CITY OF WORCESTER

WORCESTER REDEVELOPMENT AUTHORITY

PROJECT MANUAL

LIGHTING SYSTEM UPGRADE

29 ALBANY STREET, WORCESTER MA 01604

DIVISIONS 1 THROUGH 26

ISSUED FOR BID

June 30, 2025

JEREMY FLANSBURG, PRINCIPAL ARCHITECT
DEPARTMENT OF PUBLIC WORKS & PARKS
50 SKYLINE DRIVE
WORCESTER, MA 01604

SET NUMBER

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SECTION 010100 - SUMMARY

PART 1 - GENERAL

1.1 CONTRACT DOCUMENTS

A. The Contract Documents include the Drawings as enumerated on the Title Drawing, the general provisions of Contract, including General and Supplemental Conditions, and the provisions of this Project Manual and Addenda as a whole represent and describe the work and requirements of the Project.

1.2 GENERAL REQUIREMENTS

A. Attention is directed to the General and Supplemental Conditions and the other Division 1 Sections, which are hereby made a part of this Section.

1.3 SUBSTANTIAL COMPLETION

A. The Date of Substantial Completion shall be ninety (90) days after execution of the General Contract in accordance with the project schedule set fourth in the contract documents.

B. The Contractor shall obtain a Certificate of Occupancy on or before the Date of Substantial Completion.

1.4 PROJECT DESCRIPTION

A. This project includes the upgrade of the lighting and distribution system equipment for the 35,000 SF building located at 29 Albany Street, Worcester, MA. Selective demolition of existing systems shall be required.

B. The Work of this project shall be performed by the general contractor as follows:

The general contractor shall perform all work, including, but not limited to:

Upgrade of lighting and distribution system equipment. Selective demolition of existing systems shall be required.

C. The Work of this project also includes the requirements in the Contract, the Sub-Contract(s), Sections 0 and Division 1 Sections, in their entirety.

1.5 RELATED WORK UNDER OTHER CONTRACTS

A. Work by other contractors, which will be under separate contract, may take place during the work of this contract adjacent to and within work areas of this site. The Owner will repair the plumbing systems with their own forces.

B. Cooperate fully with other contractors so that work under those contracts may be carried out smoothly, without interfering with or delaying work under this contract.

1.6 WORK SEQUENCE SCHEDULING AND COORDINATION

A. The Work shall be sequenced, scheduled, and coordinated to achieve the Date of Substantial Completion.

1. All deliveries must be scheduled at a minimum of 48 hours in advance with the Architect and Owner.
2. All connections to existing utilities must be scheduled and coordinated at a minimum of 72 hours in advance with the Architect and Owner.

B. The General Contractor and each Subcontractor shall establish and increase or decrease as appropriate the workforce, days of work, number of shifts, work hours, materials, tools and equipment needed to maintain and achieve the Date of Substantial Completion.

C. The General Contractor and each Sub-Contractor shall increase the workforce, days of work, number of shifts, work hours, materials, tools, and equipment needed to maintain the Date of Substantial Completion as necessary to accommodate any additional work authorized by Construction Change Directives and Change Orders modifications.

D. General Contractor will be responsible for the proper conduct of the work to ensure that all trades work together, and in harmony, to achieve substantial and final completion as specified.

1.7 WORK HOURS

A. Normal working hours are to be Monday thru Friday from 7:00 AM to 4:30 PM, except Legal Holidays. Any working hours outside of these times shall be considered "Extended Hours" and treated as described below.

B. Extended work hours shall require prior scheduling and coordination with the A Owner at a minimum of 48-hours in advance. Extended work hours on Sundays and Legal Holidays may also require a permit from the Police Department.

1. Upon permission from the Architect and Owner, and prior to the start of any extended work, pay for all fees and obtain through the City of Worcester Police Department a work permit for all Sundays and Legal Holidays.

C. The Contractor shall pay any overtime required for the City's Clerk of Works/Owner's Representative to be on site for any work performed outside of normal working hours as defined above. No work shall take place outside of normal working hours without prior approval and the City's Clerk of Works/Owner's Representative on site.

D. Any project related activities may not interfere with the enjoyment and use of abutting areas within the park, particularly the playground or adjacent properties during any work hours or extended work hours.

1.8 CONTRACTOR USE OF THE PREMISES

A. General Contractor shall have use of only the site area to the west of the toilet building for storage or staging of work, from date of contract to the Date of Substantial Completion and as described above in the Work Hours paragraph. The toilet rooms,

concession stand shall be maintained closed during working hours, and be available to the City to be open during scheduled events at the Park during nights and weekends (City and Contractor to schedule directly for these events).

B. Construction deliveries to the project shall be made, subject to working hours, as described above. No other construction vehicles are allowed on the site except for excavation and required for the work underway. All deliveries must be coordinated with the Owner a minimum of 48-hours in advance. Deliveries shall be scheduled for normal working hours, but may be scheduled for later or non-working hours with prior approval of the Architect and Owner. Delivery trucks and vehicles shall not idle with their motors running for more than five (5) minutes in accordance with applicable City Ordinances. Any person violating this provision shall be subject to fines prescribed by the Ordinances.

C. All contractor personnel must park on the street and access the site from Salisbury Street. Each morning the General Contractor's Superintendent shall report the number of contractor personnel that will be working that day to the Owner's Representative. Upon entrance all contractor personnel shall have a valid identification badge that is to be worn at all times while working on the project.

D. The Contractor is responsible for providing an identification badge for his personnel and sub-contractor personnel for security purposes. These identification badges shall be worn at all times. All contractor personnel are restricted to selected work areas on any given day at all times unless the Owner grants prior approval. Any employee violating any of these provisions shall be discharged after one (1) written warning by the General Contractor's Superintendent or Owner's representative, with a copy of said warning submitted to the Architect.

E. Any work to be performed in or requiring access through the building outside of the construction area shall be coordinated with the Owner at least one day in advance of such work.

F. The General Contractor shall also be responsible for returning the areas adjacent to construction to their original state upon completion of work in that area.

G. The use of internal combustion engine driven power equipment is prohibited within the building. Alternate power sources, i.e. generators and compressors, may be placed outside the building to provide power to equipment. Placement of any alternate power sources shall be subject to prior Architect and Owner approval.

H. There will be no washing or washing out of any vehicles at the project site. The contractor shall make necessary provisions to accommodate this work off site.

I. All cleaning and wash-down of tools and/or equipment shall be performed in areas designated only by the Architect. This will be strictly enforced.

1.9 CONTRACTOR USE OF CITY STREETS

A. The General Contractor's personnel, and all other personnel employed on the project, shall limit their parking on the site to within the areas designated for construction parking and as permitted by the General Contractor. Additionally, Contractor personnel

may park as legally allowed within City Limits. Parking on street sidewalks is prohibited.

B. Driveway entrances, walks, and yards to abutting properties shall be kept unobstructed at all times.

1.10 WORK CONDITIONS

A. Neither the General Contractor, nor Sub-Contractors at any level, nor their employees shall bring illegal substances or alcoholic beverages on the premises.

B. Vulgar, abusive, obscene language or behavior will not be tolerated.

C. Radios, CD players, or any similar new devices are not permitted to be used on the site.

D. Contractor's personnel engaging in the above shall be removed from the job-site.

E. The Site and buildings are smoke-free; therefore smoking is prohibited, and ban must be enforced by the Contractor.

1.11 PROJECT MANAGER, SUPERINTENDENTS, FIELD ENGINEER AND FOREMAN

A. The General Contractor shall provide a qualified General Superintendent, who shall be present, full time, on site daily during all work in progress until the Date of Substantial Completion, and for such additional time thereafter as the Architect may determine. Only under extenuating circumstances, with the approval of the Architect and Owner, will the Contractor be allowed to substitute for the General Superintendent prior to the date of Final Completion.

1. The General Superintendent shall supervise and direct the activities of other superintendents and foremen on site. He shall not perform the work of foremen, tradesmen, or home office staff.

B. Each bidder and each subcontractor shall provide a Lead Foreman, responsible to be on site full time during the workday.

1. Each foreman, in addition to his regular duties shall be responsible for establishing, maintaining, and providing record drawings, which are required to be updated prior to submitting the current period’s draft Application for Payment.

C. The General Superintendent and Lead Foreman shall not be discharged or changed without prior written consent of the Architect, which will not be unreasonably withheld. The Architect will require that all as-built information be updated and current prior to granting consent.

1.12 WEEKLY REPORTS

A. The General Superintendent shall submit to the Clerk of Works and Architect, on the first workday of the week, a written "Weekly Progress Report". Include the following information about the previous week:

1. Construction progress.
2. Manpower of each contractor and subcontractor.
3. Equipment used.
4. Product deliveries
5. Weather conditions.
6. Problems, hazards or accidental injury.

B. The General Superintendent shall submit to the Clerk of Works, on the first workday of the week, a written "Weekly Outline Schedule" listing the work activities planned for that week. The “Weekly Outline Schedule” may be a simple listing of each trade’s activities delineating areas where work is to be scheduled. Note any significant milestones.

1.13 CERTIFICATE OF SUBSTANTIAL COMPLETION

A. The Architect shall issue a Certificate of Substantial Completion for the work when and if all of the following conditions have been met:

1. The work is sufficiently complete to allow the Owner beneficial use of the premises. The work remaining to be done is not a danger to the proposed occupants and is of a minor nature.
2. The work is sufficiently complete that the Architect may make affidavits to the Building Official as required by Controlled Construction provisions of the Building Code.
3. The mechanical and electrical systems are fully operational. Required inspections and tests have been successfully completed, and the Owner has been provided instructions regarding operation and maintenance of mechanical and electrical systems in the building.
4. The Contractor has made notifications required to pay cost of final billing for utilities and termination of property insurance.
5. The Owner has made notifications required to assume the future cost of utilities, and provide property insurance.
6. The Building Official has issued a Certificate of Occupancy without restrictions or conditions relating to the contractor’s work.

1.14 CITY OF WORCESTER ORDINANCES, LICENSES, PERMITS, AND FEES

A. All Contractors shall comply with City Ordinances which may affect the work of this contract and which have not been previously covered in the Contract Documents. Requirements and fees listed are those in effect as of this writing and each Contractor shall be responsible for verifying the requirements and fee cost as currently in effect and throughout the duration of this project. This includes, but is not limited to, the following:

1. Worcester Police Department:

   a. Police Details
      1) Hourly rate for one-half day or full day.
   b. Permits for Sunday and Holiday work
      1) Fee Required.

2. Department of Public Works, Permits Division

    a. Street Opening Permit Bond
        1) $ 5,000.00
    b. Barricade Placement by DPW
        1) 1st $85 per day
        2) Each additional $ 40 per day
    c. Drainlayers License
        1) New $ 140.00
        2) Annual Renewal $ 60.00
    d. Drain Permit
        1) $ 168.00
    e. Sanitary Connection (Gallonage Fee)
        1) $ 9.00 per GPD (In-Town)
        2) $ 12.00 per GPD (Out of Town)
    f. Main Inspection
        1) $ 2.61 per Foot
    g. Assessment
        1) To be Determined
    h. Permit Manuals
        1) $ 7.00
    i. Plan Review
        1) $ 60.00
    j. Street Obstruction
        1) $ 87.00 each
    k. Street Obstruction (Blanket Permit)
        1) $ 1,000.00 per year
    l. Street Opening
        1) Pavement older than 5 years $ 87.00
        2) Pavement 5 years old or less $ 174.00
    m. Driveway Opening
        1) Permit $ 87.00
    n. Standards Specifications & Details
        1) $ 15.00 Each
    o. Wastewater Discharge
        1) Permit $ 250.00
        2) Inspection $ 400.00
        3) Sewer use $ 3.52/CCF
    p. Water meter, etc. Contact Water Department at 508-799-1492.
    q. Traffic and Parking. Contact Department at 508-799-1468.

3. Worcester Fire Department

    a. Fire and Smoke Alarm
    b. Automatic Sprinkler and Standpipes
    c. Contact Worcester Fire Department at 508-799-1826.

4. Department of Code Enforcement

    a. Building Permit
        1) Based on total contract price

a) $10/$1,000 up to first million dollars.
b) $7.00 per each $1,000.00 over $1,000,000.

2) Document Microfilm
   a) Flat fee of $5; then $2/sheet for one (1) set of complete building plans.
3) Orders of Building Official under Chapter 1, 780 CMR.
4) Ticket violation under Chapter 33, 780 CMR.

b. Trash Control
   1) Ticket for Violations

c. Environmental Control
   1) Air, Water, Noise Pollution - Ticket for Violations
   2) Conservation Commission Enforcement Officer

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

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

END OF SECTION 010100

SECTION 010450 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawing and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made a part of this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements for cutting and patching work not specified elsewhere.

B. Refer to other Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

1. Requirements of this Section apply to all Sections of the Specifications, including mechanical and electrical installations.

C. Any finished new work required to be cut out due to lack of coordination and scheduling, will be repaired by the trade causing cutting and patching to be done. This work will be done at no additional cost to the Owner.

1.3 SUBMITTALS

A. Cutting and Patching Proposal: Where approval of procedures for cutting and patching is required before proceeding, submit a proposal describing procedures seven (7) days in advance of the time cutting and patching will be performed and request approval to proceed. Include the following information, as applicable, in the proposal:

1. Describe the extent of cutting and patching required. Show how it will be performed and indicate why it cannot be avoided.
2. Describe anticipated results in terms of changes to existing construction; include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.
3. List products to be used and firms or entities that will perform Work.
4. Indicate dates when cutting and patching will be performed.
5. List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
6. Where cutting and patching involves adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with the original structure.
7. Approval by the Architect to proceed with cutting and patching does not waive the Architect's right to later require complete removal and replacement of unsatisfactory work.

1.4 QUALITY ASSURANCE

A. Requirements for Structural Work: Do not cut and patch structural elements in a manner that would reduce their load-carrying capacity or load-deflection ratio.

1. Obtain approval of the cutting and patching proposal before cutting and patching the following structural elements:

a. Foundation construction.
b. Bearing walls.
c. Structural concrete.
d. Lintels.
e. Structural decking.
f. Miscellaneous structural metals.
g. Piping, ductwork, and equipment.

B. Operational and Safety Limitations: Do not cut and patch operating elements or safety related components in a manner that would result in reducing their capacity to perform as intended, or result in increased maintenance, or decreased operational life or safety.

1. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems:

a. Primary operational systems and equipment.
b. Air or smoke barriers.
c. Water, moisture, or vapor barriers.
d. Membranes and flashing.
e. Control systems.
f. Communication systems.

C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the Architect's opinion, reduce the building's aesthetic qualities, or result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner.

1. If possible, retain the original installer or fabricator to cut and patch the following categories of exposed Work, or if it is not possible to engage the original installer or fabricator, engage another recognized experienced and specialized firm:

a. Acoustical ceilings.
b. Carpeting.
c. Vinyl flooring.

1.5 WARRANTY

A. Existing Warranties: Replace, patch, and repair material and surfaces cut or damaged by methods and with material in such a manner so as not to void any existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Use materials that are identical to existing materials. If identical materials are not available or cannot be used where exposed surfaces are involved, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect. Use materials whose installed performance will equal or surpass that of existing materials.

PART 3 - EXECUTION

3.1 INSPECTION

A. Before cutting existing surfaces, examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed. Take corrective action before proceeding, if unsafe or unsatisfactory conditions are encountered.

1. Before proceeding, meet at the site with parties involved in cutting and patching. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

B. All cutting and patching by all trades shall be done under direction and coordination of the General Contractor. Accurately lay out all conduit runs, piping, recessed items, etc.

C. Inspect existing conditions of project, including elements subject to damage or to movement, during cutting and patching.

D. After uncovering work, inspect conditions affecting installation of products, or performance of work.

E. Report unsatisfactory or questionable conditions to the Architect in writing; do not proceed with work until Architect has provided further instructions.

F. No holes or slots shall be drilled through any structural member. Inspect holes after finishes have been removed to assure that substrate is not structural. No holes to be blindly drilled through walls, ceilings, etc.

3.2 PREPARATION

A. Temporary Support: Provide temporary support of Work to be cut.

B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.

C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

D. Take all precautions necessary to avoid cutting existing pipe, conduit or ductwork serving the building.

E. Provide adequate temporary support as necessary to assure structural value or integrity of affected portion of work.

F. Provide devices and methods to protect other portions of project from damage.

G. Provide protection from elements for that portion of the project, which may be exposed by cutting and patching work.

3.3 PERFORMANCE

A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay.

1. Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent fitting and patching required to restore surfaces to their original condition.

B. Cutting: Cut existing construction using methods least likely to damage elements to be retained or adjoining construction.

1. In general, where cutting is required, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
3. Cut through concrete and masonry using a cutting machine, such as a carborundum saw or diamond core drill.
4. Comply with requirements of applicable Sections of Division 2 where cutting and patching requires excavating and backfilling.

C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.

1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
2. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.

D. Execute cutting and demolition by methods, which will prevent damage to other work, and will provide proper surfaces to receive installation of repairs.

E. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes.

F. Restore work, which has been cut or removed to match the original adjacent surfaces exactly in color, material and texture. Include repainting of new work. Install new products to provide completed work in accordance with requirements of Contract Documents.

G. Fit work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces. All penetrations through separation walls shall be sealed with fire stopping sealant. All penetrations through foundations and exterior walls shall be sealed watertight and shall include proper flashings, drip loops, weatherproof covers, etc. as necessary.

H. Dust and debris from cutting shall be cleaned up immediately after.

3.4 HOLES

A. The General Contractor and subcontractors shall drill all their own holes if sleeves were missed, improperly placed, or not large enough. Holes made by the General Contractor and subcontractors shall be accurate and neat and not just punched out. No long slots shall be made where piping or conduit may be placed in individual holes. No cutting or patching shall be done which, in the opinion of the Architect, will endanger or impair construction or finish.

B. No cores shall be drilled in concrete walls or slabs in excess of six (6) inches without prior approval from the Structural Engineer. The Structural Engineer must approve any cutting of structural steel.

C. Holes cut in fire-resistive walls and floors shall be neatly made and consistent with listing for firestopping assembly to be used.

3.5 CLEANING

A. Thoroughly and completely clean areas and spaces where cutting and patching is performed or used as access. Remove paint, mortar, oils, putty and items of similar nature. Thoroughly clean piping, conduit and similar features before painting or other finish is applied. Restore damaged pipe covering to its original conditions.

END OF SECTION 010450

SECTION 010500 - FIELD ENGINEERING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made a part of this Section.

1.2 SUMMARY

A. General: This Section specifies administrative and procedural requirements for field engineering services, including, but not necessarily limited to, the following:

1. Land survey Work.
2. Civil engineering services.
3. Structural engineering services.

1.3 SUBMITTALS

A. Certificates: Submit a certificate signed by the Land Surveyor or Professional Engineer certifying that the location and elevation of improvements comply with the Contract Documents.

B. Project Record Documents: Submit a record of Work performed and record survey data as required under provisions of Sections 013000 "Submittals" and 017000 "Project Closeout".

1.4 QUALITY ASSURANCE

A. Surveyor: Engage a Registered Land Surveyor registered in Massachusetts, to perform land-surveying services required. Surveyor to be on site from start to completion of excavation and foundation work. All foundations to be set with transit, not string line.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

A. The Surveyor will identify any existing control points and property line corner stakes.

B. Verify layout information shown on the Drawings, in relation to the property survey and existing benchmarks before proceeding to layout the Work. Locate

and protect any existing benchmarks and control points. Preserve permanent reference points during construction.

C. Do not change or relocate benchmarks or control points without prior written approval.

1. Promptly replace lost or destroyed project control points. Base replacements on the original survey control points.

D. Establish and maintain a minimum of two (2) permanent benchmarks on the site, referenced to data established by survey control points.

1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

E. Existing utilities and equipment: 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 and other construction. Contact Dig-Safe (1-800-322-4844) seventy-two (72) hours in advance of any excavation.

1. Prior to construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer and water service piping.

3.2 PERFORMANCE

A. Working from lines and levels established by the property survey, establish benchmarks and markers to set lines and levels at each story of construction and elsewhere as needed to properly locate each element of the Project. Calculate and measure required dimensions within indicated or recognized tolerances. Do not scale Drawings to determine dimensions.

1. Advise entities engaged in construction activities, of marked lines and levels provided for their use.
2. As construction proceeds, check every major element for line, level and plumb.

B. Surveyor's Log: Maintain a surveyor's log of control and other survey Work. Make this log available for reference.

1. Record deviations from required lines and levels, and advise the Architect when deviations that exceed indicated or recognized tolerances are detected. On Project Record Drawings, record deviations that are accepted and not corrected.
2. On completion of foundation walls, underground sanitary piping, water piping, major site improvements, and other Work requiring field engineering services, prepare a certified survey showing dimensions, locations, angles and elevations of construction and sitework.

C. Site Improvements: Locate and lay out site improvements, including pavements, stakes for grading, fill and topsoil placement, utility slopes and invert elevations by instrumentation and similar appropriate means.

D. Building Lines and Levels: Locate and lay out batter boards for structures, building foundations, and locations, floor level and control lines and levels required for all trades to complete their work.

E. Existing Utilities: Furnish information necessary to adjust, move or relocate lines, services or other appurtenances located in, or affected by construction. Coordinate with local authorities having jurisdiction.

F. Final Property Survey: Before Substantial Completion, prepare a final property survey showing significant features (real property) for the Project. Include on the survey a certification, signed by the Surveyor, to the effect that principal metes, bounds, lines and levels of the Project are accurately positioned as shown on the survey.

1. Recording: At Substantial Completion, have the final property survey recorded by or with local governing authorities as the official "property survey".

END OF SECTION 010500

SECTION 012000 - PROJECT MEETINGS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made a part of this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:

1. Pre-Construction Conference.
2. Pre-Installation Conference.
3. Bi-Weekly Progress Meetings.
4. Coordination Meetings.
5. Project Closeout Conference.

B. Related Sections: The following Sections contain requirements that relate to this Section:

1. Division 1 Section 010270 “Applications for Payment” for procedures on submitting requisitions.
2. Division 1 Section 010400 “Project Coordination” for procedures for coordinating project meetings with other construction activities.
3. Division 1 Section 013000 “Submittals” for submitting the Contractor's Construction Schedule.
4. Division 1 Section 017000 “Project Closeout” for procedures and issues surrounding Project Completion.

1.3 PRE-CONSTRUCTION CONFERENCE

A. Schedule a pre-construction conference before starting construction, immediately after execution of the Agreement. Conference is to be held at the Project Site, or other agreed upon location, at a time convenient to both the Owner and Architect. Conduct the meeting to review responsibilities and personnel assignments. Submit agenda to Architect and Owner three (3) days prior to meeting date.

B. Attendees: Authorized representatives of the Owner, Architect, and their consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.

C. Agenda: Discuss items of significance that could affect progress, including the following:

1. Introduction of All Project Members.
2. Distribution of Contract Documents.
3. Procedures Outlined for Contract Compliance Issues.
4. Tentative Construction Schedule; Making Notes of Critical Dates.
5. Critical Work Sequencing.
6. Pre-Installation Conferences.
7. Work Hours.
8. Use of the Premises.
9. Deliveries.
10. Security Procedures.
11. Parking and Site Access Issues.
12. Office, Work, and Storage Areas.
13. Housekeeping & Cleaning of Construction Areas.
14. Safety Procedures.
15. First Aid.
16. Procedures for Creating Monthly Cash Flow/Schedule.
17. Procedures for processing Draft Application for Payment Periodic Submittals Certification Statement.
18. Procedures for processing Applications for Payment.
19. Procedures for RFI's, SI's, RFP's, COP's, CCD's, CO's, etc…
20. Procedures for Keeping Logs on RFI's, SI's, RFP's, COP's, CCD's, CO's, etc…
21. Project Coordination Procedures & Drawings.
22. Project Meetings & Meeting Minutes.
23. Unit Prices.
24. Procedures for Submittals.
25. Quality Control, Inspections, and Testing.
26. Temporary Facilities.
27. Preparation of Project Closeout Documents.

D. The Contractor shall record and promptly distribute minutes of this meeting to all project members (in attendance or not), including the Architect and Owner, and as additionally directed by the Architect.

1. Meeting Minutes shall be in a standard type-written format to remain consistent for every project meeting and include, but not limited to, the following items:

    a. Detailed notes from all discussions of project business items in chronological order.
    b. Updated Project Contractor, Subcontractor, Vendor List.
    c. Updated Construction Schedule.

1.4 PRE-INSTALLATION CONFERENCES

A. Conduct a pre-installation conference at the Project Site before each construction activity that requires coordination with other construction.

B. Attendees: The Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with

other materials and installations that have preceded or will follow, shall attend the meeting. Advise the Architect of scheduled meeting dates.

1. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for the following:

    a. Contract Documents.
    b. Options.
    c. Related Change Orders.
    d. Purchases.
    e. Deliveries.
    f. Shop Drawings, Product Data, and quality-control samples.
    g. Review of mockups or finish samples.
    h. Possible conflicts.
    i. Compatibility problems.
    j. Time schedules.
    k. Weather limitations.
    l. Manufacturer's recommendations.
    m. Warranty requirements.
    n. Compatibility of materials.
    o. Acceptability of substrates.
    p. Temporary facilities.
    q. Existing Occupancies.
    r. Space and access limitations.
    s. Governing regulations.
    t. Safety.
    u. Inspecting and testing requirements.
    v. Required performance results.
    w. Recording requirements.
    x. Protection.

2. The Contractor shall record significant discussions and agreements and disagreements of each conference, and the approved schedule. The Contractor shall promptly distribute the record of the meeting to everyone concerned, including the Owner and the Architect.
3. Do not proceed with the installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

1.5 PROGRESS MEETINGS

A. Conduct progress meetings at the Project Site weekly. Notify the Owner and the Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request. General Contractor to record minutes of all meetings.

B. Attendees: In addition to representatives of the Owner and the Architect, each subcontractor, supplier, or 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 conference shall be familiar with the Project and authorized to conclude matters relating to the Work.

C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.

1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.

2. Review the present and future needs of each entity present, including the following:

    a. Interface Requirements.
    b. Time & Project Progress.
    c. Work Hours.
    d. Updated Weekly Look-Ahead Schedule.
    e. Critical Work Sequencing.
    f. Off-Site Fabrication Problems.
    g. Updated Pre-Installation Conference Schedule.
    h. Deliveries.
    i. Use of the Premises.
    j. Security Procedures.
    k. Parking Issues & Snow Removal.
    l. Office, Work, and Storage Areas.
    m. Housekeeping & Cleaning of Construction Areas.
    n. Safety Procedures.
    o. First Aid.
    p. Draft Application for Payment Periodic Submittals Certification Statement (At Appropriately Timed Meeting Each Month).
    q. Updated Submittal, RFI, SI, RFP, COP, CCD, and CO Logs.
    r. New Submittals, RFI’s, SI’s, RFP’s, COP’s, CCD’s, CO’s, etc…
    s. Any Project Coordination Issues or Drawings.
    t. Quality Control, Inspections, and Testing.
    u. Temporary Facilities.
    v. Preparation of Project Closeout Documents.

3. The Contractor shall record and promptly distribute minutes of this meeting to all project members (in attendance or not), including the Architect and Owner, and as additionally directed by the Architect.

    a. Meeting Minutes shall be in a standard type-written format to remain consistent for every project meeting and include, but not limited to, the following items:

(i) Detailed notes from all discussions of project business items in chronological order.
(ii) Updated Project Contractor, Subcontractor, Vendor List.
(iii) Updated Construction Schedule.
(iv) Updated Weekly Look-Ahead Schedule.
(v) Updated Submittal, RFI, SI, RFP, COP, CCD, and CO Logs.

