

PROJECT MANUAL FOR

# Construction Documents

March 16, 2018

## ARAPAHOE COMMUNITY COLLEGE FITNESS CENTER LIGHTING REMODEL

5900 SOUTH SANTA FE DRIVE  
LITTLETON, COLORADO

**BG Project No: 9598.01**



## TABLE OF CONTENTS

### DIVISION 01- GENERAL REQUIREMENTS

SECTION 011000 –SUMMARY

SECTION 012300 - ALTERNATES

SECTION 012500 –SUBSTITUTION PROCEDURES

SECTION 012600 –CONTRACT MODIFICATION PROCEDURES

SECTION 012900 –PAYMENT PROCEDURES

SECTION 013100 –PROJECT MANAGEMENT AND COORDINATION

SECTION 013200 –CONSTRUCTION PROGRESS DOCUMENT

SECTION 013300 –SUBMITTAL PROCEDURES

SECTION 014000 –QUALITY REQUIREMENTS

SECTION 014200 –REFERENCES

SECTION 016000 –PRODUCT REQUIREMENTS

SECTION 017300 –EXECUTION

SECTION 017419 –CONSTRUCTION WASTE MANAGEMENT

SECTION 017700 –CLOSEOUT PROCEDURES

SECTION 017823 –OPERATION AND MAINTENANCE DATA

SECTION 017839 –PROJECT RECORD DOCUMENTS

SECTION 017900 – DEMONSTRATION AND TRAINING

### DIVISION 23 - HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

SECTION 230010 - HVAC GENERAL PROVISIONS

SECTION 233400 – HVAC FANS

### DIVISION 26 - ELECTRICAL

SECTION 26010 - ELECTRICAL GENERAL PROVISIONS

SECTION 260519 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

SECTION 260526 - GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS  
SECTION 260529 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS  
SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS  
SECTION 260544 - SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND  
CABLING  
SECTION 260553 - IDENTIFICATION FOR ELECTRICAL SYSTEMS  
SECTION 262726 - WIRING DEVICES  
SECTION 262816 – ENCLOSED SWITCHES AND CIRCUIT BREAKERS  
SECTION 265100 - INTERIOR LIGHTING

**SECTION 011000  
SUMMARY**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
  - 1. Project information.
  - 2. Work covered by Contract Documents.
  - 3. Work by Owner.
  - 4. Purchase contracts.
  - 5. Access to site.
  - 6. Coordination with occupants.
  - 7. Work restrictions.
  - 8. Specification and drawing conventions.
  - 9. Miscellaneous provisions.
- B. Related Requirements:
  - 1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: Arapahoe Community College Fitness Center Lighting Upgrade Project
  - 1. Project Location: 5900 South Santa Fe Drive, Littleton, Colorado.
- B. Owner: Arapahoe Community College
  - 1. Owner's Representative: David Crawford, Facilities Director, 303-797-5762.
- C. Engineer: BG Buildingworks, 303-278-3820

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
  - 1. Replacement of existing Fitness Area light fixtures and replace with new LED low bay fixtures.
  - 2. Addition of circulation fan and associated controls.
- B. Type of Contract:
  - 1. Project will be constructed under a single prime contract.

## 1.5 ACCESS TO SITE

- A. Use of Site: The Fitness Area will be used by the Owner during construction. The Contractor will need to provide a barrier around work area.
- B. All work overhead will need to be performed after hours (10:00 PM – 6:00 AM)
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weather tight condition throughout construction period. Repair damage caused by construction operations.

## 1.6 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
  - 1. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

## 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 6:00 a.m. to 10:00 p.m., Monday through Friday, unless otherwise indicated.
  - 1. All overhead work will need to be performed after hours (10:00 PM – 6:00 AM).
- C. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.
- D. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- E. Employee Screening: Comply with Owner's requirements for background screening of Contractor personnel working on Project site.
  - 1. Maintain list of approved screened personnel with Owner's representative.

## 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.

- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
  
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
  - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  - 2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
  - 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION

**SECTION 012300  
ALTERNATES**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 DEFINITIONS

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

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.
- E. For alternate light fixtures to be considered, the Contractor will need to submit a lighting layout with photometric values at 3'-0" above finished floor and a fixture mounting detail stamped and signed by a Structural Engineer to the Engineer for review and written approval prior to this alternate to be accepted.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION**

3.1 SCHEDULE OF ALTERNATES

- A. Alternate No. #1 - TBD

END OF SECTION



**SECTION 012600  
CONTRACT MODIFICATION PROCEDURES**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 MINOR CHANGES IN THE WORK

- A. Engineer will issue through Construction Manager supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Construction Manager will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Work Change Proposal Requests issued by Construction Manager are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within 10 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
    - e. Quotation Form: Use forms acceptable to Engineer.

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

#### 1.5 CHANGE ORDER PROCEDURES

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

#### 1.6 CONSTRUCTION CHANGE DIRECTIVE

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

### **PART 2 - PRODUCTS (Not Used)**

### **PART 3 - EXECUTION (Not Used)**

END OF SECTION 012600

**SECTION 012900  
PAYMENT PROCEDURES**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
  - 1. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
  - 2. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.3 DEFINITIONS

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

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule. Cost-loaded Critical Path Method Schedule may serve to satisfy requirements for the schedule of values.
  - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with continuation sheets.
    - b. Submittal schedule.
    - c. Items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Engineer through Construction Manager at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
  - 3. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the schedule of values:
  - a. Project name and location.
  - b. Name of Engineer.
  - c. Owner's project number.
  - d. Contractor's name and address.
  - e. Date of submittal.
  
2. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
  - a. Related Specification Section or Division.
  - b. Description of the Work.
  - c. Name of subcontractor.
  - d. Name of manufacturer or fabricator.
  - e. Name of supplier.
  - f. Change Orders (numbers) that affect value.
  - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
    - 1) Labor.
    - 2) Materials.
    - 3) Equipment.
  
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
  - a. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
  
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
  - a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
  
6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Purchase Contracts: Provide a separate line item in the schedule of values for each purchase contract. Show line-item value of purchase contract. Indicate owner payments or deposits, if any, and balance to be paid by Contractor.
8. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
  - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.

9. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### 1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Engineer and Construction Manager and paid for by Owner.
  1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Application for Payment Forms: Use forms acceptable to Construction Manager and Owner for Applications for Payment. Submit forms for approval with initial submittal of schedule of values.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Construction Manager will return incomplete applications without action.
  1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
  3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
  4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
  1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
  2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
  3. Provide summary documentation for stored materials indicating the following:
    - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
    - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
    - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Construction Manager by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
  1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.

- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Schedule of values.
  3. Contractor's construction schedule (preliminary if not final).
  4. Combined Contractor's construction schedule (preliminary if not final) incorporating Work of multiple contracts, with indication of acceptance of schedule by each Contractor.
  5. Products list (preliminary if not final).
  6. Submittal schedule (preliminary if not final).
  7. List of Contractor's staff assignments.
  8. List of Contractor's principal consultants.
  9. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  10. Initial progress report.
  11. Report of preconstruction conference.
  12. Certificates of insurance and insurance policies.
  13. Performance and payment bonds.
  14. Data needed to acquire Owner's insurance.
- I. Application for Payment at Substantial Completion: After Engineer issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
  5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
  6. AIA Document G707, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION

**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. Coordination drawings.
  2. Requests for Information (RFIs).
  3. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Requirements:
1. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
  2. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  3. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

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

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
  2. Number and title of related Specification Section(s) covered by subcontract.
  3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.



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

#### 1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
  1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities 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. Delivery and processing of submittals.
  4. Progress meetings.
  5. Project closeout activities.
  6. Startup and adjustment of systems.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
  1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

#### 1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
  1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:

- a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
  - b. Indicate functional and spatial relationships of components of Engineerural, structural, civil, mechanical, and electrical systems.
  - c. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
  - d. Indicate required installation sequences.
  - e. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Engineer indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show Engineerural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
  2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
  3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
  4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
  5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
  6. Electrical Work: Show the following:
    - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.
    - b. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
    - c. Location of pull boxes and junction boxes, dimensioned from column center lines.
  7. Review: Engineer will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Engineer determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Engineer will so inform Contractor, who shall make changes as directed and resubmit.
  8. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format: Same digital data software program, version, and operating system as original Drawings.
  2. File Preparation Format: DWG, Latest Version, operating in Microsoft Windows operating system.
  3. File Submittal Format: Submit or post coordination drawing files using Portable Data File (PDF) format.

4. Engineer will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
  - a. Engineer makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
  - b. Digital Data Software Program: Drawings are available in DWG.
  - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Engineer.

#### 1.7 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
  1. Engineer will return RFIs submitted to Engineer by other entities controlled by Contractor with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  1. Project name.
  2. Project number.
  3. Date.
  4. Name of Contractor.
  5. Name of Engineer and Construction Manager.
  6. RFI number, numbered sequentially.
  7. RFI subject.
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  12. Contractor's signature.
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
    - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software generated form with substantially the same content as indicated above, acceptable to Engineer.
  1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- D. Engineer's and Construction Manager's Action: Engineer and Construction Manager will review each RFI, determine action required, and respond. Allow seven working days for Engineer's response for each RFI. RFIs received by Engineer or Construction Manager after 1:00 p.m. will be considered as received the following working day.
  1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.

- d. Requests for coordination information already indicated in the Contract Documents.
  - e. Requests for adjustments in the Contract Time or the Contract Sum.
  - f. Requests for interpretation of Engineer's actions on submittals.
  - g. Incomplete RFIs or inaccurately prepared RFIs.
2. Engineer's action may include a request for additional information, in which case Engineer's time for response will date from time of receipt of additional information.
  3. Engineer'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 Engineer and Construction Manager in writing within 5 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 Engineer and Construction Manager.
  4. RFI number including RFIs that were returned without action or withdrawn.
  5. RFI description.
  6. Date the RFI was submitted.
  7. Date Engineer's and Construction Manager's response was received.
- F. On receipt of Engineer's and Construction Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Engineer and Construction Manager within five days if Contractor disagrees with response.
1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
  2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

## 1.8 PROJECT MEETINGS

- A. General: Construction Manager will schedule and conduct meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Engineer of scheduled meeting dates and times.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, Construction Manager, and Engineer, within three days of the meeting.
- B. Progress Meetings: Construction Manager will conduct progress meetings at biweekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
  2. Attendees: In addition to representatives of Owner, Construction Manager, and Engineer, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
  - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - 1) Review schedule for next period.
  - b. Review present and future needs of each entity present, including the following:
    - 1) Interface requirements.
    - 2) Sequence of operations.
    - 3) Status of submittals.
    - 4) Deliveries.
    - 5) Off-site fabrication.
    - 6) Access.
    - 7) Site utilization.
    - 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.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
  - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION

**SECTION 013200  
CONSTRUCTION PROGRESS DOCUMENTATION**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
1. Startup construction schedule.
  2. Contractor's construction schedule.
  3. Construction schedule updating reports.
  4. Material location reports.
  5. Site condition reports.
- B. Related Requirements:
1. Section 013300 "Submittal Procedures" for submitting schedules and reports.
  2. Section 014000 "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
  2. Predecessor Activity: An activity that precedes another activity in the network.
- B. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Engineer.
- C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- E. Event: The starting or ending point of an activity.
- F. Float: The measure of leeway in starting and completing an activity.

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

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
1. Working electronic copy of schedule file, where indicated.
  2. PDF electronic file.
- B. Startup construction schedule.
- C. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.
- D. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.

#### 1.5 COORDINATION

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

### **PART 2 - PRODUCTS**

#### 2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for to date of Substantial Completion.
1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.

#### 2.2 STARTUP CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit startup, horizontal, bar-chart-type construction schedule within seven days of date established for the Notice to Proceed.

- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

## 2.3 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
  - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  - 3. As the Work progresses, indicate final completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Engineer, Construction Manager, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
  - 1. Post copies in Project meeting rooms and temporary field offices.
  - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION



**SECTION 013300  
SUBMITTAL PROCEDURES**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 DEFINITIONS

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

#### 1.4 ACTION SUBMITTALS

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

#### 1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

1. Engineer will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings and Project record drawings.
  - a. Engineer makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
  - b. Digital Drawing Software Program: The Contract Drawings are available in Auto CAD.
  - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Engineer.
  - d. The following digital data files will be furnished for each appropriate discipline:
    - 1) Floor plans.
    - 2) Reflected ceiling plans.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.

3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
  4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  3. Resubmittal Review: Allow 15 days for review of each resubmittal.
  4. Sequential Review: Where sequential review of submittals by Engineer's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
  5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Engineer and to Engineer's consultants, allow 15 days for review of each submittal. Submittal will be returned to Engineer before being returned to Contractor.
- D. Paper Submittals: Place a permanent label or title block on each submittal item for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Engineer.
  3. Include the following information for processing and recording action taken:
    - a. Project name.
    - b. Date.
    - c. Name of Engineer.
    - d. Name of Contractor.
    - e. Name of subcontractor.
    - f. Name of supplier.
    - g. Name of manufacturer.
    - h. Submittal number or other unique identifier, including revision identifier.
      - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
- i. Number and title of appropriate Specification Section.
  - j. Drawing number and detail references, as appropriate.
  - k. Location(s) where product is to be installed, as appropriate.
  - l. Other necessary identification.
4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Engineer observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.

- a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Engineer.
- E. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
  2. Name file with submittal number or other unique identifier, including revision identifier.
    - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
  3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Engineer.
  4. Transmittal Form for Electronic Submittals: Use software-generated form from electronic project management software electronic form acceptable to Owner, containing the following information:
    - a. Project name.
    - b. Date.
    - c. Name and address of Engineer.
    - d. Name of Construction Manager.
    - e. Name of Contractor.
    - f. Name of firm or entity that prepared submittal.
    - g. Names of subcontractor, manufacturer, and supplier.
    - h. Category and type of submittal.
    - i. Submittal purpose and description.
    - j. Specification Section number and title.
    - k. Specification paragraph number or drawing designation and generic name for each of multiple items.
    - l. Drawing number and detail references, as appropriate.
    - m. Location(s) where product is to be installed, as appropriate.
    - n. Related physical samples submitted directly.
    - o. Indication of full or partial submittal.
    - p. Transmittal number, numbered consecutively.
    - q. Submittal and transmittal distribution record.
    - r. Other necessary identification.
    - s. Remarks.
- F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Engineer on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- G. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
  2. Note date and content of revision in label or title block and clearly indicate extent of revision.
  3. Resubmit submittals until they are marked with approval notation from Engineer's action stamp.

- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- I. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Engineer's and Construction Manager's action stamp.

## **PART 2 - PRODUCTS**

### **2.1 SUBMITTAL PROCEDURES**

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
  - 1. Post electronic submittals as PDF electronic files directly to Engineer's FTP site specifically established for Project.
    - a. Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
  - 2. Submit electronic submittals via email as PDF electronic files.
    - a. Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
  - 3. Action Submittals: Submit three paper copies of each submittal unless otherwise indicated. Engineer will return two copies.
  - 4. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Engineer will not return copies.
  - 5. Certificates and Certifications Submittals: Provide 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.
    - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
    - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  - 1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
  - 2. Mark each copy of each submittal to show which products and options are applicable.
  - 3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's product specifications.
    - c. Standard color charts.
    - d. Statement of compliance with specified referenced standards.
    - e. Testing by recognized testing agency.
    - f. Application of testing agency labels and seals.

- g. Notation of coordination requirements.
      - h. Availability and delivery time information.
  4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams showing factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  5. Submit Product Data before or concurrent with Samples.
  6. Submit Product Data in the following format:
    - a. PDF electronic file.
    - b. Three paper copies of Product Data unless otherwise indicated. Engineer, through Construction Manager, will return two copies.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Engineer's digital data drawing files is otherwise permitted.
  1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Identification of products.
    - b. Schedules.
    - c. Compliance with specified standards.
    - d. Notation of coordination requirements.
    - e. Notation of dimensions established by field measurement.
    - f. Relationship and attachment to adjoining construction clearly indicated.
    - g. Seal and signature of professional engineer if specified.
  2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least [8-1/2 by 11 inches, but no larger than 30 by 42 inches.
  3. Submit Shop Drawings in the following format:
    - a. PDF electronic file.
    - b. Two opaque (bond) copies of each submittal. Engineer will return one copy(ies).
    - c. Three opaque copies of each submittal. Engineer will retain two copies; remainder will be returned.
- 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:
  1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
  2. Manufacturer and product name, and model number if applicable.
  3. Number and name of room or space.
  4. Location within room or space.
  5. Submit product schedule in the following format:
    - a. PDF electronic file.
    - b. Three paper copies of product schedule or list unless otherwise indicated. Engineer will return two copies.

