the Work. Facilitate recycling and salvage of materials.

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.
- B. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work.
 - 1. Distribute waste management plan to everyone concerned.
 - 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.

- C. 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 and recycled.

3.2 SALVAGING DEMOLITION WASTE

- A. Comply also with requirements in other Sections for salvaging demolition waste.
- B. Salvaged Items for Reuse in the Work:
 - 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.
- C. Salvaged Items for Owner's Use:
 - 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.

3.3 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

- A. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.
- B. 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.
- C. 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 as often as required to prevent overfilling bins.
- D. Procedures: Alternatively, and without modification of the performance requirements of this section, utilize co-mingled methods of waste collection, sorting and recycling.

3.4 RECYCLING DEMOLITION WASTE

- A. 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.
- B. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.
- C. 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.
- D. Conduit: Reduce conduit to straight lengths and store by material 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.

3.6 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged or recycled, 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 to 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.

END OF SECTION 017419

SECTION 017423

CLEANING

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's cleaning of the Work during construction and before completion.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Additional cleaning is specified under the technical sections for that work.

PART 2 PRODUCTS

2.1 MATERIALS

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

PART 3 EXECUTION

3.1 PERIODIC CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Broom clean paved surfaces. Rake clean other surfaces of grounds. Remove snow and ice from access to building.
- C. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- D. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- E. Collect and remove waste materials, debris, and rubbish from site at least weekly and dispose of legally off-site.
- F. Open free-fall chutes not permitted. Terminate closed chutes into appropriate containers with lids.
- G. Clean mechanical equipment, ductwork and replace filters as specified under Division 23.
- H. Clean electrical work including lighting fixtures as specified under Division 26.

- I. Maintain cleaning until Project or portion thereof is accepted by Certificate of Substantial Completion. If minor work is required after Substantial Completion, clean affected areas afterwards.
- 3.2 FINAL CLEANING
- A. Immediately before observation of the Work for Substantial Completion, clean all sight-exposed surfaces. Clean all ledges and other horizontal or near horizontal surfaces that may not be sight-exposed but are contiguous to finished spaces.
 - B. At Substantial Completion, clean and renovate permanent facilities that have been used during the construction period, including but not limited to:
 - 1. Replace significantly worn parts and parts that have been subject to unusual operating conditions.
 - 2. Replace lamps that are burned out or noticeably dimmed by substantial hours of use.

- END -

SECTION 017700
CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 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 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 2. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 3. Section 013233 "Photographic Documentation"

1.2 ACTION SUBMITTALS

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

1.3 CLOSEOUT SUBMITTALS

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

1.4 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 14 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, 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. Label with manufacturer's name and model number.
 5. Submit testing, adjusting, and balancing records.
 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 14 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.
 6. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 7. Complete final cleaning requirements.
 8. Touch up paint 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 14 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect 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.

1.5 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.
 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 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.

1.6 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, listed by room or space number.
2. Organize items applying to the space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Submit list of incomplete items electronically.

1.7 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.

B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.

C. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks 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.

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. 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.
 - c. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - d. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
 - e. Vacuum and mop concrete.
 - f. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - g. 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.
 - h. Remove labels that are not permanent.
 - i. Wipe surfaces of mechanical, electrical, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - j. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - k. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - l. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - m. 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.

END OF SECTION 017700

SECTION 017823

OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Emergency manuals.
 - 3. Systems and equipment operation manuals.
 - 4. Systems and equipment maintenance manuals.
 - 5. Product maintenance manuals.
- B. Rebuild Standards: Requirements of this section shall not be taken to override or invalidate Rebuild standards for operations and maintenance data. Submitted manuals shall comply with all applicable Rebuild standards and requirements.

1.2 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Submit on digital media acceptable to Architect. Enable reviewer comments on draft submittals.
- C. Final Manual Submittal: Submit final manuals in format acceptable to the Owner.
- D. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.3 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. 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: Bookmark 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.
- B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes if requested by the Owner.

1.4 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: 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 Architect.
 7. Name and contact information for Commissioning Authority.
 8. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 9. 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.
- 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. 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."

1.5 EMERGENCY MANUALS

- A. 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.
- B. Content: Organize manual into a separate section for each of the following:
 - 1. Type of emergency.
 - 2. Emergency instructions.
 - 3. Emergency procedures.
- 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.

1.6 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
- B. 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.
- C. 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.

D. 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.

E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

F. Piped Systems: Diagram piping as installed, and identify color coding where required for identification.

1.7 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.

B. 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 warranties and bonds, as described below.

C. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:

1. Standard maintenance instructions and bulletins; 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.
 - a. 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.
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.
- 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. 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.
- H. 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.

1.8 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. 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.
- 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017823

SECTION 017836

WARRANTIES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's procedural requirements for executing, assembling and submitting warranties.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Individual Specification sections requiring warranties or service/maintenance contracts.

1.3 SUBMITTAL REQUIREMENTS

- A. Submit two (2) sets of original signed copies and (1) digital file of warranties, bonds, service and maintenance contracts, executed by the respective manufacturers, suppliers, and subcontractors.
- B. Contents - Neatly type, in orderly sequence, the following information for each item.
 - 1. Product or work item.
 - 2. Subcontractor supplier and manufacturers names, addresses, and telephone numbers.
 - 3. Date of beginning and duration time of warranty, bond, or service and maintenance contract.
 - 4. Proper procedure in case of failure.
 - 5. Instances which might affect the validity of warranty or bond.
- C. Bind each set in 8 1/2 inch by 11 inch commercial quality, three-ring binders with plastic covers. Identify each binder with typed or printed title "Warranties" with title of project and location.

1.4 TIME OF SUBMITTALS

- A. For equipment or component parts of equipment placed into service during progress of construction, submit documents within ten (10) days after inspection and acceptance.
- B. Make other submittals within ten (10) days after Date of Substantial Completion, prior to final request for payment.
- C. For items of work, where acceptance is delayed materially beyond the Date of Substantial Completion, provide updated submittal within ten (10) days after acceptance, listing the date of acceptance as the start of the warranty period.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 017839

PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
 - 1. Record Drawings.
 - 2. Record Product Data.
- B. Related Requirements:
 - 1. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 2. Submit Record Documents as required by Rebuild and the City of Philadelphia standards and contract for construction. Rebuild standards and contract will govern if in conflict with this section

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one full set of marked-up record prints.
- B. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.

1.3 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 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. Revisions to routing of piping and conduits.
 - d. Revisions to electrical circuitry.
 - e. Actual equipment locations.
 - f. Duct size and routing.
 - g. Locations of concealed internal utilities.
 - h. Changes made by Change Order or Construction Change Directive.
 - i. Changes made following Architect's written orders.
 - j. Details not on the original Contract Drawings.
 - k. Field records for variable and concealed conditions.
 - l. 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. When authorized, prepare a full set of corrected digital data files of the Contract Drawings.

1.4 RECORD PRODUCT DATA

- 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. 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.
- C. Format: Submit record Product Data as annotated PDF electronic file or scanned PDF electronic file(s) of marked-up paper copy of Product Data.
 - 1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

1.5 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store record documents 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 reference during normal working hours.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 017839