1.6 COORDINATION MEETINGS

A. Conduct coordination meetings with all trades convenient for all parties involved. In addition conduct coordination meetings when requested by the Architect or Clerk of Works.

1.7 TIME OF PROGRESS AND COORDINATION MEETINGS

A. Conduct both meetings weekly on a day agreeable to all parties, at a designated location at the site, or other agreed upon location.

1.8 PROJECT CLOSEOUT CONFERENCE

A. The Project Close-Out Conference shall be conducted at a time convenient for all parties involved prior to Substantial Completion. Refer to Section 01700 – Project Closeout for additional information for requirements.

PART 2 – PRODUCTS **(Not Used)**

PART 3 – EXECUTION **(Not Used)**

END OF SECTION 012000

SECTION 012300 - ALTERNATES

1.1 SCOPE

A. This Section lists the Alternates which appear in the Contract Documents. Consult the individual sections of the detailed requirements of each Alternate.

B. Bid prices for each Alternate shall include overhead, profit, and all other expenses incidental to the Work under each Alternate.

C. The Contractor and Subcontractors shall be responsible for examining the scope of each Alternate generally defined herein and for recognizing modifications to the Work caused by the Alternates and including the cost thereof in the bid price.

D. The Contractor's alternate amount shall include the net change in cost to perform all of the work described in the Alternate.

1.2 LIST OF ALTERNATES

A. Alternate No. 1 – Upgrade existing main switchboard and panels BPR-D, B5, B6 and A1. Refer to drawing E300A.

END OF SECTION

SECTION 012500- SUBSTITUTION PROCEEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made part of this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for handling requests for substitutions made after award of the Contract.

B. References Standards and Definitions: Refer to Section 014200 "Reference" for applicability of industry standards to products specified.

1. Requirements for submitting the Contractor's Construction Schedule and the Submittal Schedule are included under Section 013300 “Submittal Proceedures”.
2. Procedural requirements governing the Contractor's selection of products and product options are included under Section 016000 “Product Requirements”.

1.3 DEFINITIONS

A. Definitions used in this Article do not change or modify the meaning of other terms used in the Contract Documents.

B. Substitutions: Changes in products, materials, equipment, and methods of construction required by the Contract Documents proposed by the Contractor after award of the Contract are considered to be requests for substitutions. The following are not considered to be requests for substitutions:

1. Specified options of products and construction methods included in the Contract Documents.
2. The Contractor's determination of, and compliance with, governing regulations and orders issued by governing authorities.

1.4 SUBMITTALS

A. Substitution Request Submittal: Requests for substitution will be considered if received within two (2) days after commencement of the Work. Requests received more than two (2) days after commencement of the Work may be considered or rejected at the discretion of the Architect.

1. Submit three (3) copies of each request for substitution for consideration. Submit requests in the form and according to procedures required for Change-Order Proposals.
2. Identify the product or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers.

3. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:

    a. Product Data, including Drawings and descriptions of products and fabrication and installation procedures.
    b. Samples, where applicable or requested.
    c. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
    d. Cost information, including a proposal of the net change, if any in the Contract Sum.
    e. The Contractor's certification that the proposed substitution conforms to requirements in the Contract Documents in every respect and is appropriate for the applications indicated.

4. Architect's Action: Within five (5) days of receipt of a request for substitution the Architect will request additional information or documentation for evaluation necessary for the evaluation of the request. Within five (5) days of receipt of the request, or of receipt of additional information or documentation, whichever is later, the Architect will notify the Contractor of acceptance or rejection of the substitution. If a decision on use of a proposed substitute cannot be made or obtained within the time allocated, use the product specified by name. Acceptance will be in the form of a Change Order when a change in the Contract Sum or Contract Time is required; or in the form of the Architect's Supplementary Instructions when no change to the Contract Sum or Time is required.

1.5 WORK CONDITIONS / SEQUENCE

A. If sub-contractors find that conditions are not appropriate for them to begin the work of their trade or if they are directed to perform their work out of sequence by the General Contractor or if the General Contractor directs sub-contractors to start and continue regardless of job conditions, the sub-contractor shall so notify the Architect in writing by certified mail immediately.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. The Contractor's submittal and the Architect's acceptance of Shop Drawings, Product Data, or Samples that relate to construction activities not complying with the Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

B. Conditions: The Architect will receive and consider the Contractor's request for substitution when one or more of the following conditions are satisfied, as determined by the Architect. If the following conditions are not satisfied, the Architect will return the requests without action except to record non-compliance with these requirements.

1. Extensive revisions to the Contract Documents are not required.
2. Proposed changes are in keeping with the general intent of the Contract Documents.
3. The request is timely, fully documented, and properly submitted.
4. The request is directly related to an "or-equal" clause or similar language in the Contract Documents.
5. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
6. The specified product or method of construction cannot be provided in a manner that is compatible with other materials and where the Contractor certifies that the substitution will overcome the incompatibility.
7. The specified product or method of construction cannot be coordinated with other materials and where the Contractor certifies that the proposed substitution can be coordinated.
8. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provides the required warranty.

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 012600 – CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made a part of this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

B. Related Sections: The following sections contain requirements that relate to this Section:

1. Division 1 Section 012900 “Payment Procedures” for administrative procedures governing applications for payment.
2. Division 1 Section 013300 “Submittal Procedures” for requirements for the Contractor’s Construction Schedule.
3. Division 1 Section 012500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after award of the Contract.

1.3 MINOR CHANGES IN THE WORK

A. Supplemental instructions authorizing minor changes in the Work, not involving an adjustment to the Contract Sum or Contract Time, will be issued by the Architect on the City's Form of Supplemental Instructions.

1.4 REQUEST FOR PROPOSAL

A. Owner initiated Request for Proposal: Proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time will be issued by the Architect, with a detailed description of the proposed change and supplemental or revised Drawings and Specifications, if necessary.

1. Proposal requests issued by the Architect are for information only. Do not consider them an instruction either to stop work in progress, or to execute the proposed change.

1.5 PROPOSED CHANGE ORDER

A. Proposed Change Order: Using the form at the end of this section submit your proposal for the adjustment to the Contract Sum or Contract Time in response to a Request for Proposal or for Contractor initiated request for a change with Proposed Change Order.

1. Unless otherwise indicated in the Request For Proposal, within twenty (20) days of receipt of the proposal request, submit to the Architect for the Owner's review an estimate of cost necessary to execute the proposed change.

    a. Include a list of quantities of products to be purchased and unit costs, along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
    b. Indicate delivery charges, equipment rental, and amounts of trade discounts.
    c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.

B. Contractor initiated request for change with Proposed Change Order: When latent or other unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Architect.

1. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
    a. Include a list of quantities of products to be purchased and unit costs along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
    b. Indicate delivery charges, equipment rental, and amounts of trade discounts.
    c. Comply with requirements in Section 01631 "Product Substitutions" if the proposed change in the Work requires the substitution of one product or system for a product or system specified.

1.6 ALLOWANCES

A. Allowance Adjustment: Base each Change Order Proposal Request for an allowance cost adjustment solely on the difference between the actual purchase amount and the allowance, multiplied by the final measurement of work-in-place, with reasonable allowances, where applicable, for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1. Include installation costs in the purchase amount only where indicated as part of the allowance.
2. When requested, prepare explanations and documentation to substantiate the margins claimed.
3. The Owner reserves the right to establish the actual quantity of work-in-place by independent quantity survey, measure, or count.

B. Submit claims for increased costs because of a change in scope described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit, within twenty (20) days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. Claims submitted later than twenty (20) days will be rejected.

1. The Change Order cost amount shall not include the Contractor's indirect expense except when it is clearly demonstrated that either the nature or scope of work required was changed from that which could have been foreseen from information in Contract Documents.
2. No change to the Contractor's indirect expense is permitted for selection of higher or lower priced materials or systems of the same scope and nature as originally indicated.

1.7 CONSTRUCTION CHANGE DIRECTIVE

A. A Construction Change Directive shall be issued for all work involving a change in contract cost or time. The Construction Change Directive instructs the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

1. The Construction Change Directive will contain a complete description of the change in the Work and designate the method to be followed to determine change in the Contract Sum or Contract Time, or is for a lump sum amount approved by the Architect.

B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive, if so directed by the Architect.

1. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.8 CHANGE ORDER PROCEDURES

A. Upon the Owner's approval of a Change Order Proposal Request, the Architect will issue a Change Order for signatures of the Owner and Contractor.

1.9 OVERHEAD AND PROFIT

A. Overhead and Profit will be as noted elsewhere in these specifications.

1. Labor rates shall not exceed those shown in the contract specifications as set forth by the Department of Labor and Industries.

B. In reviewing Change Orders, the Architect will exercise his right to request a complete breakdown from the contractor showing exact costs for labor and material, as well as delivery slips and invoices from suppliers and other subcontractors.

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 Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made part of this Section.

B. Related Sections: Sections which contain requirements that relate to this Section include, but are not limited to the following:

1. Section 008000
2. Section 009500
3. Section 012600
4. Section 013000
5. Section 017700

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements governing the Progress Schedule, Schedule of Values, and Contractor's Applications for Payment.

1. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule.

B. The Contractor's Construction Schedule and Submittal Schedule are included in Section 013000 "Submittals".

1.3 PROGRESS SCHEDULE

A. Prepare the Progress Schedule in accordance with Article 8, Paragraphs 8.2.3 and 8.2.4 of the General Conditions for approval by the Architect.

1. The Progress Schedule shall conform to the requirements in Section 01300, paragraph 1.4, Contractor’s Progress Schedule and the sample bound in the aforementioned paragraph.

1.4 SCHEDULE OF VALUES

A. Coordinate preparation of the Schedule of Values with preparation of the Progress Schedule.

1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:

a. Contractor's Progress Schedule.
b. Application for Payment forms.

c. List of products.
d. Schedule of allowances, if any.
e. Schedule of alternates, if any.
f. Schedule of unit prices, if any.
g. List of products.
h. List of principal suppliers and fabricators.
i. Schedule of submittals.

2. Submit the Schedule of Values to the Architect at the earliest possible date, but no later than seven (7) days before the date scheduled for submittal of the initial Application for Payment.

B. Format and Content: Use the Project Manual Table of Contents as a guide to establish the format for the Schedule of Values. Provide at least one (1) line item for each Specification Section. Coordinate with the Architect for exact breakdown of major categories of work including, but not limited to major equipment and project closeout submittals.

1. Include the following Project identification on the Schedule of Values:

a. Project name and location.
b. Name of the Architect.
c. Project number.
d. Contractor's name and address.
e. Date of submittal.

2. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:

a. Generic name.
b. Related Specification Section.
c. Description of Work.
d. Name of subcontractor.
e. Name of manufacturer or fabricator.
f. Name of supplier.
g. Change Orders (numbers) that have affected value.
h. Dollar value to nearest dollar.
i. Percentage of Contract Sum to the nearest percent, adjusted to total 100 percent.

3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Breakdown shall be done by sequence. Coordinate with the Project Manual Table of Contents. Break principal subcontract amounts down into several line items, including but not limited to major equipment and project closeout submittals.

4. Do not round amounts off to the nearest whole dollar; carry all amounts out to the two (2) decimal places and the totals shall equal the Contract Sum.

5. For each part of the Work where an Application for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

6. Margins of Cost: Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete, including its total cost and proportionate share of general overhead and profit margin for each item.

    a. Temporary facilities, project closeout submittals, and other major cost items that are not direct cost of actual work-in-place shall be shown as separate line items in the Schedule of Values or distributed as general overhead expense, at the Contractor's option.

7. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Application for Payment when Change Orders or Construction Change Directives result in a change to the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

A. Draft Application Preparation: Submit three (3) **draft** copies of the (current) Application for Payment at the weekly project meeting for Architect's review seven (7) days in advance of the "Payment Application Time" as indicated in the Agreement.

1. Draft Application for Payment transmittal shall include the a fully executed Draft Cover Sheet or **Periodic Submittal Certification Statement** on Contractor letterhead (bound at the end of this section hereafter) certifying that the following Periodic Submittals are current for the appropriate period:

    a. Originals of All Waivers of Mechanics Lien & Corresponding Logs Covering Status of All Waivers.
    b. Certified payrolls.
    c. Contract Compliance Submittals
    d. Insurance and transfer title certificates for any material stored off site.
    e. Updated as-built drawings of record reflecting Work for the current Application period.

B. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.

1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.

C. Payment Application Times: Each progress payment date is as indicated in the Agreement. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.

D. Payment Application Cover Sheet Form: Complete the enclosed **Application and Certification for Payment Cover Sheet** on Contractor letterhead (bound at the end of this Section hereafter) and transmit with each Payment Application Form submittal.

E. Payment Application Forms: Use AIA Document G 702 and Continuation Sheets G 703 as the form for Application for Payment. **No exceptions will be made.**

F. Application Preparation: Complete every entry on the form, including notarization and execution by a person authorized to sign legal documents on behalf of the Contractor. The Architect 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 have been made.
2. Include only amounts of approved and fully executed Change Orders. Obtain approval from the Architect prior to inclusion into the Application.
3. Each Application for Payment **must** be accompanied by an updated Progress Schedule. The format to which is subject to the Architect’s approval.

G. Payment for materials and/or equipment stored off site shall be considered upon the Owner’s approved submission by the Contractor bill(s) of sale or such other documentation or procedures satisfactory to the Owner to establish the Owner’s clear and legal title to such materials and/or equipment or otherwise provided to protect the Owner’s interest. This shall include applicable insurance and transportation to the project site for those materials and/or equipment suitably stored off site under consideration for payment.

1. Any Contractor making an application for payment pursuant to Section 00200 – General Conditions, paragraph 9.3.2, shall provide the following written documentation to the Architect through the General Contractor as delineated below and as otherwise maybe reasonably requested by the Owner:

a. Bill of Material, Purchase Order or Invoice Number.
b. Product Description Listing.
c. Serial Numbers (If Applicable)
d. Materials and/or Equipment (wares) shall be segregated from all other stock or equipment and clearly labeled and/or marked as City of Worcester Property.
e. Wares shall be available for inspection at all times and in any event within twenty-four (24) hours after receiving prior notice from the Owner/Architect.
f. Provide written directions from the project site to the location of the stored wares.
g. Name of contact person at the storage site and applicable telephone numbers.
h. Method and mode of transportation from off site storage location to the job site.

H. Retainage: In accordance with the Supplemental General Conditions, the Awarding Authority (Owner) shall deduct a retainage not exceeding five (5) percent of the approved amount of the periodic payment. The aforesaid five (5) percent retainage deduction by the Owner is the only retainage authorized hereunder. The contractor shall not deduct any amounts from payments received on behalf of subcontractors, except those deductions specifically authorized by M.G.L. Chapter 30, Section 39(1)(a).

1. Upon the initial and any subsequent Application for Payment; requesting or reflecting a “Release of Retainage” provide a Summary cover sheet indicating the derivation arithmetically, by each line item, of the total released to date and the of the current total retainage sum.

I. Transmittal: Upon receipt of the required periodic submittals enumerated above and upon approval of the "Draft Application", submit six (6) fully executed and notarized original copies with Cover Sheet of the current Application for Payment to the Architect by means ensuring receipt within twenty-four (24) hours. One (1) copy shall be complete, including waivers of lien and similar attachments.

1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to the Architect.
2. With each requisition, after the first requisition, submit one (1) copy of up-dated as-built drawings for all underground and concealed work, showing locations, depths, or elevations.

J. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics lien from every entity who may lawfully be entitled to file a mechanics lien arising out of the Contract, and related to the Work covered by the payment.

1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
2. When an application shows completion of an item, submit final or full waivers.
3. The Owner reserves the right to designate which entities involved in the Work must submit waivers.
4. Waiver Delays: Submit each Application for Payment with the Contractor's waiver of mechanics lien for the period of construction covered by the previously paid application.

    a. Submit final Application for Payment with, or preceded by, final waivers from every entity involved with performance of Work covered by the application that could lawfully be entitled to a lien.

5. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.

K. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:

1. List of subcontractors; at all tiers.
2. List of principal suppliers and fabricators.
3. Approved Schedule of Values.
4. Approved Contractor's Progress Schedule see Section 01300, Paragraph 1.4.
5. Contractor's Construction Schedule (preliminary if not final).
6. Schedule of principal products.
7. Submittal Schedule (preliminary, if not final).
8. List of Contractor's staff assignments.
9. List of Contractor's principal consultants.
10. Copies of building permits.
11. Copies of authorizations, permits and licenses from governing authorities for performance of the Work.
12. Initial progress report.
13. Report of pre-construction meeting.
14. Schedule of Pre-installation meetings.
15. Certificates of insurance and insurance policies.
16. Performance and payment bonds.
17. Data needed to acquire Owner's insurance.
18. Initial settlement survey and damage report, if required.
19. List of Contractor's personnel names and titles assigned on the project and emergency telephone numbers.

L. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.

1. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
2. Administrative actions and Submittals that shall precede or coincide with this application include:

    a. Occupancy permits and similar approvals.
    b. Warranties (guarantees) and maintenance agreements.
    c. Test/adjust/balance records.
    d. Maintenance instructions.
    e. Meter readings.
    f. Start-up performance reports.
    g. Changeover information related to Owner's occupancy, use, operation and maintenance.
    h. Final cleaning.
    i. Application for reduction of retainage, and consent of surety
    j. Advice on shifting insurance coverage.
    k. Final progress photographs.
    l. List of incomplete work, recognized as exceptions to Architect's Certificate of Substantial Completion.

M. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final payment Application for Payment include the following:

1. Completion of Project closeout requirements.
2. Completion of items specified for completion after Substantial Completion
3. Assurance that unsettled claims will be settled.
4. Assurance that incomplete Work and Work not accepted will be completed without undue delay.
5. Transmittal of required Project construction records to the Owner.
6. Certified property survey.
7. Proof that taxes, fees and similar obligations have been paid.
8. Removal of temporary facilities and services.
9. Removal of surplus materials, rubbish and similar elements.
10. Change of door locks to Owner's access.
11. Order of Conditions Certificate of Compliance, if applicable.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

CONTRACTOR LETTER HEAD

APPLICATION AND CERTIFICATION FOR PAYMENT COVER SHEET

PROJECT:_____ APPLICATION NO: _____

For
Period
Ending: _____ AMOUNT CERTIFIED: $_____

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents; and the current Payment shown herein is now due.

The Contractor further certifies that the entire amount of all previous Payments received for labor performed and materials furnished have been promptly paid to all Subcontractors whose work was certified for payment on previous applications, less, where applicable, only an amount specified in any court proceeding barring such payment and/or an amount claimed due from the Subcontractor by the Contractor as expressly authorized by M.G. L. Chapter 30, Section 39F (1) (a). No other amounts have been deducted or retained from such payments by the contractor.

Contractor: _____ **STATE OF:** _____

Signed by: _____ **COUNTY OF:** _____

Date: _____ Subscribed and sworn to before me on this _____ Day of _____ 20__.

Notary public: _____

My Commission Expires: _____

APPROVED FOR PAYMENT:

Signed:_____
By: Timothy Boucher, Director

Date:_____

Signed:_____
By: Christopher Hildreth NV5

Date:_____

Signed:_____
By:

Date:_____

Signed:_____
By:

Date:_____

CONTRACTOR LETTER HEAD

DRAFT APPLICATION FOR PAYMENT
PERIODIC SUBMITTAL CERTIFICATION STATEMENT

Project Name: Draft Application Date: _____

Draft Application No._____ (Requisition No.)

For Period:
Starting _____
Through Period
Ending _____

_____(Name of Contractor) _____ , certifies that the "Draft Application for Payment" as herein submitted with all of the following Periodic Submittals fully and completely executed and current for the appropriate time period(s) as required.
FURNISH THE FOLLOWING PERIODIC SUBMITTALS AND PROVIDE ALL REQUIRED INFORMATION FOR THE APPROPRIATE TIME PERIOD(S) AS REQUESTED. PLEASE SUBMIT ON **SEPARATE** SHEETS:

I. **Original Waivers of Mechanic Lien:** List every entity who may be lawfully entitled to file a lien resulting out of this Contract, including but not limited to; contractors/subcontractors, at all tiers, vendors, and suppliers. Submit current originals of all Waivers covering all WORK completed through the period ending thirty (30) days prior to this periods "Application" date and as further required in I above.

II. **Certified Payrolls:** All payroll reports have been submitted as required by the Contract Compliance Office.

III. **Contract Compliance Reports:** All contract compliance reports have been submitted as required by the Contract Compliance Office.

IV. **Insurance & Title Transfer Certificates** for material stored off site, if applicable.

V. **Updated As-Built Drawings:** Record drawings have been submitted reflecting the work completed up to the time of Application.

This Draft Application for Payment Certification Statement and corresponding Periodic Submittals (attached) shall be reviewed by the Awarding Authority for completeness. Any deficiency, discrepancies or missing items shall cause this Draft Application for Payment to be returned to the Contractor with no action taken.
I, _____ hereby certify, that the Periodic
(Name of contractor)

Submittals indicated herein have been reviewed by the undersigned and are complete and current as required under provisions of this Contract.

_____ _____
(Name of Authorized Person) (Date)

_____
(Title)

END OF SECTION 012900

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 1 Specification Sections, are hereby made a part of this Section.

1.2 SUMMARY

A. This Section specifies administrative and supervisory requirements necessary for project coordination including, but not limited to the following:

1. Coordination and cutting, drilling and patching.
2. General installation provisions.
3. Administrative and supervisory personnel.
4. Cleaning and protection.

B. Related Sections: The following Sections contain requirements that relate to this Section:

1. Project meetings, coordination meetings, and pre-installation conferences are included in Section “Project Meetings.”
2. Requirements for preparing and submitting the Contractor's Construction Schedule are included in Section “Submittals.”

1.3 COORDINATION

A. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections of the specifications that depend on each other for proper installation, connection, and operation.

1. Where installation of one part of the Work depends on installation of other components, either before or after its own installation, schedule construction operations in the sequence required to obtain the best results.
2. Where availability of space is limited coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
3. Make provisions to accommodate items scheduled for later installation.
4. The General Contractor shall as part of his work provide for all cutting, patching and drilling, not specified to be the work of others.

B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.

1. Prepare similar memoranda for the Owner and separate contractors where 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 assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of schedules.
2. Installation and removal of temporary facilities.
3. Delivery and processing of submittals.
4. Progress meetings.
5. Project closeout activities.

D. Conservation: Coordinate construction operations to assure that operations are carried out with consideration given to conservation of energy, water, and materials.

1.4 SUBMITTALS

A. Coordination Drawings: Prepare coordination Drawings where careful coordination is needed for installation of products and materials fabricated by separate entities. Prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components.

1. Show the relationship of components shown on separate Shop Drawings.
2. Indicate required installation sequences.
3. Comply with requirements contained in Section 01300 – Submittals.
4. Format to be as directed by the Architect.

B. Staff Names: Within fifteen (15) days of commencement of construction operations, submit a list of the Contractor's principal staff assignments, including the superintendent and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their addresses and telephone numbers. Provide twenty-four (24) hour Emergency telephone numbers listed separately.

1. Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.
2. The Contractor shall provide a copy of the list, and updates as its changes, to the Worcester Police Department and other City Departments as directed by the Architect.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 GENERAL INSTALLATION PROVISIONS

A. Inspection of Conditions: Require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.

B. Manufacturer's Instructions: Comply with manufacturer's written instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent the requirements contained in Contract Documents.

C. Inspect materials or equipment immediately upon delivery and again prior to installation. Reject damaged and defective items.

D. Provide attachment and connection devices and methods necessary for securing Work. Secure Work true to line and level. Allow for expansion and building movement.

E. Visual Effects: Provide uniform joint widths in exposed Work. Arrange joints in exposed Work to obtain the best visual effect. Refer questionable choices to the Architect for final decision.

F. Re-check measurements and dimensions, before starting each installation.

G. Install each component during weather conditions that will ensure the best possible results. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.

H. Coordinate temporary enclosures with required inspections and tests, to minimize the necessity of uncovering completed construction for that purpose.

I. Mounting Heights: Where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated. Refer questionable mounting height decision to the Architect for final decision.

3.2 CLEANING AND PROTECTION

A. During handling and installation clean and protect construction in progress and adjoining materials in place. Apply protective covering where required and as necessary to assure protection from damage or deterioration.

B. Clean and maintain all completed construction as frequently as necessary through the remainder of the construction period.

C. 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. Where applicable, such exposures include, but are not limited to, the following:

1. Excessive vibration.
2. Excessive static or dynamic loading.
3. Excessive internal or external pressures.
4. Excessively high or low temperatures.
5. Thermal shock.
6. Excessively high or low humidity.
7. Air contamination or pollution.
8. Air borne debris/dust or construction particulates.
9. Water or ice.
10. Solvents.
11. Chemicals.
12. Light.
13. Puncture.
14. Abrasion.
15. Heavy traffic.
16. Soiling, staining, and corrosion.
17. Bacteria.
18. Rodent and insect infestation.
19. Combustion.
20. Electrical current.
21. High-speed operation.
22. Improper lubrication.
23. Unusual wear or other misuse.
24. Contact between incompatible materials.
25. Destructive testing.
26. Misalignment.
27. Excessive weathering.
28. Unprotected storage.
29. Improper shipping or handling.
30. Theft.
31. Vandalism.

END OF SECTION 013100

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 1 Specification Sections, are hereby made part of this Section.

1. The submittals enumerated below shall require review and/or approval by the Architect.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including:

1. Contractor's Progress Schedule.
2. Major delivery schedule.
3. Existing utility tie-in's schedule.
4. Submittal schedule.
5. Pre-Installation Conference Schedule (By Specification Section).
6. Daily construction reports.
7. Shop drawings.
8. Product data.
9. Samples.
10. Coordination Drawings.
11. Quality assurance submittals.
12. Submittal of three (3) sets of plans and specifications, complete with all addendums posted, to the City of Worcester Building Department to obtain building permit.

B. Administrative Submittals: Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:

1. Product Substitution.
2. Periodic Submittals.
3. Permits.
4. Applications for Payment.
5. Performance and payment bonds.
6. Insurance Certificates.
7. List of Project Contractors, Subcontractors, Vendors, etc.
8. List of Personnel and Emergency Telephone Numbers.
9. City Ordinance Program Forms.

C. The Schedule of Values submittal is included in Section 01027 "Applications for Payment".

D. "Project Closeout", Section 01700, specifies requirements for submittal of Project Record Documents and warranties at project closeout.

1.3 SUBMITTAL PROCEDURES/SHOP DRAWINGS

A. Submittal procedures shall be electronic for all submittals for approval and distribution unless otherwise noted. Provide to the owner one copy of all approved submittals in an organized manner with a submittal log. All color samples must be distributed as hard copies, and also electronically filed in order to track. Electronic files shall be clean, clear and readable. Plan files to be PDF and/or autoCAD and be to scale as appropriate. Contractor to transmit and update each submittal and process electronically, maintain a log that is distributed and updated weekly. All e-mails to clearly identify the submittal number and shall include the log, Or the contactor to maintain a web based system used for submittals, and the construction process.

B. Distribution: Distribution of submittals shall be distributed as follows unless otherwise noted:

1. Architect.
2. Clerk of Works.
3. Owner – electronic and paper copy.
4. A minimum of Three (3) copies for the Contractor as necessary for distribution to subcontractors, suppliers, installers, manufacturers, fabricators, and any other applicable parties.

C. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.