- E. Coordination Drawing Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."
- F. Contractor's Construction Schedule: Comply with requirements specified in Section 013200 "Construction Progress Documentation."
- G. Application for Payment and Schedule of Values: Comply with requirements specified in Section 012900 "Payment Procedures."
- H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 014000 "Quality Requirements."
- I. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."
- J. Maintenance Data: Comply with requirements specified in Section 017823 "Operation and Maintenance Data."
- K. 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 Engineers and owners, and other information specified.
- L. 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.
- M. 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.
- N. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- O. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- P. 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.
- Q. 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.
- R. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
  - 1. Name of evaluation organization.
  - 2. Date of evaluation.
  - 3. Time period when report is in effect.
  - 4. Product and manufacturers' names.
  - 5. Description of product.
  - 6. Test procedures and results.
  - 7. Limitations of use.

- S. 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.
- T. 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.
- U. 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.
- V. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

## 2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Engineer.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file and three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
  - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S REVIEW

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



3.2 ENGINEER'S ACTION

- A. Action Submittals: Engineer will review each submittal, make marks to indicate corrections or revisions required, and return it. Engineer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Engineer will review each submittal and will not return it, or will return it if it does not comply with requirements. Engineer 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 Engineer.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Submittals not required by the Contract Documents may be returned by the Engineer without action.

END OF SECTION

**SECTION 014000  
QUALITY REQUIREMENTS**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Owner.
- C. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- D. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.
- E. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

- F. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- G. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
  - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- H. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of f previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

#### 1.4 CONFLICTING REQUIREMENTS

- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Engineer for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Engineer for a decision before proceeding.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Contractor's quality-control personnel.
- B. 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.

#### 1.6 REPORTS AND DOCUMENTS

- A. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
  - 1. Name, address, and telephone number of technical representative making report.
  - 2. Statement on condition of substrates and their acceptability for installation of product.
  - 3. Statement that products at Project site comply with requirements.
  - 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  - 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  - 6. Statement whether conditions, products, and installation will affect warranty.
  - 7. Other required items indicated in individual Specification Sections.

- B. **Factory-Authorized Service Representative's Reports:** Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
  - 1. Name, address, and telephone number of factory-authorized service representative making report.
  - 2. Statement that equipment complies with requirements.
  - 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  - 4. Statement whether conditions, products, and installation will affect warranty.
  - 5. Other required items indicated in individual Specification Sections.
  
- C. **Permits, Licenses, and Certificates:** For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

## 1.7 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.
  
- C. **Installer Qualifications:** A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
  
- D. **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.
  
- E. **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.

## 1.8 QUALITY CONTROL

- A. **Contractor Responsibilities:** Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
  - 1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
  - 2. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  - 3. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  - 4. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

- B. **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."
- C. **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.
- D. **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.

## **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 Engineer.
  - 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Engineer's reference during normal working hours.

### **3.2 REPAIR AND PROTECTION**

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

END OF SECTION

**SECTION 014200  
REFERENCES**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 DEFINITIONS

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

1.3 INDUSTRY STANDARDS

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

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

#### 1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."
- B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.
  - 1. ICC - International Code Council; [www.iccsafe.org](http://www.iccsafe.org).
  - 2. ICC-ES - ICC Evaluation Service, LLC; [www.icc-es.org](http://www.icc-es.org).

#### **PART 2 - PRODUCTS (Not Used)**

#### **PART 3 - EXECUTION (Not Used)**

END OF SECTION

**SECTION 016000  
PRODUCT REQUIREMENTS**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 DEFINITIONS

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

1.4 QUALITY ASSURANCE

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



## 1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
  - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
  - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
  - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
  - 4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
- C. Storage:
  - 1. Store products to allow for inspection and measurement of quantity or counting of units.
  - 2. Store materials in a manner that will not endanger Project structure.
  - 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
  - 4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
  - 5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
  - 6. Protect stored products from damage and liquids from freezing.
  - 7. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

## 1.6 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.
- B. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

## **PART 2 - PRODUCTS**

### 2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
  - 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.

2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Engineer will make selection.
5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products:
  - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
  - b. Nonrestricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.
4. Manufacturers:
  - a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
  - b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.

## 2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Engineer will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Engineer may return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.

2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of Engineers and owners, if requested.

**PART 3 - EXECUTION (Not Used)**

END OF SECTION

**SECTION 017300  
EXECUTION**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Construction layout.
  - 2. Field engineering and surveying.
  - 3. Installation of the Work.
  - 4. Cutting and patching.
  - 5. Coordination of Owner-installed products.
  - 6. Progress cleaning.
  - 7. Starting and adjusting.
  - 8. Protection of installed construction.
- B. Related Requirements:
  - 1. Section 011000 "Summary" for limits on use of Project site.
  - 2. Section 013300 "Submittal Procedures" for submitting surveys.
  - 3. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.3 DEFINITIONS

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

1.4 QUALITY ASSURANCE

- A. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include the following:
  - 1. Primary operational systems and equipment.
  - 2. Fire separation assemblies.
  - 3. Air or smoke barriers.
  - 4. Fire suppression systems.
  - 5. Mechanical systems piping and ducts.

6. Control systems.
  7. Fire detection and alarm systems.
  8. Electrical wiring systems.
- B. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:
1. Water, moisture, or vapor barriers.
  2. Membranes and flashing.
  3. Exterior curtain wall construction.
  4. Sprayed fire resisted material.
  5. Equipment supports.
  6. Piping, ductwork, vessels, and equipment.
  7. Noise and vibration control elements and systems.
- C. Visual Elements: Do not cut and patch constructive 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 Engineer's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- D. 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 Engineer for the visual and functional performance of in-place materials.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
- 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. Existing Utility Information: Furnish information to local utility Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Engineer according to requirements in Section 013100 "Project Management and Coordination."

### 3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Engineer and Construction Manager promptly.
- B. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.

### 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.
  4. Maintain minimum headroom clearance of 96 inches in occupied spaces and 90 inches in unoccupied spaces.

- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- G. 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 Engineer.
  - 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.
- H. 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.

### 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. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
  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.
    - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    - b. Restore damaged pipe covering to its original condition.
  3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
  4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
  5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

### 3.6 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.
    - a. Use containers intended for holding waste materials of type to be stored.



2. 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. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- F. 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."
- G. 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.
- H. 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.
- I. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### 3.7 STARTING AND ADJUSTING

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

3.8 PROTECTION OF INSTALLED CONSTRUCTION

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

END OF SECTION

**SECTION 017419  
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
  - 1. Disposing of nonhazardous demolition and construction waste.

1.3 DEFINITIONS

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

1.4 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION**

3.1 PLAN IMPLEMENTATION

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
  - 1. Comply with operation, termination, and removal requirements in Section 015000 "Temporary Facilities and Controls."

- B. 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. Comply with Section 015000 "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

### 3.2 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
  - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
  - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials.
- C. Disposal: Remove waste materials from Owner's property and legally dispose of them.

END OF SECTION

**SECTION 017700  
CLOSEOUT PROCEDURES**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 ACTION SUBMITTALS

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

1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificates of Insurance: For continuing coverage.

1.5 MAINTENANCE MATERIAL SUBMITTALS

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

## 1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
  - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by. Label with manufacturer's name and model number where applicable.
    - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain signature for receipt of submittals.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Advise Owner of pending insurance changeover requirements.
  - 2. Complete startup and testing of systems and equipment.
  - 3. Perform preventive maintenance on equipment used prior to Substantial Completion.
  - 4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
  - 5. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  - 6. Complete final cleaning requirements, including touchup painting.
  - 7. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Engineer and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  - 2. Results of completed inspection will form the basis of requirements for final completion.

## 1.7 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
  2. Certified List of Incomplete Items: Submit certified copy of Engineer'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.
- 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, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

## 1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  3. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Engineer and Construction Manager.
    - d. Name of Contractor.
    - e. Page number.
  4. Submit list of incomplete items in the following format:
    - a. PDF electronic file. Through Construction Manager, will return annotated file.

## 1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Include with Operation and maintenance data.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

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

## **PART 3 - EXECUTION**

### **3.1 FINAL CLEANING**

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Construction Waste Disposal: Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

### **3.2 REPAIR OF THE WORK**

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

END OF SECTION



**SECTION 017823  
OPERATION AND MAINTENANCE DATA**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

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

**1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
  - 1. Operation and maintenance documentation directory.
  - 2. Operation manuals for systems, subsystems, and equipment.
  - 3. Product maintenance manuals.
  - 4. Systems and equipment maintenance manuals.
- B. Related Requirements:
  - 1. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

**1.3 DEFINITIONS**

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

**1.4 CLOSEOUT SUBMITTALS**

- A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
  - 1. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operations and maintenance manuals in the following format:
  - 1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Engineer.
    - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
    - b. Enable inserted reviewer comments on draft submittals.

## **PART 2 - PRODUCTS**

### **2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY**

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

### **2.2 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS**

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
  - 1. Title page.
  - 2. Table of contents.
  - 3. Manual contents.
- B. Title Page: Include the following information:
  - 1. Subject matter included in manual.
  - 2. Name and address of Project.
  - 3. Name and address of Owner.
  - 4. Date of submittal.
  - 5. Name and contact information for Contractor.
  - 6. Name and contact information for Construction Manager.
  - 7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
  - 1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.

- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.

## 2.3 OPERATION MANUALS

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

## 2.4 PRODUCT MAINTENANCE MANUALS

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

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

## 2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
  - 1. Standard maintenance instructions and bulletins.
  - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
  - 3. Identification and nomenclature of parts and components.
  - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
  - 1. Test and inspection instructions.
  - 2. Troubleshooting guide.
  - 3. Precautions against improper maintenance.
  - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.

5. Aligning, adjusting, and checking instructions.
  6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
  2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

### **PART 3 - EXECUTION**

#### **3.1 MANUAL PREPARATION**

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
  2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- E. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION

**SECTION 017839  
PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Miscellaneous record submittals.
- B. Related Requirements:
  - 1. Section 017700 "Closeout Procedures" for general closeout procedures.
  - 2. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit one set of marked up record prints.
- B. Record Specifications: Submit one paper copy annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one paper copy annotated PDF electronic files and directories of each submittal.
  - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked up Product Data as a component of manual.

**PART 2 - PRODUCTS**

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
  - 1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.

- a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
  - b. Accurately record information in an acceptable drawing technique.
  - c. Record data as soon as possible after obtaining it.
  - d. Record and check the markup before enclosing concealed installations.
  - e. Cross-reference record prints to corresponding archive photographic documentation.
2. Content: Types of items requiring marking include, but are not limited to, the following:
- a. Dimensional changes to Drawings.
  - b. Revisions to details shown on Drawings.
  - c. Locations and depths of underground utilities.
  - d. Revisions to routing of piping and conduits.
  - e. Revisions to electrical circuitry.
  - f. Actual equipment locations.
  - g. Locations of concealed internal utilities.
  - h. Changes made by Change Order or Construction Change Directive.
  - i. Details not on the original Contract Drawings.
  - j. Field records for variable and concealed conditions.
  - k. 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. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Format: Annotated PDF electronic file with comment function enabled.
  3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
  4. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of Construction Manager.
    - e. Name of Contractor.

## 2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.



2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
  3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
  4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
  5. Note related Change Orders, record Product Data, and record Drawings where applicable.
- B. Format: Submit record Specifications as annotated PDF electronic file paper copy scanned PDF electronic file(s) of marked-up paper copy of Specifications.

### 2.3 MISCELLANEOUS RECORD SUBMITTALS

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

## PART 3 - EXECUTION

### 3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents: 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 Engineer's and Construction Manager's reference during normal working hours.

END OF SECTION

**SECTION 017900  
DEMONSTRATION AND TRAINING**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 QUALITY ASSURANCE

- A. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 014000 "Quality Requirements," experienced in operation and maintenance procedures and training.

1.4 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.

**PART 2 - PRODUCTS – (NON-APPLICABLE)**

**PART 3 - EXECUTION**

3.1 PREPARATION

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

### 3.2 INSTRUCTION

- A. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
  - 1. Schedule training with Owner, through Construction Manager, with at least seven days' advance notice.
- B. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.

### 3.3 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified videographer to record demonstration and training video recordings.
- B. Video: Provide minimum 640 x 480 video resolution converted to format file type acceptable to Owner, on electronic media.
  - 1. Electronic Media: Read-only format compact disc acceptable to Owner, with commercial-grade graphic label.
  - 2. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the Equipment Demonstration and Training DVD that describes the following for each Contractor involved on the Project, arranged according to Project table of contents:
    - a. Name of Contractor/Installer.
    - b. Business address.
    - c. Business phone number.
    - d. Point of contact.
    - e. E-mail address.

END OF SECTION

**SECTION 23 00 10 - HVAC (HEATING, VENTILATION, AND AIR-CONDITIONING)  
GENERAL PROVISIONS**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section. Consult them for further instructions and be governed by the requirements thereunder.
- B. Related Work is specified elsewhere in Division 26 and when issued by the Owner, is hereby incorporated.

1.2 GENERAL

A. Work Included

- 1. Furnish all labor, materials, equipment and related items, and perform all operations required to complete work within the intent of the Drawings and Specifications, whether or not specifically mentioned, and to deliver complete and fully operational HVAC systems subject to the conditions of the Contract. For this reason, the Contractor shall visit the premises and site before submitting their bid and familiarize themselves with the areas in which work is to be done.
- 2. Provide HVAC and electrical details not mentioned or shown which are necessary for the successful operation of all systems. Clean, sterilize, flush and fill all systems per requirements to make them operational; including labor and materials for final fill of water, refrigerant, oils, grease, gases, antifreeze and brine.
- 3. Set all sleeves and cut and patch all miscellaneous holes necessary for the convenient, orderly and proper installation of the work. Required holes through masonry and concrete construction with an area less than thirty five (35) square inches (20 inch diameter and less) shall be considered miscellaneous holes.
- 4. Any work installed without regard to the work of other crafts which must, in the opinion of the Owner or Engineer, be moved to permit the installation of other work, shall be moved and replaced as a part of this work at no additional charge.
- 5. Prove satisfactory operation of all equipment and controls to the Owner and/or Engineer upon request.

B. Work Not Included

- 1. Certain labor and materials may be furnished and/or installed under other divisions of these specifications. Coordinate with other trades and arrange the work to make the parts fit together. The following items are to be accomplished under other divisions of these specifications.
  - a. Electrical Equipment and Wiring: See "Electrical Equipment and Wiring for Mechanical Division" Paragraph in this Specification Section.

### 1.3 QUALITY ASSURANCE

- A. Qualifications of Contractor: All materials and equipment shall be new and all work shall be executed with the maximum speed consistent with current accepted trade practices. Furnish materials and equipment promptly after authorization to proceed, and proceed with work in progress with the other contractors on the project. Perform all work included in the contract in a manner that will not cause interferences or delays to, or interfere with, the progress of other contractors.
- B. All welding shall comply with the requirements and recommendations of the American Welding Society and all applicable codes.
  - 1. Weld metal shall not project creating an obstruction.
  - 2. Chip or grind out all weld metal before re-welding.
  - 3. Caulking / preening of welds is not allowed.
  - 4. Welder shall be certified to work on service/utility type indicated.

