

## **SECTION 01000: SPECIAL CONDITIONS**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION**

- A. Work Included in this Section shall include, but not be limited to the listed items of special functions necessary to execute the contract and preserve all essential related services.
- B. General Conditions, Supplementary General Conditions, Special Conditions and all Sections of Division 1 are applicable to all other subdivisions of these Specifications.

#### **1.02 INCORPORATED DOCUMENTS**

- A. Codes and Standards:

Applicable portions of the following codes and standards shall govern the materials and installation on the project. Where two codes are at variance, the more restrictive requirement shall apply.

- 1. Reference to codes, ordinances, regulations and standard specifications refer to editions in effect as of date of proposals. Abbreviations are used for agencies issuing standard specifications as follows:

##### Agency

U.S. Government Federal Specification	FS
California Building Code,	CBC
California Mechanical Code	CMC
California Plumbing Code	CPC
California Electrical Code	CEC
California Administrative Code, Title 24	CAC
American Society for Testing and Materials	ASTM
American National Standards Institute	ANSI
Underwriters Laboratories	UL
National Fire Protection Association	NFPA

- 2. Where reference is made to the standard specifications of the American Society for Testing and Materials or other standards, the serial designation does not always give the year of the latest revision; however, it shall be understood to refer to that specification of the latest revision.

#### **1.03 PUBLIC UTILITIES**

- A. The Contractor shall comply with all laws and ordinances, and with all the rules of the operating utility company, in any removal, relocation, protection, or disconnection from, any public utility line or service which shall be necessary or convenient in the performance of the contract. "Operating utility company", as used in this paragraph, shall mean and

include, but shall not necessarily be limited to, sewer pipeline, water pipeline, storm or drainage pipeline, overhead and underground electrical transmission lines and other electrical facilities (including street lighting, traffic signals and signs), telephone, cable TV lines, and all equipment and facilities installed or used in connection therewith.

#### **1.04 COORDINATION AND PRIORITIES**

- A. The building(s) for this project has been designated to integrate all finishes and services into the total concept to satisfy the Owner's requirements. To achieve this end, all disciplines must be coordinated and certain trades or divisions of work shall take precedence over others when conflicts occur.
- B. In general, structural requirements shall take precedence over all other divisions of work; followed by architectural design and finishes as shown, scheduled, or specified.
  - 1. In the event that any trade fails to properly coordinate and pre-plan with the other trades involved in installing his work, the Architect shall instruct that contractor to move, alter or otherwise resolve the conflict at no cost to the Owner.

#### **1.05 PRODUCT DELIVERY, STORAGE AND HANDLING**

- A. Protection:
  - 1. Deliver and store packaged products in original containers or bundles with seals unbroken, labels and tags intact until time of use, providing proper facilities for storage off the ground, ventilated and fully protected from weather.
  - 2. Keep all material clearly identified with all grade marks legible; keep all damaged material clearly identified as damaged, and stored separately to prevent its inadvertent use.
  - 3. Damaged or otherwise non-complying material shall not be stored on the site nor be installed in the project work.
  - 4. Use all means necessary to protect the installed work and materials of all other trades.

#### **1.06 SURFACE CONDITIONS**

- A. Inspection: Prior to beginning of the work of each Section, carefully inspect the installed work of all other trades and verify that all such work is complete to the point where subsequent installation may properly commence in accordance with design and referenced standards.
- B. Discrepancies: In the event of discrepancy, immediately notify the Architect. Do not proceed with installation in areas of discrepancy until all such discrepancies have been fully resolved.

## **1.07 PROJECT CLOSEOUT PROCEDURES**

- A. In addition to all items covered under Section 01700, and those Section of Divisions 2 through 16 inclusive the Contractor shall comply with the requirements stated herein. When the Contractor(s) request a final inspection it shall be understood that the work has been carefully inspected by the Contractor to determine degree of completeness and compliance with all requirements set forth. Under no circumstances shall the Contractor(s) ask the Architect or his representative to make these determinations for him.
- B. The Architect or his representative will, when requested by the Contractor(s), make the final inspection, except under the following conditions:
  - 1. After inspecting one room or area and finding large quantities of work incomplete or not in compliance the inspection shall cease, and the Architect will notify the Contractor of the broad area of work to be done.
  - 2. If the Contractor(s) has assured the Architect of the completeness and/or accuracy of the work and the inspection does not bear out this contention.
- C. To prevent the Architect or his consultants from being required to act as a supervisory agent of the Contractor(s) by being asked to determine the degree of completion the above conditions will be adhered to rigidly. If the Contractor(s) asks for additional inspections which are unwarranted he shall reimburse the Architect or his consultants for all time and expenses incurred, by means of a back charge by the Owner to the Contractor.

## **1.08 RECORD DRAWINGS**

- A. The Contractor shall be provided one set of blue line prints for the project, upon which a record of all changes in the plans shall be made. As the work progresses, the Contractor shall maintain a record of all deviations in work from that indicated on the Drawings. The Contractor, when requested by the Architect, shall be required to show proof that the Record drawings are currently updated prior to, and as a condition of, each progress payment.

*End of Section 01000*

## **SECTION 01010 - SUMMARY OF WORK**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION**

- A. The Project consists of exterior and interior renovation and improvements to an existing office building and related site, as shown on Contract Documents prepared by Chas. Rhoads, Architect, with cover sheets dated 08/08/2020 and labeled as "Permit Drawings".
- B. The Work includes, but is not limited to, the following:
  - 1. Select partial demolition, site improvements, concrete, rough carpentry, architectural woodwork, metal stud walls and partitions, laminate-faced doors, hollow metal doors and frames, storefront, glass and glazing, sealants, finishes, raised access flooring, plumbing, mechanical and electrical work.

#### **1.02 ADDITIONAL WORK DESIGNED BY OTHER PROFESSIONALS**

- A. For convenience to the bidders, the Owner has attached additional sheets to the Drawings that control the construction of an antenna tower and related support building. These attached sheets are the sole and separate work product of other professionals retained directly by the Owner, and those professionals are solely responsible for the content and quality of their work product.
  - 1. These specifications do not apply to the antenna tower and related support building, or any other work product of any other party retained directly by the Owner.

#### **1.03 CONTRACTOR USE OF PREMISES**

- A. General: Confine operations to areas within Contract limits indicated. Adhere to Phasing as delineated on the Drawings. Portions of the site beyond areas in which construction operations are indicated are not to be disturbed.

Keep driveways and entrances serving the premises clear and available to the Owner and the Owner's employees at all times, unless shown otherwise on Drawings. Do not use these areas for parking or storage of materials, unless shown otherwise on Drawings. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.

#### **1.04 LIMITATIONS FOR USE OF SITE:**

- A. General: In addition to site utilization limitations and requirements shown on drawings, and indicated by other contract documents, administer allocation of available space equitably among entities needing access

and space, so as to produce best overall efficiency in performance of total work of project. Schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site.