D. Processing: All Contractors are directed to the timeliness and critical importance of expediting the submittal process. Any lead times, which may impact sequencing, should be prioritized to meet the project schedule. Architect must be notified if any delays arise that will impact lead times.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that requires sequential activity.
2. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
3. To avoid the need to delay installation as a result of the time required to process submittals and to allow sufficient time for submittal review, all contractors' submittals shall be submitted for processing and have received final Architect's approval within 45 days from the date of Contract.

    a. Allow ample time for initial review to achieve efficient construction sequencing. Allow additional time if the Architect must delay processing to permit coordination with subsequent submittals.
    b. If an intermediate submittal is necessary, process the same as the initial submittal.
    c. Allow ample time for reprocessing each submittal to achieve efficient construction sequencing.

d. No extension of Contract Time will be authorized because of the contractor's failure to transmit submittals to the Architect for processing sufficiently in advance of the scheduled Work.

E. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.

1. Provide a space approximately 4 by 5 inches on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
2. Include the following information on the label for processing and recording action taken.

a. Project name.
b. Date.
c. Name and address of the Architect.
d. Name and address of the Contractor.
e. Name and address of the subcontractor.
f. Name and address of the supplier.
g. Name of the manufacturer.
h. Number and title of appropriate Specification Section.
i. Drawing number and detail references, as appropriate.

F. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the Architect using a transmittal form. The Architect will not accept submittals received from sources other than the Contractor.

G. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.

1.4 CONTRACTOR'S PROGRESS SCHEDULE

A. Bar (Gantt) Chart Schedule: Meeting the requirements of Section 00200 Paragraphs 4.10, 4.10.1, 8.2.3 through 8.2.9. Prepare a fully developed, horizontal bar type of chart titled: "Progress Schedule". A sample is attached at the end of this section, some requirements specified here are not shown in the sample.

B. Time, the horizontal (x) axis in this schedule shall show the start of on site work through the Date of Substantial Completion, show the time for completion of punch list items, and show the time for general warranty and completion of commissioning.

C. Provide a separate time bar for each line in the approved "Schedule of Values" with the incremental value of work in place for each month. Work Completed (in place) must be 99% of contract value to achieve Substantial Completion. Provide a continuous vertical line to identify the first working day of each month.

D. At the bottom of the progress schedule provide:
   1. a first line showing the total value of the work planned to be completed (in place) for each month,
   2. a second line showing the cumulative total value of the work planned to be completed (in place) to date,
   3. a third line showing the actual total value of the work certified as completed (in place) on the Application and Certificate for Payment for the month, and
   4. a fourth line showing the actual total cumulative value of the work certified as completed (in place) on the Application and Certificate for payment to date.
   5. Refer to Division 1 Section 01027 "Applications for Payment" for cost reporting and payment procedures.

E. Distribution: Following approval of the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to provide actual work in place and conform to schedule.

F. Revisions: Revisions to values and or time shown in the Progress Schedule may only be made to reflect a Change Order and in accordance with Section 00200 Paragraph 8.2.7. When revisions are made, distribute to the same parties and post at the job-site. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

G. Progress Schedule Updating: Revise the schedule after each meeting, where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

Progress Schedule (as required by Article 8, Paragraphs 8.2.3 & 8.2.4 of the General Conditions)

(Project Name)	(Architect)	(Date)
(City of Worcester Dept. or Facility)	(Construction Manager)	(Revision Date)
(Project Address)	(Contractor)	(Revised Through)

(Approved by Architect)

Section Number	Section or Filed Sub-bid Section	Mar-98 1	Apr-98 2	May-98 3	Jun-98 4	Jul-98 5	Oct-98 6	Nov-98 7	Dec-98 8	Totals
01000	General Requirements	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$32,000
02000	Sitework	$10,000	$10,000						$10,000	$30,000
03000	Concrete		$4,000	$12,000			$8,000			$24,000
04000	Masonry			$8,000	$10,000	$12,000				$30,000
05000	Metals			$20,000						$20,000
05500	Metal Fabrications							$7,000		$7,000
06000	Wood & Plastics								$4,000	$4,000
07100	Waterproofing & Caulking				$3,000					$3,000
07600	Roofing & Flashing					$12,000				$12,000
08000	Doors & Windows						$4,000			$4,000
08520	Alum. Windows							$8,000		$8,000
08800	Glass & Glazing								$1,000	$1,000
09250	Gypsum Drywall						$6,000	$5,000		$11,000
09310	Ceramic Tile							$2,000		$2,000
09511	Accoustical Ceilings							$1,000	$1,000	$2,000
09650	Resilient Flooring								$3,000	$3,000
09900	Painting								$2,000	$2,000
10000	Specialties								$14,000	$14,000
14204	Hydraulic Elevators						$8,000	$8,000	$8,000	$24,000
15400	Plumbing			$1,000	$2,000			$3,000	$5,000	$11,000
15600	HVAC					$4,000	$5,000		$4,000	$13,000
16000	Electrical			$1,000	$3,000			$4,000	$4,000	$12,000
	Total Planned to be Completed This Month	$14,000	$18,000	$46,000	$22,000	$32,000	$35,000	$42,000	$60,000	
	Total planned to be Completed To Date	$14,000	$32,000	$78,000	$100,000	$132,000	$167,000	$209,000	$269,000	$269,000
	Actual Total Completed This Month	$11,000	$22,000	$38,000						
	Actual Total Completed To Date	$11,000	$33,000	$71,000	$71,000	$71,000	$71,000	$71,000	$71,000	$470,000

1.5 SUBMITTAL SCHEDULE

A. After development and acceptance of the Contractor's Progress Schedule, prepare a complete Submittal Schedule and promptly submit the schedule to the Architect.

B. Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with submittal dates.

C. Submittal Schedule Updating: Revise the Submittal Schedule after each meeting or activity where revisions have been recognized or made. Issue the updated project schedule concurrently with each Application for Payment.

1.6 DAILY CONSTRUCTION REPORTS

A. Prepare a daily construction report recording the following information concerning events at the site, and submit copies to the Architect and Clerk of Works at weekly intervals:

1. List of subcontractors at the site.
2. Count of personnel at the site.
3. Accidents and unusual events.
4. Meetings and significant decisions.
5. Stoppages, delays, shortages, and losses.
6. Emergency procedures.
7. Services connected, disconnected.
8. Equipment or system tests and startups.
9. General daily work tasks and progress.

1.7 SHOP DRAWINGS

A. The Contractor's submittal and the Architect's acceptance of Shop Drawings, Product Data, or Samples that relate to construction activities not complying with the Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

B. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.

C. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:

1. Dimensions.
2. Identification of products and materials included by sheet and detail number.
3. Compliance with specified standards.
4. Notation of coordination requirements.
5. Notation of dimensions established by field measurement.

1.8 PRODUCT DATA

A. The Contractor's submittal and the Architect's acceptance of Shop Drawings, Product Data, or Samples that relate to construction activities not complying with the Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

B. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.

1. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as “Shop Drawings”.
2. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:

a. Manufacturer's printed recommendations.
b. Compliance with trade association standards.
c. Compliance with recognized testing agency standards.
d. Application of testing agency labels and seals.
e. Notation of dimensions verified by field measurement.
f. Notation of coordination requirements.

C. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

D. Unless non-compliance with Contract Document provisions is observed, the submittal may serve as the final submittal.

E. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.

1. Do not proceed with installation until a copy of Product Data is in the Installer's possession.
2. Do not permit use of unmarked copies of Product Data in connection with construction.

1.9 SAMPLES

A. The Contractor's submittal and the Architect's acceptance of Shop Drawings, Product Data, or Samples that relate to construction activities not complying with the Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

B. Mount or display samples in the manner to facilitate review of qualities indicated. Prepare samples to match the Architect's sample. Include the following:

1. Specification Section number and reference.
2. Generic description of the sample.

3. Sample source.
4. Product name or name of the manufacturer.
5. Compliance with recognized standards.
6. Availability and delivery time.

C. Submit samples for review of size, kind, color, pattern, and texture. Submit samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

D. Preliminary Submittals: Submit a full set of choices where samples are submitted for selection of color, pattern, texture, or similar characteristics from a range of standard choices.

1. Preliminary submittals will be reviewed and returned with the Architect's mark, indicating selection and other action.

E. Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit three (3) sets. One (1) set will be returned marked with the action taken.

1. Maintain sets of samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.

F. Unless non-compliance with Contract Document provisions is observed, the submittal may serve as the final submittal.

1. Sample sets may be used to obtain final acceptance of the construction associated with each set.

1.10 QUALITY ASSURANCE SUBMITTALS

A. Submit quality-control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control submittals as required under other Sections of the Specifications.

B. Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements; submit a notarized certification from the manufacturer certifying compliance with specified requirements.

1. Signature: Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.

1.11 ARCHITECT'S ACTION

A. Except for submittals of record or information, where action and return is required or requested, the Architect will review each submittal, mark to indicate action taken, and return as noted in Paragraph 1.3A.

B. Compliance with specified characteristics is the Contractor's responsibility.

C. Action Stamp: The Architect will stamp each submittal with a uniform, self-explanatory action stamp. The Architect will mark the stamp appropriately to indicate the action taken:

D. Final Unrestricted Release: When submittals are marked "Approved", the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend on that compliance.

1. Final-But-Restricted Release: When submittals are marked "Approved as Noted", that Work covered by the submittal may proceed provided it complies with markings or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
2. Returned for Resubmittal: When submittal is marked “Approved as Noted - Revise and Resubmit” or “Not Approved, Revise and Resubmit", do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the markings and resubmit without delay. Repeat if necessary to obtain different action mark.

E. The Contractor shall not use, or permit to be used submittals marked “Approved as Noted - Revise and Resubmit” or "Not Approved, Revise and Resubmit" at the Project Site or elsewhere where Work is in progress.

F. Other Action: Where a submittal is primarily for information or record purposes, special processing or other activity, the submittal will be returned marked "Action Not Required".

1.12 DRAWINGS TO BUILDING DEPARTMENT

A. Contractor shall submit three (3) sets of fully addenderized plans and specification to the City of Worcester Building Department upon application for the building permit.

1. Submit drawings to architect prior to permit application for "wet stamping" of architect and engineers professional seal to the drawings. Allow up to three (3) days for this process.

2. Any reduction in addenda plan must be legible.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013000

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 1 Specification Sections, are hereby made a part of this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for Quality-Control Services.

B. Quality-Control Services include inspections, tests, and related actions, including reports performed by Contractor, by independent agencies, and by governing authorities. They do not include contract enforcement activities performed by Architect.

C. Inspection and testing services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with Contract Document requirements.

D. Requirements of this Section relate to customized fabrication and installation procedures, not production of standard products.

1. Specific quality-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 inspections, tests, and related actions do not limit Contractor's quality-control procedures that facilitate compliance with Contract Document requirements.
3. Requirements for Contractor to provide quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

1.3 RESPONSIBILITIES

A. Contractor Responsibilities: The Contractor shall provide inspections, tests, and other similar Quality-Control Services specified in individual Specification Sections and as required by governing authorities. Costs for these services are included in the Contract Sum.

1. The Contractor shall employ and pay a qualified independent testing agency to perform specified Quality-Control Services.
2. Where the Owner has engaged an independent testing agency for testing and inspecting part of the Work, and the Contractor is also required to engage a testing entity for the same or related part or element of the Work, the Contractor

shall not employ the entity engaged by the Owner, unless agreed to in writing by the Owner.

3. Re-testing: The Contractor is responsible for retesting where results of inspections, tests, or other quality-control services prove unsatisfactory and indicate noncompliance with Contract Document requirements, regardless of whether the original test was Contractor's responsibility.

    a. The cost of re-testing construction, revised or replaced by the Contractor, is the Contractor's responsibility where required tests performed on original construction.

4. Associated Services: The Contractor shall cooperate with agencies performing required inspections, tests, and similar services, and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Auxiliary services required include, but are not limited to, the following:

    a. Provide access to the Work and furnish incidental labor, facilities and equipment necessary to facilitate inspections and tests.
    b. Take adequate quantities of representative samples of materials that require testing or assist the agency in taking samples.
    c. Provide facilities for storage and curing of test samples.
    d. Provide security and protection of samples and test equipment at the Project Site.

B. Owner Responsibilities: The Owner will engage and pay for the services of an independent testing agency to perform inspections, tests or other Quality-Control Services specified to be performed by independent testing agencies and not specified as the responsibility of the Contractor and/or are provided for by another identified entity. Costs for these services are not included in the Contract Sum.

    1. The Owner shall employ and pay for the services of a qualified independent testing agency, testing laboratory or other qualified entity to perform Quality-Control Services, which are the Owner’s responsibility.

C. Duties of the Testing Agency: The independent agency engaged to perform inspections, sampling, and testing of materials and construction specified in individual Sections shall cooperate with the Architect and the Contractor in performance of the agency's duties. The testing agency shall provide qualified personnel to perform required inspections and tests.

    1. The agency shall notify the Architect and the Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
    2. The agency is not authorized to release, revoke, alter, or enlarge requirements of the Contract Documents or approve or accept any portion of the Work.
    3. The agency shall not perform any duties of the Contractor.

D. Coordination: Coordinate the sequence of activities to accommodate required services with a minimum of delay. Coordinate activities to avoid the necessity of removing and replacing construction to accommodate inspections and tests.

1. The Contractor is responsible for scheduling times for inspections, tests, taking samples, and similar activities.

1.4 SUBMITTALS

A. Unless the Contractor is responsible for this service, the independent testing agency shall submit a certified written report, in duplicate, of each inspection, test, or similar service to the Architect. If the Contractor is responsible for the service, submit a certified written report, in duplicate, of each inspection, test, or similar service through the Contractor.

1. Submit additional copies of each written report directly to the governing authority, when the authority so directs.
2. Report Data: Written reports of each inspection, test, or similar service include, but are not limited to, the following:

a. Date of issue.
b. Project title and number.
c. Name, address, and telephone number of testing agency.
d. Dates and locations of samples and tests or inspections.
e. Names of individuals making the inspection or test.
f. Designation of the Work and test method.
g. Identification of product and Specification Section.
h. Complete inspection or test data.
i. Test results and an interpretation of test results.
j. Ambient conditions at the time of sample taking and testing.
k. Comments or professional opinion on whether inspected or tested Work complies with Contract Document requirements.
l. Name and signature of laboratory inspector.
m. Recommendations on retesting.

1.5 QUALITY ASSURANCE

A. Qualifications for Service Agencies: Engage inspection and testing service agencies, including independent testing laboratories, that are prequalified as complying with the American Council of Independent Laboratories' "Recommended Requirements for Independent Laboratory Qualification" and that specialize in the types of inspections and tests to be performed.

1. Each independent inspection and testing agency engaged on the Project shall be authorized by authorities having jurisdiction to operate in the State of Massachusetts.

1.6 WORK CONDITIONS / SEQUENCE

A. If sub-contractors find that conditions are not appropriate for them to begin the work of their trade or if they are directed to perform their work out of sequence by the General Contractor or if the General Contractor directs sub-contractors to start and continue regardless of job conditions, the sub-contractor shall so notify the Architect in writing by certified mail immediately.

PART 2 – PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 REPAIR AND PROTECTION

A. General: Upon completion of inspection, testing, sample taking and similar services, repair damaged construction and restore substrates and finishes.

B. Protect construction exposed by or for quality-control service activities, and protect repaired construction.

C. Repair and protection is Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing, or similar services.

END OF SECTION 014000

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 1 Specification Sections, are hereby made part of this Section.

1.2 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. Indicated: The term indicated refers to graphic representations, notes, or schedules on the Drawings, or other Paragraphs or Schedules in the Specifications, and similar requirements in the Contract Documents. Terms such as shown, noted, scheduled, and specified are used to help the reader locate the reference. There is no limitation on location.

C. Directed: Terms such as directed, requested, authorized, selected, approved, required, and permitted mean directed by the Architect, requested by the Architect, and similar phrases.

D. Approved: The term approved, when used in conjunction with the Architect's action on the Contractor's submittals, applications, and requests, is limited to the Architect's duties and responsibilities as stated in the Conditions of the Contract.

E. Regulations: The term regulations includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.

F. Furnish: The term furnish means supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations to the location within the project where the product will finally be installed.

G. Install: The term install describes operations at the Project site including the actual unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.

H. Provide: The term provide means to furnish and install, complete and ready for the intended use.

I. Installer: An Installer is the Contractor or another entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier, to perform a particular construction activity, including installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.

1. The term experienced, when used with the term Installer, means having a minimum of five (5) previous projects similar in size and scope to this Project, being familiar with the special requirements indicated, and having complied with requirements of the authority having jurisdiction.
2. Trades: Using terms such as carpentry is not intended to imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as carpenter. It also does not imply that requirements specified apply exclusively to tradespersons of the corresponding generic name.
3. Assigning Specialists: Certain Sections of the Specifications require that specific construction activities shall be performed by specialists who are recognized experts in those operations. The specialists must be engaged for those activities, and their assignments are requirements over which the Contractor has no choice or option. However, the ultimate responsibility for fulfilling Contract requirements remains with the Contractor.

    a. This requirement shall not be interpreted to conflict with enforcing building codes and similar regulations governing the Work. It is also not intended to interfere with local trade union jurisdictional settlements and similar conventions.

J. Project site is the space available to the Contractor for performing construction activities either exclusively or in conjunction with others performing other work as part of the Project. The extent of the Project site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is located.

K. Testing Agencies: A testing agency is an independent entity engaged to perform specific inspections or tests, either at the Project site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

1.3 SPECIFICATION FORMAT AND CONTENT EXPLANATION

A. Specification Format: These Specifications are organized into Divisions and Sections based on the Construction Specifications Institute's 16 Division format and MASTERFORMAT numbering system.

B. Specification Content: This Specification uses certain conventions regarding the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations or circumstances. These conventions are explained as follows:

1. Abbreviated Language: Language used in Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words that are implied, but not stated, shall be interpolated, as the sense requires. Singular words will be interpreted as plural and plural words interpreted as singular where applicable as the context of the Contract Documents indicates.

2. Imperative and streamlined language is used generally in the Specifications. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the Text, subjective language is used for clarity to describe responsibilities that must be fulfilled indirectly by the Contractor, or by others when so noted.

    a. The words "shall be" are implied wherever a colon (:) is used within a sentence or phrase.

1.4 INDUSTRY STANDARDS

A. Applicability of Standards: Except where 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 the standards in effect as of the date of the Contract Documents.

C. Conflicting Requirements: Where compliance with two (2) or more standards is specified and where the standards may establish different or conflicting requirements for minimum quantities or quality levels, refer requirements that are different but apparently equal and other uncertainties to the Architect for a decision before proceeding.

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

D. Copies of Standards: Each entity engaged in construction on the Project is required to 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, the Contractor shall obtain copies directly from the publication source.

E. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. Where such acronyms or abbreviations are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards generating organization, authority having jurisdiction, or other entity applicable to the context of the Text provision. Refer to the "Encyclopedia of Associations", published by Gale Research Co., available in most libraries.

F. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. The following acronyms or abbreviations, as referenced in Contract Documents, are defined to mean the associated names. Names and addresses are subject to change and are believed, but not ensured, to be accurate and up to date as of the date of Contract Documents.

AA	**Aluminum Association** **900 19th St., NW, Suite 300** **Washington, DC 20006**	**(202) 862-5100**
AABC	**Associated Air Balance Council** **1518 K St., NW** **Washington, DC 20005**	**(202) 737-0202**
AAMA	**American Architectural Manufacturers Association** **1540 E. Dundee Road, Suite 310** **Palatine, IL 60067**	**(708) 202-1350**
AASHTO	**American Association of State Highway and Transportation Officials** **444 North Capitol St., Suite 225** **Washington, DC 20001**	**(202) 624-5800**
AATCC	**American Association of Textile Chemists and Colorists** **P.O. Box 12215** **Research Triangle Park, NC**	**(919) 549-8141**
ACI	**American Concrete Institute** **P.O. Box 19150** **Detroit, MI 48219**	**(313) 532-2600**
ACIL	**American Council of Independent Laboratories** **1629 K St., NW** **Washington, DC 20006**	**(202) 887-5872**
ACPA	**American Concrete Pipe Association** **8300 Boone Blvd., Suite 400** **Vienna, VA 22182**	**(703) 821-1990**
ADC	**Air Diffusion Council** **One Illinois Center, Suite 200** **111 East Wacker Drive** **Chicago, IL 60601-4298**	**(312) 616-0800**
AFBMA	**Anti-Friction Bearing Manufacturers Association** **1101 Connecticut Ave., NW, Suite 700** **Washington, DC 20036**	**(202) 429-5155**

AGA	**American Gas Association** **1515 Wilson Blvd.** **Arlington, VA 22209**	**(703) 841-8400**
AHA	**American Hardboard Association** **520 North Hicks Road** **Palatine, IL 60067**	**(708) 934-8800**
AHAM	**Association of Home Appliance Manufacturers** **20 North Wacker Drive** **Chicago, IL 60606**	**(312) 984-5800**
AI	**Asphalt Institute** **Research Park Drive** **P.O. Box 14052** **Lexington, KY 40512-4052**	**(606) 288-4960**
AIA	**American Institute of Architects** **1735 New York Ave., NW** **Washington, DC 20006**	**(202) 626-7300**
A.I.A.	**American Insurance Association** **1130 Connecticut Ave., NW, Suite 1000** **Washington, DC 20036**	**(202) 828-7100**
AIHA	**American Industrial Hygiene Association** **P.O. Box 8390** **345 White Pond Drive** **Akron, OH 44320**	**(216) 873-2442**
AISC	**American Institute of Steel Construction** **One East Wacker Drive, Suite 3100** **Chicago, IL 60601-2001**	**(312) 670-2400**
AITC	**American Institute of Timber Construction** **11818 SE Mill Plain Blvd., Suite 415** **Vancouver, WA 98684**	**(206) 254-9132**
ALI	**Associated Laboratories, Inc.** **500 South Vermont Street** **Palatine, IL 60067**	**(708) 358-7400**
ALSC	**American Lumber Standards Committee** **P.O. Box 210** **Germantown, MD 20875**	**(301) 972-1700**
AMCA	**Air Movement and Control Association** **30 W. University Drive** **Arlington Heights, IL 60004-1893**	**(708) 394-0150**

ANSI	**American National Standards Institute** **11 West 42nd Street, 13th Floor** **New York, NY 10036**	**(212) 642-4900**
AOAC	**Association of Official Analytical Chemists** **2200 Wilson Blvd., Suite 400** **Arlington, VA 22201-3301**	**(703) 522-3032**
AOSA	**Association of Official Seed Analysts** **c/o Larry J. Prentice** **268 Plant Science 1ANR-UNL, Box 19281** **Lincoln, NE 68583-0911**	**(402) 472-8649**
APA	**American Plywood Association** **P.O. Box 11700** **Tacoma, WA 98411**	**(206) 565-6600**
API	**American Petroleum Institute** **1220 L St., NW** **Washington, DC 20005**	**(202) 682-8000**
ARI	**Air Conditioning and Refrigeration Institute** **1501 Wilson Blvd., 6th Floor** **Arlington, VA 22209**	**(703) 524-8800**
ARMA	**Asphalt Roofing Manufacturers Association** **6288 Montrose Rd.** **Rockville, MD 20852**	**(301) 231-9050**
ASA	**Acoustical Society of America** **500 Sunnyside Blvd.** **Woodbury, NY 11797**	**(516) 349-7800**
ASC	**Adhesive and Sealant Council** **1627 K Street, NW, Suite 1000** **Washington, DC 20006-1707**	**(202) 452-1500**
ASHRAE	**American Society of Heating, Refrigerating and Air-Conditioning Engineers** **1791 Tullie Circle, NE** **Atlanta, GA 30329**	**(404) 636-8400**
ASME	**American Society of Mechanical Engineers** **345 East 47th St.** **New York, NY 10017**	**(212) 705-7722**
ASPE	**American Society of Plumbing Engineers** **3617 Thousand Oaks Blvd., Suite 210**	

	Westlake, CA 91362	(805) 495-7120
ASSE	American Society of Sanitary Engineering P.O. Box 40362 Bay Village, OH 44140	(216) 835-3040
ASTM	American Society for Testing and Materials 1916 Race St. Philadelphia, PA 19103-1187	(215) 977-9679
ATIS	Alliance for Telecommunications Industry Solutions 1200 G Street, NW, Suite 500 Washington, DC 20005	(202) 628-6380
AWCMA	American Window Covering Manufacturers Association 355 Lexington Avenue New York, NY 10017	(212) 661-4261
AWI	Architectural Woodwork Institute P.O. Box 1550 13924 Braddock Rd., Suite 100 Centreville, VA 22020	(703) 222-1100
AWPA	American Wood Preservers' Association 4128-1/2 California Ave. SW, No. 171 Seattle, WA 98116	(206) 937-5338
AWPB	American Wood Preservers Bureau 4 E. Washington Street Newnan, GA 30263	(404) 254-9877
AWS	American Welding Society 550 LeJeune Road, NW P.O. Box 351040 Miami, FL 33135	(305) 443-9353
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, CO 80235	(303) 794-7711
BHMA	Builders' Hardware Manufacturers Association 355 Lexington Ave., 17th Floor New York, NY 10017	(212) 661-4261
BIA	Brick Institute of America 11490 Commerce Park Drive Reston, VA 22091	(703) 620-0010

BIFMA	**Business and Institutional Furniture Manufacturers Assoc.** **2335 Burton Street, SE** **Grand Rapids, MI 49506**	**(616) 243-1681**
CAGI	**Compressed Air and Gas Institute** **c/o John H. Addington** **Thomas Associates, Inc.** **1300 Sumner Avenue** **Cleveland, OH 44115-2851**	**(216) 241-7333**
CAUS	**Color Association of the United States** **409 West 44th Street** **New York, NY 10036**	**(212) 582-6884**
CBM	**Certified Ballast Manufacturers Association** **Hanna Building, No. 772** **1422 Euclid Avenue** **Cleveland, OH 44115-2851**	**(216) 241-0711**
CCC	**Carpet Cushion Council** **P.O. Box 546** **Riverside, CT 06878**	**(203) 637-1312**
CDA	**Copper Development Association** **2 Greenwich Office Park, Box 1840** **Greenwich, CT 06836**	**(203) 625-8210**
CFFA	**Chemical Fabrics & Film Association, Inc.** **c/o Thomas Associates, Inc.** **1300 Sumner Avenue** **Cleveland, OH 44115-2851**	**(216) 241-7333**
CGA	**Compressed Gas Association** **1725 Jefferson Davis Highway, Suite 1004** **Arlington, VA 22202-4100**	**(703) 979-0900**
CISCA	**Ceiling and Interior Systems Construction Association** **5700 Old Orchard Road, 1st Floor** **Skokie, IL 60077**	**(708) 965-2776**
CISPI	**Cast Iron Soil Pipe Institute** **5959 Shallowford Road, Suite 419** **Chattanooga, TN 37421**	**(615) 892-0137**
CRI	**Carpet and Rug Institute** **P.O. Box 2048** **Dalton, GA 30722**	**(404) 278-3176**
CRSI	**Concrete Reinforcing Steel Institute**	

	933 Plum Grove Road Schaumburg, IL 60173	(708) 517-1200
DHI	Door and Hardware Institute 14170 New Brook Drive Chantilly, VA 22022	(703) 222-2010
DIPRA	Ductile Iron Pipe Research Association 245 Riverchase Parkway East, Suite O Birmingham, AL 35244	(205) 988-9870
DLPA	Decorative Laminate Products Association 600 South Federal Street, Suite 400 Chicago, IL 60605	(312) 922-6222
ECSA	Exchange Carriers Standards Association 5430 Grosvenor Lane, Suite 200 Bethesda, MD 20814	(301) 564-4505
EIA	Electronic Industries Association 2001 Pennsylvania Avenue, NW Washington, DC 20006-1813	(202) 457-4900
EIMA	Exterior Insulation Manufacturers Association 2759 State Road 580, Suite 112 Clearwater, FL 34621	(813) 726-6477
EJMA	Expansion Joint Manufacturers Association 25 North Broadway Tarrytown, NY 10591	(914) 332-0040
ETL	ETL Testing Laboratories, Inc. P.O. Box 2040 Route 11, Industrial Park Cortland, NY 13045	(607) 753-6711
FCI	Fluid Controls Institute P.O. Box 9036 Morristown, NJ 07960	(201) 829-0990
FCIB	Floor Covering Installation Board 310 Holiday Avenue Dalton, GA 30720	(706) 226-5488
FGMA	Flat Glass Marketing Association White Lakes Professional Building 3310 Southwest Harrison Topeka, KS 66611-2279	(913) 266-7013