### 1.4 CODES AND REFERENCED STANDARDS

- A. Comply with specified Codes and Standards. If conflict exists between Codes or Standards and drawings, project specifications manual or addenda requirements, the most stringent requirement shall apply.
- B. Conform to the installation rules and regulations of the standards listed including all subsequently published amendments thereto issued prior to the date of the bidding documents.
- C. Conform to the requirements of all local, state and federal agencies which have authority over the project. Include all items of labor and material required to meet such requirements regardless of the failure to specify in the project manual or indicated on the drawings each individual item.
- D. All equipment, apparatus and systems shall be rated, tested, fabricated and installed with the applicable industry standards.
- E. The applicable portions of the following standards form a part of this project manual to the same force and effect as if repeated herein.
  - 1. American National Standards Institute (ANSI)
  - 2. International Mechanical Code (IMC)
  - 3. American National Standards Institute (ANSI)
  - 4. American Society for Testing Materials (ASTM)
  - 5. American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)
  - 6. American Society of Mechanical Engineers (ASME)
  - 7. National Electrical Code (NEC)
  - 8. National Electric Manufacturers Association (NEMA)
  - 9. National Fire Protection Association (NFPA)
  - 10. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA)
  - 11. Underwriters Laboratories, Inc. (UL)
  - 12. Environmental Protection Agency (EPA)
- F. Conform to the International Building, Fire, Energy Conservation and Mechanical Codes, edition 2015.
- G. Conform to the National Electrical Code, Edition 2017.

- H. Conform to the requirements of the Americans with Disabilities Acts (ADA) and American National Standards Institute (ANSI) Standard 117.
- I. In case of difference between these specifications, codes, laws, industry standards, and/or utility company regulations the most stringent requirement shall govern.
- J. Conform to all standards of Arapahoe Community College.

#### 1.5 EXAMINATION OF BIDDING DOCUMENTS

- A. Each bidder shall examine the bidding documents carefully, and not later than seven days prior to the date of receipt of bids, shall make written request to the Engineer for interpretation or correction of any discrepancies, ambiguity, inconsistency, or error therein which he may discover. Any interpretation or correction will be issued as an addendum by the Engineer. Only a written interpretation or correction by addendum shall be binding. No bidder shall rely upon interpretations or corrections given by any other method. If discrepancies, ambiguity, inconsistency, or error are not covered by addendum or written directive, Contractor shall include in their bid, labor materials and methods of construction resulting in higher cost. After award of contract, no allowance or extra compensation will be made on behalf of the Contractor due to his failure to make the written requests as described above.
- B. In order to become familiar with the scope of the work involved, visit the existing site, before submitting bid, and carefully examine the existing conditions in order to have full knowledge and understanding of the conditions and restrictions affecting the performance of the work required. Include in bid all work which is reasonably inferred by the contract drawings and specifications, whether specifically shown or not, as a result of existing conditions, construction, irregularities and interferences which may affect work and is necessary for fully functioning system. No additional compensations will be considered for misunderstanding the conditions to be met.
- C. The person submitting the request will be responsible for its prompt delivery. Failure to so request clarification of any inadequacy, omission, or conflict will not relieve the Contractor of responsibility. The signing of the Contract will be considered as implicitly denoting that the Contractor has a thorough comprehension of full intent and scope of the working drawings and specifications.

#### 1.6 BIDS AND SUBSTITUTIONS

- A. Materials, equipment or services listed by several identifying names are intended to be bidder's choice, and any of the listed names may be bid without soliciting prior acceptance. In all cases where more than one name is given in the specifications, the first named manufacturer's material, equipment or services shall be the basis of design which has been contemplated in coordination and production of the Contract Documents. Where equipment schedules are provided in the drawings, the manufacturer and model number listed in the schedule shall be considered the basis of design. Any changes, including spatial requirements, and costs required to accommodate materials or equipment other than the basis of design shall be the responsibility of the Contractor bidding other than basis of design equipment.
- B. If the Contractor wishes to submit a substitute to the named manufacturer(s) for any equipment, they shall submit in writing on Substitution Request form, prior to bid, stating the manufacturer's name, model number, and detailed product data. In all cases, if the substitute manufacturer is used, the Contractor shall bear all additional costs including, but not limited to, responsibility of coordination with all other trades, any changes incurred in plumbing, electrical, mechanical, general, etc., which result from equipment or material substitution.

- C. Where materials or equipment are specified by name, the proposed material or equipment must be identical to the specified material or equipment in all characteristics of quality, function and serviceability, regardless of application in the Project and, in addition, when the Engineer deems that aesthetic significance is important, the equal material or equipment must be identical in all characteristics of visual appearance, design, color and texture. Work performed or constructed with unapproved materials/equipment is at Contractor's risk, and any required correction of Work incorporating materials/equipment shall be at Contractor's sole cost and expense.
  - D. Performance Specification of Products:
    - 1. Where any product is specified only by requirement to meet an industry standard or regulating body standard such as UL, AGA, AWWA, ANSI, etc. and the item proposed carries approval of that body, no prior acceptance by the Engineer is needed.
    - 2. When any product or service is specified by requirement to meet a performance standard or is specified by a generic specification, (no manufacturers name listed) no prior acceptance by the Engineer is needed except as specifically called for in these specifications.
  - E. Approval by the Engineer of equipment other than the specified does not relieve Contractor of this Responsibility.
  - F. Acceptance
    - 1. In all instances, Contractor shall assume full responsibility for proof of equality of the stature to the equipment hereinafter specified. All data and information necessary for proof of equality, function and space requirements shall be prepared and accompany the submittal of the Substitution Request to the Engineer.
    - 2. Specified material and equipment shall be considered the basis of design, and while not specifically mentioned, characteristics such as material types, gauges, weights, appearance and space requirements of the basis of design materials and equipment must be met by any proposed substitutions.
    - 3. Action for substitutions specified herein will be given only after the receipt of formal Substitution Request accompanied by complete data showing performance over entire range, physical dimensions and material construction all specifically marked for the individual item in accordance with requirements for Submittals of Product Data.
    - 4. Where the substitution requires any changes in piping, electrical wiring, clear space for service requirement, venting, ducting, submit Coordination Drawings with the Substitution Request indicating changes required and conclusively coordinating changes required for the HVAC Division as well as changes required for all other Divisions. Contractor submitting the Substitution Request shall:
      - a. Be responsible to coordinate all Divisions and make all changes required to accommodate the Substitution.
      - b. Pay for all changes required of both the HVAC Division and all other Divisions to accommodate the Substitution.
    - 5. Approval of the Substitution Request by the Engineer does not relieve the Contractor of the above responsibilities. See General Conditions for method of notification of acceptance.
  - G. In the event the substituted material or equipment does not perform to meet the design intent, fit or meet quality standards, the Contractor shall provide the specified material or equipment and bear all costs to replace the substitute item(s).
- 1.7 BID ALTERNATE(S)
- A. Refer to Division 01 for items requiring alternate pricing within the contract documents.

- B. Alternate(s) for Materials and Equipment
  - 1. Equipment and material bid alternate(s) shall be proposed as additive or deductive alternate(s) to specified items by submitting it as a separate line item from the base bid on the Bidder's letterhead.
  - 2. Such bid alternate proposals shall not be substituted or included in the base bid. Bid alternate proposal(s) must be accompanied by full descriptive data on the proposed equipment, together with a statement of the cost to be added or deducted for each item. The bid alternate shall include all materials, equipment, labor, electrical connections, coordination with all other trades, etc. for a complete and operational system.
  - 3. The Contractor shall submit the bid alternates at the time the base bids are due.

#### 1.8 PERMITS, FEES AND NOTICES

- A. Apply for and pay for all permits, fees, licenses and inspections for this Division of work.
- B. Notify proper authorities when work is ready for inspections required by applicable codes, rules and regulations, allowing sufficient time for inspections to be made without hindering progress of the work. Furnish to the Owner copies of inspection certificates of acceptance.

#### 1.9 PLANS AND SPECIFICATIONS

- A. The intention of the plans and specifications is to provide all fixtures, and equipment. Contractor shall furnish all material and equipment and shall perform all labor to achieve this intent, whether or not such material or equipment is indicated herein. Wherever the term "provide" is used, it shall mean "furnish and install".
- B. All plans and specifications including electrical and HVAC plans shall be examined by Contractor prior to submission of quotations to determine systems interface and conditions which could cause interference or deviations in equipment locations and routing. Errors or discrepancies on plans or in specifications shall be reported to the Engineer in writing and written instructions obtained for the discrepancy prior to submittal of bid to the Owner.
- C. All changes from the plans necessary to make the work conform to buildings as constructed and to fit work of other trades, or to conform to rules of all governing authorities and regulations, shall be met by each Contractor without extra cost to the Owner.
- D. Location of equipment and other devices are shown on plans in a diagrammatic manner for general guidance. Plans shall not be scaled for dimensions. Take all dimensions from certified equipment drawings, and from the structure itself before fabricating any work. This Contractor shall coordinate his work with other Contractors and shall provide necessary deviations in routing as far as 5 feet from those shown to provide systems as specified or implied, without interference and pursuant to these requirements at no additional cost to the Owner or Engineer.
- E. Manufacturer's drawings and instructions shall be followed in all cases where the makers of devices and equipment furnish directions covering point not shown on the drawings or described in the specifications. Install all equipment in accordance with manufacturer's recommendations, unless approval is given in writing by the Engineer for deviation.



- F. Layout and installation of HVAC work shall be coordinated with the overall construction schedule of various trades to prevent delay in completion of the project. Complete drawings and specifications for the entire job shall be maintained and updated at the job site. Coordinate the HVAC work with and be responsible to the General Contractor for satisfactory progress of the work. Coordinate HVAC work with all other trades on the project without additional cost to the Owner.
- G. Priority of interpretation of discrepancies in Contract Documents shall be complimentary from specifications to drawings. Where discrepancies occur between various specifications, drawings and specifications or codes and standards, the most demanding requirement shall take precedence, except where written interpretation from the Engineer indicates otherwise.
- H. All work and materials covered by drawings and specifications shall be subject to review at any time by representatives of the Owner. If the Owner's agent finds any materials or installation that does not conform to these drawings and specifications, Contractor shall remove the material from the premises and correct the installation to the satisfaction of the agent.
- I. In acceptance or rejection of installed mechanical systems, no allowance will be made for lack of skill on the part of the installers.

#### 1.10 SUBMITTALS

##### A. General

1. Submit under provisions of Division 01 and the requirements below.
2. The purpose of shop drawing submittals by the Contractor is to demonstrate to the Engineer that the Contractor understands the design concept. Contractor shall demonstrate their understanding by indicating which equipment and material they intend to furnish and install, and shall detail the fabrication and installation methods they intend to use. Contractor further agrees that if deviations, discrepancies, or conflicts between shop drawing submittals and contract documents are discovered either prior to or after shop drawings and specifications shall control and shall be followed.
3. Review of Submittals is rendered as a service only and shall not be considered as a guarantee of measurements or of building conditions; nor shall it be construed as relieving the Contractor of basic responsibilities under their Contract. Engineer will check submittals only for conformance with the design concept of the project. Review shall not be construed as:
  - a. Permitting any departure from the contract requirements.
  - b. Relieving the Contractor of the responsibility for any error in details, dimensions or otherwise that may exist in the Shop Drawings.
  - c. Contractor agrees that shop drawing submittals processed by the Engineer are not change orders.
4. Submittal Schedule: Generate a Schedule of anticipated initial submittals for this Division and provide to General Contractor. Include in schedule specified durations time for review, submittal revision, resubmittal, and subsequent review as indicated in Division 01. Structure submittal schedule to allow for construction and delivery long lead and critical path items based on the overall project construction schedule. Place orders for all equipment in time to prevent any delay in construction schedule or completion of project. If any materials or equipment are not ordered in time, additional charges made by equipment manufacturers to complete their equipment in time to meet construction schedule, together with any special handling charges, shall be borne by the Contractor.

##### B. Shop Drawings

1. Proposed Product List: At the onset of Project's submittal phase, this Contractor shall submit a complete list of all material and equipment they propose to use in the installation. This list shall include all products specified in this Division and indicate manufacturer, catalog numbers and other identifying information. Engineer reserves the right to not review individual Product Data and Shop Drawing submittals until the Proposed Product List has been submitted and reviewed.
2. After review of the Proposed Product List by the Engineer, the Contractor shall submit Product Data and Shop Drawings including descriptive literature of the equipment to be provided under this contract. Drawings shall state capacities, sizes, etc., of all equipment and shall be certified.
3. The shop drawings shall be reviewed by the Contractor and stamped and signed certifying they have reviewed and found them to be 100% complete and accurate, prior to submission. Mark project name and location on each shop drawing, catalog cut and/or specification sheet along with Contractor's signed stamp. Engineer reserves the right to reject shop drawings submitted without project name, location or stamp of Contractor's review.
4. Clearly mark each shop drawing, catalog cut and/or specification sheet to indicate those products and features which are intended to be furnished. Use highlights, arrows, underlines, circles and strikethroughs to identify exact features, options, capacities, characteristics and dimensions of equipment to be provided. Strike through information that does not apply to the intended product, options not intended to be included, and any manufacturer's disclaimers such as "Dimensions Subject to Change Without Notice." Options not specifically struck will be understood to be included. Engineer reserves the right to reject shop drawings not adequately marked in the above manner.
5. Review and approval of shop drawings shall not relieve the Contractor from the responsibility of furnishing equipment and materials of proper dimension, size, quantity, quality and all performance characteristics to efficiently perform the requirements and intent of the contract documents. Review and approval does not relieve the Contractor from responsibility for errors on the shop drawings. If the shop drawings deviate from the contract documents, Contractor shall advise the Engineer of such deviations in writing accompanying the shop drawings submittal, including the reasons for the deviations. Coordinate all required changes with the other trades affected. If the changes are occasioned by the Contractor, they shall pay any costs involved.

C. Coordination Drawings

1. This Contractor shall provide the support role in development of a combined set of coordination electronic drawing(s) to conclusively coordinate spatial arrangements of their materials and equipment with all other trades, and to define sequencing and coordination of installations for efficient flow of the Work. Coordination drawings shall be minimum scale of 1/4" = 1/0" showing locations, dimensions and height of installation of all major pieces of equipment, ductwork and piping provided under their respective contracts. Drawings shall include the following:
  - a. Hanger support locations
  - b. Lighting devices
  - c. Building structure background
  - d. Indicate the locations of all equipment and materials, including clearances required for servicing and maintaining equipment.
  - e. Indicate movement and positioning of large equipment into the building during construction.
2. Order of space preference throughout the building shall be:
  - a. Light fixtures
  - b. HVAC Equipment
  - c. Electrical conduit

3. Prepare and submit the coordination drawings including detailed three dimensional model for review. By approving and submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents that the Contractor has determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
4. The Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittals has been approved by the Engineer.
5. Where Contractor has failed to provide proper space for equipment and required clearances (as required by local AHJ, as related to code requirements, as noted or shown on plans or as noted on submittals) Contractor shall relocate the equipment as directed by Engineer. Contractor shall be held responsible for any and all changes resulting from such relocations and shall be held responsible for any and all changes resulting from such relocations and shall bear any and all increase costs to Contractor as well as costs to other trades in making said revisions.

D. Engineer's Review of Submittals:

1. The Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Engineer's approval of Shop Drawings, Product Data, Samples or similar submittals unless the Contractor has specifically informed the Engineer in writing of such deviation at the time of submittal and the Engineer has given written approval of the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings Product Data, Samples or similar submittals by the Engineer's approval thereof.
2. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. The purpose of their submittal is to demonstrate for those portions of the Work for which submittals are required the way the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents.
3. The Engineer will review and approve or take other appropriate action upon contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Engineer's action will be taken with such reasonable promptness as to cause no delay in the Work of the Contractor or in the activities of the other Contractors, the Owner, General Contractor, or the Construction Manager, while allowing sufficient time in the Engineer's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation of performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Engineer's review of the Contractor's submittals shall not relieve the Contractor of the obligations per the Contract Documents.

1.11 MECHANICAL INSTALLATIONS

- A. Coordinate mechanical equipment and materials installation with other building components.
- B. Sequence, coordinate, and integrate installations of mechanical materials and equipment for efficient flow of the Work. Give particular attention to large equipment requiring positioning prior to closing-in the building.
- C. Coordinate the cutting and patching of building components to accommodate the installation of mechanical equipment and materials.