Protection required during the performance of this Work includes, but is not necessarily limited to:

1. Landscaping: Protect all trees, shrubs, lawns and landscape work from damage, providing guards and covering. Any damaged landscaping shall be repaired or replaced at the Contractor's expense.
2. Streets, Curbs and Walks: Protect all streets, curbs, walks and other street improvements and make all necessary repairs for damage occurring thereto during the course of the Work at the Contractor's expense.
3. Private Roads and Walks: Protect all private roads, walks and other on-site improvements and maintain them during the course of the Work. Repair all damage at the Contractor's expense.
4. Weather Protection: At all times provide protection against weather--rain, winds, storms, frost or heat--so as to maintain all work, materials, apparatus and fixtures free from injury or damage. At the end of the day's work, all new work likely to be damaged shall be covered.
  - a. Water protection: At all times protect the excavations, trenches and/or the building from damage from rain water, spring water, ground water, backing up of drains or sewers, and all other water. The Contractor shall provide pumps and equipment and enclosure necessary to provide this protection.
  - b. Drainage: Construct and maintain all necessary temporary drainage and do all pumping necessary to keep all excavations free of water.
  - c. Cold weather: During cold weather, protect all work from damage. If low temperatures make it impossible to continue operations safely in spite of cold weather precautions, the Contractor shall cease work and shall so notify the Architect.
  - d. Snow and ice: Remove all snow and ice as may be required for the proper protection and/or prosecution of the Work.
5. Adjacent Property: Provide all necessary protection for adjacent property and the lateral support thereof in conformance with the latest adoption edition of the California Building Code.

6. Personal Protection:
  - a. Provide installation and maintenance of the necessary precautions, to protect all persons on the site, including members of the general public, from injury or harm, including but not limited to:
    - (1) Posting of appropriate warning signs in hazardous areas.
    - (2) Providing guard rails, covered walkways and/or barricades of adequate heights, together with warning lights, around obstructions, pits, trenches or similar areas or under areas of overhead work in onsite or adjacent streets, roads, sidewalks, or on the site or structure itself.
  - b. Comply with all applicable codes and safety ordinances, including but not limited to "OCCUPATIONAL SAFETY AND HEALTH STANDARDS" required by the Federal Department of Labor, as enforced by the State of California, Department of Industrial Relations.
7. Existing Utilities and Services: Maintain in operation during durations of Contract water, sprinklers and other utility services. Reroute any of the above as necessary for the proper executing of the Work. Cap or remove abandoned systems as directed.
8. Existing Structures and Improvements: The Contractor shall be responsible for all existing structures, and improvements within the work area, and shall provide adequate protection therefore, either by covering or by temporary removal. Any existing structures and improvements damaged during construction shall be repaired or replaced with materials, fixtures, or equipment of the same kind, quality and size. Any materials, and/or equipment temporarily removed for protection and not damaged, shall be reinstalled.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION (Not Applicable).

*END OF SECTION 01010*

## **SECTION 01040 - PROJECT COORDINATION**

### **PART 1: GENERAL**

#### **1.01 SUMMARY**

- A. This Section specifies administrative and supervisory requirements necessary for Project coordination including, but not necessarily limited to:

Coordination.

Administrative and supervisory personnel.

General installation provisions.

Cleaning and protection.

- B. Progress meetings, coordination meetings and pre-installation conferences are included in Section "Project Meetings".

Requirements for the Contractor's Construction Schedule are included in Section "Submittals".

#### **1.02 COORDINATION**

- A. Coordination: Coordinate construction activities included under 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 are dependent upon each other for proper installation, connection, and operation.

Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.

Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.

Make adequate provisions to accommodate items scheduled for later installation.

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.

Prepare similar memoranda for the Architect and separate Contractors where coordination of their Work is required.

- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative

activities include, but are not limited to, the following:

Preparation of schedules.  
Installation and removal of temporary facilities.  
Delivery and processing of submittals.  
Progress meetings.  
Project Close-out activities.

### 1.03 SUBMITTALS

Staff Names: Within 15 days of Notice to Proceed, submit a list of the Contractor's principal staff assignments, including the Superintendent and other personnel in attendance at the site; identify individuals, their duties and responsibilities; list their addresses and telephone numbers.

Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.

## PART 2: PRODUCTS (Not Applicable).

## PART 3: EXECUTION

### 3.01 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 installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than 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. Recheck measurements and dimensions, before starting each installation.



- G. Install each component during weather conditions and Project status that will ensure the best possible results. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.
- I. Coordinate temporary enclosures with required inspections and tests, to minimize the necessity of uncovering completed construction for that purpose.
- J. 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 decisions to the Architect for final decision.

### **3.02 CLEANING AND PROTECTION**

During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion. Clean and maintain completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

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

*END OF SECTION 01040*

## **SECTION 01045: CUTTING AND PATCHING**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION OF WORK:**

- A. Contractor shall be responsible for all cutting, fitting and patching, including attendant excavation and backfill, required to complete the work or to:
  - 1. Make its several parts fit together properly.
  - 2. Uncover portions of the work to provide for installation of ill-timed work.
  - 3. Remove and replace defective work.
  - 4. Remove and replace work not conforming to requirements of Contract Documents.
  - 5. Remove samples of installed work as specified for testing.
  - 6. Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit.

#### **1.02 SUBMITTALS:**

- A. Submit a written request to the Architect well in advance of executing any cutting or alteration which affects:
  - 1. The work of the Owner or any separate contractor.
  - 2. The structural value or integrity of any element of the Project.
  - 3. The integrity or effectiveness of weather-exposed or moisture-resistant elements or systems.
  - 4. The efficiency, operational life, maintenance or safety of operational elements.
  - 5. The visual quantities of sight-exposed elements.
- B. The Request Shall Include:
  - 1. Identification of the Project.
  - 2. Description of the affected work.
  - 3. The necessity for cutting, alteration or excavation.
  - 4. The effect on the work of the Owner or any separate contractor, or on the structural or weatherproof integrity of the Project.

5. Description of the proposed work:
    - a. The scope of cutting, patching, alteration, or excavation.
    - b. The trades who will execute the work.
    - c. Products proposed to be used.
    - d. The extent of refinishing to be done.
  6. Alternatives to cutting and patching.
  7. Cost proposal, when applicable.
  8. Written permission of any separate contractor whose work will be affected.
- C. Should conditions of the work or the schedule indicate a change of products from the original installation, Contractor shall submit a request for substitution as provided for in the Contract Documents.
- D. Submit a written notice to the Architect designating the date and the time the work will be uncovered.

## **PART 2: PRODUCTS**

### **2.01 MATERIALS:**

- A. Comply with specifications and standards for each specific product involved.

## **PART 3: EXECUTION**

### **3.01 INSPECTION:**

- A. Inspect existing conditions of the Project, including elements subject to damage or to movement during cutting and patching.
- B. After uncovering work, inspect the conditions affecting the installation of Products, or performance of the Work.
- C. Report unsatisfactory or questionable conditions to the Architect in writing; do not proceed with the work until the Architect has provided further instructions.

### **3.02 PREPARATION:**

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

- B. Provide devices and methods to protect other portions of the project from damage.
- C. Provide protection from the elements for that portion of the project which may be exposed by cutting and patching work, and maintain excavations free from water.