FM	**Factory Mutual Research Organization** **1151 Boston-Providence Turnpike** **P.O. Box 9102** **Norwood, MA 02062**	**(617) 762-4300**
GA	**Gypsum Association** **810 First Street, NE, Suite 510** **Washington, DC 20002**	**(202) 289-5440**
HEI	**Heat Exchange Institute** **c/o John H. Addington** **Thomas Associates, Inc.** **1300 Sumner Avenue** **Cleveland, OH 44115-2851**	**(216) 241-7333**
HI	**Hydronics Institute** **P.O. Box 218** **35 Russo Place** **Berkeley Heights, NJ 07922**	**(908) 464-8200**
H.I.	**Hydraulic Institute** **30200 Detroit Road** **Cleveland, OH 44145-1967**	**(216) 899-0010**
HMA	**Hardwood Manufacturers Assoc.** **400 Penn Center Blvd.** **Pittsburgh, PA 15235**	**(412) 829-0770**
HPMA	**Hardwood Plywood Manufacturers Assoc.** **1825 Michael Farraday Drive** **P.O. Box 2789** **Reston, VA 22090-2789**	**(703) 435-2900**
IBD	**Institute of Business Designers** **341 Merchandise Mart** **Chicago, IL 60654**	**(312) 647-1950**
ICEA	**Insulated Cable Engineers Association, Inc.** **P.O. Box 440** **South Yarmouth, MA 02664**	**(508) 394-4424**
IEC	**International Electrotechnical Commission** **(Available from ANSI)** **1430 Broadway** **New York, NY 10018**	**(212) 354-3300**
IEEE	**Institute of Electrical and Electronic Engineers** **345 East 47th Street** **New York, NY 10017**	**(212) 705-7900**

IESNA	**Illuminating Engineering Society of North America** **345 East 47th Street** **New York, NY 10017**	**(212) 705-7926**
IGCC	**Insulating Glass Certification Council** **c/o ETL Testing Laboratories, Inc.** **P.O. Box 2040** **Route 11, Industrial Park** **Cortland, NY 13045**	**(607) 753-6711**
IMSA	**International Municipal Signal Association** **165 East Union Street** **P.O. Box 539** **Newark, NY 14513**	**(315) 331-2182**
IRI	**Industrial Risk Insurers** **85 Woodland Street** **Hartford, CT 06102**	**(203) 520-7300**
ISA	**Instrument Society of America** **P.O. Box 12277** **67 Alexander Drive** **Research Triangle Park, NC 27709**	**(919) 549-8411**
KCMA	**Kitchen Cabinet Manufacturers Association** **1899 Preston White Drive** **Reston, VA 22091-4326**	**(703) 264-1690**
LIA	**Lead Industries Association, Inc.** **295 Madison Avenue** **New York, NY 10017**	**(212) 578-4750**
LPI	**Lightning Protection Institute** **3365 North Arlington Heights Road, Suite J** **Arlington Heights, IL 60004**	**(708) 255-3003**
MCAA	**Mechanical Contractors Association of America** **1385 Piccard Drive** **Rockville, MD 20850-4329**	**(301) 869-5800**
ML/SFA	**Metal Lath/Steel Framing Association** **(A Division of the National Association of Architectural Metal Manufacturers)** **600 South Federal Street, Suite 400** **Chicago, IL 60605**	**(312) 922-6222**
MSS	**Manufacturers Standardization Society of the Valve and Fittings Industry**	

	127 Park Street, NE Vienna, VA 22180	(703) 281-6613
NAAMM	National Association of Architectural Metal Manufacturers 600 South Federal Street, Suite 400 Chicago, IL 60605	(312) 922-6222
NAIMA	North American Insulation Manufacturers Association 44 Canal Center Plaza, Suite 310 Alexandria, VA 22314	(703) 684-0084
NBHA	National Builders Hardware Association (Now DHI)	
NCMA	National Concrete Masonry Association P.O. Box 781 Herndon, VA 22070-0781	(703) 435-4900
NCRPM	National Council on Radiation Protection and Measurements 7910 Woodmont Avenue, Suite 800 Bethesda, MD 20814	(301) 657-2652
NCSPA	National Corrugated Steel Pipe Association 2011 Eye Street, NW Washington, DC 20006	(202) 223-2217
NEC	National Electrical Code (from NFPA)	
NECA	National Electrical Contractors Association 7315 Wisconsin Avenue Bethesda, MD 20814	(301) 657-3110
NEMA	National Electrical Manufacturers Association 2101 L Street, NW, Suite 300 Washington, DC 20037	(202) 457-8400
NETA	International Electrical Testing Association P.O. Box 687 Morrison, CO 80465	(303) 467-0526
NFPA	National Fire Protection Association One Batterymarch Park P.O. Box 9101 Quincy, MA 02269-9101	(617) 770-3000 (800) 344-3555
N.F.P.A.	National Forest Products Association	

	1250 Connecticut Avenue, NW, Suite 200 Washington, DC 20036	(202) 463-2700
NHLA	National Hardwood Lumber Association P.O. Box 34518 Memphis, TN 38184-0518	(901) 377-1818
NKCA	National Kitchen Cabinet Association (Now KCMA)	
NLGA	National Lumber Grades Authority 1055 West Hastings Street, Suite 260 Vancouver, British Columbia Canada V6E 2E9	(604) 687-2171
NOFMA	National Oak Flooring Manufacturers Association P.O. Box 3009 Memphis, TN 38173-0009	(901) 526-5016
NPA	National Particleboard Association 18928 Premiere Court Gaithersburg, MD 20879	(301) 670-0604
NPCA	National Paint and Coatings Association 1500 Rhode Island Avenue, NW Washington, DC 20005	(202) 462-6272
NRCA	National Roofing Contractors Association 10255 West Higgins Road, Suite 600 Rosemont, IL 60018-5607	(708) 299-9070
NSF	National Sanitation Foundation 3475 Plymouth Road P.O. Box 1468 Ann Arbor, MI 48106	(313) 769-8010
NWMA	National Woodwork Manufacturers Association (Now NWWDA)	
NWWDA	National Wood Window and Door Association 1400 East Touhy Avenue, #G54 Des Plaines, IL 60018	(708) 299-5200
PCA	Portland Cement Association 5420 Old Orchard Road Skokie, IL 60077	(708) 966-6200
PCI	Precast/Prestressed Concrete Institute 175 West Jackson Blvd.	

	Chicago, IL 60604	**(312) 786-0300**
PDI	**Plumbing and Drainage Institute** **c/o Sol Baker** **1106 West 77th Street, South Drive** **Indianapolis, IN 46260**	**(317) 251-6970**
PEI	**Porcelain Enamel Institute** **1101 Connecticut Avenue, NW, Suite 700** **Washington, DC 20036**	**(202) 857-1134**
RFCI	**Resilient Floor Covering Institute** **966 Hungerford Drive, Suite 12-B** **Rockville, MD 20805**	**(301) 340-8580**
RIS	**Redwood Inspection Service** **405 Enfrente Drive, Suite 200** **Novato, CA 94949**	**(415) 382-0662**
RMA	**Rubber Manufacturers Association** **1400 K Street, NW** **Washington DC 20005**	**(202) 682-4800**
SDI	**Steel Deck Institute** **P.O. Box 9506** **Canton, OH 44711**	**(216) 493-7886**
S.D.I.	**Steel Door Institute** **30200 Detroit Road** **Cleveland, OH 44145**	**(216) 889-0010**
SGCC	**Safety Glazing Certification Council** **c/o ETL Testing Laboratories** **Route 11, Industrial Park** **Cortland, NY 13045**	**(607) 753-6711**
SHLMA	**Southern Hardwood Lumber Manufacturers Association** **(Now HMA)**	
SIGMA	**Sealed Insulating Glass Manufacturers Association** **401 North Michigan Avenue** **Chicago, IL 60611**	**(312) 644-6610**
SMA	**Screen Manufacturers Association** **3950 Lake Shore Drive, Suite 502-A** **Chicago, IL 60613-3431**	**(312) 525-2644**
SMACNA	**Sheet Metal and Air Conditioning** **Contractors National Association**	

	4201 Lafayette Center Drive Chantilly, VA 22021	(703) 803-2980
SPIB	Southern Pine Inspection Bureau 4709 Scenic Highway Pensacola, FL 32504	(904) 434-2611
SPRI	Single Ply Roofing Institute 20 Walnut Street Wellesley Hills, MA 02189	(617) 237-7879
SSPC	Steel Structures Painting Council 4400 Fifth Avenue Pittsburgh, PA 15213-2683	(412) 268-3327
SSPMA	Sump and Sewage Pump Manufacturers Association P.O. Box 298 Winnetka, IL 60093	(708) 835-8911
SWI	Steel Window Institute c/o Thomas Associates, Inc. 1300 Sumner Ave, Cleveland, OH 44115-2851	(216) 241-7333
SWPA	Submersible Wastewater Pump Association 600 South Federal Street, Suite 400 Chicago, IL 60605	(312) 922-6222
TIMA	Thermal Insulation Manufacturers Association 29 Bank Street Stamford, CT 06901 (Standards now issued by NAIMA)	(203) 324-7533
TPI	Truss Plate Institute 583 D'Onofrio Drive, Suite 200 Madison, WI 53719	(608) 833-5900
UFAC	Upholstered Furniture Action Council Box 2436 High Point, NC 27261	(919) 885-5065
UL	Underwriters Laboratories, Inc. 333 Pfingsten Road Northbrook, IL 60062	(708) 272-8800
USP	U.S. Pharmacopoeial Convention 12601 Twinbrook Parkway Rockville, MD 20852	(301) 881-0666

WCLIB	**West Coast Lumber Inspection Bureau** **P.O. Box 23145** **Portland, OR 97223**	**(503) 639-0651**
WCMA	**Wallcovering Manufacturers Association** **355 Lexington Avenue, 17th Floor** **New York, NY 10017** **(WCMA has moved from this location, perhaps to the Chicago area. Address and telephone number not confirmed.)**	**(212) 661-4261**
WIC	**Woodwork Institute of California** **P.O. Box 11428** **Fresno, CA 93773-1428**	**(209) 233-9035**
WRI	**Wire Reinforcement Institute** **1101 Connecticut Avenue NW, Suite 700** **Washington, DC 20036-4303**	**(202) 429-5125**
WSC	**Water Systems Council** **600 South Federal Street, Suite 400** **Chicago, IL 60605**	**(312) 922-6222**
WSFI	**Wood and Synthetic Flooring Institute** **4415 West Harrison Street, Suite 242-C** **Hillside, IL 60162**	**(708) 449-2933**
WLPDIA	**Western Lath, Plaster, Drywall Industries Association** **(Formerly California Lath & Plaster Association)** **8635 Navajo Road** **San Diego, CA 92119**	**(619) 466-9070**
WWPA	**Western Wood Products Association** **Yeon Building** **522 SW 5th Avenue** **Portland, OR 97204-2122**	**(503) 224-3930**
W.W.P.A.	**Woven Wire Products Association** **2515 North Nordica Avenue** **Chicago, IL 60635**	**(312) 637-1359**

G. Federal Government Agencies: Names and titles of federal government standard or Specification-producing agencies are often abbreviated. The following acronyms or abbreviations referenced in the Contract Documents indicate names of standard or Specification-producing agencies of the federal government. Names and addresses are subject to change but are believed to be, but are not assured to be, accurate and up to date as of the date of the Contract Documents.

CE **Corps of Engineers**

	(U.S. Department of the Army) **Chief of Engineers – Referral** **Washington, DC 20314**	**(202) 272-0660**
CFR	**Code of Federal Regulations** **(Available from the Government Printing Office)** **North Capitol Street between G and H Streets, NW** **Washington, DC 20402** **(Material is usually first published in the "Federal Register")**	**(202) 783-3238**
CPSC	**Consumer Product Safety Commission** **5401 Westbard Avenue** **Bethesda, MD 20207**	**(301) 492-6580** **(800) 638-2772**
CS	**Commercial Standard** **(U.S. Department of Commerce)** **Washington, DC 20230**	**(202) 482-2000**
DOC	**U.S. Department of Commerce** **14th Street and Constitution Avenue, NW** **Washington, DC 20230**	**(202) 482-2000**
DOT	**Department of Transportation** **400 Seventh Street, SW** **Washington, DC 20590**	**(202) 366-4000**
EPA	**Environmental Protection Agency** **401 M Street, SW** **Washington, DC 20460**	**(202) 382-2090**
FAA	**Federal Aviation Administration** **(U.S. Department of Transportation)** **800 Independence Avenue, SW** **Washington, DC 20590**	**(202) 366-4000**
FCC	**Federal Communications Commission** **1919 M Street, NW** **Washington, DC 20554**	**(202) 632-7000**
FHA	**Federal Housing Administration** **(U.S. Department of Housing and Urban Development)** **Director, Manufactured Housing and Construction Standards Division** **451 Seventh Street, SW, Room 9158** **Washington, DC 20201**	**(202) 755-5210**
FS	**Federal Specification (from GSA)**	

	Specifications Unit (WFSIS) **7th and D Streets, SW** **Washington, DC 20407**	**(202) 708-9205**
GSA	**General Services Administration** **F and 18th Streets, NW** **Washington, DC 20405**	**(202) 708-5082**
MIL	**Military Standardization Documents** **(U.S. Department of Defense)** **Naval Publications and Forms Center** **5801 Tabor Avenue** **Philadelphia, PA 19120**	
NIST	**National Institute of Standards and Technology** **(U.S. Department of Commerce)** **Gaithersburg, MD 20899**	**(301) 975-2000**
OSHA	**Occupational Safety and Health Administration** **(U.S. Department of Labor)** **N3647** **200 Constitution Avenue, NW** **Washington, DC 20210**	**(202) 219-8148**
PS	**Product Standard of NBS** **(U.S. Department of Commerce)** **Washington, DC 20230**	**(202) 482-2000**
REA	**Rural Electrification Administration** **(U.S. Department of Agriculture)** **14th Street and Independence Avenue, SW** **Washington, DC 20250**	**(202) 447-2791**
USDA	**U.S. Department of Agriculture** **14th Street and Independence Avenue, SW** **Washington, DC 20250**	**(202) 447-2791**
USPS	**U.S. Postal Service** **475 L'Enfant Plaza, SW** **Washington, DC 20260-0010**	**(202) 268-2000**

1.5 GOVERNING REGULATIONS AND AUTHORITIES

A. Copies of Regulations: Obtain copies of governing regulations and retain at the Project site to be available for reference by parties who have a reasonable need, if requested by the Architect.

1.6 SUBMITTALS

A. Permits, Licenses, and Certificates: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records established in conjunction with compliance with standards and regulations bearing upon performance of the Work.

PART 2 – PRODUCTS **(Not Used)**

PART 3 – EXECUTION **(Not Used)**

END OF SECTION 014200

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made a part of this Section.

1.2 SUMMARY

A. This Section specifies requirements for temporary services and facilities, including utilities, construction and support facilities, security and protection.

B. Temporary utilities required include, but are not limited to:

1. Temporary power and lighting as specified in Division 26.

2. Temporary heat.

C. Temporary construction and support facilities required include, but are not limited to:

1. Waste disposal services.
2. Temporary yard and storage on and off-site.
3. Construction aids and miscellaneous services and facilities.
4. Sweeping compound.
5. Emergency portable generators of size required, if permanent power is temporarily unavailable.
6. Water service and distribution, if water supply to adjacent occupied spaces is temporarily unavailable.
7. Parking

D. Security and protection facilities required include, but are not limited to:

1. Temporary weather protection, enclosures, and covers.
2. Temporary fire protection.
3. Barricades, warning signs, lights.
4. Temporary partitions between occupied areas and construction areas, STC 48 or better.

E. Where a distinction is made in this specification section between temporary services to be provided by a General Contractor and those to be provided by a Subcontractor, the purpose is only to clarify which costs are to be included by the applicable parties for inclusion in the applicable bids and contracts that would follow. These distinctions have no bearing upon the Contract between the Owner and General Contractor and do not limit in any way the General Contractor's responsibility to provide all such temporary services without additional cost to the Owner. For the sake of clarity in this specification section, the term General Contractor has been used for the person called the Contractor in other specification sections, when the

intent is that that person shall provide a service directly at his own expense rather than at the expense of one of the Subcontractors from whom the Owner has taken filed sub-bids.

F. The temporary services describes in this specification section may not be adequate to provide for all of the needs of the General Contractor or all Subcontractors, but are intended only to provide a basis for obtaining bids. The General Contractor or any Subcontractor requiring additional temporary services for the proper execution of his work or because of climatic conditions shall arrange for and obtain such services at his own expense without further compensation by the Owner.

G. The Contractor shall be responsible for restoring all landscaped areas affected by the work of this project to their original "like-new" state that existed prior to work commencing. This restoration work shall include, but not be limited to, planting beds with mulch, trees, shrubs, and lawn areas. Great care should be taken during the course of the work to not damage nor destroy any landscaping impacted by this work. Any landscaping disturbed, damaged, or destroyed shall be restored, repaired, or replaced in-kind at no cost to the Owner.

1.3 SUBMITTALS

A. Schedule: Submit a schedule indicating implementation and termination of each temporary utility within fifteen (15) days of date established for Commencement of the Work.

1.4 QUALITY ASSURANCE

A. Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction, including but not limited to:

1. Commonwealth of Massachusetts State Building Code requirements; 6th Edition.
2. Federal, State and City Health and safety regulations.
3. Utility company regulations.
4. Police, Fire Department and Rescue Squad rules.
5. Environmental protection regulations.

B. Standards: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction, including but not limited to:

1. NFPA Code 241.
2. NFPA 70.
3. ANSI A10.
4. NECA NJG-6.

C. Electric Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70.

D. Inspections: Arrange for authorities having jurisdiction to inspect and test temporary utilities prior to use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

A. Temporary Utilities: At earliest feasible time, when acceptable to Owner, change from use of temporary service to use of permanent service.

B. Conditions of Use: Maintain temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload temporary facilities, or permit them to interfere with progress. Do not allow hazardous, dangerous, unsanitary conditions, or public nuisances to develop or persist on the site.

C. Maintain the continuity of all utility services at all times across all Phases of the Construction Project, unless otherwise directed by the Architect or Owner.

PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Provide new materials suitable for the use intended, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

2.2 TEMPORARY WATER

A. Definitions:
   1. Water Access Point: A point, within the Project area, at which water is available during construction.

B. Charges: The General Contractor shall pay for all facilities to provide water during construction, while the Owner will supply and pay for water during the construction.

   1. The furnishing of water by the Owner shall be conditional upon all contractors being conservative and prudent in its use. In the event of any contractor is repeatedly wasteful in the use of water thus provided, the Owner reserves the right to charge the General Contractor for wasteful usage at an equitable rate for the additional portion of water used.

C. Temporary Water: The General Contractor shall be responsible for all facilities to provide water during construction as defined above and further specified as follows:

   1. Except under unusual circumstances, when otherwise specified or approved by the Architect, all water shall be of potable quality.
   2. The General Contractor shall provide all necessary piping, valving, hose bibbs, hosing, etc. to provide temporary water during construction from a water access point determined by the Owner's Representative. Any facilities running within the building are required not to leak. Any damage incurred due to leaks shall be repaired at the expense of the General Contractor.
   3. The General Contractor shall pay for and be responsible for the protection of Temporary Water, which he installs, from freezing and other damage.

2.3 TEMPORARY FIRE PROTECTION

A. The General Contractor shall take all necessary precautions for the prevention of fire during construction. He shall be responsible that the area within the contract limits is kept orderly and clean and that combustible rubbish is promptly removed from the site. Combustible materials shall be stored on site in a manner and at locations approved by the Architect. The General Contractor shall comply with all suggestions regarding fire protection made by the Insurance Company with which the Owner maintains his fire insurance.

B. The General Contractor shall provide and maintain in good working order, under all conditions, readily available to all portions of the site and work, suitable and adequate fire protection equipment and services. Such facilities shall include, but are not limited to, the furnishing and maintaining in good working order a minimum of two (2) standard, Underwriters' Laboratories labeled, 2-1/2 gallon capacity fire extinguishers per floor.

C. Smoking shall be prohibited on the premises and signs to this effect shall be posted conspicuously.

D. Fires shall not be built on the premises.

2.4 TEMPORARY CRANES, LIFTS, DERRICKS, AND HOISTING SERVICES

A. The General Contractor shall furnish, install, operate, and maintain in safe condition all crane services outside of the building for his own use and for the use of all Subcontractors on the project to properly carry out and complete the work, except as may otherwise be specifically provided for in any of the trade sections of the Specifications.

B. All crane services shall be provided at no cost to the Subcontractors for their work.

C. Each Subcontractor shall, however, provide their own lifts, derricks, hoisting services, etc. (excluding crane services outside the building) for their own work outside and inside the building to properly complete their work.

D. All cranes, lifts, derricks, and hoisting equipment, machinery, and operation shall comply in all respects to the governing laws and codes.

2.5 TEMPORARY STAGING AND SCAFFOLDING

A. The General Contractor shall furnish, erect, and maintain in safe condition all exterior and interior staging and scaffolding required for his own use.

B. Each of the Subcontractors shall furnish, erect, and maintain in safe condition all exterior and interior staging and scaffolding for their own use.

C. All staging and scaffolding shall be enclosed at the ground by a temporary construction fence as defined elsewhere in this Section.

D. Staging and scaffolding shall comply in all respects to the governing laws and codes.

2.6 TEMPORARY BRACING, SHORING, SHEETING, AND TIE-DOWNS

A. The General Contractor shall take all precautions to protect the Work against collapse or other damage by earth or construction loads, high winds, snow and rain loads, damage by adverse weather conditions or geological disturbances, or other cause, by temporary bracing shoring, sheeting, guying, lacing, covering, weighting, and other reasonable and prudent means.

2.7 TEMPORARY STAIRS, LADDERS, RAMPS, PLATFORMS, ETC.

A. The General Contractor shall provide and maintain all necessary temporary stairs, ladders, ramps, platforms, and other temporary construction required for the proper execution of the work, all of which shall comply with requirements of the governing laws and codes and/or as required by local building officials.

B. As soon as the permanent ladders and hatches are installed, the General Contractor shall provide temporary protective measures acceptable to the Architect to maintain their new condition until substantial completion, so to assure that such items will not be damaged as the remaining work progresses.

2.8 TEMPORARY FENCING, BARRIERS, AND PARTITIONS

A. Protection: The General Contractor shall be fully responsible for security of the work areas of the site and for patrolling and protecting the work under construction and his and the Owner’s materials stored or otherwise located on the site.

B. Temporary Barricading: In addition, the General Contractor shall provide other temporary fencing, barricading, and overhead protection of substantial nature to protect workmen, other personnel, and the public against various hazards and attendant nuisances that come about as the work progresses such as, but not necessarily limited to, falling materials, dangerous excavations, dangerous projections or obstructions, stored or stock piled materials, etc. Comply fully with recommendations of the Association of General Contractors and provisions of the governing laws and codes.

Note: As part of requirement for overhead protection, include substantial, well constructed, walkways covers sufficient to assure pedestrian safety, in accordance with recommendations of the Association of General Contractors and provisions of the governing laws and codes.

C. In addition, the General Contractor shall provide all necessary protective barriers within the existing building as required to assure the safety of persons and property wherever work of this Contract is being carried out. Include substantial, well constructed, protective barriers at all construction work-limit-lines separating Contract work areas from areas occupied by the Owner. Also include flameproof

dust-curtaining and block or filter mechanical return air systems in a safe manner, in cooperation with Mechanical trade, between areas where dust effusive work is being carried out and other interior areas of the new addition and existing building to prevent passage of dirt and dust. Barriers, curtaining, etc., must be self-supporting, and must not depend on building construction for primary structure or anchorage. Locations and quantities of barriers and dust curtaining shall at all times be subject to Owner's and Architect's approval, but such approval, or lack of inspection or approval, by the Owner or the Architect, shall not be construed as relieving the Contractor of any of his responsibilities under the Contract.

2.9 TEMPORARY STORAGE FACILITIES

A. Space for storage of materials shall be confined to the construction areas outside the building and as designated and/or approved by the Architect.

B. Locations where construction equipment may be stored during non-working hours shall be as acceptable to the Owner. Construction equipment shall not present a hazard when stored.

2.10 NOISE, DUST, AND POLLUTION CONTROL

A. All work performed under the Contract shall conform to the requirements of Chapter III, Section 31C and Section 142D of the General Laws, Commonwealth of Massachusetts and Rules and Regulations adopted thereto by the Commonwealth of Massachusetts, Department of Public Health, and the requirements of local noise, dust, and pollution control laws, ordinances, and regulative agencies applicable to the work.

B. The General Contractor shall provide temporary partitions to prevent noise, dust, pollution or order from entering occupied spaces. Temporary partitions shall have STC of 50. Submit location plan and type of construction for temporary partitions for approval.

C. Control of air borne dust or pollution from the site with spray or as otherwise may be necessary to prevent the migration of any dust or pollutants.

D. Dust Control: Use water mist, temporary enclosures, and other suitable methods to limit spread of dust and dirt. Comply with governing environmental protection regulations.

1. Do not use water when it may damage existing construction or create hazardous or objectionable conditions, such as ice, flooding, or pollution.
2. Vacuum equipment shall be equipped with HEPA filters.
3. Vacuum carpeted areas.
4. Wet mop floors to eliminate trackable dirt.
5. Sweeping shall be allowed only with the use of a non-oil based sweeping compound followed by vacuuming any remaining residue.
6. Wipe down walls and doors of demolition enclosure.

E. Disposal: Remove and transport debris, in a manner that will prevent spillage on adjacent surfaces and areas, to the construction dumpster(s).

F. Cleaning: Clean areas adjacent to the work area of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

2.11 CONSTRUCTION CLEANING AND CONSTRUCTION DUMPSTERS

A. The General Contractor shall provide and pay for temporary dumpster type trash containers outside the building for use by all Subcontractors, and shall have the containers replaced, hauled away, and the contents legally disposed of at sufficient intervals to maintain them at all times in sufficiently empty condition that they are ready to receive trash and debris.

B. All construction dumpsters shall be located in the south parking lot within the construction staging area and where permitted by the Owner.

C. Each Contractor on the project shall be responsible for removing their own trash and debris from the building to the construction dumpster(s).

D. Waste materials and rubbish, which might otherwise raise dust, shall be sprinkled during handling and loading to minimize this effect. Debris shall be carried out of the structure in containers or dropped in fully enclosed chutes and shall not be passed through, or thrown from, windows or other wall openings, and in no case shall the debris or trash be permitted to drop freely from the openings.

E. The Work Areas shall be inspected daily and all debris, waste, rubbish, etc. shall be removed and placed in a dumpster.

F. All waste materials and rubbish shall be disposed of legally, off the site.

2.12 TEMPORARY RODENT AND PEST CONTROL

A. Rodent and Pest Control: Provide rodent control as necessary to prevent infestation of construction and storage areas. Employ methods and use materials, which will not adversely affect conditions at the site or on adjoining properties. Should rodenticides be considered necessary submit copies of proposed program to Owner and Architect. Use of rodenticide shall comply with manufacturer's published instructions and recommendations. Clearly indicate:

1. Area or areas to be treated.
2. Rodenticides to be used.
3. Manufacturer's printed instructions.
4. Pollution preventive measures to be employed.