- D. Where mounting heights are not detailed or dimensioned, install mechanical services and overhead equipment to provide the maximum headroom possible, and in accordance with minimum required clearances as specified in codes and regulations.
- E. The word “concealed” as used in this specification refers to such spaces as pipe and duct chases, pipe and duct trenches, above plastered ceilings, in walls and buried where pipe and/or duct is inaccessible when building is complete. “Exposed” is intended to be within equipment rooms, unfinished areas, above “push up” ceilings, accessible pipe and duct tunnels.
- F. The term “furnish” means supply and deliver to Project, unless otherwise defined in greater detail. The term “install” is used to describe operations at Project, from inspecting and unloading, to completion in place, ready for intended use. The term “provide” means furnish and install, complete and ready for intended use, unless otherwise defined in greater detail.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS AND EQUIPMENT**

- G. Use only new materials, of the best quality of their respective kinds.
- A. All materials, in general, shall be Underwriter's Laboratories listed and labeled.

## **PART 3 - EXECUTION**

### **3.1 SAFETY AND MAINTENANCE OF WORK AREAS**

- A. The Engineer has no contractual responsibility in connection with job site safety measures or precautions as related to means, methods, techniques, sequences or procedures. Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal working hours. The Engineer's observations of the Contractor's performance are not intended to include review of the adequacy of the Contractor's safety measures in, on, or near the construction site. Contractor shall be responsible for providing all such safety measures and shall consult with the Local, State or Federal Safety Inspector for interpretation whenever in doubt as to whether safe conditions do or do not exist; or whether he is or is not in compliance with Safety Regulations.
- B. During the project, this Contractor shall maintain his work area in an organized manner, shall not allow debris to accumulate, and shall store equipment, tools and supplies in a manner which shall not cause interference with the activities of others engaged on the project

### **3.2 HANDLING AND STORAGE OF MATERIALS AND EQUIPMENT**

- A. Provide for proper storage of all materials and equipment and assume responsibility for losses due to any cause. All storage shall be within the contact limit lines of the building site. Cover and store all equipment and materials out of elements; any rusted or weather damaged item shall not be used.

- B. It is recognized that space at the project for storage of materials and products is limited. Coordinate the deliveries of HVAC systems materials and products with the scheduling and sequencing of the work so that storage requirements at the project are minimized. In general, do not deliver individual items of equipment to the project substantially ahead of the time of installation. All materials shall be covered prior to installation and protected until final acceptance.

### 3.3 COORDINATION AND INSTALLATION OF THE WORK:

#### A. COORDINATION AMONGST TRADES:

1. This Contractor shall provide a qualified person during the construction phase of the shop drawing development that has the skills to convert the diagrammatic project drawings into composite assembly drawings in the CAD format determined by the Mechanical Contractor, for integration of systems into the combined master per floor coordination documents being assembled by the Mechanical Contractor. These coordination / fabrication drawings will conform to the performance criteria identified in the project documents and will fit into the 3 Dimensional allotted space for all systems. Where the piping dimensions, sizes and general arrangements of elements will require to be adjusted due to coordination of new or existing building structure, Architect's reflected ceiling plan and other trade's materials and or equipment space needs, qualified person will provide proposed recommendations of sizes, elevation changes, offsets, etc. for inclusion in a combined drawing(s) for the coordination meetings that will be reviewed by the Engineer, Owner and other trades to provide an overall acceptance of coordination per floor.
2. The layout shown on the drawings is necessarily diagrammatic but shall be followed as closely as other work will permit. Changes from these drawings required to make this work conform to the building construction shall be made only with prior written approval of the Engineer. All proposed changes shall be shown on shop drawings. All measurements shall be verified by actual observation and all work shall fit in place meeting the approval of the Engineer.
3. Provide openings required in new and existing construction that may be necessary. All patching and repairing shall be done by workmen competent in the trade required, at the expense of this Contractor. Arrange work so that minimum cutting will be required. All rubbish and excess materials involved in such cutting shall be promptly removed from the site and disposed of. Cutting through the floor or roof systems or load bearing walls shall be done only with the prior written approval of the Architect/Engineer so as to avoid damaging the structural system.

#### B. SEQUENCING, SCHEDULING:

1. Confer with the other contractors regarding the location and size of pipes, equipment, ducts, openings and special architectural treatments in order that there may be no interferences between the installation or the progress of the work of any contractor on the project.
2. In the case of interconnection of the work of two or more contractors, verify at the site or on shop drawings all dimensions relating to such work. All errors due to the failure to so verify any such dimensions shall be promptly rectified.
3. Items of equipment may be specified in the singular however, provide and install the number of items of equipment as required for a complete system.
4. Equipment and devices which have factory prime coat or final surface finish shall be replaced, repaired or refinished if defective or damaged during installation.

5. Arrange all work so a minimum period of interruption or outages will occur in the temporary or permanent transfer of services as required for all electrical revisions. Not less than two (2) weeks notification to the Using Owner shall be required before approval will be granted for any disruption of services. The outage request shall include the extent of the work to be done, length of outage time required and the time at which the outage is to begin. No allowance will be made for extra payment as a result of scheduling "overtime" work necessary to perform before or after normal or regular working hours to accomplish the work intended.
6. Submit a "Sequence of Work Schedule" in respect to all temporary and permanent utility and service cutovers after final determination. This schedule shall be submitted for approval to the Architect/Engineer. The submittal shall designate priority order, service or utility affected, date of cutover, and time of day to start and finish.

C. MANUFACTURER'S INSTRUCTIONS

1. Except where more stringent requirements are indicated, comply with the product manufacturer's instructions and recommendations.
2. Consult with manufacturer's technical representatives, who are recognized as technical experts, for specific instructions on special project conditions.
3. All items which are a source of noise generation and/or mechanical vibration shall be installed with proper attenuation provisions including absorbers, isolators, or mufflers as required to prevent objectionable noises and vibrations.
4. If a conflict exists, notify the Engineer in writing and obtain instruction before proceeding with the work in question.

D. HOISTING AND MOVEMENT OF EQUIPMENT

1. This Contractor shall be responsible for hoisting of all materials and equipment furnished or installed under this Section of the Specifications, in accordance with all city, state and federal rules and regulations.
2. Wherever possible, arrange for the movement and positioning of equipment so that enclosing partitions, walls and roofs will need to be removed.
3. Otherwise, advise Contractor of opening requirements to be maintained for the subsequent entry of equipment.
4. Coordinate the movement of heavy items with shoring and bracing so that the building structure will not be overloaded during the movement and installation.

E. CLEARANCES

1. Install equipment:
  - a. Straight and true.
  - b. Aligned with other work.
  - c. Close to walls and overhead structure.
  - d. Concealed, where possible, in occupied spaces.
  - e. Out-of-the-way with maximum passageway and headroom remaining in each space.
2. Do not obstruct windows, doors or other openings.
3. Offsets, transitions and changes in direction in pipes and ducts shall be made as required to maintain proper head room and pitch of sloping pipes whether or not indicated on the drawings. Furnish and install all traps, air vents, sanitary vents, etc., as required to affect these offsets, transitions and changes in direction.

F. ACCESS

1. Install all work to permit removal (without damage to other parts) of coils, heat exchanger bundles, boiler tubes, fan shafts and wheels, filters, belt guards, sheaves and drives, and all other parts which might require periodic replacement or maintenance. Arrange equipment to permit ready access to starters, motors, control components and to clear the openings of doors and of access panels.

3.4 PROTECTION OF WORK AND PROPERTY

- A. Where there are existing facilities, be responsible for the protection thereof, whether or not such facility is to be removed or relocated. Moving or removing any facility must be done so as not to cause interruption of the work of Owner's operation.
- B. Any equipment found to have been damaged or contaminated above "MILL" or "SHOP" conditions shall be replaced or cleaned to the Engineer's satisfaction.

3.5 ELECTRICAL EQUIPMENT AND WIRING FOR HVAC DIVISION

- A. Unless otherwise indicated, all motors and controls shall be furnished, set in place and wired in accordance with the following schedule. (MD is Mechanical (HVAC) Division - ED is Electrical Division).

ITEM	FURNISHED UNDER	SET IN PLACE OR MOUNTED UNDER	WIRED AND CONNECTED UNDER
Equipment Motors and Thermal overloads, resistance heaters (c).	MD	MD	ED
Motor Controllers; magnetic starters, reduced voltage starters and overload relays.	MD	ED	ED
Disconnect switches, fused or unfused, H.P. rated switches, thermal overload switches and fuses, manual operating switches.	ED	ED	ED

Notes:

If furnished as part of factory wired equipment, wiring and connections only by ED.  
 If any of these devices carry the full load current to any motor or resistive element(s) they shall be connected by ED.

General Note: The above list does not attempt to include all components. All items necessary for a complete system shall be included in the base contract.  
 Connections to all controls directly attached to mechanical equipment shall be made with flexible connectors.

3.6 EQUIPMENT START UP AND PLACING IN OPERATION

- A. Clean all equipment, controls etc., of foreign debris.
- B. The systems shall be put into operation.
  - 1. The Contractor shall verify that all controls are set to meet operating conditions specified.
  - 2. The contractor shall verify that all pieces of equipment are operable and that all sequences of control are being met.
  - 3. The contractor to adjust settings through 1st year as required by MECHANICAL ENGINEER.

- C. All packaged HVAC equipment shall be started by the manufacturer or under the manufacturer's supervision. Start-up data shall be recorded in logs. Copies of start-up logs shall be forwarded to the Engineer and included in Operation and Maintenance manuals.

### 3.7 CLEANING

- A. Immediately prior to inspection for Substantial Completion, remove any remaining waste materials and rubbish from mechanical and electrical rooms. Remove protective coating, barriers and other protective devices, temporary work, and surplus materials.
- B. Leave mechanical rooms and similar unfinished spaces "Broom Clean." Dust equipment, ducts, pipes, and other mechanical and electrical work in mechanical rooms and similar unfinished spaces. Remove construction dirt and debris from interior of equipment, panels, disconnects, ductwork, etc. thoroughly in accordance with manufacturer's instructions.
- C. Upon completion of the contract all remaining materials and rubbish shall be removed from the building and premises and the work areas shall be left clean and free from stains, mortar, paint spots, etc.
- D. Upon completion of the work, put systems into service maintaining responsibility for the equipment during all testing operations including the lubricating and turning on and off of such apparatus

### 3.8 CLOSEOUT SUBMITTALS

#### A. OPERATION AND MAINTENANCE INSTRUCTIONS

1. Books of Operating and Maintenance Manuals shall be delivered to the Owner's authorized representative and the Owner instructed as to their use and the equipment involved.
2. Thirty (30) days Prior to Substantial Completion, submit operating and maintenance manuals for equipment to Engineer for approval. Assemble manuals into white, 3-ring binders. Insert laminated cover sheets, identifying each binder on the front and spine with all necessary information so that all volumes appear uniform and orderly (i.e. Project Name, Owner Project Number, Contractor/Architect/Engineer Information, Volume Number, General Contents Description such as Mechanical, Electrical, etc.)
3. Provide comprehensive table of contents indicating the contents of all volumes in each set. Organize and tab documents in an orderly sequence, based on the table of contents of the project manual. Within each section, organize alphabetically by system or subsystem. Include a section in the directory for each of the following: list of documents, list of systems, and list of equipment.
4. Include copy of each submittal, including Engineer's review comments, and subsequent resubmittals for record purposes, indicating the actual product installed. Include significant changes in the product delivered to project site and changes in manufacturer's written instructions for installation.
5. Provide organized warranty section in the lead binder (Contractor's option to provide separate binder.) Organize warranty documents into an orderly sequence in separate binder, based on the table of contents of the project manual. A copy of each warranty shall also be provided in the respective equipment section.
6. Provide organized equipment failure emergency section in the lead binder (Contractor's option to provide separate binder.) Organize into separate sections for each type of emergency and include all necessary steps for safe equipment shut-down and containment. Also, include all necessary contractor and vendor contact information including 24-hour call numbers.



7. Provide comprehensive contact list in the lead binder including contractor and subcontractor's names, addresses, telephone and contact person for Owner's use.
8. Include equipment start up logs for all equipment required to be checked out and initially started under manufacturer's supervision.
9. Provide manufacturer's complete data sheets including assembly drawings, spare parts lists, wiring diagrams, mechanical diagrams, installation diagrams, and instructions. Identify equipment in manual and cross-reference by including serial number of actual components.
10. In addition to Manufacturer's maintenance documentation, provide separate schedules for preventative and routine maintenance and service with standard time allotment. Include service and lubrication requirements and list of required lubricants for equipment, application methods and frequencies.

**B. AS-BUILT DRAWINGS**

1. During the process of the work, maintain an accurate record of the installation of the mechanical systems.
2. At the completion of the Work, Engineer shall furnish Contractor with a complete set of the latest revised record drawings in reproducible form, and Contractor shall indicate thereon all as-built changes and such additional details necessary or appropriate to provide a complete reference document for use by Engineer. If variations and details cannot be shown clearly thereon, the Contractor shall prepare supplemental drawings adequate to impart the information. These additional drawings shall also be in reproducible form. The foregoing drawings collectively shall constitute the "As-Built" drawings for the Work.
3. All indications on "As-Built" drawings shall be executed in a legible manner at Contractor's cost, using methods and legend presentations compatible with the overall scheme of the record Drawings with respect to scale, drawing sheet sizes and sequential indexing. All changes shall be marked clearly in red and clouded.
4. Engineer shall review Contractor's "As-Built" drawings and notify Contractor of observed discrepancies or deviations. Contractor shall promptly correct and resubmit revised drawings for Engineer review. Completed "As-Built" drawings shall be delivered to Owner through Architect.

**C. DEMONSTRATION AND TRAINING**

1. Refer to Division 01 for additional requirements regarding Demonstration, Training, and O&M Manuals submittals.
2. Prepare and submit operating instructions, as required by Specification Sections, and instruct Owner's personnel in use and maintenance of operating equipment. Explain use operation of each system to the Owner's designated representative(s). Explain use of the O&M manuals in operating and maintaining the systems.
3. After installation is complete, schedule to meet and instruct Owner's designated personnel in use, operation, care, and cleaning of equipment. Demonstrate that each system operates properly. Instructions shall be given only by qualified personnel, thoroughly familiar with use and maintenance of equipment.
4. Notify the Engineer in writing a minimum of 72 hours in advance of any scheduled Owner equipment training. Following all training, provide record of Owner training including the type of training, who conducted the training, and list of attendees. Include copy in each set of O&M manuals.
5. Owner training sessions shall be video recorded to DVD media. DVD's shall be clearly labeled indicating content of equipment covered by training, and copies provided as follows: one (1) copy to the Owner, one (1) copy to the Engineer, and one (1) copy shall be included in each set of O&M manuals.

**D. WARRANTY**

1. Guarantee all work including labor, material and equipment for this project for a period of one year from date of acceptance by Using Agency/Owner. Repair or replace any work found defective without cost to the Owner during the warranty period.
2. All materials and equipment shall be new unless otherwise specified.
3. Guarantee all workmanship, materials and equipment and replace any found defective without cost to the Owner, for one year after final acceptance, as defined in General Conditions.
4. Each warranty for longer than the one year described above (that comes with equipment used on the job) shall be passed on to the owner with dates of start and end of the warranty.

**END OF SECTION 23 00 10**

## SECTION 23 34 00 – HVAC FANS

### PART 1 - GENERAL

#### 1.1 SUMMARY

##### A. Section Includes

1. The ceiling-mounted circulation fan is the model scheduled with the capacities indicated. The fan shall be furnished with standard mounting hardware and variable speed control to provide cooling and destratification.
2. The fan speed control system is the model scheduled with the capacities indicated. The fan shall be furnished with a wall controller and upper temperature sensor to provide speed control.

##### B. Summary of Work

1. Installation of the fan, miscellaneous or structural metal work (if required), field electrical wiring, cable, conduit, fuses and disconnect switches, other than those addressed in the installation scope of work, shall be provided by others. Consult the appropriate installation scope of work for information on the available factory installation options, overview of customer and installer responsibilities, and details on installation site requirements.
2. Installation of the wall controller and upper temperature sensor, field electrical wiring, cable, conduit, fuses, and disconnect switches, other than those addressed in the installation scope of work, shall be provided by others. Consult the appropriate installation scope of work for information on the available factory installation options, overview of customer and installer responsibilities, and details on installation site requirements.