**3.03 PERFORMANCE:**

- A. Execute cutting and demolition by methods which will prevent damage to other work, and will provide proper surfaces to receive installation of repairs.
- B. Execute excavating and backfilling by methods which will prevent settlement or damage to other work.
- C. Employ the original Installer or Fabricator to perform cutting and patching for:
  - 1. Weather-exposed or moisture-resistant elements.
  - 2. Sight-exposed finished surfaces.
- D. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes.
- E. Restore work which has been cut or removed; install new products to provide completed work in accord with requirements of Contract Documents.
- F. Fit work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces.
- G. Refinish entire surfaces as necessary to provide an even finish to match adjacent finishes:
  - 1. For continuous surfaces, refinish to nearest intersection.
  - 2. For an assembly, refinish the entire unit.

*End Of Section 01045*

## **SECTION 01075 – CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

### **PART 1: GENERAL**

#### **1.01 SUMMARY**

- A. Section includes administrative and procedural requirements for the following:
  - 1. Salvaging non-hazardous demolition and construction waste.
  - 2. Recycling non-hazardous demolition and construction waste.
  - 3. Disposing of non-hazardous demolition and construction waste.

#### **1.02 DEFINITIONS**

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

#### **1.03 PERFORMANCE REQUIREMENTS**

- A. General: Achieve end-of-Project rates for salvage/recycling in accordance with State of California requirements. Facilitate recycling and salvage of materials in accordance with State of California requirements.

#### **1.04 ACTION SUBMITTALS**

- A. Waste Management Plan: Submit plan within 30 days of date established for the Notice of Award.

## **1.05 INFORMATIONAL SUBMITTALS**

- A. Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit report. Include the following information:
  - 1. Material category.
  - 2. Generation point of waste.
  - 3. Total quantity of waste in tons.
  - 4. Quantity of waste salvaged, both estimated and actual in tons.
  - 5. Quantity of waste recycled, both estimated and actual in tons.
  - 6. Total quantity of waste recovered (salvaged plus recycled) in tons.
  - 7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.
- B. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.
- C. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
- D. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.
- E. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- F. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- G. Qualification Data: For waste management coordinator.

## **1.06 QUALITY ASSURANCE**

- A. Waste Management Coordinator Qualifications: LEED-Accredited Professional, certified by USGBC.
- B. Waste Management Conference: Conduct conference at Project site.

## **1.07 WASTE MANAGEMENT PLAN**

- A. General: Develop a waste management plan according to ASTM E 1609 and requirements in this Section. Plan shall consist of waste identification, waste reduction work plan, and cost/revenue analysis. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.
- B. Waste Identification: Indicate anticipated types and quantities of demolition, site-clearing, and/or construction waste generated by the Work. Include estimated quantities and assumptions for estimates.
- C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.
  - 1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
  - 2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
  - 3. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
  - 4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
  - 5. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
  - 6. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location where materials separation will be performed.

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

## **PART 3: EXECUTION**

### **3.01 PLAN IMPLEMENTATION**

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as

required to implement waste management plan during the entire duration of the Contract.

- B. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan.
- C. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project site.
  - 1. Distribute waste management plan to everyone concerned within three days of submittal return.
  - 2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.
- D. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
  - 1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
  - 2. Comply with TEMPORARY FACILITIES AND CONTROLS Section for controlling dust and dirt, environmental protection, and noise control.

### **3.02 SALVAGING DEMOLITION WASTE**

- A. Salvaged Items for Reuse in the Work:
  - 1. Clean salvaged items.
  - 2. Pack or crate items after cleaning. Identify contents of containers.
  - 3. Store items in a secure area until installation.
  - 4. Protect items from damage during transport and storage.
  - 5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.
- B. Salvaged Items for sale or donation shall not be permitted on Project site.



- C. Salvaged Items for Owner's Use:
  - 1. Clean salvaged items.
  - 2. Pack or crate items after cleaning. Identify contents of containers.
  - 3. Store items in a secure area until delivery to Owner.
  - 4. Transport items to storage area designated by Owner].
  - 5. Protect items from damage during transport and storage.

### **3.03 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL**

- A. General: Recycle paper and beverage containers used by on-site workers.
- B. Recycling Receivers and Processors: The plan shall identify local recycling receivers and processors of recyclable materials.
- C. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall be shared equally by Owner and Contractor.
- D. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.
  - 1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
    - a. Inspect containers and bins for contamination and remove contaminated materials if found.
  - 2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
  - 3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
  - 4. Store components off the ground and protect from the weather.
  - 5. Remove recyclable waste from Owner's property and transport to recycling receiver or processor.

### 3.04 RECYCLING DEMOLITION WASTE

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

- L. Carpet Tile: Remove debris, trash, and adhesive.
  - 1. Stack tile on pallet and store clean, dry carpet in a closed container or trailer provided by Carpet Reclamation Agency or carpet recycler.
- M. Piping: Reduce piping to straight lengths and store by type and size. Separate supports, hangers, valves, sprinklers, and other components by type and size.
- N. Conduit: Reduce conduit to straight lengths and store by type and size.

### **3.05 RECYCLING CONSTRUCTION WASTE**

- A. Packaging:
  - 1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
  - 2. Polystyrene Packaging: Separate and bag materials.
  - 3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
  - 4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.
- B. Wood Materials:
  - 1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
  - 2. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.
- C. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location.
  - 1. Clean Gypsum Board: Grind scraps of clean gypsum board using small mobile chipper or hammer mill. Screen out paper after grinding.

### **3.06 DISPOSAL OF WASTE**

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

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
  2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials.
- C. Disposal: Remove waste materials and dispose of at designated spoil areas on Owner's property.
- D. Disposal: Remove waste materials from Owner's property and legally dispose of them.

*END OF SECTION 01075*

## **SECTION 01090: DEFINITIONS AND STANDARDS**

### **PART 1: GENERAL**

#### **1.01 SUMMARY**

This Section specifies administrative requirements for compliance with governing regulations, codes and standards.

Requirements include obtaining permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with regulations, codes and standards.

Refer to General and Special Conditions for requirements for compliance with governing regulations.

#### **1.02 DEFINITIONS**

- A. General: Definitions contained in this Article are not necessarily complete, but are general to the extent that they are not defined more explicitly elsewhere in the Contract Documents.
- B. Indicated refers to graphic representations, notes or schedules on the Drawings, or other Paragraphs or Schedules in Specifications, and similar requirements in Contract Documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used, it is to help locate the reference; no limitation on location is intended except as specifically noted.
- 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. However, no implied meaning shall be interpreted to extend the Architect's responsibility into the Contractor's area of construction supervision.
- D. Approve: The term "approved," where used in conjunction with the Architect's action on the Contractor's submittals, applications, and requests, is, limited to the responsibilities and duties of the Architect stated in General and Supplementary Conditions. Such approval shall not release the Contractor from responsibility to fulfill Contract Document requirements, unless otherwise provided in the Contract Documents.
- E. Regulation: The term "Regulations" includes laws, statutes, ordinances 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, whether they are lawfully imposed by authorities having jurisdiction or not.
- F. Furnish: The term "furnish" is used to mean "supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations."

- G. Install: The term "install" is used to describe operations at 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 an entity engaged by the Contractor, either as an employee, subcontractor or sub-subcontractor for performance of 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.
- The term "experienced," when used with the term "Installer" means having a minimum of 5 previous Projects similar in size and scope to this Project, and familiar with the precautions required, and has complied with requirements of the authority having jurisdiction.
- J. Project Site is the space available to the Contractor for performance of the Work. The extent of which is shown on the Drawings.
- K. Testing Laboratories: A "testing laboratory" 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.