2.13 WATCHMEN, FLAGMEN, AND POLICE DETAILS

A. The General Contractor shall provide the services of flagmen, traffic directors, and police details as necessary and as required by authorities having jurisdiction. Please

refer to Section 01010 – Summary of Work for additional information regarding the police details and the appropriate pay rates.

2.14 PARKING

A. Parking will be permitted on site or as directed by the owner.

PART 3 - EXECUTION

3.1 OPERATION, TERMINATION AND REMOVAL

A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.

B. Maintenance: Maintain facilities in good operating condition, until removal. Protect from damage. If damage occurs, repair immediately upon discovery. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour per day basis.

C. Termination and Removal: Unless the Architect requests that it be maintained longer, remove each temporary facility when the need has ended. Clean and renovate permanent facilities that have been used during construction period, including:

1. Replace air filters and clean inside of ductwork and housings.
2. Replace worn parts.
3. Replace lamps.

END OF SECTION 015000

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 1 Specification Sections, are hereby made part of this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements governing the Contractor's selection of products for use in the Project.

B. Reference Standards and Definitions: Refer to Section 014200 “References” for the applicability of industry standards to products specified.

C. The Contractor’s Construction Schedule and the Submittal Schedule are specified under Section 013300 “Submittals Procedures”.

D. Administration procedures for handling requests for substitutions made after award of the Contract are specified under Section 012500 “Substitution Procedures”.

1.3 DEFINITIONS

A. Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties", "systems", "structure", "finishes", "accessories", and similar terms. Such terms are self-explanatory and have well-recognized meanings in the construction industry.

1. "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term "product" includes the terms "material", "equipment", "system", and terms of similar intent.

    a. "Named Products" are items identified by the manufacturer's product name, including make or model number or other designation, shown or listed in the manufacturer's published product literature that is current as of the date of the Contract Documents.

2. "Materials" are products substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.

3. "Equipment" is a product with operational parts, whether motorized or manually operated, that requires service connections, such as wiring or piping.

1.4 SUBMITTALS

A. Product List: Prepare a schedule in tabular form showing each product listed. Include the manufacturer's name and proprietary product names for each item listed.

1. Coordinate product list with the Contractor's Construction Schedule and the Schedule of Submittals.
2. Form: Prepare product list with information on each item tabulated under the following column headings:

a. Related Specification Section number.
b. Generic name used in Contract Documents.
c. Proprietary name, model number, and similar designations.
d. Manufacturer's name and address.
e. Supplier's name and address.
f. Installer's name and address.
g. Projected delivery date or time span of delivery period.
h. Specific Product “Material Safety Data Sheet” reference.

3. Submittal: Within twenty (20) days after date of commencement of the Work, submit four (4) copies of an initial product list. Provide a written explanation for omissions of data and for known variations from Contract requirements.

a. At the Contractor's option, the initial submittal may be limited to product selections and designations that must be established early in the Contract period.

4. Architect's Action: The Architect will respond in writing to Contractor. No response constitutes no objection to listed manufacturers or products but does not constitute a waiver of the requirement that products comply with Contract Documents. The Architect's response will include the following:

a. A list of unacceptable product selections, containing a brief explanation of reasons for this action.

1.5 MATERIAL SAFETY DATA SHEETS MANUAL

A. Within ten (10) days after submission of Product List Schedule and before materials may be delivered to jobsite, submit one (1) or more 8 ½ x 11 paper size three (3) ring binder with the Product List Schedule and Material Safety Data Sheet for each product. Using the Product List Schedule as table of contents arrange Materials Safety Data Sheets in table of contents order.

B. Submit one (1) copy of materials Safety Data Sheet Manual to Clerk of the Works and Architect.

1. Provide one (1) copy of Material Safety Data Sheets for insertion in Manual for products listed on additional Product List Schedules.

C. This requirement is in addition to any obligation the Contractor has to maintain Material Safety Data Sheets at job site or elsewhere.

1.6 QUALITY ASSURANCE

A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source.

1. When specified products are available only from sources that do not, or cannot, produce a quantity adequate to complete project requirements in a timely manner, consult with the Architect to determine the most important product qualities before proceeding. Qualities may include attributes, such as visual appearance, strength, durability, or compatibility. When a determination has been made, select products from sources producing products that possess these qualities, to the fullest extent possible.

B. Compatibility of Options: When the Contractor is given the option of selecting between two (2) or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.

1.7 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products according to the manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.

1. Schedule delivery to minimize long-term storage at the site.
2. Coordinate delivery with installation time.
3. Deliver products to the site in an undamaged condition in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products upon delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
5. Store products at the site in a manner that will facilitate inspection.

6. Store and maintain products within acceptable environmental ranges and conditions required by manufacturer’s instructions.

1.8 WORK CONDITIONS / SEQUENCE

A. If sub-contractors find that conditions are not appropriate for them to begin the work of their trade or if they are directed to perform their work out of sequence by the General Contractor or if the General Contractor directs sub-contractors to start and continue regardless of job conditions, the sub-contractor shall so notify the Architect in writing by certified mail immediately.

PART 2 - PRODUCTS

2.1 MATERIALS

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

1. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for a complete installation and the intended use and effect.

B. Product Selection Procedures: Product Selection is governed by the Contract Documents and governing regulations; not by previous project experience. Procedures governing product selection include the following:

1. Where products or manufacturers are specified by name, accompanied by the term "or equal" or "or approved equal", comply with the Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
2. Non-proprietary Specifications: When Specifications list products or manufacturers that are available and may be incorporated in the Work, they do not restrict the Contractor to use of these products only, the Contractor may propose any available product that complies with Contract requirements. Comply with Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
3. Descriptive Specification Requirements: Where Specifications describe a product or assembly, listing exact characteristics required, with or without use of a brand or trade name, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements.
4. Performance Specification Requirements: Where Specifications require compliance with performance requirements, provide products that comply with these requirements and are recommended by the manufacturer for the application indicated. General overall performance of a Product is implied where the product is specified for a specific application.

    a. Manufacturer's recommendations may be contained in published product literature or by the manufacturer's certification of performance.

5. Compliance with Standards, Codes, and Regulations: Where the Specifications only require compliance with an imposed code, standard, or regulation, select a product that complies with the standards, codes, or regulations specified.
6. Visual Matching: Where Specifications require matching an established Sample, the Architect's decision will be final on whether a proposed product matches satisfactorily.

    a. Where no product available within the specified category matches satisfactorily and complies with other specified requirements, comply with provisions of the Contract Documents concerning "substitutions" for selection of a matching product in another product category, or for non-compliance with specified requirements.

7. Visual Selection: Where specified product requirements include the phrase "... as selected from manufacturer's standard colors, patterns, textures..." or a similar

phrase, select a product and manufacturer that complies with other specified requirements. The Architect will select the color, pattern, and texture from the product line selected.

PART 3 - EXECUTION

3.1 INSTALLATION OF PRODUCTS

A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.

1. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

END OF SECTION 016000

SECTION 017400 - WARRANTIES AND BONDS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, are hereby made part of this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for warranties required by the Contract Documents, including manufacturer's standard warranties on products and special warranties.

1. Refer to the General Conditions for terms of the Contractor's special warranty on workmanship and materials.

B. General Closeout requirements and procedures are included in Section 017000 "Project Closeout".

1. Specific requirements for warranties on products and installations specified to be warranted are included in the individual Sections of Divisions 2 through 16.
2. Certifications and other commitments and agreements for continuing services to Owner are specified elsewhere in the Contract Documents.

C. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.

D. Separate Prime Contracts: Each prime contractor is responsible for warranties related to its own contract.

1.3 DEFINITIONS

A. Standard Product Warranties are pre-printed written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the Owner.

B. Special Warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the Owner.

1.4 WARRANTY REQUIREMENTS

A. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace construction that has been damaged as a result of such failure or must be removed and replaced to provide access for correction of warranted construction.

B. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation, as determined by the Architect.

C. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of the Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.

D. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties and shall not limit the duties, obligations, rights, and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.

1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selection to products with warranties not in conflict with requirements of the Contract Documents.

E. The Owner reserves the right to refuse to accept the Work for the Project where a special warranty, certification or similar commitment on the Work or part of the Work is required, until the Contractor presents evidence that entities required to countersign such commitments are willing to do so.

1.5 SUBMITTALS

A. Submit written warranties to the Architect bound in the Project Closeout Manual as described in Section 017700 – Closeout Procedures. If the Architect's Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, or a designated portion of the Work, submit written warranties upon request of the Architect.

1. When a designated portion of the Work is completed and occupied or used by the Owner, by separate agreement with the Contractor during the construction period, submit properly executed warranties to the Architect within ten (10) days of completion of that designated portion of the Work.

B. When a special warranty is required to be executed by the Contractor, or the Contractor and a subcontractor, supplier or manufacturer, prepare a written document that contains appropriate terms and identification, ready for execution by the required parties, submit a draft to the Architect, for approval prior to final execution.

C. Prepare a written document utilizing the appropriate form, ready for execution by the Contractor, or by the Contractor and subcontractor, supplier, or manufacturer. Submit a draft to the Architect for approval prior to final execution.

1. Refer to individual Sections of Divisions 2 through 16 for specific content requirements and particular requirements for submitting special warranties.

PART 2 – PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 WARRANTIES

A. Schedule: Provide warranties on products and installations as specified in the appropriate Sections of the Specification.

1. When products, equipment, or materials fail and/or continue to be a repetitive source of problems, with no satisfactory resolution (e.g. HVAC Equipment) during the warranty period, the Owner reserves the right to extend the period of time of the initial warranty period. If no satisfactory resolution can be reached during this resolution period, then the Owner reserves the right to demand for the full replacement of the particular item in question, including all associated work required to execute this replacement at no cost to the Owner.

END OF SECTION 017400

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 1 Specification Sections are hereby made a part of this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for contract closeout including, but not limited to, the following:

1. Inspection procedures.
2. Contractor's monetized punch list.
3. Project Record Document Submittal.
4. Project Closeout Manual Submittal.
5. Final cleaning.

B. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 2 through 16.

1.3 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request for which the architect shall review and/or approve.

1. The contractor shall prepare and submit a monetized punchlist. No exceptions will be considered.
2. In the Application for Payment that coincides with, or first allows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete.

    a. If 100 percent completion cannot be shown, the contractor shall provide his monetized punchlist including, but not limited to, the following:

        1) A list of incomplete items.
        2) The value of each incomplete item.
        3) A Reason each item is not complete.

3. Advise the Owner of pending insurance changeover requirements.
4. Submit application for reduction of retainage.
5. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents, as further described below.

6. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
7. Submit record drawings, maintenance manuals, damage or settlement surveys, and similar final record information, as further described below.
8. Deliver tools, spare parts, extra stock, and similar items.
9. Make final changeover of permanent locks and transmit keys to the Owner. Advise the Owner's personnel of changeover in security provisions.
10. Complete startup testing of systems and instruction of the Owner's operation and maintenance personnel. Discontinue and remove temporary facilities from the site, along with mockups, construction tools, and similar elements.
11. Complete final cleanup requirements, including touch-up painting.
12. Touch-up and otherwise repair and restore, marred, exposed finishes.

B. Inspection Procedures: On receipt of a request for inspection, the Architect will either proceed with inspection or advise the Contractor of unfilled requirements. The Architect will prepare the Certificate of Substantial Completion following inspection or advise the Contractor of construction that must be completed or corrected before the certificate will be issued.

1. The Architect will repeat inspection when requested and assured that the Work has been substantially completed.
2. Results of the completed inspection will form the basis of requirements for final acceptance.

1.4 FINAL ACCEPTANCE

A. Preliminary procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following. List exceptions in the request.

1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted.
2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
3. Submit a certified copy of the Architect's final inspection list of items to be completed or corrected, endorsed and dated by the Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance and shall be endorsed and dated by the Architect.
4. Submit consent to surety of final payment.
5. Submit a final liquidated damages settlement statement.
6. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

B. Re-inspection Procedure: The Architect will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has

been completed, except for items whose completion is delayed under circumstances acceptable to the Architect.

1. Upon completion of re-inspection, the Architect will prepare a certificate of final acceptance. If the Work is incomplete, the Architect will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled, but are required for final acceptance.
2. If necessary, re-inspection will be repeated.

1.5 RECORD DOCUMENTS

A. General: Maintain a complete set of Record Documents at the site. Do not use Record Documents for construction purposes. Provide access to Record Documents for Architect and Owner's reference. Generally, without limitation, Record Documents shall include the following:

1. Record Drawings: Maintain a clean set of Mylars of Contract Drawings and shop drawings, updated weekly to show actual installation. Give particular attention to concealed items.
2. Record Project Manual: Maintain a clean Project Manual, including Addenda, Change Orders, Architect Field Orders, and other modifications, updated weekly to show changes in actual work performed. Give particular attention to substitutions, selection of options, and similar information.
3. Record Product Data: Maintain one copy of each approved Product Data submittal, updated weekly to show changes from products delivered, work performed, and from manufacturer's recommended installation instructions.
4. Record Samples: Maintain one copy of each approved Sample submitted.
5. Record Field Test Reports: Maintain one copy of each Field Test Report.
6. Daily Progress Reports: Maintain one copy of each Daily Progress Report.

B. Maintenance of Documents and Samples: Store documents and samples in Contractor's field office apart from documents used for construction. Provide files and racks for document storage. Provide locked cabinet or secure storage space for storage of samples. File documents and samples in accordance with CSI format. Maintain documents in clean, dry, legible condition and in good order. Do not use Record Documents for construction purposes. Make documents and samples available at all times for inspection by Architect.

C. Recording: Label each document "PROJECT RECORD" in neat large printed letters. Record all information concurrently with the progress of construction. Do not conceal any work until required information is recorded.

D. Drawings: Legibly update all Drawings to record actual construction, including the following:

1. Field changes of dimension and detail.
2. Changes made by Field Order or Change Order.
3. Details not in original Contract Documents.

E. Specifications and Addenda: Legibly mark each Section to record:

1. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
2. Changes made by Field Order or by Change Order.

F. Submittal: At Contract Closeout, deliver Record Documents to Architect. Accompany submittal with transmittal letter in duplicate, indicating the date, Project title and number, Contractor's name and address, title and number of Record Document, and signature of Contractor or his authorized representative.

1.6 PROJECT CLOSEOUT MANUAL

A. General: Prepare and submit Project Closeout Manual as specified in this Section and as approved by the Architect for format. Organize data into suitable sets, bound and indexed using the specification's Table of Contents as a guide. Mark appropriate identification on front and spine of each binder. Include the following types of information:

1. Contact Persons' Names
2. Telephone Numbers
3. Pager or Beeper Numbers
4. Cellular Phone Numbers
5. Description of each warranty items covered.
6. Instructions Describing Protocol for Requesting Warranty Service.
7. Emergency Numbers – 911, Fire, Rescue, Police.
8. Utility Company Contacts.

B. Instruct Owner's personnel in use and layout of manual.

C. Format of Data: Prepare data in form of user's guide-type manual for use by Owner's personnel. Format shall be 8-1/2 in. x 11 in., 20-pound minimum, white, typed pages. Text shall be printed or neatly typewritten. Drawings shall be bound with text, with reinforced punched binder tabs. Fold larger drawings to size of text pages. Provide flyleaf for each separate section. Provide typed descriptions of each product and piece of major equipment. Provide indexed tabs to divide sections. Provide reference in each section to other binders for actual Operating and Maintenance Data. Coordinate Project Closeout Manual with Operating and Maintenance Data.

1. Binders: Provide commercial quality three-ring binders with durable and cleanable plastic covers, with maximum ring size of three (3) inches. Only use one (1) binder for this manual.

2. Binder Cover: Identify each volume with typed or printed title "PROJECT CLOSEOUT MANUAL". List title of Project, identity of separate structure as applicable, and identity of general subject matter covered in the manual.

D. Submittal of Project Closeout Manual: Submit two copies of preliminary draft of proposed formats and outlines of contents prior to start of Work.

1. Architect will review draft and return one copy with comments.
2. Submit one copy of complete data in final form 15 days prior to final inspection or acceptance. Copy will be returned after final inspection or acceptance, with comments.
3. Submit three copies of approved data in final form ten days after final inspection or acceptance.

1.7 OPERATING AND MAINTENANCE DATA

A. General: Prepare and submit Operating and Maintenance Data as specified in this Section and referenced in other pertinent Sections of Specifications. Organize Operating and Maintenance Data into suitable sets, bound and indexed. Mark appropriate identification on front and spine of each binder. Include the following types of information:

1. Emergency instructions.
2. Spare parts list.
3. Copies of warranties.
4. Wiring diagrams.
5. Inspection procedures.

B. Instruct Owner's personnel in maintenance of products and in operation of equipment and systems.

C. Preparation of data shall be done by personnel trained and experienced in maintenance and operation of described products.

D. Format of Data: Prepare data in form of instructional manual for use by Owner's personnel. Format shall be 8-1/2 in. x 11 in., 20-pound minimum, white, typed pages. Text shall be manufacturer's printed data, or neatly typewritten. Drawings shall be bound with text, with reinforced punched binder tabs. Fold larger drawings to size of text pages. Provide flyleaf for each separate product or each piece of operating equipment. Provide typed description of product and major component parts of equipment. Provide indexed tabs.

1. Binders: Provide commercial quality three-ring binders with durable and cleanable plastic covers, with maximum ring size of two (2) inches. When multiple binders are used, correlate the data into related consistent groupings.
2. Binder Cover: Identify each volume with typed or printed title "OPERATING AND MAINTENANCE INSTRUCTIONS". List title of

Project, identity of separate structure as applicable, and identity of general subject matter covered in the manual.

E. Content of Manual: Neatly typewritten table of contents for each volume, arranged in systematic order, indicating Contractor name and address, and a list of each product, indexed to content of the volume. Provide a separate list with each product, name, address, and telephone number of subcontractor or installer, and local source of supply for parts and replacement.

1. Provide in each volume a copy of each warranty, bond, and service contract issued.

F. Submittal of Maintenance and Operating Manual: Submit two copies of preliminary draft of proposed formats and outlines of contents prior to start of Work.

1. Architect will review draft and return one copy with comments.
2. Submit one copy of complete data in final form 15 days prior to final inspection or acceptance. Copy will be returned after final inspection or acceptance, with comments.
3. Submit three copies of approved data in final form ten days after final inspection or acceptance.

1.8 INSTRUCTION OF OWNER'S PERSONNEL

A. Prior to final inspection or acceptance, fully instruct Owner's designated operating and maintenance personnel in the operation, adjustment and maintenance of products, equipment and systems.

B. Operating and maintenance manual shall constitute the basis of instruction.

1. Review contents of manual with personnel in full detail to explain all aspects of operation and maintenance.

1.9 WARRANTIES AND BONDS

A. General: Assemble warranties, bonds, and service and maintenance contracts, executed by each of the respective manufacturers, suppliers, and subcontractors into the Project Closeout Manual.

B. Refer to Section 017400 – Warranties and Bonds for additional requirements.

1.10 FINAL CLEANING

A. General: General cleaning during construction operations is specified as Work of Section 015000 – Temporary Facilities & Controls.

B. Employ experienced workers or professional cleaners for Final Cleaning. Clean each surface to the condition expected in a normal building cleaning and

maintenance program. Comply with manufacturer's instructions and recommendations.

PART 2 - PRODUCTS

2.1 CLEANING MATERIALS

A. General: Provide cleaning materials that will not create hazards to health nor property, and will not damage surfaces or finishes.

B. Use cleaning materials and methods recommended by manufacturer of surface to be cleaned.

C. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. Employ skilled workers for final cleaning.

B. Clean and restore general work areas and adjoining surfaces and other work soiled or damaged during installation; replace work damaged beyond successful restoration. Where performance of subsequent work could result in damage to complete unit or element, provide protective covering and other provisions to minimize potential for damage.

C. Remove grease, mastic, adhesives, dust, dirt, stains, fingerprints, labels, and other foreign materials from sight-exposed interior and exterior surfaces.

D. Special Cleaning for Windows: New glass installed as part of this project shall be thoroughly cleaned inside and out by professional window cleaners at the conclusion of all other work and prior substantial completion. All damaged, broken, or scratched items shall be replaced without costs to Owner, as described under the appropriate Trade Section(s).

E. Complete the following cleaning operations prior to requesting inspection for Certification of Substantial Completion:

1. Concrete and masonry shall be cleaned free of all foreign matter. If, in opinion of the Architect, further cleaning of specific areas is required they shall be scrubbed with water or other cleaning agents. Acid cleaners shall not be used, except as may otherwise specifically be permitted in the trade sections.
2. Metal surfaces, hardware, fixtures, appliances, equipment, and similar items shall be cleaned free of all foreign matter and, if necessary, shall be lightly scrubbed at specific stains with clean water, mild soap, and soft rags, thoroughly rinsed and wiped with clean, soft white rags. Abrasive cleaners shall not be used.
3. Architectural woodwork shall be thoroughly dusted and cleaned of all stains, spots, etc., using methods and cleaning agents, which will not damage the various finishes.

4. Ceramic tile, porcelain, and other surfaces with integral finishes, shall be washed with clean water, mild soap and soft rags, thoroughly rinsed, and then wiped with clean, soft white rags. Abrasive cleaners shall not be used.
5. Resilient flooring shall be given final cleaning and buffing.
6. Carpeting shall be vacuum cleaned and shall have all spots and stains removed.
7. Painted surfaces shall be cleaned free of all foreign matter, and if necessary, shall be lightly scrubbed at specific stains with clean water, mild soap, and soft rags, thoroughly rinsed, and wiped with clean, soft white rags.
8. All advertising matter and temporary instructional material shall be removed from exposed surfaces throughout.
9. Remove labels that are not permanent.
10. Clean interior and exterior finishes to a clean, dust-free condition. Remove stains, films, and similar foreign substances.
11. Vacuum and mop hard floor surfaces.
12. Clean plumbing fixtures to a sanitary condition.
13. Clean site areas of rubbish, litter, and other foreign substances.
14. Sweep paved areas broom clean; rake ground surfaces clean.

F. Before final completion and Owner-occupancy, inspect sight-exposed interior and exterior surfaces and work areas to verify that Work is clean.

END OF SECTION 017700

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SECTION 26 00 00

ELECTRICAL

PART 1 - GENERAL

1.1 GENERAL PROVISIONS

A. The GENERAL REQUIREMENTS, DIVISION 1, and BIDDING AND CONTRACT REQUIREMENTS, DIVISION 0, are hereby made a part of this Specification Section.

B. Examine all drawings and all sections of the specifications and requirements and provisions affecting the work of this section.

C. The work listed in the following sections shall be made part of this Specification Section:

26 05 74 Short Circuit, Coordination and Arc Flash Study

1.2 SCOPE OF WORK

A. This project includes the upgrade of lighting and distribution system equipment. Selective demolition of existing systems shall be required.

B. The work under this section shall include the furnishing of all materials, labor, equipment and supplies and the performance of all operations to provide complete working systems, in general, to include the following items:

1. Identification
2. Raceways and Conduit
3. Wire and Cable (600V)
4. Wiring Devices and Plates
5. Outlet Boxes
6. Junction Boxes, Pull Boxes and Wireways
7. Safety Disconnect Switches
8. Panelboards
9. Fuses
10. Light Fixtures
11. Lighting Controls
12. Sleeving
13. Fire Seal and Fireproof Sealant
14. Supervision and Approval
15. Relocation of existing electrical components that interfere with new construction and removal and disposal of obsolete components.
16. Testing
17. Operating and maintenance instructions and manuals
18. Shop drawings
19. Record (as-built) drawings

C. Work of this section is generally shown on the Electrical Drawings.

:

1.3 RELATED WORK

A. Principal classes of Work related to the Work of this section are listed in the Specification Table of Contents, and are specified to be performed under the indicated sections of the specifications. Refer to the indicated sections for description of the extent and nature of the indicated Work, and for coordination with related trades. This listing may not include all related Work items. It is the responsibility of the Contractor to coordinate and schedule the Work of this section with that of all other trades.

B. The following work is not included in this section and will be provided under other sections:

1. Temporary light, power, water, heat, gas and sanitary facilities for use during construction and testing. Refer to Division 1, General Conditions.
2. Painting, except as specified herein.

1.4 DEFINITIONS

A. As used in this section, the following items are understood to have the following meaning:

1. "*Contractor or Subcontractor* ", unless otherwise qualified, shall mean the installer of the work specified under this section.
2. *"Furnish"* shall mean purchase and deliver to the project site, complete with every necessary appurtenance.
3. *"Install"* shall mean unload at the delivery point at the site and perform all work necessary to establish secure mounting and proper operation at the proper location in the project.
4. *"Provide"* shall mean "Furnish" and "Install".
5. *"Work"* shall mean all labor, materials, equipment, apparatus, controls, accessories and all other items required for a proper and complete installation.
6. *"Concealed"* shall mean hidden from sight in chases, furred-in spaces, shafts, hung ceilings, embedded in construction or in a crawl space. Areas to be concealed as part of tenant alterations to the building shall also be considered in this definition.
7. *"Exposed"* shall mean not installed underground or concealed as defined above.
8. *"Furnished by Others"* shall mean materials or equipment purchased under other sections of the general contract and installed by this section of the specifications by this trade Contractor.
9. *"Owners Representative"* shall be the party responsible to make decisions regarding all contractual obligations in reference to the Scope of Work for the Owner.
10. *"Date of Substantial Completion"* shall indicate the date where the work has been formally accepted as evidenced by completed final punch list or where the work has reached the stage that the Owner obtains beneficial use and commences utilization of the installed systems for business or occupancy purposes. The GENERAL REQUIREMENTS, DIVISION 1, shall supersede this definition where specifically defined.

1.5 CODES, REFERENCES AND PERMITS

:

A. Materials, installation of systems and equipment provided under this section shall be done in strict accordance with the Department of Public Safety, Department of Environmental Protection, State Building Code and any other Codes and Regulations having jurisdiction including but not limited to:

1. All Applicable NFPA Standards
2. National Electrical Code (NEC).
3. Occupational Safety and Health Administration (OSHA)
4. State and Local Building Codes
5. Underwriters' Laboratories, Inc. (UL)

B. Unless otherwise specified or indicated, materials, workmanship and equipment performance shall conform with the latest governing edition of the following standards, codes, specifications, requirements, and regulations, except when more rigid requirements are specified or are required by applicable codes but not limited to:

1. American National Standards Institute (ANSI)
2. American Society of Mechanical Engineers (ASME).
3. American Society of Testing and Materials (ASTM)
4. Illuminating Engineering Society (IES)
5. Institute of Electrical and Electronics Engineers (IEEE)
6. Insulated Cable Engineers Association (ICEA)
7. National Electrical Contractors Association (NECA)
8. National Electric Manufacturers Association (NEMA)
9. Thermal Insulation Manufacturers Association (TIMA)

C. Codes, laws and standards provide a basis for the minimum installation criteria acceptable. The drawings and specifications illustrate the scope required for this project, which may exceed minimum codes, laws and standards.

D. Give all notices, file all plans, obtain all permits and licenses, and obtain all necessary approvals from authorities having jurisdiction. Deliver all certificates of inspection to the authorities having jurisdiction. No work shall be covered before examination and approval by the Owner’s Representative, inspectors, and authorities having jurisdiction. Replace imperfect or condemned work to conform to requirements, satisfactory to Owner’s Representative, and without extra cost to the Owner. If work is covered before inspection and approval, this Contractor shall pay costs of uncovering and reinstalling the covering, whether it meets contract requirements or not.