#### 1.2 SUBMITTALS

- A. Shop Drawings: Drawings detailing product dimensions, weight, and attachment methods.
- B. Product Data: Specification sheets on the ceiling-mounted fan and fan speed control system, specifying electrical and installation requirements, features and benefits, and controller information.
- C. Installation Guide: The manufacturer shall furnish a copy of all operating and maintenance instructions for the fan.
- D. Schedule

#### 1.3 QUALITY ASSURANCE

##### A. Certifications

1. The fan assembly, as a system, shall be Intertek/ETL-certified and built pursuant to the guidelines set forth by UL standard 507 and CSA standard 22.2 No. 113.
2. The fan shall be compliant with NFPA 72— National Fire Alarm and Signaling Code, and NFPA 70-2011—National Electric Code (NEC).
3. Controllers shall comply with National Electrical Code (NEC) and Underwriters Laboratory (UL) standards and shall be labeled where required by code.

##### B. Manufacturer Qualifications

1. The fan and any accessories shall be supplied by the manufacturer, which has a minimum of ten (10) years of product experience.
2. ISO 9001-certified
3. The manufacturer shall not be listed on the Air Movement and Control Association International Inc. (AMCA) Certified Ratings Program (CRP) Non-Licensed Products report in the previous 18 months.

#### 1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver product in original, undamaged packaging with identification labels intact. The fan shall be new, free from defects, and factory tested.
- B. The fan and its components must be stored in a safe, dry location until installation.
- C. The wall control components shall be new, free from defects, and factory tested. The product is packaged in static shielding materials for ESD protection.

### **PART 2 - PRODUCT**

#### 2.1 MANUFACTURER

- A. Big Ass Fans
- B. Go Fan Yourself
- C. SkyBlade
- D. MacroAir

#### 2.2 HIGH VOLUME, LOW SPEED FANS – BIG ASS FANS POWERFOIL<sup>®</sup>X3.0

- A. Complete Unit
  1. Regulatory Requirements: The entire fan assembly (without light kit) shall be Intertek/ETL-certified and built pursuant to the construction guidelines set forth by UL standard 507 and CSA standard 22.2.
  2. Sustainability Characteristics: The fan shall be designed to move an effective amount of air for cooling and destratification in the application over an extended life. The fan components shall be designed specifically for high volume, low speed fans to ensure lower operational noise. Sound levels from the fan operating at maximum speed measured in a laboratory setting shall not exceed 55 dBA. Actual results of sound measurements in the field may vary due to sound reflective surfaces and environmental conditions.
  3. Good workmanship shall be evident in all aspects of construction. Field balancing of the airfoils shall not be necessary.
- B. Onboard Fan Control
  1. The onboard fan controller shall be constructed using a variable frequency drive (VFD) that is pre-wired to the motor and factory-programmed to minimize the starting and braking torques for smooth and efficient operation. The onboard controller shall be prewired to the motor using a short run of flexible conduit with a dedicated ground conductor to minimize electromagnetic interference (EMI) and radio frequency

interference (RFI).

C. Airfoil System

1. The fan shall be equipped with the proper amount of airfoils for the space and constructed of precision extruded aluminum alloy. The airfoils shall be connected by means of two (2) high strength locking bolts per airfoil. The airfoils shall be connected to the hub and interlocked with zinc plated steel retainers.
2. The fan shall be equipped with winglets on the ends of the airfoils. The winglet shall be molded of polypropylene.

D. Motor

1. The fan motor shall be an AC induction type inverter rated at 1725 RPM, 400–480 VAC, 50/60 Hz, three-phase
2. The motor shall be totally enclosed, fan cooled (TEFC) with an IP44 NEMA classification. A NEMA 56C standard frame shall be provided for ease of service. The motor shall be manufactured with a double baked Class F insulation and be capable of continuous operation in -30°F to 122°F (-34°C to 50°C) ambient conditions.
3. The motor shall have a C-face attachment that shall enable technicians to detach the motor for easy field service. The C-face motor adapter shall be designed to work with the gearbox.

E. Gearbox

1. The fan gearbox shall be designed specifically for the high volume low speed fan. The gearbox shall include a high-efficiency, hermetically sealed, nitrogen-filled, offset helical gear reducer with two-stage gearing, a hollow output shaft, cast iron housing, double lip seals, high quality SKF Explorer Series bearings with crowned cages for optimal lubrication flow, and precision machined gearing to maintain backlash less than 11 arc-minutes over the life of the unit. Lubrication shall be high-grade, low-foaming synthetic oil with extreme pressure additives and a wide temperature range.
2. The gearbox shall be equipped with a hollow shaft threaded to accept a 3/4" NPT fitting in which wiring, piping, etc., can be routed to below the fan. A standard junction box can be affixed to this hollow shaft to allow for installing optional features such as lights or cameras. The inclusion of the hollow shaft shall be specified at the time of order.

F. Mounting Post

1. The fan shall be equipped with a mounting post that provides a structural connection between the fan assembly and extension tube. The mounting post shall be formed from A36 steel, contain no critical welds, and be powder coated for corrosion resistance and appearance.

G. Mounting System

1. The fan mounting system shall be designed for quick and secure installation on a variety of structural supports. The mounting yoke shall be of ASTM A-36 steel, welded construction, at least 3/16" thick, and powder coated for appearance and corrosion resistance. No mounting hardware or parts substitutions, including cast aluminum, are acceptable.
2. All mounting bolts shall be SAE Grade 8 or equivalent.

H. Hub

1. The fan hub shall be made of precision cut aluminum for high strength and light weight. The hub shall consist of aluminum plates, one spar per blade, and an aluminum spacer fastened with a pin and collar rivet system.
2. The hub shall be secured to the output shaft of the gearbox by means of high strength bolts. The hub shall incorporate safety retaining clips made of 1/4" (0.6 cm) thick steel that shall restrain the hub/airfoil assembly.

I. Safety Cable

1. The fan shall be equipped with a safety cable that provides an additional means of securing the fan assembly to the building structure. The safety cable shall be  $\text{Ø}3/8"$  (1 cm) diameter and fabricated out of 7 x 19 galvanized steel cable. The end loops shall be secured with swaged sleeves, pre-loaded and tested to 3,200 lbf.
2. Field construction of safety cables is not permitted.

J. Wall Controller

1. Regulatory Requirements: The fan speed control system shall be compliant with NFPA 70-2011—National Electric Code (NEC).
2. Sustainability Characteristics: The system shall be designed to automatically control the speed of the fan from the locations of the wall controller and upper temperature sensor to maximize energy savings and user comfort. The system shall be designed specifically for high volume, low speed fans, and receives information from user-determined settings and temperature sensors.
3. Good workmanship shall be evident in all aspects of installation.
4. The wall control shall be a digital keypad device with an internal temperature sensor. It shall be wall-mounted centrally within the fan zone at head height using two (2) provided 6-32 x 7/8" pan head screws and four (4) provided 6-32 countersink.
5. The wall controller shall be enclosed in a cast zinc cover measuring 3.86" (9.8 cm) x 7.25" (18.4 mm) x 1" (2.5 cm) and be made of heavy-duty steel.
6. The wall controller includes a Class II AC Adapter power cord.
7. The wall controller only provides a speed reference for the fan. Start and stop functions are controlled by the building automation system.
8. The mounting location shall meet the requirements of OSHA standard 29 CFR 1910.303(g) for accessibility minimum clearances.

K. Upper Temperature Sensor

1. The upper temperature sensor shall be mounted in the upper portion of the fan zone either by using four (4) provided mounting screws.
2. The upper temperature sensor shall measure 1.9" (4.8 cm) x 4" (10.2 cm) x 1" (2.5 cm).

L. Guy wires

1. Included for installations with extension tubes 4 ft (1.2 m) or longer to limit the potential for lateral movement.

**PART 3 - EXECUTION**

3.1 PREPARATION

- A. Fan location shall have a I-beam structure from which to mount the fan. Additional mounting options may be available.
- B. Mounting structure shall be able to support weight and operational torque of fan. Consult structural engineer if necessary.
- C. Fan location shall be free from obstacles such as lights, cables, or other building components.

3.2 INSTALLATION

- A. The fan shall be installed by a factory-certified installer according to the manufacturer's Installation Guide, which includes acceptable structural dimensions and proper sizing and placement of angle iron for bar joist applications.

- B. Minimum Distances
  - 1. Installation area shall be free of obstructions such as lights, cables, sprinklers or other building structures with the airfoils at least 2 ft (0.61 m) clear of all obstructions.
- C. The wall control shall be installed by a factory-certified installer according to the Installation Guide.
- D. The customer shall supply 2-conductor shielded cable (18 AWG stranded) to connect the wall control components to the fan's variable frequency drive.
- E. Installation areas must be free of obstructions such as lights, cables, sprinklers, or other building structures.

**END OF SECTION 23 34 00**

**SECTION 260010**  
**ELECTRICAL GENERAL PROVISIONS**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. The General Conditions, Special Conditions, and Contract Documents are part of these specifications. Consult them further for instructions and be governed by the requirements contained thereunder.

1.2 DESCRIPTION

- A. Work Included
1. Work shall consist of furnishing all labor, equipment, supplies and materials, unless otherwise specified, necessary for the installation of complete electrical systems as required by the specifications and as shown on the drawings, subject to the terms and conditions of the contract. The work shall also include the completion of those details of electrical work not mentioned or shown which are necessary for the successful operation of all electrical systems.
- B. Work Not Included
1. Certain labor, materials, and equipment may be furnished under other sections of these specifications by the Owner; when this is the case, the extent, source, and description of these items will be as indicated on the drawings or as described in the specification.

1.3 PROVISIONS

- A. Work performed under this division of the specifications shall conform to the requirements of Division 1, the electrical drawings, and all items hereinafter specified.
1. Prior to any work being performed under this division, examine architectural and mechanical drawings and specifications. If any discrepancies occur between them and the electrical drawings and specifications, report discrepancies to the Owner in writing and obtain written instructions for the work.
  2. Electrical drawings are diagrammatic, but shall be followed as closely as actual construction of the building will permit. All changes from drawings necessary to make the electrical work conform to the building as constructed shall be made without additional cost to the Owner.
  3. Coordinate the electrical work with the General Contractor and be responsible to him for satisfactory progress of the same. Coordinate electrical work with all other trades on the project without additional cost to the Owner.
  4. All work and materials covered by drawings and specifications shall be subject to review at any time by representatives of the Owner. If the Owner's agent finds any materials or installation that does not conform to these drawings and specifications, Contractor shall remove the material from the premises and correct the installation to the satisfaction of the agent.
  5. In acceptance or rejection of installed electrical systems, no allowance will be made for lack of skill on the part of the installers.



#### 1.4 CODES AND STANDARDS

- A. The latest editions of the following standards (including supplements and official interpretations) are minimum requirements:
1. NFPA 70 - National Electrical Code (NEC).
  2. NFPA 72 – National Fire Alarm Code.
  3. NFPA 101 – Life Safety Code.
  4. NFPA 110 – Emergency Power Systems
  5. Conform to all applicable State and Local Codes.
  6. American National Standards Institute (ANSI).
  7. National Electrical Safety Code (NESC).
  8. Americans with Disabilities Acts (ADA) and American National Standards Institute (ANSI) 117.
  9. National Electrical Manufacturer’s Association (NEMA).
  10. Underwriter’s Laboratories (UL).
  11. Insulated Cable Engineers Association (ICEA).
  12. International Building Code.
  13. International Mechanical Code.
  14. International Fire Code.
  15. Institute of Electrical and Electronic Engineers (IEEE).
  16. Sheet Metal and Air Conditioning Contractors National Association (SMACNA).

#### 1.5 SPECIAL REQUIREMENTS

- A. Definitions: “Provide” shall mean “furnish and install”. “Furnish” means to supply all materials, labor, equipment, testing apparatus, controls, tests, accessories and all other items customarily required for the proper and complete application. “Install” means to join, unit, fasten, link, attach, set up or otherwise connect together before testing and turning over to Owner, complete and ready for regular operation. The words “accept” or “acceptable” denote only that the equipment items are in general conformance with the design concept of the project.
- B. Drawings:
1. The drawings indicate the general arrangement of circuits and outlets, locations of switches, panelboards and other work. Information shown on the drawings is schematic, however, re-circuiting will not be permitted without specific acceptance. Drawings and specifications are complementary to each other. What is called for by one shall be as binding as if called for by both. Data presented on these drawings is accurate as planning can be determined, but accuracy is not guaranteed and field verification of all dimensions, locations, levels, etc., to suit field conditions is directed. Review all Architectural and Mechanical Drawings and Specifications; adjust all work to conform to all conditions shown therein.
  2. Discrepancies between different plans, between plans and specifications, between specifications or regulations and codes governing this installation shall be brought to the attention of the Prime Contractor in writing before the date of bid opening. In the event such discrepancies exist, and the Prime Contractor is not so notified, the adjudication of responsibility shall be solely at the discretion of the Prime Contractor.

#### 1.6 RECORD DRAWINGS

- A. Maintain a current set of electrical drawings at the site. Neatly mark all changes and deviations from the original drawings. Use a color which contrasts with the prints. This shall be a separate set of drawings, not used for construction purposes, and shall be kept up to date as the job progresses and shall be made available for inspection by the Prime Contractor at all times. These updated progress drawings shall be used to produce the final record drawings that shall be in AutoCad electronic format media upon project completion.
- B. Upon completion of the contract, both sets (electronic and hard copy drawings) of record drawings shall be delivered to the Prime Contractor.
- C. The Contractor shall mark all record drawings on the front lower right hand corner with a stamp impression that reads 'RECORD DRAWINGS' or similar.

#### 1.7 PROJECT/SITE CONDITIONS

- A. Install work in locations shown on Drawings, unless prevented by Project conditions.
- B. Prior to submitting a bid, visit the site of job and ascertain all conditions affecting the proposed installation and adjust all work accordingly. Make provisions for these costs.
- C. Coordinate the work with that of all other trades. Where conflicts of work occur and departure from the indicated arrangements are necessary, consult with other Contractors involved; come to agreement as to changed locations and elevations, etc., and obtain written acceptance from the Prime Contractor of proposed changes before proceeding with work.
- D. All outages of electrical service shall be scheduled with the Owner ten (10) days in advance of proposed outage. Include an overtime allowance in the bid for the performance of all work requiring outages at such time as it is approved by the Owner. Outages shall be at a time and of such duration as accepted by the Owner.

#### 1.8 SEQUENCING AND SCHEDULING

- A. Construct Work in sequence under provisions of Division 1.

#### 1.9 EXAMINATION OF BIDDING DOCUMENTS

- A. Each bidder shall examine the bidding documents carefully, and not later than seven days prior to the date of receipt of bids, shall make written request to the Engineer for interpretation or correction of any discrepancies, ambiguity, inconsistency, or error therein which he may discover. Any interpretation or correction will be issued as an addendum by the Prime Contractor. Only a written interpretation or correction by addendum shall be binding. No bidder shall rely upon interpretations or corrections given by any other method. If discrepancies, ambiguity, inconsistency, or error are not covered by addendum or written directive, Contractor shall include in his bid, labor materials and methods of construction resulting in higher cost. After award of contract, no allowance or extra compensation will be made on behalf of the Contractor due to his failure to make the written requests as described above.

- B. Failure to request clarification during the bid period of any inadequacy, omission, or conflict will not relieve the Contractor of their responsibilities. The signing of the contract will be considered as implicitly denoting that the Contractor has a thorough comprehension of the full intent and scope of the working drawings and specifications.