### 1.03 SPECIFICATION FORMAT AND CONTENT

This Article is provided to help the user of these Specifications understand the format, language, implied requirements, and similar conventions. None of the explanations shall be interpreted to modify the substance of Contract requirements.

- A. Specification Format: These Specifications are organized into Divisions, Sections or Trade Headings based on the Construction Specifications Institute's 16-Division format and numbering system. This organization conforms generally to recognized construction industry practice.
- a. Each section of specifications has been subdivided into 3 (or fewer) "parts" for uniformity and convenience (Part 1: General, Part 2: Products, and Part 3: Execution). These titles do not limit the meaning of and are not an integral part of the text which specifies requirements.
- B. Specification Content: This Specification has been produced employing conventions in the use 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:
- a. Language used in the Specifications and other Contract Documents is the abbreviated type. Implied words and meanings will be appropriately interpreted. Singular words will be interpreted as plural and plural words interpreted as singular where applicable

and where the full context of the Contract Documents so indicates.

- b. Imperative Language is used generally in the Specifications. Requirements expressed imperatively are to be performed by the Contractor. At certain locations in the text, for clarity, subjective language is used to describe responsibilities that must be fulfilled indirectly by the Contractor, or by others when so noted.
  - c. Section Numbering: Used to facilitate cross-references in contract documents. Sections are placed in Project Manual in numeric sequence; however, numbering sequence is not complete, and listing of sections at beginning of Project Manual must be consulted to determine numbers and names of specification sections in contract documents.
  - d. Page Numbering: Numbered independently for each section. Section number is shown with page number at bottom of each page, to facilitate location of text in Project Manual.
- C. Assignment of Specialists: The Specification requires that certain specific construction activities shall be performed by specialists who are recognized experts in the operations to be performed. The specialists must be engaged for those activities, and the assignments are requirements over which the Contractor has no choice or option. Nevertheless, the ultimate responsibility for fulfilling Contract requirements remains with the Contractor.
- a. This requirement shall not be interpreted to conflict with enforcement of building codes and similar regulations governing the Work. It is also not intended to interfere with local trade union jurisdictional settlements and similar conventions.
  - b. Trades: Use of titles 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.

#### 1.04 DRAWING SYMBOLS

- A. Graphic symbols used on the Drawings are those recognized in the construction industry for purposes indicated. Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., CD-ROM version 3.0.
- B. Mechanical/Electrical Drawings: Graphic symbols used on mechanical and electrical Drawings are generally aligned with symbols recommended by ASHRAE. Where appropriate, they are supplemented by more specific symbols recommended by technical associations including ASME, ASPE, IEEE and similar organizations. Refer instances of uncertainty to the Architect for clarification before proceeding.

## 1.05 INDUSTRY STANDARDS

A. Applicability of Standards: Except where Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into Contract Documents. Such standards are made a part of the Contract Documents by reference. Individual Sections indicate which codes and standards the Contractor must keep available at the Project Site for reference.

a. Referenced standards take precedence over standards that are not referenced but recognized in the construction industry as applicable. Where two codes are at variance, the more restrictive requirement shall apply. Abbreviations are used for agencies issuing standard specifications as follows:

### *Agency*

U.S. Government Federal Specification	FS
California Building Code,	CBC
California Mechanical Code	CMC
California Plumbing Code	CPC
California Electrical Code	CEC
California Administrative Code, Title 24	CAC
American Society for Testing and Materials	ASTM
American National Standards Institute	ANSI
Underwriters Laboratories	UL
National Fire Protection Association	NFPA

1. Where reference is made to the standard specifications of the American Society for Testing and Materials or other standards, the serial designation does not always give the year of the latest revision; however, it shall be understood to refer to that specification of the latest revision.

b. Non-referenced Standards: Except as otherwise limited by the Contract Documents, standards not referenced but recognized in the industry as applicable will be enforced for performance of the Work. The Architect will decide whether a code or standard is applicable, or which of several are applicable.

c. Publication Dates: Where compliance with an industry standard is required, comply with standard in effect as of date of Contract Documents.

B. Conflicting Requirements: Where compliance with two or more standards is specified, and they establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirement will be enforced, unless the Contract Documents indicate otherwise. Refer requirements that are different, but apparently equal, and uncertainties as to which quality level is more stringent to the Architect for a decision before proceeding.



- C. Minimum Quantities or Quality Levels: In every instance the quantity or quality level shown or specified shall be the minimum to be provided or performed. The actual installation may comply exactly, within specified tolerances, with the minimum quantity or quality specified, or it may exceed that minimum within reasonable limits. In complying with these requirements, indicated numeric values are minimum or maximum values, as noted, or appropriate for the context of the requirements. Refer instances of uncertainty to the Architect for 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 that entities' construction activity. Copies of applicable standards are not bound with the Contract Documents.
- a. Where copies of standards are needed for performance of a required construction activity, the Contractor shall obtain copies directly from the publication source.
  - b. Although copies of standards needed for enforcement of requirements may be part of required submittals, the Architect reserves the right to require the Contractor to submit additional copies as necessary for enforcement of requirements.

#### **1.06 GOVERNING REGULATIONS/AUTHORITIES**

The Architect has contacted authorities having jurisdiction where necessary to obtain information necessary for the preparation of Contract Documents; that information may or may not be of significance to the Contractor. It shall be the Contractor's responsibility to contact authorities having jurisdiction directly for information and decisions having a bearing on the Contractor's Work.

#### **1.07 SUBMITTALS**

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 Applicable)

**PART 3: EXECUTION** (Not Applicable)

*END OF SECTION 01090*

## **SECTION 01200: PROJECT MEETINGS**

### **PART 1: GENERAL**

#### **1.01 SUMMARY**

This Section specifies administrative and procedural requirements for project meetings including but not limited to:

Pre-Bid Conference and Walk-Through.  
Pre-Construction Conference.  
Coordination/Progress Meetings.

Construction schedules are specified in another Division-1 Section.

#### **1.02 PRE-BID CONFERENCE AND WALK-THROUGH**

- A. Schedule: The pre-bid conference and walk-through, if required by the Owner, shall take place at the date, time and location stipulated in the Notice to Contractors.
- B. Attendees: The Owner, Architect and any Contractor wishing to submit a bid for this Project. It is strongly suggested that major subcontractors also attend.
- C. Agenda: Review scope and nature of the Work. Discuss items of significance that could affect the schedule of the Work including such topics as:
  - Wage Requirements.
  - Working hours.
  - Approach to the Work.
  - Critical Work sequencing.
  - Use of the premises.
  - Phasing of the Work.
  - Schedule for completing the Work.

#### **1.03 PRE-CONSTRUCTION CONFERENCE**

- A. Schedule: The Contractor shall be responsible to schedule a pre-construction conference and organizational meeting at the Project site or other convenient location no later than 15 days after execution of the Agreement and prior to commencement of construction activities. Conduct the meeting to review procedures, responsibilities and personnel assignments.
- B. Attendees: The Owner, the Architect, the Contractor and its major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress including such topics as:

Tentative construction schedule.  
Critical Work sequencing.  
Designation of responsible personnel.  
Procedures for processing field decisions and Change Orders.  
Procedures for processing Applications for Payment.  
Distribution of Contract Documents.  
Submittal of Shop Drawings, Product Data and Samples.  
Preparation of record documents.  
Use of the premises.  
Office, Work and storage areas.  
Equipment deliveries and priorities.  
Safety procedures.  
First aid.  
Security.  
Housekeeping.  
Working hours.