1.6 GENERAL REQUIREMENTS

A. Nameplates

1. Each major component of equipment shall have the manufacturer's name, address, type or style, model or serial number, and catalog number on a plate secured to the equipment.

B. Equipment Guards

1. Belts, pulleys, chains, gears, couplings, projecting setscrews, keys, and other rotating parts so located that any person may come in close proximity thereto shall be completely enclosed or guarded. High-temperature equipment and

piping so located as to endanger personnel or create a fire hazard shall be guarded or covered with insulation of type specified for service.

1.7 MATERIAL AND EQUIPMENT STANDARDS

A. Where equipment or materials are specified with the name of a manufacturer, such specification shall be deemed to be used for the purpose of establishing a standard for that particular item. No equipment or material shall be used unless previously approved by the Owner's Representative.

B. Substitutions may be offered for review provided the material, equipment or process offered for consideration is equal in every respect to that indicated or specified. The request for each substitution must be accompanied by complete specifications together with drawings or samples to properly appraise the materials, equipment or process. The Contractor shall highlight and list all applicable specification requirements which the substituted material deviates from.

C. If a substitution of materials or equipment in whole or in part is made, this Contractor shall bear the cost of any changes necessitated by any other trade as a result of said substitution.

D. All materials, equipment and accessories provided under this section shall be new and unused products of recognized manufacturers as approved.

1.8 SUBMITTALS

A. Conform to the requirements of Division 1, General Conditions, for schedule and form of all submittals unless specifically noted otherwise in this section. Coordinate this submittal with submittals for all other finishes. Shop drawings and design layouts shall be prepared by licensed installing Contractor s and shall note the name(s), license number(s) and license expiration date(s) of the Contractor (s) installing electrical systems.

B. Definitions:

1. Shop Drawings are information prepared by the Contractor to illustrate portions of the work in more detail than indicated in the Contract Documents.
2. Acceptable Manufacturers: The mechanical design for each product is based on the single manufacturer listed in the schedule or shown on the drawings. In Part 2 of the specifications, certain Alternate Manufacturers are listed as being acceptable. In addition, the MATERIAL AND EQUIPMENT STANDARDS paragraph potentially allows for substitutions as being acceptable. These are acceptable only if, as a minimum, they:

a. Meet all performance criteria listed in the schedules and outlined in the specifications. For example, to be acceptable, an emergency generator must deliver equal kW / KVA at equal or greater efficiency using equal or less fuel as the emergency generator listed in the schedules.
b. Fit within the available space it was designed for, including space for maintenance and component removal, with no modification to either the space or the product. Clearances to walls, ceilings, and other equipment will be at least equal to those shown on the design drawings. The fact

that a manufacturer's name appears as acceptable shall not be taken to mean the Engineer has determined that the manufacturer's products will fit within the available space – this determination is solely the responsibility of the Contractor.

c. For rooftop mounted equipment and equipment mounted in areas where structural matters are a concern, the products must have a weight no greater than the product listed in the schedules or specifications.

d. Products must adhere to all architectural considerations including, but not limited to; being of the same color as the product scheduled or specified, fitting within the architectural enclosures and details, and for lighting – being the same size and of the same physical appearance as scheduled or specified products.

C. Submittal Procedures, Format and Requirements

1. Review submittal packages for compliance with Contract Documents and then submit to Owner's Representative for review. Submit enough sets of shop drawings such that, after review, two (2) sets will be kept by the reviewer, with only the remaining sets returned with reviewer's marks and comments.
2. Each Shop Drawing shall indicate in title block, and each Product Data package shall indicate on cover sheet, the following information:

   a. Title
   b. Equipment number
   c. Name and location of project
   d. Names of Owner, Engineer and Seller
   e. Names of manufacturers, suppliers, vendors, etc.
   f. Date of submittal
   g. Whether original submittal or resubmitted

3. Shop Drawings showing manufacturer's product data shall contain detailed dimensional drawings (minimum ¼ inch – 1 foot scale) including plans and sections (where physical clearance could be an issue). Provide larger scale details as necessary.
4. Submit accurate and complete description of materials of construction, manufacturer's published performance characteristics, sizes, weights, capacity ratings (performance data, alone, is not acceptable), electrical requirements, starting characteristics, wiring diagrams, and acoustical performance for complete assemblies. Drawings shall clearly indicate location (terminal block or wire number), voltage and function for all field terminations, and other information necessary to demonstrate compliance with all requirements of Contract Documents.
5. Provide Shop Drawings showing details of piping connections to all equipment. If connection details are not submitted and connections are found to be installed incorrectly, this Contractor shall reinstall them within the original contract price.
6. Provide complete data for all auxiliary services and utilities required by submitted equipment. This shall include fuel, cooling and exhaust requirements and points of connections.
7. Provide a complete description of all controls and instrumentation required including electrical power connection drawing for all components and interconnection wiring to starters, detailed information on starters, control diagrams, termination diagrams, and all control interfaces with a central control system.

8. Provide installation and erection information including; lifting requirements, and any special rigging or installation requirements for all equipment.
9. The Owner's Representative shall approve all materials before commitment for materials is made.

D. Specifications and Schedule Compliance Statement

1. The manufacturer shall submit a point by point statement of compliance with each specification criteria listed in each paragraph for those submittals listed in Paragraph E: Product Data that are noted with an asterisk (*).
2. The statement of compliance shall consist of a list of all paragraphs (line by line) identified in Part 2 and applicable Part 3 of the specification for which the submitted product in the opinion of the manufacturer complies, deviates, or does not meet.
3. Where the proposed submittal complies fully, the word "comply" shall be placed opposite the paragraph number.
4. Where the proposed submittal does not comply, or accomplishes the stated function in a manner different from that described, a full description of the deviation shall be provided.
5. Verify each field of the associated schedule where associated technical data is presented on the drawings. Where the submitted material does not 'comply" provide the value the submitted equipment will achieve based upon the specified conditions.
6. Where a full description of a deviation is not provided, it shall be assumed that the proposed system does not comply with the paragraph in question and the product will be rejected.
7. Submissions which do not include a point by point statement of compliance as specified shall be disapproved.

E. Product Data: Submit complete manufacturer's product description and technical information including:

1. Identification
2. Raceways and Conduit
3. Wire and Cable (600V)
4. Wiring Devices and Plates
5. Outlet Boxes
6. Junction Boxes, Pull Boxes and Wireways
7. Safety Disconnect Switches
8. Panelboards
9. Switchboard
10. Fuses
11. Light Fixtures
12. Lighting Controls
13. Cable Tray
14. Building System Grounding Components
15. Lightning Protection
16. Fire Seal and Fireproof Sealant
17. Seismic Restraints
18. Identification, labels and tags.

F. Submit shop drawings and product data grouped to include complete submittals of related systems, products and accessories in a single submittal.

:

1. Do not submit multiple product information in a single bound manual.
2. Three-ring binders shall not be accepted.

G. Deviations:

1. Concerning deviations other than substitutions, proposed deviations from Contract Documents shall be requested individually in writing whether deviations result from field conditions, standard shop practice, or other cause. Submit letter with transmittal of Shop Drawings which flags the deviation to the attention of the Owner's Representative.
2. Without letters flagging the deviation to the Owner's Representative, it is possible that the Engineer may not notice such deviation or may not realize its ramifications. Therefore, if such letters are not submitted to the Owner's Representative, the Seller shall hold the Engineers, his consultants and the Owner harmless for any and all adverse consequences resulting from the deviations being implemented. This shall apply regardless of whether the Engineer has reviewed or approved shop drawings containing the deviation, and will be strictly enforced.
3. Approval of proposed deviations, if any, will be made at discretion of Engineer.

H. Schedule: Incorporate shop drawing review period into construction schedule so that Work is not delayed. This Contractor shall assume full responsibility for delays caused by not incorporating the following shop drawing review time requirements into his project schedule. Allow at least ten (10) working days, exclusive of transmittal time, for review each time shop drawing is submitted or resubmitted with the exception that twenty (20) working days, exclusive of transmittal time are required for the following:

1. Coordination drawings.
2. If more than five (5) shop drawings of a single trade are received in one (1) calendar week.

I. Responsibility

1. Intent of Submittal review is to check for capacity, rating, and certain construction features. The Contractor shall ensure that work meets requirements of Contract Documents regarding information that pertains to fabrication processes or means, methods, techniques, sequences and procedures of construction; and for coordination of work of this and other sections. Work shall comply with approved submittals to extent that they agree with Contract Documents. Submittal review shall not diminish responsibility under this Contract for dimensional coordination, quantities, installation, wiring, supports and access for service, nor the shop drawing errors or deviations from requirements of Contract Documents. The Engineer's noting of some errors while overlooking others will not excuse the Contractor from proceeding in error. Contract Documents requirements are not limited, waived nor superseded in any way by review.
2. Inform Contractor, manufacturers, suppliers, etc. of scope and limited nature of review process and enforce compliance with contract documents.

J. In the event that the Contractor fails to provide Shop Drawings for any of the products specified herein:

1. The Contractor shall furnish and install all materials and equipment herein specified in complete accordance with these specifications.

2. If the Contractor furnishes and installs material and/or equipment that is not in complete accordance with these specifications, he shall be responsible for the removal of this material and/or equipment. He shall also be responsible for the replacement of this material and/or equipment with material and/or equipment that is in complete accordance with these specifications, at the direction of the Owner's Representative.
3. Removal and replacement of materials and/or equipment that is not in complete compliance with these specifications shall be done at no extra cost to the Owner.
4. Removal and replacement of materials and/or equipment that is not in complete compliance with these specifications shall not be allowed as a basis for a claim of delay of completion of the Work.

K. Mark dimensions and values in units to match those specified.

L. Submit Material Safety Data Sheets (MSD) on each applicable product with submittal.

1.9 OPERATION AND MAINTENANCE DATA

A. Commence preparation of the Operating and Maintenance (O&M) manuals immediately upon receipt of "Approved" or "Approved as Noted" shop drawings and submit each section within one (1) month. The final submission shall be no later than two (2) months prior to the projected date of Substantial Completion of the Project.

B. Each O&M document shall include the manufacturer's web address for equipment specific O&M information for Internet access by the Owner.

C. The manual shall consist of three (3) sets of manuals and include three (3) sets of CDs, which shall contain the scanned content of the entire manual. The manual shall highlight the actual equipment used and not be a master catalog of all similar products of the manufacturer. The manual shall be submitted for review prior to creation of the CDs.

D. The Manual shall contain the following:

1. Operations Manual

   a. Systems description including all relevant information needed for day-to-day operations and management including start-up and shut-down instructions.
   b. Wiring diagrams, schematics, logic diagrams and sequence of operations that accurately depict the controls system.
   c. Depiction of each interface screen where programmable logic and visual displays are provided. Descriptors shall be provided to define displayed data, alarms, etc.
   d. A single sheet (for ease of removal) of all access codes and passwords necessary to access all levels of control and programming.
   e. Trouble shooting guide defining common alarms/problems with possible cause and effect.

2. Maintenance Manual

   a. Define all maintenance activities required to ensure system operation within manufacturers specified parameters. Provide table of all required activities plotted vs. interval with adequate fill-in-space for "activity

completion date" and "comments". Where multiple instrument readings are required, provide data sheet formatted to accommodate activity.

b. Define recommended spare parts inventory with part numbers and source defined for ordering by the Owner. Identify lead time on all parts, source location and cost.

c. Provide copy of all warranty information with associated date of substantial completion (commencement of warranty) and end date of coverage. Define all components/subsystems specifically included and excluded.

3. Provide O&M manuals for each of the following:

a. Switchboard
b. Lighting Control System

1.10 COORDINATION

A. Refer to Division 1, General Conditions, for coordination requirements applicable to this section, unless specifically noted otherwise in this section.

B. Materials and apparatus shall be installed as fast as conditions of the building will permit and must be installed promptly when and as required.

C. Confer with all other trades relative to location of all apparatus and equipment to be installed and select locations so as not to conflict with work of other sections. Any conflicts shall be referred immediately to the Owner's Representative for decision to prevent delay in installation of work. All work and materials placed in violation of this clause shall be readjusted to the Owner's Representative's satisfaction at no expense to the Owner.

D. Where work of this section will be installed in close proximity to work of other sections or where there is evidence that the work of this section may interfere with work of other sections, assist in working out space conditions to make satisfactory adjustment. Prepare and submit for approval 3/8" scale or larger working drawings and sections, clearly showing how the work is to be installed in relation to the work of other sections. If the work of this section is installed before coordinating with other trades or so as to cause interference with work of other trades, make changes necessary to protect conditions without extra charge.

E. Keep fully informed as to the shape, size and position of all openings required for all apparatus, conduit, cable, sleeves, etc., and give information in advance to allow construction of required openings. Furnish all sleeves, pockets, supports and incidentals, and coordinate with the General Contractor for the proper setting of same.

F. All distribution systems which require pitch or slope such as condensate drains and water piping shall have the right of way over those which do not. Confer with other trades as to the location of pipes, ducts, lights and apparatus and install work to avoid interferences.

G. Make reasonable modifications in the work as required by structural interferences, or by interference with work of other trades, or for proper execution of the work without extra charge.

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1.11 RECORD DRAWINGS

A. Refer to DIVISION 1, General Conditions, for record drawings and procedures to be provided under this section, unless specifically noted otherwise in this section.

B. Record Drawings (red-line drawings) will be updated by this Contractor daily for review with the monthly requisition. The record drawing shall be an accurate depiction of the systems as completed, including dimensions (vertical/horizontal) of concealed components off fixed building elements.

C. The Electrical Foreman shall maintain complete and separate set of prints of Contract Drawings at job site at all times and shall record work completed and all changes from original Contract Drawings clearly and accurately including work installed as a modification or addition to the original design.

D. At completion of work the Electrical Contractor shall prepare a complete set of record drawings on AutoCAD showing all systems as actually installed. The background AutoCAD files will be made available for the Contractor's copying, at his expense, to serve as backgrounds for the drawings. The Electrical Contractor shall transfer changes from field drawings onto AutoCAD drawings and submit copy of files and three sets of prints to Owner's Representative for comments as to compliance with this section. CADD layering as established by the design team shall be maintained with any and all changes done by the Contractor.

E. The Engineer is not granting to the Contractor any ownership or property interest in the CADD Drawings by the delivery of the CADD Disks to the Contractor. The Contractor's rights to use the CADD disks and the CADD Drawings are limited to use for the sole purpose of assisting in the Contractor's performance of its contractual obligations under its contract with respect to the Project. The Engineer is granting no further rights. Any reuse or other use by the Contractor will be at the Contractor's sole risk and without liability to the Engineer. The Contractor hereby waives and releases any losses, claims, damages, liabilities of any nature whatsoever, and costs (including attorney fees) arising out of, resulting from, or otherwise related to the use of the CADD Disks and CADD Drawings by the Contractor. The Contractor, to the maximum extent permitted by law, hereby agrees to indemnify, defend and hold the Engineer harmless from all loses, claims, damages, liabilities, and costs (including attorney fees) arising out of, resulting from, or otherwise related to the use of the CADD Disks and CADD Drawings by the Contractor.

F. Record Drawings, shall show "as-built" condition of details, sections, riser diagrams, control changes and corrections to schedules. Schedules shall show actual manufacturer and model numbers of final equipment installation.

G. The Electrical Contractor shall submit the record set for approval by the engineer a minimum of four (4) weeks prior to seeking the permanent certificate of occupancy.

1.12 WARRANTIES

A. Submit manufacturer's standard replacement warranties for material and equipment furnished under this section. Such warranties shall be in addition to and not in lieu of all

liabilities which the manufacturer and the Electrical Contractor may have by law or by provisions of the Contract Documents.

B. All materials, equipment and work furnished under this section shall be guaranteed against all defects in materials and workmanship for a minimum period of one-year (1) commencing with the Date of Substantial Completion. Where individual equipment sections specify longer warranties, provide the longer warranty. Any failure due to defective material, equipment or workmanship which may develop, shall be corrected at no expense to the Owner including all damage to areas, materials and other systems resulting from such failures.

C. Guarantee that all elements of each system meet the specified performance requirements as set forth herein or as indicated on the drawings.

D. Upon receipt of notice from the Owner of the failure of any part of the systems during the warranty period, the affected parts shall be replaced. Any equipment requiring excessive service shall be considered defective and shall be replaced.

1.13 INTERPRETATION OF DRAWINGS AND SPECIFICATIONS

A. It is the intention of the specifications and drawings to call for complete, finished work, tested and ready for continuous operation. Any apparatus, appliance, material or work not shown on the drawings, but mentioned in the specifications or vice-versa, or any incidental accessories necessary to make the work complete in all respects and ready for operation, even if not particularly specified, shall be provided by this Contractor without additional expense to the Owner.

B. The drawings are generally diagrammatic. The locations of all items that are not definitely fixed by dimensions are approximate only. The exact locations must be determined at the project and shall have the approval of the Owner’s Representative before being installed. This Contractor shall follow drawings, including his shop drawings, in laying out work and shall check the drawings of other trades to verify spaces in which work will be installed. Maintain maximum headroom and space conditions. Where space conditions appear inadequate, notify the Owner’s Representative before proceeding with the installation. This Contractor shall, without extra charge, make reasonable modifications in the layout as needed to prevent conflict with work of other trades or for proper execution of the work.

C. Any requests for information (RFI) for resolving an apparent conflict or unclarity, or a request for additional detail, shall include a sketch or equivalent description of Contractor's proposed solution.

D. Size of conduits, cable trays, raceways and methods of running them are shown, but it is not intended to show every offset and fitting, nor every structural difficulty that may be encountered. To carry out the true intent and purpose of the drawings, all necessary parts to make complete approved working systems ready for use, shall be furnished without extra charge. All work shall be installed in an approved workmanlike manner.

1.14 INSPECTION OF SITE CONDITIONS

A. Prior to submission of bid, visit the site and review the related construction documents to determine the conditions under which the Work has to be performed and send a report, in writing, to the Owner's Representative, noting any conditions which might adversely affect the Work of this section of the specifications.

1.15 SURVEY AND MEASUREMENTS

A. Base all required measurements, horizontal and vertical, from referenced points established WITH the Owner's Representative. The Electrical Contractor shall be responsible for correctly laying out the Work required under this section of the specifications.

B. In the event of discrepancy between actual measurements and those indicated, notify the Owner's Representative in writing and do not proceed with the related work until instructions have been issued.

1.16 DELIVERY, STORAGE AND HANDLING

A. No materials shall be delivered or stored on site until corresponding Shop Drawings have been approved.

B. All manufactured materials shall be delivered to the site in original packages or containers bearing the manufacturer's labels and product identification.

C. Protect materials against dampness. Store off floors, under cover and adequately protected from damage.

D. Inspect all equipment and materials, upon receipt at the job site, for damage and conformance to approved shop drawings.

1.17 PROTECTION OF WORK AND PROPERTY

A. This Contractor shall be responsible for the care and protection of all work included under this section until the completion and final acceptance of this Contract.

B. Protect all equipment and materials from damage from all causes including, but not limited to, fire, vandalism and theft. All materials and equipment damaged or stolen shall be repaired or replaced with equal material or equipment at no additional cost to the Owner.

C. Protect all equipment, outlets and openings with temporary plugs, caps and covers. Protect work and materials of other trades from damage that might be caused by work or workmen under this section and make good damage thus caused.

D. Damaged materials are to be removed from the site; no site storage of damaged materials will be allowed.

:

1.18 SUPERVISION

A. Supply the service of a competent Supervisor with a minimum of five (5) years of experience in Electrical construction supervision who shall be in charge of the Electrical work at the site.

1.19 SAFETY PRECAUTIONS

A. Life safety and accident prevention shall be a primary consideration. Comply with all of the safety requirements of the Owner and OSHA throughout the entire construction period of the project.

B. Furnish, place and maintain proper guards and any other necessary construction required to secure safety of life and/or property.

1.20 SCHEDULE

A. Construct work in sequence under provisions of Division 1 and as coordinated with the Owner's Representative.

1.21 HOISTING, SCAFFOLDING AND PLANKING

A. The work to be done under this section of the specifications shall include the furnishing, set-up and maintenance of all derricks, hoisting machinery, cranes, helicopters, scaffolds, staging and planking as required for the work.

1.22 CUTTING AND PATCHING

A. Include all coring, cutting, patching, and fireproofing necessary for the execution of the work of this section. Structural elements shall not be cut without written approval of the Architect. This Contractor shall be responsible for taking all precautions required to identify hidden piping, conduits, etc. before any core drilling and/or cutting of slabs commences, including X-raying the affected slabs. Provide fire stopping to maintain the fire rating of the fire resistance-rated assembly. All penetrations and associated fire stopping shall be installed in accordance with the fire stopping manufacturer's listed installation details and be listed by UL or FM.

B. All work shall be fully coordinated with all phases of construction, in order to minimize the requirements for cutting and patching.

C. Form all chases or openings for the installation of the work of this section of the specifications, or cut the same in existing work and see that all sleeves or forms are in the work and properly set in ample time to prevent delays. Be responsible that all such chases, openings, and sleeves are located accurately and are of the proper size and shape and consult with the Owner's Representative and all other trades concerned in reference to this work. Confine the cutting to the smallest extent possible consistent with

the work to be done. In no case shall piers or structural members be cut without the approval of the Owner's Representative.

D. Fit around, close up, repair, patch, and point around the work specified herein to match the existing adjacent surfaces and to the satisfaction of the Owner's Representative.

E. Fill and patch all openings or holes left in the existing structures by the removal of existing equipment which is part of this section of the specifications.

F. All of this work shall be carefully done by workmen qualified to do such work and with the proper and smallest tools applicable.

G. Any cost caused by defective or ill-timed work required by this section of the specifications shall be borne by this Contractor.

H. When, in order to accommodate the work required under this section of the specifications, finished materials of other trades must be cut or fitted, furnish the necessary drawings and information to the trades whose materials must be cut or fitted.

1.23 SLEEVES, INSERTS AND ANCHOR BOLTS

A. Coordinate with other trades the location of and maintaining in proper positions, sleeves, inserts and anchor bolts to be supplied and/or set in place under this section of the specifications. In the event of incorrectly located preset sleeves, inserts and anchor bolts, etc., all required cutting and patching of finished work shall be done under this section of the specifications.

B. All pipes passing through floors, walls, ceilings or partitions shall be provided with fire stopping to maintain the fire rating of the structure. All penetrations and associated fire stopping shall be installed in accordance with the fire stopping manufacturer's listed installation details. Provide sleeves for all penetrations where required by the listed detail, for the penetration of all mechanical room floors and where specifically required on the drawings.

1.24 SUPPLEMENTARY STEEL, CHANNELS AND SUPPORTS

A. Provide all supplementary steel, factory fabricated channels and supports required for the proper installation, mounting and support of all Electrical equipment, piping, etc., required by the specifications.

B. Supplementary steel and factory fabricated channels shall be firmly connected to building construction in a manner approved by the Owner's Representative as shown on the drawings or herein specified.

C. The type and size of the supporting channels and supplementary steel shall be determined by the Contractor and shall be of sufficient strength and size to allow only a minimum deflection in conformance with the manufacturer's requirements for loading.

D. All supplementary steel and factory fabricated channels shall be installed in a neat and workmanlike manner parallel to the walls, floors and ceiling construction. All turns shall be made with 90 degree and 45 degree fittings, as required to suit the construction and installation conditions.

E. All supplementary steel including factory fabricated channels, supports and fittings shall be galvanized steel, aluminum or stainless steel where exposed or subject to rust producing atmosphere. Factory fabricated channels shall be manufactured by Unistrut, H-strut, Powerstrut or approved equal.

1.25 HAZARDOUS MATERIALS

A. Removed batteries shall be recycled by a facility approved by the Owner's Representative. A uniform hazardous waste manifest shall be prepared for all disposals and returned with all applicable signoffs prior to application for final payment.

B. Removed fluorescent and HID lamps shall be recycled by a facility approved by the Owner's Representative. A uniform hazardous waste manifest shall be prepared for all disposals and returned with all applicable signoffs prior to application for final payment.

C. All ballasts in lighting fixtures to be disposed shall be verified to be PCB free. All ballasts manufactured prior to 1979 and not labeled as PCB free shall be considered to contain PCB's. Provide written verification to the Owner's Representative that confirms PCB free waste. Where PCB free waste cannot be verified, ballasts shall be recycled by a facility approved by the Owner's Representative, with PCB components eliminated by a high temperature incineration. A uniform hazardous waste manifest shall be prepared for all disposals and returned with all applicable signoffs prior to application for final payment. All handling shall conform to EPA requirements. Provide breakout cost for this scope.

D. Where it has been identified that asbestos-containing material exists within the scope limits, refer to the Asbestos Abatement specification section for requirements.

1.26 ACCESSIBILITY

A. All work provided under this section of the specification shall be installed so that parts requiring periodic inspection, maintenance and repair are accessible. Work of this trade shall not infringe upon clearances required by equipment of other trades, especially code required clearances to electrical gear. Minor deviations from the drawings may be made to accomplish this, but changes of substantial magnitude shall not be made prior to written approval from the Owner's Representative.

1.27 SEISMIC RESTRAINT REQUIREMENTS

A. Submit working plans and calculations reviewed, signed and stamped by a professional engineer who is registered in the State where the project is located and has specific experience in seismic calculations, certifying that the plans meet all seismic requirements established by authorities having jurisdiction over the project.

:

B. For each seismic restraint, provide certified calculations to verify adequacy to meet the following design requirements:

1. Ability to accommodate relative seismic displacements of supported item between points of support.
2. Ability to accommodate the required seismic forces.

C. For each respective set of anchor bolts provide calculations to verify adequacy to meet combined seismic-induced sheer and tension forces.

D. For each weldment between structure and item subject to seismic force, provide calculations to verify adequacy.

E. Restraints shall maintain the restrained item in a captive position without short circuiting the vibration isolation.

1.28 PROJECT CLOSEOUT

A. Certificates Of Approval

1. Upon completion of all work, provide certificates of inspections from the following equipment manufacturers stating that the authorized factory representatives have inspected and tested the operation of their respective equipment and found the equipment to be in satisfactory operating condition and installed per the manufacturers installation instructions and requirements.

a. Switchboard

B. Construction Observations By The Engineer

1. The engineer shall make progress site visits during construction and one (1) substantial completion (punch list) site visit for determining substantial completion.
2. The Trade Contractors and the General Contractor are required to inspect their own work and make any corrections to the work to comply with the specifications and the contract documents. It is not the responsibility of the engineer to develop lists of incomplete work items.
3. Progress Site Visits

a. The purpose of the progress site visit by the engineer is to observe if the work is proceeding in accordance with the contract documents.
b. The engineer will prepare a field report which will note in general the work completed since the last observation visit, work found not to be in accordance with the contract documents and work not corrected since the previous observation visit.

C. Substantial Completion

1. When the Contractor considers the Work under this section is substantially complete, the Contractor shall submit written notice, through the General Contractor, with a detailed list of items remaining to be completed or corrected and a schedule of when each remaining work item will be completed. Should the engineer determine the list of remaining work does not constitute substantial

completion the engineer will notify the Architect and/or Owner and he will not make a substantial completion site visit.

2. The following items shall be completed prior to the written request for substantial completion site visit:

    a. Certification of successful operation of all systems.
    b. Training of the Owner's personnel in the operation of the systems.
    c. Record Drawings in accordance with the contract specifications.
    d. Operation and Maintenance manuals.
    e. Testing reports.
    f. Manufacturer's certificates of approvals.
    g. Emergency contact list for reporting of malfunctioning equipment during the warranty period.
    h. Contractors Project Completion certificate.