#### 1.10 SUBMITTALS

- A. Submit under provision of Division 1.
- B. Listing of Equipment: The Contractor shall submit, within thirty days after the award of the contract, a complete typewritten list of those items of equipment which will be furnished under this contract. Include the name or description of the item, name of manufacturer, model, type, and catalog number.
- C. Submit five (5) copies of shop drawings, layouts, manufacturer's data, wiring diagrams and material schedules that may be requested by the Prime Contractor for his review. The review by the Prime Contractor will not constitute concurrence with any deviation from the plans and specifications unless such deviations are specifically identified by the method described below, nor shall it relieve the Contractor of responsibility for errors or omissions in the submitted data.
- D. Processed shop drawings shall not be construed as change orders. The shop drawings shall demonstrate that the Contractor understands the design concept, indicate which equipment and materials he intends to provide, and detail the fabrication and installation methods he intends to use. If deviations, discrepancies or conflicts between shop drawing submittals and the design drawings and specifications are discovered, the design drawings and specifications shall govern.
- E. Contractor shall be responsible for dimensions (which he shall confirm and correlate at the job site), fabrication processes and techniques of construction and coordination of his work with that of other trades. The Contractor shall check and verify all measurements and review shop drawings before submitting them and sign a statement on the shop drawings which signifies that they comply with plans and specifications and that equipment is dimensionally suitable for the application. If any deviations from the specified requirements for any item of material or equipment exist, such deviation shall be expressly stated in writing and incorporated with the submittal. The Owner's copies (two of each) of the reviewed submittals shall be retained by the Contractor until completion of the project and presented in bound form to the Owner.
- F. Shop drawings and manufacturer's published data shall be submitted for:
  - 1. Conductors
  - 2. Light Fixtures

#### 1.11 USE OF THE ENGINEER'S DRAWINGS

- A. The Contractor shall obtain, at the Contractor's expense, from the Engineer a set of AutoCAD or compatible format architectural and engineering drawings on electronic media where desired by the Contractor and/or required by the Specifications for use in preparing the shop drawings, coordination drawings, and record drawings. The Contractor shall provide to the Engineer a written release of liability acceptable to the Prime Contractor prior to receiving the electronic media.

## **PART 2 - GENERAL**

### 2.1 STANDARD FOR MATERIALS

- A. All materials shall conform to current applicable industry standards. Workmanship and neat appearance shall be as important as the electrical and mechanical operation. Defective or damaged materials shall be replaced or repaired, prior to final acceptance, in a manner acceptable to the Prime Contractor at no additional cost to the Owner.
- B. All electrical materials shall be acceptable for installation only if labeled or listed by a nationally recognized testing laboratory and if accepted by local authorities.

## **PART 3 - EXECUTION**

### 3.1 WORKMANSHIP AND COMPLETION OF INSTALLATION

- A. Contractor's personnel and subcontractors selected to perform the work shall be well versed and skilled in the trades involved.
- B. Coordinate electrical equipment and materials installation with other building components.
- C. Sequence, coordinate, and integrate installations of electrical materials and equipment for efficient flow of the Work. Give particular attention to large equipment requiring positioning prior to closing-in the building.
- D. Any changes or deviations from the drawings and specifications must be accepted in writing by the Engineer. All errors in installation shall be corrected at the expense of the Contractor. All specialties shall be installed as detailed on the drawings. Where detail or specific installation requirements are not provided, manufacturer's recommendations shall be followed.
- E. Upon completion of work, all equipment and materials shall be installed complete, thoroughly checked, correctly adjusted, and left ready for intended use or operation. All work shall be thoroughly cleaned and all residue shall be removed from surfaces. Exterior surfaces of all material and equipment shall be delivered in a perfect, unblemished condition.
- F. Contractor shall provide a complete installation, including all required labor, material, cartage, insurance, permits, and taxes.

### 3.2 CHASES, OPENINGS, CUTTING, AND PATCHING

- A. Carefully lay out all work in advance so as to eliminate where possible, cutting, channeling, chasing or drilling of floors, walls, partitions, ceilings and roofs. Any damage to the building, structure, piping, ducts, equipment or any defaced finish shall be repaired by skilled mechanics of the trades involved at no additional cost to the Owner and to the satisfaction of the Engineer. Any necessary cutting, channeling, drilling or anchoring of raceways, outlets, or other electrical equipment shall be performed in a careful manner, and as accepted by the Prime Contractor.

- B. All openings made in fire-rated walls, floors, or ceilings shall be patched and made tight in a manner to conform to the fire rating for the surface penetrated.

### 3.3 PROGRESS OF WORK

- A. Order the progress of electrical work to conform to the progress of the work of the other trades. Complete the entire installation as soon as the condition of the building will permit. Any cost resulting from defective or ill-timed work performed under this Section shall be borne by this Contractor.

### 3.4 PERMITS AND INSPECTIONS

- A. Obtain and pay for all permits and licenses required and furnish the Prime Contractor(for the Owner), a certificate of final inspection and approval from the authorities having jurisdiction over the electrical installation.

### 3.5 CUTTING AND PATCHING

- A. Provide all cutting, patching and refinishing or resurfacing required for electrical work in a manner meeting the approval of the Engineer and at no additional cost to the Owner.

### 3.6 DELIVERY AND STORAGE OF MATERIALS

- A. Arrange and be held responsible for delivery and safe storage of materials and equipment for electrical installation.
- B. Store materials and equipment for easy inspection and checking.
- C. Carefully mark and store all materials.
- D. Deliver materials to the job site in stages of the work that will expedite the work as a whole.
- E. Carefully check materials furnished to this Contractor for installation, and provide receipt acknowledging acceptance of delivery and condition of the materials received. Thereafter, assume full responsibility for its safekeeping until the final installation has been reviewed and accepted.

### 3.7 PROTECTION OF WORK AND PROPERTY

- A. Where there are existing facilities, be responsible for the protection thereof, whether or not such facility is to be removed or relocated. Moving or removing any facility must be done so as not to cause interruption of the work of Owner's operation.
- B. Close all conduit openings with caps or plugs during installation. Cover all fixtures and equipment and protect against damage. At the final completion, clean all work and deliver in an unblemished condition, or refinish and repaint at the discretion of the Engineer.

- C. Any equipment or conduit systems found to have been damaged or contaminated above “MILL” or “SHOP” conditions shall be replaced or cleaned to the Engineer’s satisfaction.

### 3.8 GUARANTEE

- A. The entire electrical system installed under this Contract shall be left in proper working order. Replace, without additional cost, any work, material or equipment, which develops defects in design or workmanship within one (1) year from date of final acceptance.

### 3.9 FINAL ACCEPTANCE

- A. Final acceptance by the Owner will not occur until all operating instructions are received and Owner's personnel have been thoroughly indoctrinated in the maintenance and operation of all equipment.
- B. Operating manual, parts lists, and indoctrination of operating and maintenance personnel: Furnish the services of a qualified representative of the supplier for each item or system itemized below who shall instruct specific personnel, as designated by the Owner, in the operation and maintenance of that item or system.
- C. Deliver three (3) complete operating manuals and parts lists to the Owner (or his designated representative) at the time of the above required indoctrination. Fully explain the contents of the manuals as part of required indoctrination and instruct the Owner's personnel in the correct procedure in obtaining service, both during and after the guarantee period. The operating manual and parts lists shall give complete information as to whom the Owner shall contact for service and parts, including the address and phone number. Furnish evidence that an authorized service organization regularly carries a complete stock of repair parts for these items (or systems), and that the organization is available for service. Service shall be furnished within twenty four (24) hours after requested.
- D. Clean up: Remove all materials, scrap, etc., relative to the electrical installation and leave the premises and all equipment, lamps, fixtures, etc. in a clean, orderly condition. Any costs to the Owner for clean up of the site will be charged against the Contractor.
- E. Acceptance Demonstration: Upon completion of the work, at a time to be designated by the Contractor shall demonstrate for the Owner the operation of the entire installation, including all systems provided under this contract.

### 3.10 IDENTIFICATION

- A. General: Provide the following services and materials to assist the Owner in operation and maintenance.
- B. Directory Cards, Nameplates and Labels: No temporary markings, which are visible on equipment, shall remain after the project is complete. Repaint trims, housing, etc., where such markings cannot be readily removed. Defaced finishes must be refinished. Directory cards, nameplates, and labels shall indicate the general area and type of electrical load served by each circuit. Provide the following types of labels at these locations.

1. On each feeder switch, combination starter, or circuit breaker located in motor control centers, main service equipment, the main switchboard or panelboard, subdistribution panelboards, and all special equipment housed in cabinets, the labeling shall be one fourth inch (1/4") minimum height letters.
2. For all branch circuit panelboard directories, provide neatly typed, removable cards and protective plastic faces. Spare circuit breakers shall be identified as such.
3. For all device plates for switches used to control exhaust fans or other equipment, provide one-eighth inch (1/8") minimum height black filled, engraved letters on stainless steel device plates.
4. For all receptacle device plates, provide one-eighth inch (1/8") minimum height letters on white (normal power) nameplates indicating panel and circuit number.

### 3.11 REMODELING PROVISIONS

- A. Existing systems and conditions shown on the drawings are provided for guidance only. The Electrical Contractor shall field check all existing conditions prior to bidding and shall include in his bid an allowance for the removal and relocation of existing conduits, wires, devices, fixtures, or other equipment as indicated on the plans or as required to coordinate and adapt new and existing electrical systems to all other work required for this project.
- B. Connect new work to existing in a manner that will assure proper raceway grounding throughout in conformance with the National Electrical Code.
- C. Remodel Work Cutting and Patching: The Contractor shall perform cutting, channeling, chasing, drilling, etc., as required to install or remove electrical equipment in areas of remodeling. This work shall be performed so as to minimize damage to portions of wall finishes, surfaces, plastering, or the structure which are to be reused, resurfaced, plastered or painted under another division of these specifications.
- D. Carefully coordinate with the required remodeling work, cutting and patching etc., performed by the other trades. Remove or relocate existing electrical conduits, wires, devices, fixtures and other equipment as necessary.
- E. All outages on portions of existing electrical systems shall be minimized and shall be at a time and of duration as accepted by the Owner.

### 3.12 ELECTRICAL DEMOLITION

- A. Examination
  1. Verify field measurements and circuiting arrangements are as shown on drawings.
  2. Verify that abandoned wiring and equipment serve only abandoned facilities.
  3. Demolition drawings are based on casual field observation and existing record documents. Report discrepancies to Prime Contractor before disturbing existing installation.
  4. Beginning of demolition means installer accepts existing conditions.
- B. Preparation
  1. Disconnect electrical systems in walls, floors, and ceilings scheduled for removal.
  2. Coordination outages with Owner.

- C. Demolition and Extension of Existing Electrical Work
  1. Demolish and extend existing electrical work under provisions of Division 1, Division 2, and this section.
  2. Remove, relocate, and extend existing installations to accommodate new construction.
  3. Remove abandoned wiring to source of supply.
  4. Remove exposed abandoned conduit, including abandoned conduit above accessible ceiling finishes.
  5. Disconnect abandoned outlets and remove devices. Remove abandoned outlets if conduit servicing them is abandoned and removed. Provide blank cover for abandoned outlets, which are not removed.
  6. Disconnect and remove abandoned luminaires. Remove brackets, stems, hangers, and other accessories.
  7. Repair adjacent construction and finishes damaged during demolition and extension work.
  8. Maintain access to existing electrical installations, which remain active. Modify installation or provide access panel as appropriate.
  9. Extend existing installations using materials and methods compatible with existing electrical installation, or as specified in individual section.
  
- D. Cleaning and Repair
  1. Clean and repair existing materials and equipment, which remain or are to be reused.
  2. Panelboards: Clean exposed surfaces and check tightness of electrical connections. Replace damaged circuit breakers and provide closure plates for vacant positions. Provide typed circuit directory showing revised circuiting arrangement.

END OF SECTION



**SECTION 260519  
CONDUCTORS AND CABLES**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. This Section includes the following:
  - 1. Building wires and cables rated 600 V and less.
  - 2. Connectors, splices, and terminations rated 600 V and less.

1.2 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Comply with NFPA 70.

**PART 2 - PRODUCTS**

2.1 CONDUCTORS AND CABLES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. Alcan Products Corporation; Alcan Cable Division.
  - 2. American Insulated Wire Corp.; a Leviton Company.
  - 3. Bolden
  - 4. General Cable Corporation.
  - 5. Senator Wire & Cable Company.
  - 6. Southwire Company.
- B. Copper Conductors: Comply with NEMA WC 70.
- C. Conductor Insulation: Comply with NEMA WC 70 for Types THHN-THWN.
- D. Minimize conductor size: #12 AWG

2.2 CONNECTORS AND SPLICES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. AFC Cable Systems, Inc.
  - 2. Hubbell Power Systems, Inc.
  - 3. O-Z/Gedney; EGS Electrical Group LLC.
  - 4. 3M; Electrical Products Division.
  - 5. Tyco Electronics Corp.

- B. Description: Factory-fabricated connectors and splices of size, ampacity rating, material, type, and class for application and service indicated.

### **PART 3 - EXECUTION**

#### **3.1 CONDUCTOR MATERIAL APPLICATIONS**

- A. Feeders: Copper Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.
- B. Branch Circuits: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.

#### **3.2 CONDUCTOR INSULATION AND MULTICONDUCTOR CABLE APPLICATIONS AND WIRING METHODS**

- A. Feeders Concealed in Ceilings, Walls, Partitions, and Crawlspace: Type THHN-THWN, single conductors in raceway.
- B. Branch Circuits Concealed in Ceilings, Walls, and Partitions: Type THHN-THWN, single conductors in raceway.
- C. Class 1 Control Circuits: Type THHN-THWN, in raceway.
- D. Class2 Control Circuits: Type THHN-THWN, in raceway.

#### **3.3 INSTALLATION OF CONDUCTORS AND CABLES**

- A. Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.
- B. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips, that will not damage cables or raceway.
- C. Install exposed cables parallel and perpendicular to surfaces of exposed structural members, and follow surface contours where possible.

#### **3.4 CONNECTIONS**

- A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.
- B. Make splices and taps that are compatible with conductor material and that possess equivalent or better mechanical strength and insulation ratings than unspliced conductors.
- C. Wiring at Outlets: Install conductor at each outlet, with at least 12 inches of slack.

3.5 FIRESTOPPING

- A. Apply firestopping to electrical penetrations of fire-rated floor and wall assemblies to restore original fire-resistance rating of assembly.

3.6 FIELD QUALITY CONTROL

- A. Tests and Inspections:
  - 1. After installing conductors and cables and before electrical circuitry has been energized, test service entrance and feeder conductors, and conductors feeding the following critical equipment and services for compliance with requirements.
  - 2. Perform each visual and mechanical inspection and electrical test stated in NETA Acceptance Testing Specification. Certify compliance with test parameters.
- B. Remove and replace malfunctioning units and retest as specified above.

END OF SECTION

**SECTION 260526  
GROUNDING AND BONDING**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. This Section includes methods and materials for grounding systems and equipment.

1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.

**PART 2 - PRODUCTS**

2.1 CONDUCTORS

- A. Insulated Conductors: Copper wire or cable insulated for 600 V unless otherwise required by applicable Code or authorities having jurisdiction.
- B. Bare Copper Conductors:
  - 1. Solid Conductors: ASTM B 3.
  - 2. Stranded Conductors: ASTM B 8.
  - 3. Bonding Conductor: No. 4 AWG, stranded conductor.

2.2 CONNECTORS

- A. Listed and labeled by a nationally recognized testing laboratory acceptable to authorities having jurisdiction for applications in which used, and for specific types, sizes, and combinations of conductors and other items connected.
- B. Bolted Connectors for Conductors and Pipes: Copper or copper alloy, bolted pressure-type, with at least two bolts.

**PART 3 - EXECUTION**

3.1 APPLICATIONS

- A. Conductors: Install solid conductor for No. 8 AWG and smaller, and stranded conductors for No. 6 AWG and larger, unless otherwise indicated.
- B. Conductor Terminations and Connections:
  - 1. Pipe and Equipment Grounding Conductor Terminations: Bolted connectors.
  - 2. Connections to Structural Steel: Bolted connection.

3.2 EQUIPMENT GROUNDING

- A. Install insulated equipment grounding conductors with all feeders and branch circuits.

3.3 INSTALLATION

- A. Grounding Conductors: Route along shortest and straightest paths possible, unless otherwise indicated or required by Code. Avoid obstructing access or placing conductors where they may be subjected to strain, impact, or damage.