#### **1.04 COORDINATION/PROGRESS MEETINGS**

- A. The Contractor will conduct weekly Project coordination/progress meetings at regularly scheduled times convenient for all parties involved. Project coordination/progress meetings are in addition to specific meetings held for other purposes, such as special pre-installation meetings.
- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved. Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
- C. No later than 5 days after each coordination/progress meeting date, the Contractor will distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
- D. The Contractor will revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized.

**PART 2: PRODUCTS** (Not Applicable)

**PART 3: EXECUTION** (Not Applicable)

*END OF SECTION 01200*

## **SECTION 01300: SUBMITTALS**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION**

- A. Work Included in This Section: Requirement standards for project samples, shop drawings, material lists, manufacturer's literature, brochures, catalog cuts, test reports, certificates, verifications, maintenance manuals, color and texture samples.
- B. Related Work Specified Elsewhere: Reference to required submittals are included in specific sections, including Special Conditions.

#### **1.02 MATERIAL LISTS**

Material lists shall be submitted with name of project, Architect's project number, supplier or subcontractor's name, contract Specifications Section number, generic name of item, manufacturer's name, brand name and model or industry standard number. Other data required to clearly identify the item as that which is specified shall also be included.

#### **1.03 SHOP DRAWINGS**

Shop drawings shall facilitate integration, coordination and progress of the work and are not considered Contract Documents.

- A. Scope of the Drawings: Shop drawings shall be prepared to indicate accurately job conditions and dimensions and to conform to drawing indications, specification requirements, and applicable supplementary details and instructions; they shall indicate complete methods of connection, jointing, support anchorage, reinforcement and other features of construction, together with easements and necessary clearances in the work of others, and relation of work so detailed to finished surfaces of abutting work; material and finishes of work so detailed shall be indicated thereon and size of drawings shall not exceed size of Contract Drawings.
- B. Review: The Architect will review shop drawings for general design requirements only. The Contractors responsibility shall encompass review necessary to coordinate work of all trades affected by the shop drawings; Contractor's stamp of review and/or approval shall be placed, signed and dated prior to submittal to the Architect, and all requested verifications required by field conditions noted thereon. Carefully note the provisions of Article 3.03.
- C. Deviations from Contract Documents so minor as to involve no change in Contract amount may be accepted if acceptance is in the Owner's interest. Do not construe the Architect's review as allowing following:
  - 1. Variation from Contract Documents except as specifically authorized by the Architect.

2. Relieving the Contractor of responsibility for errors in details or dimensions.
3. Relieving the Contractor of responsibility for deviations or omissions from the Contract Documents.
4. Departures from additional details or instructions previously furnished by the Architect.
5. Relieving the Contractor of responsibility for integrating and coordinating various trades and separate contracts.
6. Variation from Local, State or Federal laws, nor regulations or requirements of Boards, Commissions or Departments having jurisdiction, nor approval of conditions which may involve infringements of patents.

#### **1.04 SAMPLES**

Review of samples shall permit the Architect to physically verify conformance of materials, products, fixtures or devices with Contract Documents either by inspection or testing, and to select textures, colors or other characteristics as stipulated in the Contract Documents.

- A. Review of samples will be only for characteristics or uses named in such review and shall not be taken to change or modify any contract requirement except as specifically authorized or requested by the Architect.
- B. Samples shall set standards for items or characteristics of which samples are representative and after sample has been reviewed, no further change in brand, make or quality will be permitted.

#### **1.05 CERTIFICATES**

Certificates shall certify compliance with published specifications of trade, industry or governmental organizations or specifications of the Architect and shall attest to the Contractor's compliance with such specifications.

- A. Where these specifications set standards by referencing published specifications, submittal of certifications may not be required; however, if inspection or performance at the job site after delivery and until the Owner's final acceptance creates doubt regarding compliance, the Architect reserves the right to receive such certification or in event compliance cannot be certified, demand removal of questionable work and its replacement with certifiable materials.

#### **1.06 SUBSTITUTIONS**

Where the specifications use a specific manufacturer's name in conjunction with materials, products or systems, they are cited as standards, but implies no right upon the part of the Contractor to substitute other materials, products or systems without written approval of the Architect.

- A. Where the phrase "or approved equal" or "or equal as approved by the Architect" occurs in the Contract Documents, do not assume that material, equipment, or methods not specified are equal unless the item has been specifically approved for this Work by the Architect.
- B. Requests for substitutions shall be submitted to the Architect as indicated below. No request submitted to the Architect's consultants or to Code Authorities shall be considered valid.
  - 1. Requests for substitutions shall be submitted within forty (40) days after the signing of the Contract, and in no event less than two weeks prior to the date which the Contractor sets for firm action by his forces (placing of an order, installation, etc., as the case may be). Such requests may be submitted in conjunction with material lists in accordance with Article 3.01.
  - 2. All requests for substitution shall be in writing and shall indicate all information required thereon including difference in size, difference in color, etc. The request for substitution shall be accompanied by cuts, product literature, performance data, specifications, drawings, samples or other means as may be required for proper evaluation by the Architect.
  - 3. All proposed substitutions shall be a standard product of the firm under current manufacture and be a catalog item at time of bid.
  - 4. All requests for substitutions shall be in accordance with all other requirements of this Section and these Specifications.
  - 5. The Architect shall be the sole judge of whether the Contractor's proposed substitution is equal to the specified item and approved for use on the project.
  - 6. Acceptance of substitutions shall not relieve the Contractor from responsibility for complying with requirements of the Contract Documents. The Contractor shall be responsible for changes in other parts occasioned by his substitutions and shall bear their expense.

## **PART 2: PRODUCTS - Not Applicable**

## **PART 3: EXECUTION**

### **3.01 GENERAL REQUIREMENTS**

- A. Unless otherwise directed by the Owner's Project Manager, the Contractor shall provide five (5) copies of all submittals of materials lists, shop drawings and requests for substitutions. All submittals shall be

directed to the Owner's Project Manager, who shall then coordinate review by the Architect.

- B. Material lists shall be submitted to the Owner's Project Manager within forty (40) calendar days after award of the contract, or in no event less than 21 days prior to installation of material.
- C. The Architect shall be allowed fourteen (14) calendar days after submission of any shop drawings, certificates, samples, material lists, manufacturer's literature, etc., to review and return to Contractor except as provided in Paragraph 3.07 for those items involving a color selection.

### **3.02 SAMPLES**

When required, samples shall be submitted in ample time for Architect's review prior to quantity fabrication, or in the case of manufactured items, prior to placement of purchase orders.