3. Should the Engineer, during the substantial completion visit, observe that the Work is substantially complete, s/he will provide a written listing of the observed deficiencies referred herein as the Punch List. The Punch List will provide for a place for the Contractor and General Contractor to sign off and date each item individually indicating that the observed deficiency item has been corrected.
4. Should the Engineer, during the substantial completion site visit, observe that the Work is not substantially complete, s/he will provide, a written list of the major deficiencies and a reason for the work not being considered substantially complete.
5. If the work is found not to be substantially complete then the engineer shall be reimbursed for his time to reobserve the work. A reobservation fee shall be charged to the Contractor through the contractual agreement for any further observations by the engineer.
6. The Contractor shall remedy all deficiencies listed in the punch list within the time frame required by the contract.

D. Engineer's Construction Completion Certification

1. Where required by the applicable code, the Engineer's Construction Completion Certification will be issued by NV5 when all life safety and health related issues are complete, all required functional tests are complete and all reports are complete.

E. Final Completion

1. The following items shall be submitted prior to the written request for Final completion:

    a. Revised Substantial Completion items to be resubmitted in accordance with the review process comments.
    b. Warranties commencing the date of Substantial completion
    c. Individual Signed and dated Punch List acknowledging completion of all punch list items

2. When the Contractor considers all of the punch list work items complete, the Contractor shall submit written notice through the General Contractor that all Punch List items are complete and resolved and the work is ready for final observation site visit. The signature lines for completion of each punch list item shall be signed by the Contractor indicating the work is complete and signed by the General Contractor indicating s/he has inspected the work and found it to be

complete. Should the Engineer find the work to be finally complete and all Punch List items are complete the Engineer will make a recommendation to the Architect or Owner. If the Engineer has found the punch list work to be incomplete during final inspection a written listing of the observed deficiencies will be prepared by the Engineer.

3. If the work is not fully complete then the engineer shall be reimbursed for his time to reobserve the work. A reobservation fee shall be charged to the Contractor through the contractual agreement for any reobservations by the Engineer.

F. Re-observation Fees

1. The re-observation fee shall be $1200.00 per visit.

G. Contractor's Project Completion Certificate

1. Upon completion of work and prior to request for Certificate of Occupancy, each Trade Contractor and the General Contractor shall issue a certificate stating that work has been installed generally consistent with construction documents and all applicable codes. NV5 can furnish a blank Contractor's certificate form upon request. The certificate shall certify:

   a. Execution of all work has been in accordance with the approved construction documents.
   b. Execution and control of all methods of construction was in a safe and satisfactory manner in accordance with all applicable local, state and federal statutes and regulations.

2. The certificate shall include the following information:

   a. Project.
   b. Permit Number.
   c. Location.
   d. Construction Documents.
   e. Date on Plans and specifications submitted for approval and issuance of the Building Permit.
   f. Addendum(a) and Revision Dates.

3. The certificate shall be signed by the Contractor and include the following:

   a. Signature.
   b. Date.
   c. Company.
   d. License Number.
   e. License Expiration Date.

PART 2 - PRODUCTS

2.1 NOT USED

2.2 IDENTIFICATION

A. Nameplates

:

1. Nameplates shall be laminated black Bakelite with minimum ¼ inch high white recessed letters.
2. Nameplates shall be securely attached to the equipment. Utilize mechanical fasteners such as galvanized steel or brass screws for exterior applications. High strength adhesives or cements may be used for interior applications.

2.3 RACEWAYS AND CONDUIT

A. Rigid Galvanized Steel (RGS) Conduit

1. RGS shall be zinc-coated steel that conforms to ANSI C80.1, UL Specification No. 6 and Federal Specification WW-C-581e by Allied Tube and Conduit, Republic Steel, Wheatland Tube or approved equal.
2. RGS fittings shall be threaded. Split couplings or non-threaded fittings shall not be used.
3. Nipples and Close Nipples shall be RGS, length as noted or as required to conform to field conditions.

B. Intermediate Metal Conduit (IMC)

1. IMC shall be zinc-coated steel that conforms to ANSI C80.6, UL Standard No. 1242 and Federal Specification WW-C-581e by Allied Tube and Conduit, Wheatland Tube or approved equal.
2. IMC fittings shall be threaded.

C. Electrical Metallic Tubing (EMT)

1. EMT shall be zinc-coated steel that conforms to ANSI C80.3, UL Standard No. 797 and Federal Specification WW-C-563 a by Republic Steel, Allied Tube and Conduit or approved equal.
2. EMT fittings shall be

   a. zinc plated pressed steel gland and ring compression

   b. zinc plated pressed steel gland and ring compression up to two (2) inches and zinc plated pressed steel double set screw from two (2) inches and up

   c. zinc plated pressed steel set screw type that shall form a positive ground path.

D. Miscellaneous Conduit Fittings

1. Elbows shall be standard radius unless noted otherwise. Where Large Radius elbows are specified, provide forty-eight (48) inch radius unless noted otherwise.
2. Bushings shall be threaded pressed steel hot dipped galvanized with conduit end stop and integrally molded noncombustible phenolic insulated surface rated for 150^{o}C.
3. Bonding bushings shall be threaded pressed steel hot dipped galvanized with conduit end stop and integrally molded noncombustible phenolic insulated surface rated for 150^{o}C with a lay-in tin plated copper grounding lug.
4. Exposed conduit expansion fittings shall be hot-dipped galvanized malleable iron with external bonding jumper equal to O.Z./Gedney Type EX for RGS or Type TX for EMT (four (4) inch maximum expansion).

5. Provide water-tight gland sealing assemblies with pressure bushings equal to OZ/Gedney Type WSK for new cast-in-place installations or Type CSCM for retrofit (core drilling of existing walls) as required for below grade wall and floor penetrations.

E. Flexible Metallic Conduit

1. Liquidtight Metal Conduit shall be UL Listed fabricated from a spiral wound strip of heavy gauge, corrosion resistant, hot dipped galvanized steel equal to Electri-flex Company Type LA. The jacket shall be flame retardant, sunlight resistant PVC extruded over the spiral wrap. Sizes through 1 ¼ inch shall have an integral copper bonding strip.
2. Liquidtight fittings shall be UL listed zinc plated insulated throat.
3. Flexible metal conduit shall be UL Listed non-jacketed steel fabricated from a spiral wound strip of heavy gauge, corrosion resistant, hot dipped galvanized steel equal to Electri-flex Company Type BR.

F. Wireways shall be minimum 16-gauge steel with all straight runs having hinged spring-latched covers. Finish shall be painted over a corrosion resistant phosphate pretreatment to protect against corrosion. Interior parts shall be smooth and free of sharp edges and burrs. Provide wireway as identified on the drawings for NEMA 1, 3R or 12 service. Wireways shall be equal to Square D and UL Listed.

2.4 WIRE AND CABLE (600V)

A. Provide single-conductor, annealed copper wire and cable with insulation rated for 600 V, of sizes specified and scheduled on drawings, by General Electric, Southwire, Okonite or approved equal, for secondary service, feeders, branch and system wiring. Wire sizes shown and specified are American Wire Gauge for copper conductors.

B. The use of aluminum conductors is not allowed.

C. Wire #10 and larger shall be stranded; #12 and smaller shall be solid. Wire and cable shall have THWN-THHN or XHHW insulation for branch circuit and feeder conductors.

D. Conductor Color-coding

1. Service entrance, branch circuit and feeder conductors shall be color-coded. Conductors #12 and #10 shall be colored with a factory applied solid or striped compound coating (black, red, blue, brown, orange or yellow). Neutrals and equipment grounds shall have solid compound or solid color coating (white, gray and green), except that neutrals with colored stripe shall be used where required by code. Phase conductors #8 and larger with stripes, bands or hash marks shall have background color other than white, green and gray.
2. Alternative field-applied color coding methods may be used for wire #8 or larger, with color code as specified in other sections of this specification. Coloring shall be applied by the use of flame-retardant vinyl tape, equal to 3M Scotch 35.

E. Cable

1. Flexible Metal Clad (MC) cable shall be UL Listed with THHN insulated conductors with an insulated grounding conductor within galvanized steel or

aluminum interlocked armor. Connectors shall be provided with lock nut connection to the termination point enclosure.

2. Flexible Metal Clad (MC) cable utilized for Fire Alarm service shall be identified with a factory applied tracer along the entire length.
3. Flexible Armored (AC) cable shall be UL Listed with THHN insulated conductors with an insulated grounding conductor within galvanized steel or aluminum interlocked armor with bare bond wire. Connectors shall be self-grommetted with lock nut connection to the termination point enclosure.

F. Splices and Terminations

1. Ampacity and temperature rating of splices and connectors shall be equal to or greater than those of associated wires and cables.
2. Make splices in branch circuit or feeder wiring from #12 to #10 with UL-listed, solderless screw on connectors rated 600 V.
3. Make splices in branch circuit or feeder wiring above #10 with UL-listed 90°C, 600V, compression butt splice barrel equal to Burndy YS-L HYLINK.
4. Conductor terminations shall be standard bolt-on lugs with hex screws listed for attachment of copper wire and cable to panelboards, switchboards, disconnect switches and other electrical equipment.
5. Make terminations for stranded conductors on screw terminals with UL Listed 105°C, 600V PVC insulated barrel compression locking fork tongue terminal equal to Burndy TP-LF VINYLUG.
6. Make bus terminations for conductors #6 and larger with UL-listed 90°C, 600V, compression standard barrel length lugs equal to Burndy YA-L for conductor sizes to #4/0. Connectors for cable 250 KCMil and larger shall be with UL-listed 90°C, 600V, compression long barrel length two hole lugs equal to Burndy YA-2N. Lugs shall be high conductivity seamless copper electro-tin plated for corrosion protection.

G. Wire management shall be provided by self-extinguishing self-locking nylon ties with -65 to 350°F. range for bundling conductors.

H. Cable pulling compounds shall be UL Listed and be suitable for use with the specified cable insulation system. The compound shall reduce the coefficient of friction, while not adding any long term issues to the installation such as premature aging of the insulation system, added flammability or drying in such a manner as to stick the cable in place in the raceway.

2.5 WIRING DEVICES AND PLATES

A. Provide wiring devices by single manufacturer. Catalog designations of Cooper are specified, unless noted otherwise, to establish standards of quality for materials and performance. Colors of devices as specified below are White for standard applications. Refer to the drawings for color requirements that vary from White. Equal products by Leviton, Pass & Seymour or Hubbell will be accepted. Provide published manufacturers cross-reference sheet highlighted with the device specified and that being submitted with all device product data for approval.

B. Wall switches shall be of the totally enclosed tumbler type. Wiring terminals shall be spring loaded terminal screws for back or side wiring. Switches shall be rated 20-ampere

120 V for use on alternating current only. The yoke shall have a grounding terminal with a green hex head screw. Pilot lights indicated shall consist of red lighted handle, illuminated when the switch is on.

C. Toggle Switches shall be heavy duty, UL listed, specification grade as follows:

1. Single-pole shall be No. 2221W
2. Occupancy Sensors

   a. For dual-switching applications, wall mounted passive infrared occupancy sensors shall be equal to Leviton ODSOD-ID-W suitable for use in areas up to 900 SF with adjustable time delays from 30 seconds to thirty (30) minutes, dual circuit relay ambient light override, self-adjusting delayed off time, walk-through and manual on features.
   b. Provide occupancy sensors equal to Leviton ODS10-ID-W for single switching applications.
   c. Multi-technology ceiling mounted occupancy sensors with 1000 SF coverage shall be equal to Leviton OSC10-MOW. Provide with corresponding Leviton OSP Series Power Packs.
   d. Occupancy sensors shall be as manufactured by Leviton, Sensorswitch, Hubbell, or approved equal.

D. Wiring Device Plates:

1. Provide high-impact smooth nylon device plates by the manufacturer of the wiring device for all flush mounted switches and receptacles installed in dry locations and where not subjected to physical abuse. Fastening screws shall be color matched to the plate, plate color and to the device. Ganged plates shall be of one piece construction to accommodate the required number of installed devices. Oversized plates to cover wall finish blemishes adjacent to the device box shall not be used.

2. Provide heavy-duty cast aluminum horizontally mounted weatherproof covers for GFCI receptacles where weatherproof devices are specified equal to Hubbell No. WP26MH. Cover shall be attached to FS box with four (4) screws and spring back to the closed position upon removal of the cord set. Fasteners chrome-plated brass.

2.6 OUTLET BOXES

A. Outlet and switch boxes on concealed work shall be at least 4 inch square, galvanized pressed steel conforming to UL 514A. Where installed in plaster, boxes shall be fitted with galvanized steel plaster covers of required depth to finish flush with finished wall or ceiling. Outlet boxes shall be by Steel City Electric Company, Appleton Electric Company, or approved equal.

B. Outlet boxes installed in masonry walls or in concrete decking shall be UL Listed for the application.

C. Outlet boxes for interior surface mounted locations where RGS is specified where exposed to moisture, adjacent to water or steam connections, and where indicated as weatherproof on drawings shall be cast malleable iron with an aluminum polymer enamel coating equal to Appleton Type FD. Conduit entries shall be threaded cast hubs. Device

covers shall be coated malleable iron with moisture sealing gasket and stainless steel fasteners.

D. Outlet boxes for exterior surface mounting shall be cast aluminum alloy with an aluminum polymer enamel coating equal to Appleton Type FD. Conduit entries shall be threaded cast hubs. Device covers shall be cast aluminum alloy with moisture sealing gasket and stainless steel fasteners.

E. All boxes shall have at least one (1) tapped and threaded grounding hole for connection of a 10-32 grounding screw.

F. Box depth shall accommodate code required volume for the specified installation. Through wall boxes shall not be used.

2.7 JUNCTION AND PULL BOXES

A. Provide galvanized steel junction and pull boxes where indicated and as necessary to facilitate installation. Steel shall be minimum 16 gauge. Junction and pull boxes shall be of code required dimensions. Cover shall be of the same type and thickness material as the box construction.

B. Junction and pull boxes intended for dry interior locations shall be NEMA 1 enclosures with accessible, removable screw-on covers. Covers shall be secured with corrosion-resistant screws with keyhole slots to accommodate easy removal.

C. Junction and pull boxes intended for wet or exterior locations shall be NEMA 3R enclosures with hinged gasketed covers. Interior and exterior shall be finished with a gray enamel powder coat over the galvanized metal. Hinge shall be galvanized steel with stainless steel pin. Covers shall be secured with corrosion-resistant zinc plated lockable pull catches.

D. Custom fabricated medium to large junction and pull boxes shall have internal structural steel bracing welded to form a rigid assembly adequate to maintain alignment and shape in shipment and installation.

2.8 PANELBOARDS

A. General

1. Provide dead-front lighting and power panelboards where shown on drawings and as scheduled.
2. Panelboards shall meet or exceed requirements of NEMA Standard Publication PB-1, and UL-50 and 67. Panelboards shall be UL-listed.
3. Where panelboards are used as service entrance equipment, they shall comply with all NEC and UL requirements for service. The panelboard shall include a UL service entrance label, incoming line isolation barriers and a removable neutral bond to ground for solidly grounded wye systems.
4. Enclosures shall be at least twenty (20) inches wide made of galvanized steel. Gutter space shall be in accordance with NEC requirements for the specified combination of devices and accessories. Fronts shall be reinforced steel with

concealed hinges and concealed trim adjusting screws. Trim clamps are unacceptable. Where two (2) section panels are required, bolt boxes together to form one (1) unit. Trim shall be two-piece construction with doors of equal size over each section. Trims shall be cleaned, primed and painted gray ANSI 61.

5. For panelboards up to 400 amps, provide cabinets with flush hinges and combination catch and lock to cover circuit breaker handles. Provide a directory card with a clear plastic cover mounted inside the door. Power and lighting panels shall have heavy-duty, continuous, section vertical-hinged to box section for access to wiring gutters in addition to trim door. All locks shall be keyed alike. Panelboards greater than 400 amps shall be provided with a four-piece front to cover wiring gutter and wiring access areas.
6. Nameplates shall be in accordance with other sections of this specification.
7. The manufacturer shall warrant equipment to be free from defects in materials and workmanship for one (1) year from date of installation or eighteen (18) months from date of purchase, whichever occurs first.
8. Panels shall be equal to Eaton- Pow-R-Line 2a for 400 A and below unless more than one (1) 125 A or larger branch breaker and/or space is specified. Eaton Pow-R-Line 4 or 5P (or equal) panelboards shall be provided for all applications greater than 400 amps and to accommodate multiple branch breakers greater than 125 amps. Approved equal panelboards by GE, Siemens or Square D will be considered.
9. Where specifically indicated on the drawings for Selective Coordination, provide fused panelboards equal to Eaton Pow-R-Line 2aF. All fuses in the system where selective coordination is required shall be manufactured by the same manufacturer.

B. Bussing

1. Main bus bars of panels shall be copper, rated to carry at least full rating of the panel as identified on the schedules.
2. Split solid neutral bus, with rated capacity equal to the phase bus, shall be plated and located in main compartment for all incoming neutral cables to be same length. Neutral bus shall be 200% rated where double sized neutrals are indicated and/or where the panel is supplied via a K-rated transformer.
3. Provide separate equipment ground bus for each panelboard. Where an isolated ground is specified, provide an additional isolated ground bus, which shall be insulated from the panel enclosure and equipment ground.
4. Panelboards shall have a short circuit current rating equal to or greater than circuit breaker AIC ratings schedule on the drawings. Where series ratings are allowed, as per the schedule on the drawings, a label shall be affixed to the panel stating the conditions of the UL Series rating including:

    a. Size and type of upstream device
    b. Branch devices that are acceptable
    c. UL Series short-circuit rating

5. All lugs shall be UL listed tin-plated aluminum suitable for copper or aluminum cable for sizes indicated on the drawings. Provide oversized lugs to accommodate designed cable sizes or increase gutter space to allow use of solid stud compression lugs where necessary. All terminations shall be suitable for 75°C cable.
6. Provide bus connections for future overcurrent devices with suitable insulation and bracing to maintain proper short circuit rating and voltage clearances. All required hardware shall be installed and be in place for ready insertion of future

breaker without the need to relocate adjacent units. Future spaces shall accommodate frame sizes up to 50% of the main bus ampacity.

C. Overcurrent Devices

1. Molded case circuit breakers shall be bolt-on devices. Multi-pole breakers shall have internal common trip crossbars for simultaneous tripping of each pole.
2. Trip units shall be:
   a. Thermal magnetic below 400A frame unless solid state sensing specifically indicated on the drawings.
   b. Solid state trip units shall be provided on all molded case breakers at 400A frame and above. Trip units shall be equal to Eaton Digitrip 310.
3. All breakers shall have handle trip indication and a trip indicator in the window of the circuit breaker housing.
4. Internal accessories shall be UL Listed for field installation without removing the circuit breaker cover. Internal accessories shall be common to all frame sizes. Shunt trips, auxiliary contacts, and other accessories shall be factory installed.

D. Submittals

1. The manufacturer shall provide copies of the following documents for review and evaluation in accordance with general requirements of Division 1 and Division 16:
   a. Product Data on specified product
   b. Shop Drawings on specified product
   c. Certified trip curves for each specified product
   d. Nameplate list
   e. Short circuit and coordination study shall be submitted with the equipment shop drawings to ensure rating conformity to study conclusions. Submittals made without the study shall be rejected.

2.9 LIGHTING FIXTURES

A. Provide lighting fixtures, equipment and components where shown on drawings, as listed in fixture schedules and as specified, wired and assembled. Provide approved aligned canopies, hangers and other appurtenances as required, for a complete and functional system.

B. Refer to the lighting fixture schedule for specific ballast requirement. In general:

1. LED luminaires shall have a luminous efficacy of at least 90 lumens/watt, a color temperature of 3500 K (unless noted otherwise on the plans), a CRI of at least 80, an estimated life of at least 50,000 hours at 70% lumen maintenance, and shall include a minimum five (5) year warranty on the entire luminaire including drivers. The luminaire and LEDs shall have been tested in accordance with LM-79 and LM-80

C. Refer to fixture schedule for specific requirements which may deviate from this specification.

D. Verify ceiling constructions, and provide frames, rings and other accessories suitable for construction encountered.

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2.10 SWITCHBOARD

A. General

1. Furnish and install where indicated a dead front, completely metal enclosed, self-supporting structure independent of wall supports. Voltage rating shall be as indicated on the drawings. Vertical sections shall be bolted together to form one (1) rigid switchboard. The sides, rear and top shall be covered with removable screw-on plates.
2. Equipment shall comply with the latest applicable standards of NEMA PB2 and UL 891. Switchboard shall be UL listed.
3. Where switchboards are used as service entrance equipment, they shall comply with all NEC and UL requirements for service. Switchboard Service Entrance sections shall include a UL service entrance label, incoming line isolation barriers and a removable neutral bond to switchboard ground for solidly grounded wye systems.
4. Switchboards shall be fully self-supporting NEMA 1 structures with ninety (90) inch tall vertical sections (excluding lifting eyes and pull boxes) bolted together to form the required arrangement. Switchboard frame shall be die formed, 12 gauge steel with reinforced corner gussets. Frame shall be rigidly bolted to support cover plates (code gauge steel), bus bars and installed devices during shipment and installation. Provide hinged doors over metering compartments and individually mounted device compartments. All doors shall have concealed hinges and be fastened by hex head bolts. All steel surfaces shall be chemically cleaned prior to painting. Exterior paint color shall be Light Gray over phosphate - type rust inhibitor.
5. Control wiring, fuse blocks and terminal strips within the switchboard shall be labeled. All control wires leaving the switchboard shall be provided with labeled terminal strips. All control wires shall be marked.
6. The manufacturer shall warrant equipment to be free from defects in materials and workmanship for one (1) year from date of installation or eighteen (18) months from date of purchase, whichever occurs first.
7. The switchboard shall be manufactured by Cutler-Hammer, General Electric, Square D or Siemens. Refer to drawings for space limitations and maximum equipment sizes as the basis of design utilized one of the approved manufacturer’s dimensions for a code compliant layout.

B. Bussing

1. All bus bars shall be silver-plated copper with bolted connections at joints.
    a. The bus bars shall be of sufficient size to limit the temperature rise to 65°C rise, based on UL tests.
    b. The bus shall be rated to withstand mechanical forces exerted during short circuit of 65,000 amperes symmetrical at rated voltages. Horizontal bus shall be fully rated (non-tapered) and end section shall have provisions for future addition of switchboard section, with bus bars pre-punched to receive splice plates.
2. The minimum neutral bus size shall be equal to the phase ampacity for the entire length of the switchboard.
3. A ground bus (minimum 1/4 x 2 inch) shall be furnished firmly secured to each vertical section structure and shall extend the entire length of the switchboard.

An incoming ground lug shall be furnished. Other ground lugs for feeder circuits shall be supplied as required.

4. All feeder device line and load connection straps shall be rated to carry current rating of device frame (not trip rating).
5. All hardware used on conductors shall be high-tensile strength zinc plated steel. Belleville washers shall be provided where aluminum bus is specified.
6. All lugs shall be UL listed tin-plated aluminum suitable for copper or aluminum cable for sizes indicated on the drawings. Provide oversized lugs to accommodate designed cable sizes or increase gutter space to allow use of solid stud compression lugs where necessary. All terminations shall be suitable for 75°C cable.

C. Switchboard Types

1. Front Accessible with Panel Mounted Feeder Devices

   a. Switchboards shown mounted against a wall shall be front accessible rear aligned.
   b. Construction shall allow access to incoming line terminations, main device connections and all main bus bolted connections without rear or side access. The feeder or branch devices shall be removable from the front and shall be panel mounted with the necessary device line and load connections front accessible.

D. Utility Metering

1. Where indicated on the drawings, furnish a separate barriered Utility Metering Compartment complete with a hinged and sealed door. Provide removable bus links with provisions for the mounting of current transformers and potential transformers as required by the specified utility company.

E. Customer Metering

1. Where indicated on the drawings, provide a separate customer-metering compartment with front hinged door and multi-function electronic meter equal to Eaton IQ260 power meter. The panel-mounted solid-state device shall have an LCD display and shall contain a ready-to-use communication network port for meter access by remote computer.
2. Current and potential transformers shall be metering class, with burden and accuracy to support the specified meter, installed in the metering compartment. Current transformer leads shall be wired through shorting type terminal blocks.
3. Current and potential transformers (where required) shall be provided for each phase.

F. Overcurrent Devices

1. Main device shall be individually mounted, stationary, insulated case circuit breaker.
2. Feeder devices shall be group mount molded case circuit breakers where less than 1200 A frame.
3. Feeder devices 1200 amps and larger shall be individually mounted insulated case circuit breakers.
4. All circuit protective devices shall have the minimum symmetrical current interrupting capacity as listed on the drawings. Series rated feeders are

acceptable only where specifically indicated on the drawings. Tested UL listed combination ratings shall be included in UL recognized Component Directory DKSY2.

5. Provide ground fault protection, shunt trips, auxiliary contacts and key interlocks as shown on the Contract Drawings.

G. Molded Case Circuit Breakers

1. Thermal magnetic molded case circuit breakers may be provided for frame sizes 400 amps and below unless solid state sensing specifically required on the drawings.
2. Group mounted breakers shall be connected to the vertical bus by bolted connections.
3. Circuit breaker frames shall be constructed of a high-strength, molded, glass-reinforced polyester case and cover. Breakers shall have an overcenter, toggle handle-operated, trip free mechanism with quick make, quick break action independent of the speed of the toggle handle operation. The design shall provide common tripping of all poles. Breakers shall be suitable for reverse feeding.
4. Breakers shall have ON and OFF position clearly marked on escutcheon. Breakers shall include a trip-to-test means on the escutcheon for manually tripping the breaker and exercising the mechanism and trip latch.
5. Breakers shall include factory installed mechanical lugs. Lugs shall be UL listed and rated 75° or 60°/75°C as appropriate. Breakers shall be standard, 80% rated unless noted otherwise on the drawings.
6. Breakers with frame sizes larger than 400 amps or where specifically required on the drawing shall use digital true RMS sensing trip units and a rating plug to determine the breaker trip rating. The digital electronic trip units shall comply with other sections of this specification.

H. Insulated Case Circuit Breakers

1. Insulated case circuit breakers shall be manually operated equal to Eaton Magnum SB.
2. Insulated case circuit breakers shall be constructed of a high-strength dielectric glass reinforced insulating case. The interrupting mechanism shall be arc chutes. Steel vent grids shall be used to suppress arcs and cool vented gases. Interphase barriers shall isolate completely each pole.
3. Insulated case circuit breakers shall contain a true two-step stored energy operating mechanism, which shall provide quick make, quick break operation with a maximum five (5) cycle closing time. Breakers shall be trip free at all times. Common tripping of all poles shall be standard.
4. Insulated case circuit breakers shall be rated to carry 100% of their frame ampacity continuously.
5. A charging handle, close push-button, open push-button, and Off/On/Charge indicator shall be located on the breaker escutcheon and shall be visible with the breaker compartment door closed.
6. Insulated case circuit breaker digital electronic trip units shall comply with other sections of this specification.