3.4 FIELD QUALITY CONTROL

- A. Perform the following tests and inspections and prepare test reports:
  - 1. After installing grounding system but before permanent electrical circuits have been energized, test for compliance with requirements.

END OF SECTION

**SECTION 260529**  
**HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
  - 1. Hangers and supports for electrical equipment and systems.

1.3 DEFINITIONS

- A. EMT: Electrical metallic tubing.

1.4 SUBMITTALS

- A. Product Data: For the following:
  - 1. Steel slotted support systems.

1.5 QUALITY ASSURANCE

- A. Comply with NFPA 70.

**PART 2 - PRODUCTS**

2.1 SUPPORT, ANCHORAGE, AND ATTACHMENT COMPONENTS

- A. Steel Slotted Support Systems: Comply with MFMA-4, factory-fabricated components for field assembly.
  - 1. Available Manufacturers: Subject to compliance with requirements, manufacturer offering products that may be incorporated into the Work includes, but are not limited to, the following:
    - a. Allied Tube & Conduit.
    - b. Cooper B-Line, Inc.; a division of Cooper Industries.
    - c. ERICO International Corporation.
    - d. GS Metals Corp.
    - e. Thomas & Betts Corporation.
    - f. Unistrut; Tyco International, Ltd.
    - g. Wesanco, Inc.

2. Metallic Coatings: Hot-dip galvanized after fabrication and applied according to MFMA-4.
  3. Painted Coatings: Manufacturer's standard painted coating applied according to MFMA-4.
  4. Channel Dimensions: Selected for applicable load criteria.
- B. Raceway and Cable Supports: As described in NECA 1 and NECA 101.
- C. Conduit and Cable Support Devices: Steel hangers, clamps, and associated fittings, designed for types and sizes of raceway or cable to be supported.
- D. Structural Steel for Fabricated Supports and Restraints: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
- E. Mounting, Anchoring, and Attachment Components: Items for fastening electrical items or their supports to building surfaces include the following:
1. Powder-Actuated Fasteners: Threaded-steel stud, for use in hardened portland cement concrete, steel, or wood, with tension, shear, and pullout capacities appropriate for supported loads and building materials where used.
    - a. Available Manufacturers: Subject to compliance with requirements, manufacturer offering products that may be incorporated into the Work includes, but are not limited to, the following:
      - 1) Hilti Inc.
      - 2) ITW Ramset/Red Head; a division of Illinois Tool Works, Inc.
      - 3) MKT Fastening, LLC.
      - 4) Simpson Strong-Tie Co., Inc.; Masterset Fastening Systems Unit.
  2. Mechanical-Expansion Anchors: Insert-wedge-type, zinc-coated steel, for use in hardened portland cement concrete with tension, shear, and pullout capacities appropriate for supported loads and building materials in which used.
    - a. Available Manufacturers: Subject to compliance with requirements, manufacturer offering products that may be incorporated into the Work includes, but are not limited to, the following:
      - 1) Cooper B-Line, Inc.; a division of Cooper Industries.
      - 2) Empire Tool and Manufacturing Co., Inc.
      - 3) Hilti Inc.
      - 4) ITW Ramset/Red Head; a division of Illinois Tool Works, Inc.
      - 5) MKT Fastening, LLC.
  3. Concrete Inserts: Steel or malleable-iron, slotted support system units similar to MSS Type 18; complying with MFMA-4 or MSS SP-58.
  4. Clamps for Attachment to Steel Structural Elements: MSS SP-58, type suitable for attached structural element.
  5. Through Bolts: Structural type, hex head, and high strength. Comply with ASTM A 325.
  6. Toggle Bolts: All-steel springhead type.
  7. Hanger Rods: Threaded steel.

### **PART 3 - EXECUTION**

#### **3.1 APPLICATION**

- A. Comply with NECA 1 and NECA 101 for application of hangers and supports for electrical equipment and systems except if requirements in this Section are stricter.

- B. Maximum Support Spacing and Minimum Hanger Rod Size for Raceway: Space supports for EMT, IMC, and RMC as required by NFPA 70. Minimum rod size shall be 1/4 inch (6 mm) in diameter.
- C. Multiple Raceways or Cables: Install trapeze-type supports fabricated with steel slotted support system, sized so capacity can be increased by at least 25 percent in future without exceeding specified design load limits.
  - 1. Secure raceways and cables to these supports with two-bolt conduit clamps.
- D. Spring-steel clamps designed for supporting single conduits without bolts may be used for 1-1/2-inch (38-mm) and smaller raceways serving branch circuits and communication systems above suspended ceilings and for fastening raceways to trapeze supports.

### 3.2 SUPPORT INSTALLATION

- A. Comply with NECA 1 and NECA 101 for installation requirements except as specified in this Article.
- B. Raceway Support Methods: In addition to methods described in NECA 1, EMT, IMC, and RMC may be supported by openings through structure members, as permitted in NFPA 70.
- C. Strength of Support Assemblies: Where not indicated, select sizes of components so strength will be adequate to carry present and future static loads within specified loading limits. Minimum static design load used for strength determination shall be weight of supported components plus 200 lb (90 kg).
- D. Mounting and Anchorage of Surface-Mounted Equipment and Components: Anchor and fasten electrical items and their supports to building structural elements by the following methods unless otherwise indicated by code:
  - 1. To Existing Concrete: Expansion anchor fasteners.
  - 2. Instead of expansion anchors, powder-actuated driven threaded studs provided with lock washers and nuts may be used in existing standard-weight concrete 4 inches (100 mm) thick or greater. Do not use for anchorage to lightweight-aggregate concrete or for slabs less than 4 inches (100 mm) thick.
  - 3. To Steel: Beam clamps (MSS Type 19, 21, 23, 25, or 27) complying with MSS SP-69.
  - 4. To Light Steel: Sheet metal screws.
  - 5. Items Mounted on Hollow Walls and Nonstructural Building Surfaces: Mount cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices on slotted-channel racks attached to substrate.
- E. Drill holes for expansion anchors in concrete at locations and to depths that avoid reinforcing bars.

### 3.3 INSTALLATION OF FABRICATED METAL SUPPORTS

- A. Cut, fit, and place miscellaneous metal supports accurately in location, alignment, and elevation to support and anchor electrical materials and equipment.



3.4 PAINTING

- A. Touchup: Clean field welds and abraded areas of shop paint. Paint exposed areas immediately after erecting hangers and supports. Use same materials as used for shop painting. Comply with SSPC-PA 1 requirements for touching up field-painted surfaces.
  - 1. Apply paint by brush or spray to provide minimum dry film thickness of 2.0 mils (0.05 mm).
  
- B. Galvanized Surfaces: Clean welds, bolted connections, and abraded areas and apply galvanizing-repair paint to comply with ASTM A 780.

END OF SECTION

**SECTION 260533  
RACEWAYS AND BOXES**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. This Section includes raceways, fittings, boxes, enclosures, and cabinets for electrical wiring.

1.2 DEFINITIONS

- A. EMT: Electrical metallic tubing.
- B. FMC: Flexible metal conduit.
- C. LFMC: Liquidtight flexible metal conduit.

**PART 2 - PRODUCTS**

2.1 METAL CONDUIT AND TUBING

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. AFC Cable Systems, Inc.
  - 2. Alflex Inc.
  - 3. Allied Tube & Conduit; a Tyco International Ltd. Co.
  - 4. Anamet Electrical, Inc.; Anaconda Metal Hose.
  - 5. Electri-Flex Co.
  - 6. Manhattan/CDT/Cole-Flex.
  - 7. Maverick Tube Corporation.
  - 8. O-Z Gedney; a unit of General Signal.
  - 9. Wheatland Tube Company.
- B. EMT: ANSI C80.3.
- C. FMC: Zinc-coated steel.
- D. LFMC: Flexible steel conduit with PVC jacket.
- E. Fittings for Conduit (Including all Types and Flexible and Liquidtight), EMT, and Cable: NEMA FB 1; listed for type and size raceway with which used, and for application and environment in which installed.
  - 1. Fittings for EMT: Die-cast, set-screw or compression Gland type.
- F. Joint Compound for Rigid Steel Conduit or IMC: Listed for use in cable connector assemblies, and compounded for use to lubricate and protect threaded raceway joints from corrosion and enhance their conductivity.

## 2.2 BOXES, ENCLOSURES, AND CABINETS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Cooper Crouse-Hinds; Div. of Cooper Industries, Inc.
  2. EGS/Appleton Electric.
  3. Erickson Electrical Equipment Company.
  4. Hoffman.
  5. Hubbell Incorporated; Killark Electric Manufacturing Co. Division.
  6. O-Z/Gedney; a unit of General Signal.
  7. RACO; a Hubbell Company.
  8. Robroy Industries, Inc.; Enclosure Division.
  9. Scott Fetzer Co.; Adalet Division.
  10. Spring City Electrical Manufacturing Company.
  11. Thomas & Betts Corporation.
  12. Walker Systems, Inc.; Wiremold Company (The).
  13. Woodhead, Daniel Company; Woodhead Industries, Inc. Subsidiary.
- B. Sheet Metal Outlet and Device Boxes: NEMA OS 1.
- C. Cast-Metal Outlet and Device Boxes: NEMA FB 1, ferrous alloy, Type FD, with gasketed cover.
- D. Small Sheet Metal Pull and Junction Boxes: NEMA OS 1.

## PART 3 - EXECUTION

### 3.1 RACEWAY APPLICATION

- A. Comply with the following indoor applications, unless otherwise indicated:
1. Exposed, Not Subject to Physical Damage: EMT, Rigid steel conduit.
  2. Exposed, Not Subject to Severe Physical Damage: EMT, Rigid steel conduit..
  3. Exposed and Subject to Severe Physical Damage: Rigid steel conduit.
  4. Connection to Vibrating Equipment (Including Transformers, Mechanical Equipment, and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): FMC, except use LFMC in damp or wet locations.
  5. Boxes and Enclosures: NEMA 250, Type 1, except use NEMA 250, Type 4, stainless steel in damp or wet locations.
- B. Minimum Raceway Size: 3/4-inch trade size.

### 3.2 INSTALLATION

- A. Comply with NECA 1 for installation requirements applicable to products specified in Part 2 except where requirements on Drawings or in this Article are stricter.
- B. Keep raceways at least 6 inches away from parallel runs of flues and steam or hot-water pipes. Install horizontal raceway runs above water and steam piping.
- C. Complete raceway installation before starting conductor installation.
- D. Arrange stub-ups so curved portions of bends are not visible above the finished slab.

- E. Conceal conduit and EMT within finished walls, ceilings, and floors, unless otherwise indicated.
- F. Raceway Terminations at Locations Subject to Moisture or Vibration: Use insulating bushings to protect conductors, including conductors smaller than No. 4 AWG.
- G. Install pull wires in empty raceways. Use polypropylene or monofilament plastic line with not less than 200-lb tensile strength. Leave at least 12 inches of slack at each end of pull wire.
- H. Flexible Conduit Connections: Use maximum of 72 inches of flexible conduit for semirecessed lighting fixtures, equipment subject to vibration, noise transmission, or movement; and for transformers and motors.
  - 1. Use LFMC in damp or wet locations subject to severe physical damage.
  - 2. Use LFMC in damp or wet locations not subject to severe physical damage.

### 3.3 FIRESTOPPING

- A. Apply firestopping to electrical penetrations of fire-rated floor and wall assemblies to restore original fire-resistance rating of assembly.

### 3.4 PROTECTION

- A. Provide final protection and maintain conditions that ensure coatings, finishes, and cabinets are without damage or deterioration at time of Substantial Completion.
  - 1. Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.

END OF SECTION

**SECTION 260544**  
**SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND CABLING**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. Section Includes:  
1. Silicone sealants.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.

**PART 2 - PRODUCTS**

2.1 SILICONE SEALANTS

- A. Silicone Sealants: Single-component, silicone-based, neutral-curing elastomeric sealants of grade indicated below.  
1. Grade: Pourable (self-leveling) formulation for openings in floors and other horizontal surfaces that are not fire rated.
- B. Silicone Foams: Multicomponent, silicone-based liquid elastomers that, when mixed, expand and cure in place to produce a flexible, nonshrinking foam.

**PART 3 - EXECUTION**

3.1 SLEEVE INSTALLATION FOR NON-FIRE-RATED ELECTRICAL PENETRATIONS

- A. Comply with NECA 1.
- B. Sleeves for Conduits Penetrating Above-Grade Non-Fire-Rated Concrete and Masonry-Unit Floors and Walls:  
1. Interior Penetrations of Non-Fire-Rated Walls and Floors:  
a. Seal annular space between sleeve and raceway or cable, using joint sealant appropriate for size, depth, and location of joint. Comply with requirements in Section 079200 "Joint Sealants."  
b. Seal space outside of sleeves with mortar or grout. Pack sealing material solidly between sleeve and wall so no voids remain. Tool exposed surfaces smooth; protect material while curing.

3.2 SLEEVE-SEAL-SYSTEM INSTALLATION

- A. Install sleeve-seal systems in sleeves in exterior concrete walls and slabs-on-grade at raceway entries into building.
- B. Install type and number of sealing elements recommended by manufacturer for raceway or cable material and size. Position raceway or cable in center of sleeve. Assemble mechanical sleeve seals and install in annular space between raceway or cable and sleeve. Tighten bolts against pressure plates that cause sealing elements to expand and make watertight seal.

END OF SECTION

**SECTION 260553  
ELECTRICAL IDENTIFICATION**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
  - 1. Identification for raceway and metal-clad cable.
  - 2. Instruction signs.
  - 3. Equipment identification labels.
  - 4. Miscellaneous identification products.

1.3 SUBMITTALS

- A. Product Data: For each electrical identification product indicated.
- B. Identification Schedule: An index of nomenclature of electrical equipment and system components used in identification signs and labels.

1.4 QUALITY ASSURANCE

- A. Comply with ANSI A13.1 and ANSI C2.
- B. Comply with NFPA 70.
- C. Comply with 29 CFR 1910.145.

1.5 COORDINATION

- A. Coordinate identification names, abbreviations, colors, and other features with requirements in the Contract Documents, Shop Drawings, manufacturer's wiring diagrams, and the Operation and Maintenance Manual, and with those required by codes, standards, and 29 CFR 1910.145. Use consistent designations throughout Project.
- B. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.

## **PART 2 - PRODUCTS**

### **2.1 RACEWAY CABLE IDENTIFICATION MATERIALS**

- A. Comply with ANSI A13.1 for minimum size of letters for legend and for minimum length of color field for each raceway and cable size.
- B. Color for Printed Legend:
  - 1. Power Circuits: Black letters on an orange field.
  - 2. Legend: Indicate system or service and voltage, if applicable.
- C. Self-Adhesive Vinyl Labels: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound adhesive tape for securing ends of legend label.
- D. Self-Adhesive Vinyl Tape: Colored, heavy duty, waterproof, fade resistant; 2 inches (50 mm) wide; compounded for outdoor use.

### **2.2 EQUIPMENT IDENTIFICATION LABELS**

- A. Self-adhesive, engraved, laminated acrylic or melamine labels.

### **2.3 MISCELLANEOUS IDENTIFICATION PRODUCTS**

- A. Cable Ties: Fungus-inert, self-extinguishing, 1-piece, self-locking, Type 6/6 nylon cable ties.
  - 1. Minimum Width: 3/16 inch (5 mm).
  - 2. Tensile Strength: 50 lb (22.6 kg), minimum.
  - 3. Temperature Range: Minus 40 to plus 185 deg F (Minus 40 to plus 85 deg C).
  - 4. Color: Black, except where used for color-coding.
- B. Paint: Paint materials and application requirements are specified in Division 9 painting Sections.
  - 1. Interior Concrete and Masonry (Other Than Concrete Unit Masonry):
    - a. Semigloss Alkyd-Enamel Finish: Two finish coat(s) over a primer.
      - 1) Primer: Interior concrete and masonry primer.
      - 2) Finish Coats: Interior semigloss alkyd enamel.
  - 2. Interior Concrete Unit Masonry:
    - a. Semigloss Acrylic-Enamel Finish: Two finish coat(s) over a block filler.
      - 1) Block Filler: Concrete unit masonry block filler.
      - 2) Finish Coats: Interior semigloss acrylic enamel.
  - 3. Interior Ferrous Metal:
    - a. Semigloss Acrylic-Enamel Finish: Two finish coat(s) over a primer.
      - 1) Primer: Interior ferrous-metal primer.
      - 2) Finish Coats: Interior semigloss acrylic enamel.
  - 4. Interior Zinc-Coated Metal (except Raceways):
    - a. Semigloss Acrylic-Enamel Finish: Two finish coat(s) over a primer.
      - 1) Primer: Interior zinc-coated metal primer.
      - 2) Finish Coats: Interior semigloss acrylic enamel.