- A. Label samples with name of project, the Architect's project number, supplier's name, subcontractor's name, generic name of item, manufacturer's name, brand name and model number.
- B. Accompany Sample shipments with transmittal letter referencing name of project, the Architect's project number, drawing sheet and detail, specification section and paragraph number, and same information with which sample itself is labeled.
- C. Return of Samples: Upon Contractor's request, Architect may return certain reviewed samples for installation provided they are installed in good condition and are marked for identification as sample.
- D. Color and Texture Samples: Phase submittals for color and texture of all finish materials to be selected by the Architect as follows:
  - 1. Submit manufacturer's standard samples with shop drawings or material lists.
  - 2. Architect will make preliminary selection from this submittal, selecting a maximum of three per material.
  - 3. Final Submittal: Contractor shall submit 8-1/2" x 11" samples of all selected paint and stain colors for final approval.

### **3.03 SHOP DRAWINGS**

When required by other sections of these Specifications, submit copies of rough-in, fabrications and installation drawings in ample time to permit reviews, verifications of compliance, coordination with other trades prior to performing work required; no work indicated on any shop drawing shall commence until reviewed.

- A. Unless otherwise provided in various specification sections, shop drawings within a trade which are interrelated with other work within the trade for which shop drawings are required and shop drawings which require

coordination and checking with shop drawings of another trade, shall be submitted together to facilitate proper checking and coordination.

- B. Identification: Mark drawings with name of project or the Architect's project number, specification section number, drawing detail and sheet number reference where subject of shop drawing is described and shown, and date shop drawing was prepared and/or revised.
  - 1. Where coordination requirements necessitate scope of shop drawing to include more than one item, label shop drawing with specification section number of dominant trade involved. "Dominant" shall be defined as greatest quantity, greatest cost, or principal detail subject of drawing, whichever is appropriate.

### **3.04 MATERIAL LIST**

When required by other sections of these Specifications, submit material lists in accordance with Article 3.01.

- A. Where material or product is specified with several acceptable manufacturers, the material list shall identify which manufacturer's product will be used.
- B. Where material or product is specified by only one manufacturer the material list may simply state "as specified".
- C. Where material or product is specified without naming a manufacturer, the material list shall identify the manufacturer for the product to be used.

### **3.05 CERTIFICATES**

Each required certificate shall be identified with project number specification section numbers and applicable industry or governmental standard.

- A. Certificates for materials shall be submitted with material lists or shop drawings in accordance with Article 3.01.
- B. Certificates for installation or application of materials or products shall be submitted after completion of the work and prior to final acceptance.

### **3.06 MANUALS**

Equipment maintenance manuals shall contain manufacturer's catalog cuts, schedules, be identified as to item and number specified and be bound into hard-faced durable binders.

### **3.07 LIST OF SUBMITTALS**

The following is a list of items that need to be transmitted to the Architect for the Architect's review during the course of construction. Verify exact requirements with Specifications.



<i>SPEC. SECTION</i>	<i>ITEM</i>
01935:	EXTRA FINISH MATERIALS Resilient Flooring Carpet Acoustical Ceiling Treatment Paint
03300:	CAST-IN-PLACE CONCRETE Mix Designs List of Materials/Manufacturers
05700	MISCELLANEOUS METAL WORK List of Materials/Manufacturers
06200:	FINISH CARPENTRY AND MILLWORK List of Materials/Manufacturers
06400:	ARCHITECTURAL WOODWORK Shop Drawings ** Plastic Laminate Samples
07200:	BUILDING AND ACOUSTICAL INSULATION List of Materials/Manufacturers
07900:	SEALANTS AND CAULKING List of Materials/Manufacturers
08100:	METAL DOORS AND FRAMES List of Materials/Manufacturers Shop Drawings
08200:	PLASTIC LAMINATE FACED DOORS List of Materials/Manufacturers Shop Drawings ** Plastic Laminate Samples
08305:	ACCESS DOORS Catalog Cuts
08400:	STOREFRONT SYSTEM List of Materials/Manufacturers Shop Drawings
08710:	FINISH HARDWARE Hardware Schedule
08800:	GLASS AND GLAZING List of Materials/Manufacturers Glass Samples
09110	METAL STUD WALLS AND PARTITIONS List of Materials/Manufacturers

09252:	GYPSUM WALLBOARD	List of Materials/Manufacturer
	**	Wall Texture Sample
09500:	ACOUSTICAL CEILING TREATMENT	List of Materials/Manufacturer
09660:	RESILIENT FLOORING	List of Materials/Manufacturers
	**	Premium Vinyl Tile Samples
	**	Topset Base Samples
09685:	CARPETING	List of Materials/Manufacturers
	**	Carpet Samples
09900:	PAINTING	List of Materials/Manufacturers
	**	Color/Finish Range Samples
	**	Brush-Outs
10270:	RAISED ACCESS FLOOR SYSTEM	List of Materials/Manufacturers
		Shop Drawings
10426:	SIGNAGE AND GRAPHICS	Shop Drawings
	**	Color Samples
10500:	SOLID PLASTIC LOCKERS	List of Materials/Manufacturers
		Shop Drawings
	**	Color Samples
10520:	FIREFIGHTING DEVICES	Catalog Cuts
10800:	TOILET AND BATH ACCESSORIES	Catalog Cuts
11450:	RESIDENTIAL EQUIPMENT	Catalog Cuts
12240:	ROLLER WINDOW SHADES	List of Materials/Manufacturers
		Shop Drawings
	**	Fabric Samples
15300:	FIRE SUPPRESSION SYSTEMS	List of Materials/Manufacturers
		Shop Drawings

15400: PLUMBING

Fixture Cuts  
List of Materials/Manufacturers

15600: HEATING, VENTILATION, AND AIR CONDITIONING

Fixture Cuts  
List of Materials/Manufacturers  
Shop Drawings

16000's: ELECTRICAL

Fixture Cuts  
List of Materials/Manufacturers  
Lighting Test Results

NOTE: All items marked with \*\* shall be submitted as soon as possible to facilitate the coordination and preparation of finish color boards. Architect will not begin to prepare color boards or make color selections until all items so marked have been received from the Contractor.

Contractor shall be responsible to submit samples and literature promptly so as to meet minimum ordering dates for items with the longest delivery times. Allow Architect 2-weeks to make color selections and prepare color boards.

*End Of Section 01300*

## **SECTION 01430: TESTS AND INSPECTIONS**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION**

A. Work Included in This Section:

This section is intended to clarify the extent of and establish the basis for the laboratory conducted tests and inspections required by these specifications.

B. Related Work Specified Elsewhere:

1. PAVING AND SURFACING Section
2. CAST-IN-PLACE CONCRETE Section

#### **1.02 TESTING PROCEDURES**

- A. The Contractor shall not make any tests upon portions of the work already completed except with the written consent and under the direction of the Architect or Owner. The Contractor shall repair all damage caused by the taking of any test or the making of any inspection hereunder at no additional cost to the Owner.
- B. The Contractor shall cooperate with and provide the inspectors and the representatives of the testing laboratory(s) opportunity and assistance in taking samples, making field tests and making inspections, and he shall schedule and coordinate his work to hold the costs of tests and inspections to a reasonable minimum.
- C. The Owner may provide one or more full-time inspectors for the duration of the Contract, as required. The basic PLUMBING and ELECTRICAL inspections shall be called for in the normal manner from the governing Inspection Department.
- D. Whenever tests or inspections are required by the Specifications or by the Architect to be performed by a testing laboratory or testing agency, they shall be performed by a testing laboratory or agency selected by the Owner.
- E. The testing laboratory or inspection agency shall keep a record of all tests and inspections made. Copies of test and inspection reports shall be issued as follows:
1. Two (2) copies to the Contractor.
  2. One (1) copy to the Architect.
  3. One (1) copy to the Owner.