I. Digital Electronic Trip Unit

1. Furnish digital electronic trip units as specified below.

2. The trip unit shall provide protection from overloads, short circuits and ground faults. The protective trip unit shall consist of a solid state, microprocessor based programmer; tripping means; current sensors; power supply and other devices as required for proper operation.
3. As a minimum, the trip unit for Molded Case Circuit Breakers shall be equal to Eaton Digitrip 310 and have the following protective functions:
    a. Adjustable current setting or long time pickup and delay
    b. Adjustable short time pickup and delay
    c. Adjustable instantaneous pickup
    d. Adjustable ground fault pickup and delay with a memory circuit to integrate low level arcing fault currents with time, to sum the intermittent ground fault spikes where ground fault trip is specifically noted on the drawings.
4. As a minimum, the trip unit for Insulated Case Breakers shall be equal to Eaton Digitrip 810 and have include the following features:
    a. Long time and short time protective functions shall have true RMS sensing technology.
    b. High contrast liquid crystal display (LCD) unit shall display settings, trip targets, and the specified metering displays. Display trip targets for long time, short time, and ground fault.
    c. Multi-button keypad to provide local setup and readout of all trip settings and meter readings on the LCD. The LCD display shall be active through the full range of current valves (0-100%) of the circuit breaker.
    d. UL Listed interchangeable rating plug. It shall not be necessary to remove the trip unit to change the rating plug. The rating plug and the trip unit shall have a sealing mechanism.
    e. An integral test jack for testing via a portable test set and connection to a battery source.
    f. Noise immunity shall meet the requirements of IEEE C37.90.
    g. Meter display of phase current (selectable among phases).
    h. Trip units on breakers 1200 A and larger shall be equal to Eaton Digitrip 520MC for arc reduction setting during maintenance activities. Arming of the arc reduction system shall be via a switch mounted at the metering compartment or in a section adjacent to the main breaker.

J. Submittals

1. The manufacturer shall provide copies of following documents to the Owner for review and evaluation in accordance with general requirements of Division 1 and Division 16:
    a. Product Data on specified product
    b. Shop Drawings on specified product
    c. Detailed component data on specified product
    d. Certified trip curves for each specified product
    e. Certified copies of all Type (Design) and Verification Test Reports
    f. Nameplate list
    g. Short circuit and coordination study shall be submitted with the equipment shop drawings to ensure rating conformity to study conclusions. Submittals made without the study shall be rejected.

2. Submit operation and maintenance data based on factory and field-testing, operation and maintenance of specified product.
3. Submit test report confirming acceptance of all Installation inspections and tests as outlined in Part 3 of this specification.

PART 3 - EXECUTION

3.1 DEMOLITION

A. General

1. Refer to the drawings for demolition scope applicable to the project.

3.2 IDENTIFICATION

A. Nameplates

1. Provide nameplates on all equipment listed in other sections of this specification including but not limited to switchboards, substations, panelboards, transformers, junction and pull boxes, disconnect switches, motor starters and motor control centers, contactors, time clocks, remote control stations, fire alarm panels, smoke detector remote test/alarm stations and fire alarm annunciators.
2. Nameplates shall designate equipment tag number as defined on the drawings, system voltage where applicable, circuit number, device controlled and system function. Refer to typical nameplate detail on the drawings for additional requirements.
3. Submit a complete list of proposed nameplates prior to order to ensure conformance to design criteria. Submittal shall include nomenclature, size and layout of each tag.
4. Samples of stickers together with color schedules shall be submitted during the submittal phase of this project.

B. Equipment Identification

1. Equipment identification designations shall be taken from equipment schedules and coordinated with the Owner’s facility group to assure designations match up with Owner’s maintenance management system identification database.

3.3 RACEWAYS AND CONDUIT

A. General

1. Unless specified or shown on drawings otherwise, install raceways and conduits concealed. Raceways and conduits may be run exposed on unfinished walls and basement ceilings with exposed structure, in mechanical rooms, electric rooms, attics and roof spaces.
2. Run concealed raceways and conduits in as direct lines as possible with minimum number of bends of longest possible radius. Install exposed raceways and conduits parallel to or at right angles to building lines.
3. Raceway and conduit runs shall be mechanically and electrically continuous from supply to outlet. Conduit shall enter and be secured to metallic enclosures with

lock nut and bushing inside. Provide additional exterior lock nut for RGS connections. Bushings shall be the bonding type for conduit connections to metallic enclosures with concentric or eccentric knockouts. Lock nuts and bushings will not be required where conduits are screwed into threaded hubs.

4. Size raceways and conduits as required by NEC unless oversized raceways and conduits are shown on the drawings. Raceways and conduits shall be ¾ inch minimum.
5. Install conduit systems complete before installation of conductors. Blow through and swab after plaster is finished and dry, and before conductors are installed.
6. Raceways and conduits supports shall be rigidly attached to the building structure utilizing corrosion resistant components suitable for use with the selected raceway or conduit. Refer to the seismic restraint sections of this specification for any additional requirements.
7. Field bending, cutting and threading shall be executed with the proper tools, resulting in bends and shortened conduits and raceways that are equivalent to factory fabricated and purchased components.
8. Provide standoff clips for conduits on exterior and wet location walls.
9. Protect all vertical conduit runs from the entrance of foreign material before installation of conductors and the final closure of the raceway system. All spare conduits (vertical and horizontal runs) shall be sealed with a bushing and appropriate insert to prohibit entrance of debris or vermin. Affix a label that indicates “Spare Conduit to _____” at each seal. Label shall be in accordance with the labeling section of this specification.

B. Rigid Galvanized Steel (RGS) Conduit

1. RGS may be used for all raceway applications outlined for EMT and PVC. RGS shall be used in locations where subject to accidental damage or abuse and for all above grade exterior applications unless other wiring methods are specified on the drawings. All circuit conductors in excess of 600 V shall be installed in RGS.
2. RGS shall not be used in corrosive environments.
3. All RGS fittings shall be threaded. Utilize Erickson couplings where joining two (2) threaded conduits that cannot be rotated.

C. Intermediate Metal Conduit (IMC) may be used in any application, with same requirements, where RGS is allowed except for circuits operating at more than 600 V.

D. Electrical Metallic Tubing (EMT)

1. EMT may be used for lighting and receptacle branch circuits, telephone, fire alarm, communications, signal and instrumentation circuits and for control circuits. EMT may be used in masonry walls, above hung ceilings, in equipment rooms, in mechanical and electrical chases and closets, in exposed locations along ceilings or walls above normal traffic level and where not subject to accidental damage or abuse.
2. EMT shall not be used in exposed applications below eight (8) feet above finished floor or in exterior or damp/wet/corrosive locations. Electrical, telephone and communications closets are considered exempt from this restriction and EMT may be installed below 8’ AFF in this application only. EMT shall not be installed underground, in slabs on grade, in exterior locations, in hazardous areas, or for circuits operating at more than 600 V.

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E. Miscellaneous Conduit Fittings

1. Expansion/Deflection Fittings: Raceways and conduit buried or secured rigidly on opposite sides of building expansion joints and long runs of exposed conduit subject to expansion and contraction due to variations in temperature shall have expansion fittings. Raceways and conduit shall cross building expansion joints at right angles. Provide separate external copper bonding jumper secured with grounding straps on each end of fitting. Fittings shall safely deflect and/or expand/contract to twice the distance of potential movement.
2. Penetrations of all below grade exterior walls and flooring shall require approval by the Engineer and Architect. Submit proposed penetration points, size openings and penetration methods to Engineer and Architect. Penetrations shall utilize sealing fittings appropriately sized for the application. Duct bank penetrations are excluded from this requirement.
3. Sealing Fittings shall be installed wherever conduits pass from warm to cold locations to minimize condensation within the conduit. Sealing fittings shall be installed with RGS penetration of the wall and terminate in a suitably sized junction box.
4. Refer to other specification sections for requirements pertaining to sealing for hazardous atmospheres.

F. Flexible Metallic Conduit

1. Provide flexible metallic conduits for connections to electrical equipment and to equipment furnished under other Divisions that are subject to movement, vibration or misalignment and/or where noise transmission must be eliminated or reduced.
2. Flexible metallic conduit shall be liquid-tight under the following conditions:

   a. Exterior locations
   b. Moisture or humidity-laden atmospheres
   c. Environments where seepage or dripping of water, grease, oil or other fluids is possible. All mechanical equipment rooms.
   d. Corrosive atmospheres

G. Wireways shall be provided where specifically shown on the drawings or where the group mounting of controllers, disconnects, enclosures, etc warrant the use for elimination of multiple short conduit runs. Wireways shall be provided complete with all required appurtenances necessary to have a totally enclosed system rated for the environment. Wireways shall not be installed in any location where subject to accidental damage or abuse.

3.4 WIRE AND CABLE (600V)

A. Homerun designations on the drawings are diagrammatic only. Install branch circuits and feeders from the power source to the attachment point as required for a complete system. Provide slack wire for connections to equipment installed by others. Refer to schedules and risers where specific conductor and associated raceway sizes are not indicated on the floor plans.

B. Connect branch circuit homerun with two (2) or three (3) circuits and common neutral only where specifically shown on the drawings. Circuits with common neutrals shall not

be connected to the same phase to ensure cancellation of the return current in the neutral conductor.

C. Install wires and cable in raceways as specified. All conductor sizing is based upon no greater than three (3) current carrying conductors in a conduit. Installation of up to six (6) circuits (no greater than twelve current carrying conductors) in a single conduit will be allowed if the conductor sizing is increased to the required ampacity to accommodate de-rating factors required by the NEC and NFPA 70.

D. The minimum wire size shall be #12 unless #14 specifically allowed on the drawings for wiring of controls. Branch circuits longer than 75 feet for 120 V and 175 feet for 277 V from panel to last outlet shall be increased a minimum of one (1) size above that shown on the drawings to minimize voltage drop to less than 3%.

E. Conductors shall be identified at all accessible locations in the following manner:

1. Color code secondary service, feeders and branch circuit conductors as follows:

208/120 Volts	Phase
Black	A
Red	B
Blue	C
White	Neutral
Green	Ground

Provide nonferrous wire markers, embossed or printed to correspond with the drawings. Labels shall be permanently marked so that the source of the branch circuit or feeder may be readily identified. Hand written labels are not acceptable. Embossed tag equal to 3M Scotch Code STL-TAG or SCS-TM shall be applied with two (2) miniature cable ties or slipped through both end holes. Heat bonded tag equal to 3M Scotch Code SCS-HB shall be permanently affixed with a heat gun.

F. Cable

1. Flexible Metal Clad (MC) cable may be used in concealed locations for branch circuit wiring.
2. Conductor color code shall comply with identification requirements as indicated in this section.

G. Splices and Terminations

1. No more than twelve splices of current carrying conductors or six (6) circuits, whichever is greater, shall be allowed in a single enclosure or junction box.
2. Splices and terminations shall be sized to the specified conductor. The insulation shall be cut back with the appropriate tools such that the conductors are not nicked or damaged.
3. The compression tool shall be appropriate for the installation of the provided lug or butt splice to ensure pressure necessary for a proper connection is applied.
4. Terminations shall not be stacked or bent unless specifically listed for the application.

H. Cable Pulling

1. Pull cables that share conduit at same time into completely installed raceway. Conductors shall not be pulled in raceways with existing wiring.
2. Submit cable pulling calculations for engineers' approval prior to all mechanically assisted pulls. Attach pull ropes to conductors with basket-weave grips on pulling eyes. Provide means to measure tension during entire pull. Utilize pulling compounds to lessen friction in accordance with the manufacturer's recommendations.
3. Mechanically assisted pulls shall utilize equipment specifically designed for the purpose such as ropes, electric wench, pulleys, etc. The use of a motorized vehicle to assist in a cable pull is prohibited.

3.5 WIRING DEVICES AND PLATES

A. Branch circuitry shall be attached to all devices using the attachment screw or utilizing back wiring chambers that utilize screws for compressing the connection on the wire. Quick stab features that do not require a positive screw on attachment for the conductor are not acceptable.

B. Adjust all individual occupancy sensor time delays to fifteen (15) minutes and set to "manual on" operation. Sensor sensitivity shall be adjusted for 100% coverage of the associated space and to minimize the false sensing from adjoining areas with doors in their normal position.

3.6 OUTLET BOXES

A. Outlet and switch boxes shall be securely fastened to metal studs with a minimum of two (2) self-tapping screws. Boxes three (3) gang and greater shall be securely fastened to studs on both sides of the box.

B. Fasteners for mounting boxes in damp or wet locations shall be stainless steel.

C. Pressed steel boxes shall not be used for exposed surface mounted locations below 8 feet-0 inches AFF.

D. Outlet and switch boxes shall not be installed back to back. Stagger box installation to adjacent stud spaces to maintain sound separation between rooms.

3.7 JUNCTION AND PULL BOXES

A. Junction box covers shall be accessible. Do not install junction boxes above suspended ceilings except where ceiling is removable or where an access panel is provided.

B. Pull boxes connected to concealed conduits shall be mounted with covers flush with finished wall or ceiling.

C. Pull boxes exposed to rain or in damp/wet locations shall be weatherproof NEMA 3R unless noted otherwise on the drawings.

D. No pull box shall be within two (2) feet of another.

E. Provide clamps, grids, cable ties and other non-conductive or combustible appurtenances to secure cables. No cable shall be unsupported for more than thirty (30) inches. Cables shall not touch or be unsupported within one (1) inch of the box cover.

F. Each junction and pull box shall have a suitable laminated plastic nameplate with white cut letters identifying power source, voltage and driven load of the associated branch circuits or feeders.

G. Submit box sizing calculations to confirm all box dimensions are in accordance with code requirements with product data prior to installation.

3.8 PANELBOARDS

A. Storage

1. Contractor shall store, protect, and handle products in accordance with recommended practices listed in manufacturer's Installation and Maintenance Manuals. Contractor shall store in a clean, dry space. Cover with heavy canvas or plastic to keep out dirt, water, construction debris, and traffic. Heat enclosures to prevent condensation.
2. Low voltage panelboards shall be located in well-ventilated areas, free from excess humidity, dust and dirt and away from hazardous materials. Ambient temperature of area will be between -30 ºC and +25 ºC. Indoor locations shall be protected to prevent moisture from entering enclosure.

B. Installation

1. Provide ½ inch spacers for panelboards mounted at exterior walls below grade to establish ½ inch air space behind panel.
2. Inspect installed panelboard(s) for anchoring, alignment, grounding and physical damage. Clean interiors to remove construction debris, dirt and shipping materials.
3. Check tightness of all electrical connections with calibrated torque wrench. Minimum acceptable values are specified in manufacturer's instructions.
4. Adjust all circuit breakers and doors for free mechanical operation as described in manufacturer's instructions.
5. Adjust circuit breaker trip and time delay settings to values determined by the short circuit and coordination study.
6. Directories shall be typed to indicate loads served by each circuit and mounted in a holder behind a clear protective covering.

C. Circuit breakers used as a motor disconnecting means, and not in sight of the motor and the driven machinery location, shall be capable of being locked in the open position.

D. Circuit breakers supplying fire alarm equipment and any others loads noted on the schedules shall be capable of being locked in the ON position. The locking means shall not inhibit the ability of the circuit breaker from performing its protective function.

3.9 LIGHTING FIXTURES

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A. Fixtures

1. Accessories

a. Installation and support of fixtures shall as a minimum be in accordance with the NFPA 70 and manufacturer's recommendations.
b. Accessories such as straps, mounting plates, nipples, or brackets shall be provided for proper installation.
c. Open type fluorescent fixtures with exposed lamps shall have a wire-basket type guard.

2. Suspended and Pendant Fixtures

a. Suspended fixtures shall be provided with adjustable swivel hangers in order to ensure a plumb installation.
b. Single unit suspended fluorescent fixtures shall have twin-stem hangers.
c. Provide threaded rod to rigidly support the weight of the fixture independently of the ceiling support system. Threaded rod shall be concealed where fixture installed in an area with suspended ceilings. Support luminaries on a minimum of two (2) points (one at each end) to prevent rotation. Threaded rod, pendants or factory supplied fixture accessories (such as rods or chains) four (4) feet or longer excluding fixture, shall be braced to limit swinging. Bracing shall be 3 directional, 120 degrees apart.
d. Branch circuitry shall be routed to the outlet box utilizing the wiring methods outlined on the drawings and as described in these specifications. Flexible raceway may be installed to each fixture from an overhead junction where concealed above a ceiling. Fixture to fixture wiring installation is allowed only when fixtures are installed end to end in a continuous run.

3. Ceiling Fixtures

a. Ceiling fixtures shall be coordinated with and suitable for installation in, on, or from the suspended or gypsum wallboard ceiling provided under other sections of these specifications. Provide plaster frames for fixtures recessed in gypsum board or a plaster ceiling. Recessed fixtures shall have adjustable fittings to permit alignment with ceiling panels.
b. Recessed fixtures installed in fire-resistive type of suspended ceiling construction shall have the same fire rating as the ceiling or shall be provided with fireproofing boxes having materials of the same fire rating as the ceiling panels, in conformance with UL-03.
c. Provide safety chain to support the weight of the fixture independently of the ceiling support system. Support luminaries on a minimum of two (2) points (one at each end) to structural support.

4. Support

a. Do not suspend or support lighting fixtures, threaded rod and safety chains from hung ceiling, conduit or duct. Support fixtures with threaded rod and safety chain from structural members only. Provide supplemental steel (factory fabricated channel equal to Unistrut) where required to span structural steel members.
b. Provide supplemental steel below ducts where fixture locations coincide with HVAC duct or mechanical piping runs and access to structure is inhibited.

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c. Supplemental steel shall be rigidly supported from structure. Where suspension is required, support supplemental steel with threaded rods to structure. Sizing of all supplemental support components is the responsibility of the Contractor.

3.10 SWITCHBOARD

A. Storage

1. Contractor shall store, protect, and handle products in accordance with recommended practices listed in manufacturer's Installation and Maintenance Manuals. Contractor shall store in a clean, dry space. Cover with heavy canvas or plastic to keep out dirt, water, construction debris, and traffic. Heat enclosures to prevent condensation.
2. Low voltage switchboards shall be located in well-ventilated areas, free from excess humidity, dust and dirt and away from hazardous materials. Ambient temperature of area will be between -30 ºC and +25 ºC (which is the maximum ambient temperature per UL 891 without the requirement to derate the switchboard). Indoor locations shall be protected to prevent moisture from entering enclosure.

B. Installation

1. Inspect installed switchboard(s) for anchoring, alignment, grounding and physical damage. Clean interiors to remove construction debris, dirt and shipping materials.
2. Check tightness of all accessible mechanical and all electrical connections with calibrated torque wrench. Minimum acceptable values are specified in manufacturer's instructions.
3. Adjust all circuit breakers, access doors and operating handles for free mechanical operation as described in manufacturer's instructions.
4. Adjust circuit breaker trip and time delay settings to values determined by the short circuit and coordination study.
5. Each device/load shall be identified with an engraved nameplate.

C. Testing

1. Megger and record phase to phase and phase to ground insulation resistance of each bus section. Megger for one (1) minute for each measurement at minimum voltage of 1000 VDC. Measured Insulation resistance shall be at least 1 megohm(s). Refer to manufacturer's instructions for proper testing procedures.
2. Test and operate each auxiliary including but not limited to key interlock system, ground fault system, customer metering, etc. for proper functioning.
3. Perform the following tests on all insulated case circuit breakers and all molded case circuit breakers with frame sizes 400 amps and greater:

   a. Megger testing [1000] VDC pole to pole, pole to ground and across breaker contacts both open and closed.
   b. Verify and calibrate breaker trip pick-up settings by primary current injection.

3.11 BASIC ACCEPTANCE TESTS

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A. General Scope

1. This section covers the required field tests and inspections to assess the suitability for initial energization of electrical power distribution equipment and systems. Failed components shall be replaced and retested for no additional cost to the project.
2. The purpose of this specification is to assure that all tested electrical equipment and systems are operational and within applicable standards and manufacturer's tolerances and that the equipment and systems are installed in accordance with design specifications.
3. All testing shall be performed by the Contractor responsible for the installation of the systems or by an independent testing organization under contract with the Contractor.
4. All equipment utilized for testing shall have a valid calibration sticker. All test reports shall indicate the equipment utilized and its associated calibration due date.
5. Coordinate all required shutdowns with the Owner. Any and all testing required after the Owner has taken occupancy (temporary or permanent) shall be assumed to be conducted during premium time.
6. A written record of all tests and a final report summarizing the findings shall be submitted for approval prior to energizing any electrical power distribution equipment and systems. All equipment shall be left in clean operational condition.

B. Inspection and Test Procedures

The following tests shall be conducted using the noted section of the latest edition of NETA ATS Acceptance Testing Specifications for Electrical Power Distribution Equipment Systems as a reference:

1. Switchboard and Panelboard Assemblies – Visually inspect the equipment inside and out, check attachment to wall or floor, verify bus joint tightness, exercise all active components and perform continuity testing and megger phase to phase, neutral and ground. Minimum resistance shall be 100 megohms when 480V equipment tested at 1000VDC or 25 megohms when 208V equipment tested at 500VDC. Tabulate readings for each test. NETA ATS-7.1
2. Low Voltage Cables - All feeders illustrated on the one line diagram shall be inspected and tested in accordance with the referenced standard. Visually inspect cables for physical damage, color code and proper termination. Check continuity for proper labeling and megger for insulation resistance. Megger test voltage shall be 1000VDC for one (1) minute with no values less than 50 megohms. Tabulate readings for each feeder. NETA ATS-7.3
3. Low Voltage, Molded and Insulated Case Circuit Breakers with frame size greater than 225 amperes and/or with adjustable trip units shall be tested and adjustable settings dialed to match the coordination study criteria. Perform an insulation resistance test at 1000VDC (thermal magnetic) or 500VDC (solid state) for one (1) minute from pole to pole and pole to ground, resistance values shall not be less than 100 megohms. Perform resistance test across open and closed breaker contacts of each phase. Test trip settings tolerance with primary current injection. Tabulate readings for each breaker. NETA ATS-7.6
4. Disconnect the main bonding jumper at the service and at each separately derived system and verify single connection between the grounded and grounding conductor. Reconnect all disconnected bonding connections. Test the

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grounding electrode system for resistance to earth to verify a maximum of 25 ohms. NETA ATS-7.13

END OF SECTION 26 00 00

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SECTION 26 05 74

SHORT CIRCUIT, COORDINATION AND ARC FLASH STUDY

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.

B. All criteria establish within Specification 26 00 00 shall apply to this section unless specifically noted otherwise.

1.2 SCOPE OF SERVICES

A. Section includes a computer-based fault-current study to determine the minimum interrupting capacity of circuit protective devices, overcurrent protective device coordination study to determine overcurrent protective device settings and an arc-flash study to determine the arc-flash hazard distance and the incident energy to which personnel could be exposed during work on or near electrical equipment.

B. The studies shall include all portions of the electrical distribution system from the normal and alternate sources of power throughout the low-voltage distribution system. Normal system operating methods, alternate operation, and operations which could result in maximum-fault conditions shall be thoroughly covered in the study.

1.3 DEFINITIONS

A. One-Line Diagram: A diagram which shows, by means of single lines and graphic symbols, the course of an electric circuit or system of circuits and the component devices or parts used therein.

B. Protective Device: A device that senses when an abnormal current flow exists and then removes the affected portion from the system.

C. SCCR: Short-circuit current rating.

D. Service: The conductors and equipment for delivering electric energy from the serving utility to the wiring system of the premises served.

1.4 ACTION SUBMITTALS

A. The results of the power system studies shall be summarized in a final report.

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B. Submit the following submittals prior to or concurrently with the submittal of system protective devices included with panelboards, switchboards/switchgear, starters, VFDs, etc.

C. The report shall include the following sections:

1. Description, purposes, basis, and scope of the study and a single-line diagram of the portion of the power system which is included within the scope of study.
2. Tabulations of circuit breaker, fuse, and other equipment ratings versus calculated short-circuit duties and commentary regarding same.
3. Protective device time versus current coordination curves, tabulations of relay and circuit breaker trip settings, fuse selection, and commentary regarding same.
4. Fault-current tabulations including a definition of terms and a guide for interpretation.
5. Study report; signed, dated, and sealed by a qualified professional engineer.
6. Submit study report for action prior to receiving final approval of the distribution equipment submittals. If formal completion of studies will cause delay in equipment manufacturing, obtain approval from Engineer for preliminary submittal of sufficient study data to ensure that the selection of devices and associated characteristics is satisfactory. Failure to submit the study prior to release of associated equipment shall be at the sole risk of the Contractor, who will bear all costs associated with changes necessary to comply with the requirements of the Electrical Construction documents.

1.5 QUALITY ASSURANCE

A. Studies shall use computer programs that are distributed nationally and are in wide use. Software algorithms shall comply with requirements of standards and guides specified in this Section. Manual calculations are unacceptable.

B. Study Software Developer Qualifications: An entity that owns and markets computer software used for studies, having performed successful studies of similar magnitude on electrical distribution systems using similar devices.

1. The computer program shall be developed under the charge of a licensed professional engineer who holds IEEE Computer Society's Certified Software Development Professional certification.

C. Study Specialist Qualifications: Professional engineer in charge of performing the study, analyzing the arc flash, and documenting recommendations, licensed in the state where Project is located. All elements of the study shall be performed under the direct supervision and control of this professional engineer.

1.6 COORDINATION

A. An independent testing firm shall be engaged for the purpose of inspecting, setting, testing, and calibrating the protective relays, circuit breakers and other applicable devices as recommended in the power-system study report.

PART 2 - PRODUCTS

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2.1 NOT USED

PART 3 - EXECUTION

3.1 SHORT-CIRCUIT STUDY

A. The study shall be in accordance with applicable ANSI and IEEE standards.

B. The study input data shall include the utility company's short-circuit single and three phase contribution with the X/R ratio, the resistance and reactance components of each branch impedance, motor and generator contributions, base quantities selected, and all other applicable circuit parameters.

C. Short-momentary duties and interrupting duties shall be calculated on the basis of maximum available fault current at each switchgear bus, switchboard, motor control center, distribution panelboard, pertinent branch circuit panelboards, and other significant locations through the system.

D. An equipment evaluation study shall be performed to determine the adequacy of circuit breakers, controllers, surge arresters, busways, switches, and fuses by tabulating and comparing the short-circuit ratings of these devices with the maximum short-circuit momentary and interrupting duties. Evaluation study should be submitted prior to final approval of equipment submittals.

3.2 PROTECTIVE-DEVICE COORDINATION STUDY

A. A protective-device coordination study shall be performed to select or to verify the selection of power fuse ratings, protective-relay characteristics and settings, ratios, and characteristics of associated voltage and current transformers, and low-voltage breaker trip characteristics and settings.

B. The coordination study shall include all voltage classes of equipment from the utility's incoming line protective device down to and including each motor control center and/or panelboard. The phase and ground overcurrent protection shall be included as well as settings for all other adjustable protective devices.

C. Coordination shall be in accordance with requirements of the NEC and the recommendations of the IEEE Standard 399. TC curves shall be provided for each typical branch scenario from source to largest branch circuit device.

D. The selection and settings of the protective devices shall be provided separately in a tabulated form listing circuit identification, IEEE device number, current transformer ratios, manufacturer, type range of adjustment, and recommended settings. A tabulation of the recommended power fuse selection shall be provided for all fuses in the system. Discrepancies, problem areas, or inadequacies shall be promptly brought to the Owner's attention.

3.3 ARC FLASH STUDY

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A. Determine arc flash levels based upon minimum and maximum available utility fault and protective device settings as determined in the Protective Device Coordination Study.

B. Label all switchboards, panelboards, disconnects, starters, VFD's and any other electrical equipment likely to require maintenance or adjustment while energized.

C. Identify the current appropriate ratings of personal protective equipment (PPE).

D. Establish the Flash Protection Boundary (approach limit distance) as required by NFPA 70E.

E. Provide equipment specific environment and chemical arc-flash hazard warning labels per NEC® Section 110.16 requirements.

F. Label shall identify the level of arc flash hazard and the required PPE level.

G. Identify the risk of personal injury as a result of exposure to incident energy released during an arc flash event for each electrical distribution component (switchboard, switchgear, MCC, starter, panelboard, disconnect).

END OF SECTION 26 05 74