- C. Fasteners for Labels and Signs: Self-tapping, stainless-steel screws or stainless-steel machine screws with nuts and flat and lock washers.

### **PART 3 - EXECUTION**

#### **3.1 APPLICATION**

- A. Branch-Circuit Conductor Identification: Where there are conductors for more than three branch circuits in same junction or pull box, use color-coding conductor tape. Identify each ungrounded conductor according to source and circuit number.
- B. Auxiliary Electrical Systems Conductor Identification: Identify field-installed alarm, control, signal, sound, intercommunications, voice, and data connections.
  - 1. Identify conductors, cables, and terminals in enclosures and at junctions, terminals, and pull points. Identify by system and circuit designation.
  - 2. Use system of marker tape designations that is uniform and consistent with system used by manufacturer for factory-installed connections.
  - 3. Coordinate identification with Project Drawings, manufacturer's wiring diagrams, and Operation and Maintenance Manual.
- C. Equipment Identification Labels: On each unit of equipment, install unique designation label that is consistent with wiring diagrams, schedules, and Operation and Maintenance Manual. Apply labels to disconnect switches and protection equipment, central or master units, control panels, control stations, terminal cabinets, and racks of each system. Systems include power, lighting, control, communication, signal, monitoring, and alarm systems unless equipment is provided with its own identification.
  - 1. Labeling Instructions:
    - a. Indoor Equipment: Self-adhesive, engraved, laminated acrylic or melamine label. Unless otherwise indicated, provide a single line of text with 1/2-inch- (13-mm-) high letters on 1-1/2-inch- (38-mm-) high label; where 2 lines of text are required, use labels 2 inches (50 mm) high.
  - 2. Equipment to Be Labeled:
    - a. Disconnect Switches

#### **3.2 INSTALLATION**

- A. Verify identity of each item before installing identification products.
- B. Location: Install identification materials and devices at locations for most convenient viewing without interference with operation and maintenance of equipment.
- C. Apply identification devices to surfaces that require finish after completing finish work.
- D. Self-Adhesive Identification Products: Clean surfaces before application, using materials and methods recommended by manufacturer of identification device.
- E. Attach nonadhesive signs and plastic labels with screws and auxiliary hardware appropriate to the location and substrate.
- F. System Identification Color Banding for Raceways and Cables: Each color band shall completely encircle cable or conduit. Place adjacent bands of two-color markings in

contact, side by side. Locate bands at changes in direction, at penetrations of walls and floors, at 50-foot (15-m) maximum intervals in straight runs, and at 25-foot (7.6-m) maximum intervals in congested areas.

- G. Color-Coding for Phase and Voltage Level Identification, 600 V and Less: Use the colors listed below for branch-circuit conductors.
1. Color shall be factory applied.
  2. Colors for 208/120-V Circuits:
    - a. Phase A: Black.
    - b. Phase B: Red.
    - c. Phase C: Blue.
  3. Colors for 480/277-V Circuits:
    - a. Phase A: Brown.
    - b. Phase B: Orange.
    - c. Phase C: Yellow.
  4. Field-Applied, Color-Coding Conductor Tape: Apply in half-lapped turns for a minimum distance of 6 inches (150 mm) from terminal points and in boxes where splices or taps are made. Apply last two turns of tape with no tension to prevent possible unwinding. Locate bands to avoid obscuring factory cable markings.
- H. Aluminum Wraparound Marker Labels and Metal Tags: Secure tight to surface of conductor or cable at a location with high visibility and accessibility.

END OF SECTION

**SECTION 262726  
WIRING DEVICES**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. Section Includes:
1. Receptacles, receptacles with integral GFCI, and associated device plates.

**PART 2 - PRODUCTS**

2.1 MANUFACTURERS

- A. Manufacturers' Names: Shortened versions (shown in parentheses) of the following manufacturers' names are used in other Part 2 articles:
1. Cooper Wiring Devices; Division of Cooper Industries, Inc. (Cooper).
  2. Hubbell Incorporated; Wiring Device-Kellems (Hubbell).
  3. Leviton Mfg. Company Inc. (Leviton).
  4. Pass & Seymour/Legrand (Pass & Seymour).
- B. Source Limitations: Obtain each type of wiring device and associated wall plate from single source from single manufacturer.

2.2 GENERAL WIRING-DEVICE REQUIREMENTS

- A. Wiring Devices, Components, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with NFPA 70.
- C. Devices that are manufactured for use with modular plug-in connectors may be substituted under the following conditions:
1. Connectors shall comply with UL 2459 and shall be made with stranding building wire.
  2. Devices shall comply with the requirements in this Section.

2.3 STRAIGHT-BLADE RECEPTACLES

- A. Convenience Receptacles, 125 V, 20 A: Comply with NEMA WD 1, NEMA WD 6 Configuration 5-20R, UL 498, and FS W-C-596.
1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Cooper; 5351 (single), CR5362 (duplex).
    - b. Hubbell; HBL5351 (single), HBL5352 (duplex).
    - c. Leviton; 5891 (single), 5352 (duplex).
    - d. Pass & Seymour; 5361 (single), 5362 (duplex).

## 2.4 GFCI RECEPTACLES

- A. General Description:
  - 1. Straight blade, feed-through type.
  - 2. Comply with NEMA WD 1, NEMA WD 6, UL 498, UL 943 Class A, and FS W-C-596.
  - 3. Include indicator light that shows when the GFCI has malfunctioned and no longer provides proper GFCI protection.
  
- B. Duplex GFCI Convenience Receptacles, 125 V, 20 A:
  - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Cooper; VGF20.
    - b. Hubbell; GFR5352L.
    - c. Pass & Seymour; 2095.
    - d. Leviton; 7590.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Comply with NECA 1, including mounting heights listed in that standard, unless otherwise indicated.
  
- B. Coordination with Other Trades:
  - 1. Protect installed devices and their boxes. Do not place wall finish materials over device boxes and do not cut holes for boxes with routers that are guided by riding against outside of boxes.
  - 2. Keep outlet boxes free of plaster, drywall joint compound, mortar, cement, concrete, dust, paint, and other material that may contaminate the raceway system, conductors, and cables.
  - 3. Install device boxes in brick or block walls so that the cover plate does not cross a joint unless the joint is troweled flush with the face of the wall.
  - 4. Install wiring devices after all wall preparation, including painting, is complete.
  
- C. Conductors:
  - 1. Do not strip insulation from conductors until right before they are spliced or terminated on devices.
  - 2. Strip insulation evenly around the conductor using tools designed for the purpose. Avoid scoring or nicking of solid wire or cutting strands from stranded wire.
  - 3. The length of free conductors at outlets for devices shall meet provisions of NFPA 70, Article 300, without pigtails.
  
- D. Device Installation:
  - 1. Replace devices that have been in temporary use during construction and that were installed before building finishing operations were complete.
  - 2. Keep each wiring device in its package or otherwise protected until it is time to connect conductors.
  - 3. Do not remove surface protection, such as plastic film and smudge covers, until the last possible moment.
  - 4. Connect devices to branch circuits using pigtails that are not less than 6 inches in length.
  - 5. When there is a choice, use side wiring with binding-head screw terminals. Wrap solid conductor tightly clockwise, two-thirds to three-fourths of the way around terminal screw.

6. Use a torque screwdriver when a torque is recommended or required by manufacturer.
7. When conductors larger than No. 12 AWG are installed on 15- or 20-A circuits, splice No. 12 AWG pigtails for device connections.
8. Tighten unused terminal screws on the device.
9. When mounting into metal boxes, remove the fiber or plastic washers used to hold device-mounting screws in yokes, allowing metal-to-metal contact.

E. Receptacle Orientation:

1. Install ground pin of vertically mounted receptacles up, and on horizontally mounted receptacles to the right.

### 3.2 GFCI RECEPTACLES

- A. Install non-feed-through-type GFCI receptacles where protection of downstream receptacles is not required.

### 3.3 FIELD QUALITY CONTROL

A. Tests for Convenience Receptacles:

1. Line Voltage: Acceptable range is 105 to 132 V.
2. Percent Voltage Drop under 15-A Load: A value of 6 percent or higher is unacceptable.
3. Ground Impedance: Values of up to 2 ohms are acceptable.
4. GFCI Trip: Test for tripping values specified in UL 1436 and UL 943.
5. Using the test plug, verify that the device and its outlet box are securely mounted.
6. Tests shall be diagnostic, indicating damaged conductors, high resistance at the circuit breaker, poor connections, inadequate fault current path, defective devices, or similar problems. Correct circuit conditions, remove malfunctioning units and replace with new ones, and retest as specified above.

- B. Wiring device will be considered defective if it does not pass tests and inspections.

END OF SECTION

**SECTION 262816**  
**ENCLOSED SWITCHES AND CIRCUIT BREAKERS**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. Section Includes:
  - 1. Nonfusible switches.
  - 2. Enclosures.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of enclosed switch, accessory, and component indicated.
- B. Shop Drawings: For enclosed switches. Include plans, elevations, sections, details, and attachments to other work.

1.3 INFORMATIONAL SUBMITTALS

- A. Field quality-control reports.

1.4 CLOSEOUT SUBMITTALS

- A. Operation and maintenance data.

1.5 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with NFPA 70.

**PART 2 - PRODUCTS**

2.1 NONFUSIBLE SWITCHES

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Eaton Electrical Inc.; Cutler-Hammer Business Unit.
  - 2. General Electric Company; GE Consumer & Industrial - Electrical Distribution.
  - 3. Siemens Energy & Automation, Inc.
  - 4. Square D; a brand of Schneider Electric.

- B. Type HD, Heavy Duty, Single Throw, 600-V ac, 1200 A and Smaller: UL 98 and NEMA KS 1, horsepower rated, lockable handle with capability to accept three padlocks, and interlocked with cover in closed position.
- C. Accessories:
  - 1. Equipment Ground Kit: Internally mounted and labeled for copper and aluminum ground conductors.
  - 2. Neutral Kit: Internally mounted; insulated, capable of being grounded and bonded; labeled for copper and aluminum neutral conductors.
  - 3. Lugs: Suitable for number, size, and conductor material.

## 2.2 ENCLOSURES

- A. Enclosed Switches and Circuit Breakers: NEMA AB 1, NEMA KS 1, NEMA 250, and UL 50, to comply with environmental conditions at installed location.
  - 1. Outdoor Locations: NEMA 250, Type 3R.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install individual wall-mounted switches and circuit breakers with tops at uniform height unless otherwise indicated.
- B. Comply with NECA 1.

### 3.2 IDENTIFICATION

- A. Comply with requirements in Section 260553 "Identification for Electrical Systems."
  - 1. Identify field-installed conductors, interconnecting wiring, and components; provide warning signs.
  - 2. Label each enclosure with engraved metal or laminated-plastic nameplate.

### 3.3 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Tests and Inspections:
  - 1. Perform each visual and mechanical inspection and electrical test stated in NETA Acceptance Testing Specification. Certify compliance with test parameters.
  - 2. Correct malfunctioning units on-site, where possible, and retest to demonstrate compliance; otherwise, replace with new units and retest.
- C. Enclosed switches and circuit breakers will be considered defective if they do not pass tests and inspections.

END OF SECTION

**SECTION 265100  
INTERIOR LIGHTING**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
  - 1. Interior lighting fixtures.
- B. Related Sections:
  - 1. Section 262726 "Wiring Devices" for manual wall-box dimmers.

1.3 DEFINITIONS

- A. CCT: Correlated color temperature.
- B. CRI: Color-rendering index.
- C. LER: Luminaire efficacy rating.
- D. Lumen: Measured output of lamp and luminaire, or both.
- E. Luminaire: Complete lighting fixture, including ballast housing if provided.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of lighting fixture, arranged in order of fixture designation. Include data on features, accessories, finishes, and the following:
  - 1. Physical description of lighting fixture including dimensions.
  - 2. Emergency lighting units including battery and charger.
  - 3. Energy-efficiency data.
  - 4. Life, output (lumens, CCT, and CRI), and energy-efficiency data for lamps.
  - 5. Photometric data and adjustment factors based on laboratory tests, complying with IESNA Lighting Measurements Testing & Calculation Guides, of each lighting fixture type. The adjustment factors shall be for lamps, ballasts, and accessories identical to those indicated for the lighting fixture as applied in this Project.
    - a. Manufacturer Certified Data: Photometric data shall be certified by a manufacturer's laboratory with a current accreditation under the National Voluntary Laboratory Accreditation Program for Energy Efficient Lighting Products.
- B. Installation instructions.



## 1.5 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Reflected ceiling plan(s) and other details, drawn to scale, on which the following items are shown and coordinated with each other, using input from installers of the items involved:
  - 1. Lighting fixtures.
  - 2. Suspended ceiling components.
  - 3. Other items in finished ceiling including the following:
    - a. Air outlets and inlets.
    - b. Speaker.
- B. Qualification Data: For qualified agencies providing photometric data for lighting fixtures.

## 1.6 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For lighting equipment and fixtures to include in emergency, operation, and maintenance manuals.
  - 1. Provide a list of all lamp types used on Project; use ANSI and manufacturers' codes.

## 1.7 QUALITY ASSURANCE

- A. Luminaire Photometric Data Testing Laboratory Qualifications: Provided by manufacturers' laboratories that are accredited under the National Volunteer Laboratory Accreditation Program for Energy Efficient Lighting Products.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. Comply with NFPA 70.

## 1.8 COORDINATION

- A. Coordinate layout and installation of lighting fixtures and suspension system with other construction that penetrates ceilings or is supported by them, including HVAC equipment, and ceiling speakers, etc.

## **PART 2 - PRODUCTS**

### 2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, provide one of the products indicated on Drawings.

### 2.2 GENERAL REQUIREMENTS FOR LIGHTING FIXTURES AND COMPONENTS

- A. Metal Parts: Free of burrs and sharp corners and edges.

- B. Sheet Metal Components: Steel unless otherwise indicated. Form and support to prevent warping and sagging.
- C. Doors, Frames, and Other Internal Access: Smooth operating, free of light leakage under operating conditions, and designed to permit relamping without use of tools. Designed to prevent doors, frames, lenses, diffusers, and other components from falling accidentally during relamping and when secured in operating position.
- D. Diffusers and Globes:
  - 1. Acrylic Lighting Diffusers: 100 percent virgin acrylic plastic. High resistance to yellowing and other changes due to aging, exposure to heat, and UV radiation.
    - a. Lens Thickness: At least 0.125 inch minimum unless otherwise indicated.
    - b. UV stabilized.

### 2.3 LIGHTING FIXTURE SUPPORT COMPONENTS

- A. Comply with Section 260529 "Hangers and Supports for Electrical Systems" for channel- and angle-iron supports and nonmetallic channel and angle supports.
- B. Wires: ASTM A 641/A 641M, Class 3, soft temper, zinc-coated steel, 12 gage.
- C. Hook Hangers: Integrated assembly matched to fixture and line voltage and equipped with threaded attachment, cord, and locking-type plug.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Lighting fixtures:
  - 1. Set level, plumb, and square with ceilings and walls unless otherwise indicated.
- B. Connect wiring according to Section 260519 "Low-Voltage Electrical Power Conductors and Cables."

### 3.2 IDENTIFICATION

- A. Install labels with panel and circuit numbers on concealed junction and outlet boxes. Comply with requirements for identification specified in Section 260553 "Identification for Electrical Systems."

### 3.3 FIELD QUALITY CONTROL

- A. Test for Emergency Lighting: Interrupt power supply to demonstrate proper operation. Verify transfer from normal power to battery and retransfer to normal.

**END OF SECTION**