- F. The cost of all tests and inspections shall be paid for by the Owner, unless otherwise expressly provided.
- G. When re-tests or re-inspections are required because of the failure of any specified test or inspection, the cost thereof shall be borne by the Contractor.
- H. When any test or inspection is called for at such time or in such a manner as to require the payment of any overtime or premium therefore, the excess cost shall be deducted from the Contract price.
- I. When, because of the manner or sequence in which the Contractor performs the work, the Architect is of the opinion that tests or inspections other than those specified, or in a quantity not normally expected, are required, the cost of such additional tests and inspections shall be deducted from the Contract price.

### **1.03 REQUIRED TESTS AND INSPECTIONS**

- A. Testing required shall be as set forth in the Testing and Inspection Schedule, Article 1.04. Tests shall be performed on the listed material or services and all other portions of the work as required by local Code Authorities and those provisions of the applicable California Administrative Codes.
  - 1. The Architect and the City, County, State and Federal departments having legally constituted authority, shall have access to the job site at all times for the purpose of making inspection of the work and/or premises, whenever it is necessary to secure compliance with, or prevent violation of any provisions of the Specifications, legal building regulations or governing standards applicable to the work or its performance under this Contract.
- B. The Contractor shall obtain inspection and approval for all work, for which a permit is required, from authorized employees of the governing Inspection Department. In addition to inspections called for by permit, special inspection shall be provided from when required by the Code Authority.

### **1.04 TESTING AND INSPECTIONS SCHEDULE**

The following listed materials shall be sampled, inspected and tested in order to comply with the requirements of the Contract and the various Code authorities having jurisdiction over the project.

- A. Paving:
  - 1. Compaction tests for aggregate base course.

B. Reinforcing Steel:

1. Bar sample and test for all bars #5 and larger. (Proper identification and mill certificates are acceptable.)

C. Concrete:

1. Review of Contractor's mix designs.
2. Concrete strength, compression tests.

*End Of Section 01430*

## **SECTION 01500: TEMPORARY FACILITIES AND CONTROLS**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION**

- A. Work Included in This Section: Provision of temporary facilities and controls including, but not necessarily limited to:
  - 1. Protections such as tarpaulins, barricades and canopies.
  - 2. Sanitary Facilities.
  - 3. Temporary Water, Electricity and Telephone.
- B. Related Work Specified Elsewhere:
  - 1. Sub-Contractor Equipment in DIVISIONS 2 through 16: Equipment furnished by sub-contractors shall comply with all requirements of pertinent safety regulations, the ladders, hoists, planks, and similar items normally furnished by individual trades in execution of their own portions of the Work are not part of this Section of these Specifications.

#### **1.02 INCORPORATED DOCUMENTS**

In addition to the Codes and Standards indicated in Section 01000, the published specifications, standards, tests or recommended methods of the industry, apply to the work of this Section. All work and equipment shall comply with the safety regulation of CAC Title 24, Division T8, Industrial Safety Orders.

### **PART 2: PRODUCTS**

#### **2.01 TEMPORARY UTILITIES**

- A. The Contractor may use the electrical and water utility connections of the existing building during the course of this work.
  - 1. Furnish and install all necessary wiring and connections required for temporary electricity.
  - 2. Furnish and install area distribution boxes so located that the individual trades may use their own construction-type extension cords to obtain adequate power and artificial lighting at all points where required for progress of the Work and safety.
  - 3. Furnish and install hoses, valves and other elements required to obtain adequate water at all points where required for progress of the Work and safety.
- B. The Contractor shall insure that their use of the electrical and water utility connections of the existing building will in no way hinder the Owner's

continued use in those portions of the building not under active construction.

## **2.02 FIELD OFFICES AND JOB TELEPHONE**

- A. Contractor may utilize a portion of the existing building (within the project area) to serve as a temporary office. Adequate table and chairs shall be provided by the Contractor to facilitate regular meetings.
- B. Project Superintendent shall be provided with a cellular phone, with the corresponding number given to Architect and Owner's Representatives. The Project Superintendent shall be available for phone discussion during all normal working hours.

## **2.03 SANITARY FACILITIES**

- A. Furnish and install all required temporary toilet buildings with sanitary toilets for use of all workmen; comply with all minimum requirements of the Health Department or other public agency having jurisdiction; maintain in a sanitary condition at all times.
  - 1. Locate temporary toilet buildings away from Owner's building in a location as agreed to by the Owner.
  - 2. Lock temporary toilet buildings outside of work hours.
- B. The sanitary facilities of the existing building shall not be used.

## **2.04 ENCLOSURES**

- A. Provide and maintain a sealed barrier between those portions of the existing building undergoing active construction and those remaining portions of the building still occupied by the Owner. This barrier shall prevent the transmission of all dirt, dust, moisture, or other contaminants resulting from the construction work.
- B. All existing return air ducts within those portions of the existing building undergoing active construction shall be temporarily sealed to prevent the transmission of all dirt, dust, moisture, or other contaminants resulting from the construction work.
- C. Furnish, install and maintain for the duration of construction all required scaffolds, tarpaulins, barricades, canopies, warning signs, steps, bridges, platforms, and other temporary construction necessary for proper completion of the Work in compliance with all pertinent safety and other regulations.

## **2.05 FENCING OF THE CONSTRUCTION AREA**

- A. Furnish and install temporary fencing as required for the protection of the public at all times that exterior work is in progress.



- B. The temporary fence shall consist of woven chain-link mesh not less than six feet in height, complete with metal posts and all required bracing, and with truck and pedestrian gates as required.

### **PART 3: EXECUTION**

#### **3.01 REMOVAL**

Maintain all temporary facilities and controls as long as needed for the safe and proper completion of the Work; remove all such temporary facilities and controls as rapidly as progress of the Work will permit or as directed by the Architect.

*End Of Section 01500*

## **SECTION 01700: PROJECT CLOSEOUT**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION**

- A. Work included in this Section shall consist of, but not be specifically limited to, the following items:
  - 1. Project cleanup and coordination of all cleaning required of other trades.
  - 2. Start-up of all mechanical, electrical, and miscellaneous equipment items; and adjustments required for the performance specified.
  - 3. Repair and touch-up work on all items damaged during the construction and handling processes.
  - 4. Collection of and processing for delivery to the Architect of all as-built drawings and maintenance and operations manuals required under various Sections of the Specifications.
- B. It shall be the responsibility of the Contractor to provide all labor and materials necessary to achieve completion of the items may be specified under the work of other trades. Periodic removal of debris, and cleaning, repair, and testing of items in various areas of the construction site shall be carried out under the direction of the Contractor.
- C. Related work specified elsewhere shall include, but not be limited to, the provisions set forth in all detail specifications of Sections 2 through 16, inclusive.

#### **1.02 REQUIREMENTS OF REGULATORY AGENCIES**

Safety, Fire and Environmental Protection, and Insurance standards shall be strictly adhered to in all phases of the construction work. It shall be the responsibility of the Contractor to determine the standards applicable to this project as set forth in all codes, regulations, and ordinances having jurisdiction, and as set forth elsewhere in the Specifications.

### **PART 2: PRODUCTS**

#### **2.01 CLEANING MATERIALS**

Use only those specific materials or types of materials recommended and approved by the manufacturer of the item to be cleaned.

## **2.02 TOUCH-UP MATERIALS**

Use only those materials by or as recommended and approved by the manufacturer of the item to be touched up. Colors and finish characteristics shall exactly match the base material, and extra materials, labor, and services required to achieve this result shall be provided by the Contractor.

## **2.03 REPLACEMENT MATERIALS**

Materials that are damaged and not repairable, or materials that are destroyed shall be replaced with equal and identical materials of the same manufacture and shall function in conjunction with the remaining portions of that material. Items no longer manufactured or available shall be replaced with comparable materials as approved by the Architect and at no additional cost to the Owner.

# **PART 3: EXECUTION**

## **3.01 CLEANUP WORK**

### **A. During Construction:**

1. Oversee cleaning and ensure that building and grounds are maintained free from accumulations of waste materials and rubbish.
2. Sprinkle dusty debris with water.
3. At reasonable intervals during progress of work, clean up site and access and dispose of waste materials, rubbish, and debris.
4. Provide suitable containers and locate on site for collection of waste materials, rubbish, and debris.
5. Do not allow waste materials, rubbish, and debris to accumulate and become an unsightly or hazardous condition.
6. Remove waste materials, rubbish, and debris from the site and legally dispose of at public or private dumping areas off the Owner's property.
7. Vacuum clean interior building areas when ready to receive finish painting and continue vacuum cleaning on an as-needed basis until building is ready for acceptance or occupancy.
8. Lower waste materials in a controlled manner with as few handlings as possible; do not drop or throw materials from heights.
9. Schedule cleaning operations so that dust and other contaminants resulting from cleaning process will not fall on wet, newly painted surfaces.

- B. Final Cleaning:
1. Use experienced professional cleaners for final cleaning.
  2. At completion of construction and just prior to acceptance or occupancy, conduct a final inspection of exposed interior and exterior surfaces.
  3. Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials from interior and exterior surfaces.
  4. Repair, patch, and touch-up marred surfaces to match adjacent finishes.
  5. Broom clean paved surfaces; rake clean other surfaces of grounds.
  6. Maintain cleaning until the building, or portion thereof, is accepted by the Owner.

### **3.02 STARTUP WORK**

- A. During Construction and as each piece of equipment is installed, provide the following tests:
1. Verify that all external service connections have been properly completed, that piping and/or wiring is properly sized, and contain all necessary safety devices.
  2. Verify that the equipment is free of shipping materials, tie downs, or other internal obstructions.
  3. Conduct tests employing the manufacturer's operating instructions as a sequential guide.
  4. Verify that all portions of the equipment function properly and that the total performance criteria are satisfied.
  5. Make adjustments, replacements, or repairs necessary to achieve full operational capability and repeat tests until performance is achieved and approval obtained.
- B. Prior to acceptance verify that all conditions specified in above have been satisfied and that equipment is ready for continuous use. Provide the following services preparatory to acceptance:
1. Clean or replace all strainers.
  2. Replace air conditioning filters in existing units with new filters of equal quality to the existing.

3. Clean ducts, blowers, and coils in existing units, if air conditioning units were operated during construction.

### **3.03 REPAIR AND TOUCH-UP WORK**

All damaged items shall be repaired or replaced as directed using proper materials and craftsmen skilled in that particular trade. Materials shall be as follows.

- A. All repair or replacement parts shall be of the same quality and manufacture as the item being repaired.
- B. All touch-up paint shall be as provided by the item manufacturer for that purpose and shall exactly match the original color and finish.

### **3.04 AS-BUILT DRAWING**

Various Sections of the detailed specifications require as-built drawings to be prepared by the Contractor(s). These drawings shall be collected by the Contractor, checked for conformance to the specific requirements, compiling all information on the one record set of prints in accordance with Section 01000, Article 1.08.

### **3.05 MAINTENANCE AND OPERATING MANUALS**

The Contractor shall also be responsible for collecting bound operating and maintenance manuals required of all trades supplying equipment, and for delivering them to the Architect.

### **3.06 EXTRA MATERIALS**

Carefully examine the requirements of Section 01935 and the provisions of the applicable Sections of Division 9 and deliver the materials required to the Owner.

### **3.07 FINAL INSPECTIONS**

See Section 01000, Article 1.07 for procedures and basic responsibilities to be satisfied prior to requesting a final inspection or punch list for a "completed" project.

*End Of Section 01700*

## **SECTION 01935: EXTRA FINISH MATERIALS**

### **PART 1: GENERAL**

#### **1.01 DESCRIPTION**

- A. Work Included: Provide all extra materials as herein scheduled packaged, labeled, and delivered to the Owner for future repair and replacement work. Note that this Section covers all material for which extra quantities shall be required, but only if that material is specified in a detailed Specification Section.
- B. Related Work Specified Elsewhere: The applicable Sections under Division 9 wherein the materials scheduled in this section are specified.

#### **1.02 PRODUCT DELIVERY HANDLING AND STORAGE**

- A. Deliver the required materials, in the quantities scheduled, in the original containers or packages showing clearly the make, style, catalog numbers, etc. as required to identify the materials.
- B. Provide special labeling for bulk materials identifying the material and the quantity contained in each package.
- C. Each carton or package of material shall be delivered to the Owner open for inspection as to the quantity, condition, and compliance with the schedule. After inspection, approved material packages shall be sealed in the presence of the Owner or his representative and delivery accepted. Materials which are rejected as being unsound or not of matching finishes shall be removed and replaced with new materials acceptable to both the Owner and the Architect.
- D. All materials shall match the manufacturing lot of that installed in the work.

### **PART 2: PRODUCTS**

#### **2.01 GENERAL**

Refer to Article 3.02 Schedule and the related Sections of Division 9.

### **PART 3: EXECUTION**

#### **3.01 GENERAL**

For each type of material listed, which is specified elsewhere, provide the quantities scheduled based upon the gross area of that material required for the work as shown and specified.

### 3.02 SCHEDULE

Material		Extra Quantity
A.	Acoustical Tile/Board (each type and pattern/color)	
1.	up to 1000 square feet	5% or minimum of one standard carton
2.	1000-2500 square feet	3%
3.	over 2500 square feet	2%
B.	Resilient Tile	
1.	up to 1000 square feet	5% or min. one std. ctn
2.	1000-2500 square feet	3%
3.	over 2500 square feet	2%
C.	Resilient Sheet	
1.	up to 1000 sq. yds.	3% or min. 2 sq. yds.
2.	1000-2500 sq. yds.	2%
3.	over 2500 sq. yds.	2%
(Minimum dimension for extra sheet material shall be 2'-0" x 2'-0")		
D.	Carpeting	
1.	up to 1000 sq. yds.	5%
2.	1000-2500 sq. yds.	5%
3.	over 2500 sq. yds.	5%
E.	Painting	
1.	(each type and color of material required)10% of each material in each color or a minimum of one quart.	

*End Of Section 01935*